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## WEST DEVON COMMUNITY SERVICES COMMITTEE - TUESDAY, 20TH JANUARY, 2015

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 - Introduction of Experimental Pay & Display charges in long-stay car parks in Okehampton and Tavistock (Pages 7 - 16)
- b)     Item 6 - Coach Parking in Okehampton (Pages 17 - 24)
- c)     Item 7 - Recycling & Waste Service Update (Pages 25 - 30)
- d)     Item 8 - EXEMPT Future Options for Devon Building Control Partnership (Pages 31 - 108)

3.     **Minutes** (Pages 109 - 112)

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# Agenda Item 1

## AGENDA – COMMUNITY SERVICES COMMITTEE – 20<sup>th</sup> JANUARY 2015

### 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 28<sup>th</sup> October 2014 (previously circulated).

### OPERATIONAL

5. **Introduction of Experimental Pay & Display charges in long-stay car parks in Okehampton and Tavistock**

Report of the Street Scene Manager 6

6. **Coach Parking in Okehampton**

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7. **Recycling & Waste Service Update**

Joint report of the Group Manager Commercial Services and the Waste Development & Contracts Manager 21

### PART TWO – ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PUBLIC AND PRESS ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED.

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 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 I of Schedule 12(A) to the Act.”

8. **Future Options for Devon Building Control Partnership – (Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)).**

Report of the Head of Assets 27

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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	

$$\text{Risk score} = \text{Impact/Severity} \times \text{Likelihood/Probability}$$

<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</b>
<b>DATE</b>	<b>20<sup>th</sup> January 2015</b>
<b>REPORT TITLE</b>	<b>Introduction of experimental Pay &amp; Display charges in long-stay car parks in Okehampton and Tavistock</b>
<b>Report of</b>	<b>Street Scene Manager</b>
<b>WARDS AFFECTED</b>	<b>All Okehampton and Tavistock wards</b>

**Summary of report:**

This report makes a recommendation in respect of the Pay & Display tariffs in all long-stay car parks in Okehampton and Tavistock.

**Financial implications:**

The implementation of the experimental tariff is calculated as being cost-neutral in terms of income. However, it is proposed to run a 12-month pilot scheme initially so that the impact may be closely monitored. Any additional income would be raised directly as a result of impacting positively on footfall and increasing the vibrancy of the town centre.

The cost of advertising an Experimental Order is approximately £600, which will be met by the service budget.

**RECOMMENDATIONS:**

It is recommended this Committee resolve to recommend to Council that the experimental Pay & Display charges in all long-stay car parks in Okehampton and Tavistock, as detailed in paragraph 2.5, be implemented for a period of 12 months, with monthly reviews, which will ensure the close monitoring of the scheme. The recommended charge is one tariff of £2 for all-day parking in long-stay car parks, with an additional charge of 50p for half an hour in Mill Road car park.

**Officer contact:**

Cathy Aubertin, Street Scene Manager  
[Cathy.Aubertin@swdevon.gov.uk](mailto:Cathy.Aubertin@swdevon.gov.uk)

**1. BACKGROUND**

- 1.1 Members will recall that the concept of implementing a £2 all day tariff in long stay car parks in Okehampton and Tavistock was debated at the previous meeting of this Committee (Minute No CS 10 2014/2015), where it was resolved

“... that the proposal be returned to the Car Parking Strategy Group and for that Group to present a fully researched and reasoned report to a future meeting of the Committee and for that report to be presented by the Chairman of the Car Parking Strategy Group.”

- 1.2 In accordance with the resolution, the West Devon Car Parking Strategy Group met on 2<sup>nd</sup> December 2014 in order to consider this matter further. As a result, additional information is provided to the Committee as follows.

## 2. PROPOSAL

- 2.1 It has been calculated that the introduction of a flat £2 tariff in the long-stay car parks in Okehampton and Tavistock will be neutral to the Borough Council in terms of income. This calculation is based on no change in the use of car parks and on the assumption that current users will purchase the £2 all day Pay & Display ticket, as shown in Appendix 1.
- 2.2 It is, however, very likely that the use of car parks will change, but this is impossible to predict accurately. Some current users may park elsewhere in order to make use of a lower tariff in a short-stay car park. It is also feasible to assume that the use of the cheaper all day tariff will result in more customers taking advantage of this and staying for longer within the town centre, encouraging trade locally.
- 2.3 In order to retain a cost neutral service position, it is proposed that the impact of the tariff be monitored closely for an initial period of 12 months, with monthly monitoring and impact assessment to be undertaken. Should the initiative prove successful, so that the service costs are maintained and the footfall in the towns increases, then the scheme could be reviewed and, if desired by Members, be extended with, of course, further monitoring and assessment.
- 2.4 In addition, it is proposed that a new tariff be introduced in Mill Road car park in Okehampton. Mill Road is an under-used car park and it is felt that the option to purchase a ½ hour ticket for a reasonable fee will prove to be attractive to customers, who are currently deterred by the minimum two-hour fee of £1.20. It is, therefore, recommended that a half-hour tariff be made available to customers for the cost of £0.50, as in short-stay car parks in the towns.
- 2.5 The revised tariff may be summarised as follows:

### Current tariff

	½ hour	1 hour	2 hours	3 hours	4 hours	All day
<b>Tavistock</b>						
Abbey		£1.00	£1.80	£2.20	£3.50	£6.50
Bedford & the Wharf	£0.50	£1.00	£1.80	£2.20	£3.50	£6.50
Riverside			£1.20			£2.20
<b>Okehampton</b>						
Mill Road			£1.20			£2.20

## Revised tariff

	½ hour	1 hour	2 hours	3 hours	4 hours	All day
<b>Tavistock</b>						
Abbey						£2.00
Bedford & the Wharf						£2.00
Riverside						£2.00
<b>Okehampton</b>						
Mill Road	£0.50					£2.00

- 2.6 Short-stay car parks will retain the current Pay & Display charges and, therefore, give customers a choice of paying the all-day fee in the long-stay car parks or the following fees in the short-stay car parks:

	½ hour	1 hour	2 hours	3 hours
<b>Tavistock</b>				
Bank Square	£0.50	£1.00		
Brook Street		£1.00	£1.80	£2.20
Chapel Street	£0.50	£1.00	£1.80	£2.20
Russell Street	£0.50	£1.00	£1.80	
<b>Okehampton</b>				
Market Street	£0.50	£1.00	£1.80	£2.20

- 2.7 As it is essential that the impact of such a significant change to parking tariffs is monitored and assessed, it is proposed that the change be introduced by way of an 'Experimental Order', to be implemented as soon as feasible, having taken all legal processes into account, for a 12 month period, with monthly reviews.

### 3. EXPERIMENTAL PARKING ORDERS

- 3.1 The Council may give seven days notice (in the local press and by notices in car parks) of the implementation of an Experimental Order and do not have to undertake a full public consultation before implementing.
- 3.2 However, in the Notice of Making we must provide for objections to be submitted in the normal way so that these may be considered if the Council later chooses to make the Order permanent.
- 3.3 Prior to making the Order, the Council must demonstrate local consultation. The minutes from the Strategy Group meeting will provide for this, as the Group includes representatives from Town/ Parish Councils, Tavistock BID, Chambers of Commerce and similar organisations, the major supermarkets and Transition Tavistock. We have also consulted with all local Ward Members affected by the experimental orders.

### 4. ADDITIONAL SUPPORTING INFORMATION

- 4.1 Appendix 1 also shows the historical sale of Pay & Display tickets in long-stay car parks in Okehampton and Tavistock, and Members will note the large decline since 2007/ 08. There has been a drop in the sale of tickets of over 110,000 per

annum in these car parks. This should reassure Members that, although it is anticipated that the cheaper all day tariff will encourage more use of car parks, there is currently space to accommodate this. However, the monitoring of the scheme will also ensure that the Experimental Order is stopped or amended if car parks do become full and it becomes necessary to manage that specific situation.

4.2 Although the recession is partly responsible for the falling use of car parks, there are certainly other factors, one of which is more use of on-line shopping. This is likely to mean that some customers will not return to car parks, regardless of the reduction in parking charges and this, in turn, will reassure Members that we are unlikely to reach capacity, which was an area of concern at the previous meeting of this Committee.

4.3 Indeed the Portas Review of December 2011 states:

- “..... new technological developments now mean that the internet is one of the key threats to retail on our high streets”, and
- “..... we have seen dramatic growth in ‘m-commerce’ – sales over mobile devices – of more than 500% in the last two years”.

4.4 Furthermore, one of the recommendations from the Review is that “local areas should implement free controlled parking schemes that work for their town centres”. Although West Devon Borough Council is clearly unable to afford to offer free parking a £2 all-day fee is considered by stakeholders to be exceptionally reasonable and likely to increase footfall in both towns.

## **5. ECONOMIC BENEFITS**

5.1 The Borough Council’s Economic Development Officer confirms that:

“Town centre businesses continue to raise concerns about the level, availability and ease of payment of car parking charges in our town centres and cite it as a major threat to their business survival. With the continued increase in out-of-town retail development (with free parking areas) and competition from the internet, businesses who remain in our town centres continue to struggle. In response to recent benchmarking surveys in both Okehampton and Tavistock, two thirds of businesses are saying that their turnover and profitability are unlikely to improve in the next 12 months.

These benchmarking surveys also reveal that car parking charges is the main concern and a key area for improvement for both businesses and town centre users alike.

In particular, concerns have been raised about the level of parking charges, with a significant number suggesting that a more customer-friendly system – either flat-rate payments or pay-on-exit – would be an improvement. Not only would a flat-rate charge be easier to administer, but customers would not have to face the dilemma of how much to pay each time they park. Evidence from elsewhere suggests having a flat-rate charge will increase customer dwell-time and ensure those last minute purchases are secured.”

## **6. PAY-ON-EXIT**

- 6.1 As mentioned above, an alternative to the proposed £2 parking charge would be a pay-on-exit scheme, as this would achieve the same benefit of allowing customers to not worry about returning to their vehicle before the expiry time of their Pay & Display tickets.
- 6.2 An exploration of this scheme led the group to consider the simpler proposal contained within this report.
- 6.3 The high cost per bay of installing and running a pay-on-exit scheme makes it prohibitive for the Borough Council.
- 6.4 An estimate of the installation of a scheme, obtained in January 2013, puts the cost at almost £70,000. In addition to this, there are support costs which are unsustainable and these include:
- Cost of keeping pay stations topped up with appropriate coins
  - Operational cost of ensuring that a member of staff is available to assist customers pressing the 'help' button at a pay station.
  - Ensuring that a staff member is available to deal with any barrier problems, so that customers wishing to exit the car park are not held up unreasonably.
  - Cost of maintaining the service out-of-hours, including having staff members on-call well into each evening and each weekend.
- 6.5 Realising the financial issues in respect of pay-on-exit schemes, the group considered how parking may be made cheaper, which would achieve the same aim of alleviating customers of the concern about returning to their vehicle in time and, consequentially, concluded that a cheaper all-day tariff in long-stay car parks would achieve the this aim without the enormous cost of pay-on-exit.

## **7. CONSULTATION WITH BUSINESS ORGANISATIONS AND LOCAL MEMBERS**

- 7.1 Local Members from Okehampton and Tavistock were invited to the Strategy Group meeting, so that their input could be considered as part of the overall debate.
- 7.2 In addition, local business organisations, which are all represented on the Group, were requested to make their views clear. As a result, Okehampton & District Chamber of Trade and Tavistock BID stated their support for the scheme. Tavistock & District Chamber of Commerce, whilst agreeing in principle, will confirm whether it supports the scheme in advance of the Committee Meeting (verbal update to be given to Members).

## **8. PAY & DISPLAY MACHINES**

- 8.1 Concern was raised at the last meeting of this Committee in respect of the transfer of Pay & Display tickets between motorists.
- 8.2 Some of our Pay & Display machines are very dated and due to be replaced during this and next financial year in any event.

8.3 It is therefore proposed that, in order to further support the implementation of the proposed tariff, new machines should be purchased which will require customers to record part of their vehicle's Vehicle Registration Mark (VRM), which will all but eliminate this practice.

8.4 There is a small additional cost to this of £175 per machine. This is in addition to the cost of £2,600 per machine.

**9. LEGAL IMPLICATIONS**

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

9.2 Experimental Orders are included in the Road Traffic Regulation Act 1984 (as amended).

9.3 The Council has the power to deal with the provision, management and control of car parks.

9.4 An Experimental Order will be required in order to run such a pilot scheme.

**10. FINANCIAL IMPLICATIONS**

10.1 It is anticipated by the Business Community representatives that the revised tariff will substantially increase the numbers of motorists using the car parks. However, simply based on the number of current users, the implementation of this tariff should be at least income-neutral to the Borough Council.

10.2 The cost of placing legal notices in the press, which is a requirement in order to make an Experimental Order, is approximately £600.

**11. RISK MANAGEMENT**

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

<b>Corporate priorities engaged:</b>	Community well-being; Access to services; Towards excellence; Customer first
<b>Statutory powers:</b>	As stated in paragraph 3
<b>Considerations of equality and human rights:</b>	An equality impact assessment has been carried out and, as a result, no further actions are required.
<b>Biodiversity considerations:</b>	None
<b>Sustainability considerations:</b>	None
<b>Crime and disorder implications:</b>	None
<b>Background papers:</b>	Portas Review; Okehampton & Tavistock Benchmarking Surveys;

	Community Services Committee minutes of 28 <sup>th</sup> October 2014
<b>Appendices attached:</b>	Appendix 1 – financial impact of £2 tariff and P&D ticket sale history

## 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	The reduction in parking charges may result in a reduction in income for the Borough Council	3	1	3	↓	The pilot scheme to be closely monitored and assessed so that the Council may revert to the current P&D charges if necessary	C Aubertin
2	Capacity	The reduction in parking charges may result in such increased use as to mean that all long-stay car parks are full, possibly with commuters, leaving little parking available for visitors/ shoppers	3	1	3	↓	Again, monitoring and assessment of the scheme will allow further alterations to charges to be made in order to manage the use of car parks if necessary	C Aubertin

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Direction of travel symbols ↓ ↑



## Community Services Committee

## Financial impact of £2 all day tariff in long-stay car parks in Tavistock and Okehampton

Car Park	P&D tickets sold in 2013/ 14	Actual income	£2 tariff income (long stay car parks only)
Riverside	23,114	£36,138	£36,982
Abbey	37,188	£57,461	£59,501
Bank Square	25,278	£16,498	£16,498
Brook Street	57,094	£74,542	£74,542
Bedford	127,642	£209,256	£204,227
Wharf	37,994	£47,132	£60,790
Chapel Street	11,184	£13,193	£13,193
Russell Street	34,457	£39,183	£39,183
Mill Road	18,732	£26,061	£29,971
Market Street	248,976	£206,503	£206,503
	<b>621,659</b>	<b>£725,967</b>	<b>£741,391</b>

## Historical P&amp;D ticket sales in Tavistock and Okehampton

2013/ 14	621,659
2012/ 13	605,429
2011/ 12	630,314
2010/ 11	546,980
2009/ 10	685,107
2008/ 09	699,948
2007/ 08	732,845

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<b>NAME OF COMMITTEE</b>	<b>Community Services</b>
<b>DATE</b>	<b>20<sup>th</sup> January 2015</b>
<b>REPORT TITLE</b>	<b>Consideration of objections received in respect of coach parking in Mill Road car park, Okehampton</b>
<b>Report of</b>	<b>Street Scene Manager</b>
<b>WARDS AFFECTED</b>	<b>All Okehampton wards</b>

**Summary of report:**

This report considers the response to the public consultation in respect of the proposal to formalise coach parking in Mill Road car park, Okehampton.

**Financial implications:**

If the coach parking is confirmed, there will be a cost to advertise the implementation of the amendment to the Off-Street Parking Places Order of approximately £600.

Should the coach parking not be confirmed, it will be necessary to undertake remedial works in Mill Road car park, at a cost of approximately £200.

**RECOMMENDATIONS:**

It is recommended that this Committee resolves to consider the objections received in response to the public consultation in respect of the proposed amendment to the Borough Council's Off-Street Parking Places Order for the provision of two coach parking bays in Mill Road car park and, in the light of those objections, decides whether or not to provide that coach parking.

It is further recommended that should this Committee resolve that coach parking should be provided in the Mill Road car park then Council be requested to provide that coach parking free of charge to the user having firstly taken account of the views expressed in the public consultation.

It is further recommended that, should the recommendation to retain the two coach parking bays be resolved, the amendment to the Off-Street Parking Places Order be confirmed and advertised as such.

**Officer contact:**

Cathy Aubertin, Street Scene Manager: [Cathy.Aubertin@swdevon.gov.uk](mailto:Cathy.Aubertin@swdevon.gov.uk)

## 1. BACKGROUND

- 1.1 Okehampton Town Council and Okehampton Chamber of Trade have been calling for coach parking in the town for over 15 years, in order to increase footfall in the town and help boost the local economy, but the Borough Council has been unable to respond because it had no suitable land available.
- 1.2 However, following the reduction in the use of car parks, coupled with the demolition of the public toilets in Mill Road car park, space became available that could be suitable for coach parking.
- 1.3 Initial work was undertaken in early 2014 in order to provide coach parking for this last year's main holiday season. This was something the Town Council was keen to see happen.
- 1.4 A Council engineer drew up some preliminary plans, which showed that, although coach parking could be provided in Mill Road car park, the turning circle in the car park was tight and the 'swing' at the entrance to the car park was limited by vehicles being parked at the entrance, on land which is privately owned.
- 1.5 Therefore, prior to any further steps being taken, a local coach company was contacted and they kindly helped by driving a coach into the car park in order to 'test' the proposed layout. As a result it was demonstrated that the proposed layout was suitable for parking two coaches.
- 1.6 In addition, Dartmoor Windows, a business located at the entrance to the car park, and who owns the land at the entrance, were approached and asked if they would consider parking their vehicles in Mill Road car park, using permits provided by the Borough Council. They agreed and, as a result, permits have been issued free of charge. This has eliminated the problem of vehicles being parked at the entrance, which prevented coaches from being able to enter the car park.
- 1.7 Because the town had waited for coach parking for so long, it was agreed that the initial works would be carried out, so that the town was able to benefit from the provision of coach parking for the summer 2014 holiday season.

## 2. CURRENT POSITION

- 2.1 Following a public consultation undertaken in order to make a proposed amendment to the Off-Street Parking Places Order to reflect the provision of coach parking, a petition objecting to this provision has been received, together with two further e-mails and two letters of objection.
- 2.2 The petition states:  
**"Whilst we recognise the need for a coach park and the opportunities that a coach park will bring to the town, we the undersigned ask that the current site of the Mill Road car park be reassessed as there are fears over safety at the site and also access and we therefore consider that it is not fit for purpose.**

**The residents whose signatures appear below request as a matter of urgency that consultation with the community takes place with plans to identify a new site in order to provide a safe and secure coach park for the town as soon as possible."**

- 2.3 The petition has 104 signatures but does not satisfy Council Procedure Rule 21 (Public deputations, petitions, questions at Council meetings), in order to be a valid petition. However, it has been considered as a representation to the public consultation together with the other responses above.
- 2.4 The petition, together with other e-mails and letters of objection, is available for Members to view in the Street Scene office (room F61) and will be circulated at the Committee meeting.

### **3. NEXT STEPS**

- 3.1 Despite the concern of 104 residents, neither Devon County Council nor any other formal consultee has raised concerns in respect of the implementation of coach parking. Furthermore, the Borough Council does not own any other land, and officers are not aware of any other land available to lease, that would be more suitable for coach parking.
- 3.2 There have been no reports of accidents in respect of the movement of coaches in, out or around Mill Road car park since the parking became available, and a risk assessment has raised no major concerns, although monitoring to ensure no further signage is required is a mitigating action arising from the assessment. The risk assessment is attached at Appendix 1.
- 3.3 It is, therefore, proposed that the coach parking be formalised and that the Off-Street Parking Places Order be amended accordingly.

### **4. LEGAL IMPLICATIONS**

- 4.1 The Council has power to provide off-street parking under the Road Traffic Regulation Act 1984 (as amended).
- 4.2 The Council has the power to deal with the provision, management and control of car parks.
- 4.3 Council has the powers to provide this service under the General Powers of Competence in the Localism Act 2011.

### **5. FINANCIAL IMPLICATIONS**

- 5.1 The cost of the work undertaken was £1,200, although some of this will be met through Devon County Councillors' Locality Funds. Each County Councillor has an allocation of funds to enable them to respond to local needs in their divisions, supporting projects or activities that benefit the communities they represent. The remainder will be met by the service budget.

5.2 If the coach parking is confirmed, there will be a cost to advertise the implementation of the amendment to the Off-Street Parking Places Order of approximately £600.

5.3 Should the coach parking not be confirmed, it will be necessary to undertake remedial works in Mill Road car park, at a cost of approximately £200.

## 6. RISK MANAGEMENT

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

<b>Corporate priorities engaged:</b>	Community well-being; Access to services; Towards excellence; Customer first
<b>Statutory powers:</b>	As stated in paragraph 3
<b>Considerations of equality and human rights:</b>	An equality impact assessment has been carried out and, as a result, no further actions are required.
<b>Biodiversity considerations:</b>	None
<b>Sustainability considerations:</b>	None
<b>Crime and disorder implications:</b>	None
<b>Background papers:</b>	None
<b>Appendices attached:</b>	Appendix 1 – Risk Assessment

## 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	Amendment to car park layout	Because work to accommodate coaches in the car park has already been undertaken, the Council may be criticised for this as it was completed in advance of the amendment to the Off-Street Parking Places Order	3	1	3	↓	Should the proposal to provide coach parking not proceed, it will be necessary to revert to the previous layout. However, the cost of this will be kept to a minimum.	C Aubertin

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Direction of travel symbols ↓ ↑

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**Mill Road**

**Risk assessment of coach parking**

<b>Risk</b>	<b>Impact</b>	<b>Chance</b>	<b>Risk score</b>	<b>Mitigating and management actions</b>
Space for coaches to manoeuvre into and out of parking bays	3	1	3	Hatched areas on the ground mean that there is sufficient space for manoeuvre, which has minimised the risk
In order to maximise safety, coaches should reverse into parking bays, so that they are driving out forwards	3	1	3	The layout of the coach parking area makes it clear that coaches should reverse. However, this will be monitored and addition signage will be provided if necessary.
Fumes from coaches	1	1	1	This would only be considered as an issue if coach drivers were dropping their passengers off in the car park, leaving the engine running. It is anticipated that drivers will drop off passengers in the town centre prior to parking in Mill Road, but will be monitored.
Concern that a coach may reverse into the lamp-post situated to the rear of the coach bays	2	1	2	Not occurred to date. Again this will be monitored and action taken if necessary.
Concern that a coach may reverse into the wall situated to the rear of the coach bays	2	1	2	Not occurred to date. Again this will be monitored and action taken if necessary.
Vehicles parked outside the window shop at the entrance to the car park	2	1	2	Free parking permits have been issued for staff use. Situation will be monitored and CEOs will ask for vehicles to be removed as and when necessary in order to eliminate the potential problem.

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<b>NAME OF COMMITTEE</b>	<b>Community Services Committee</b>
<b>DATE</b>	<b>20 January 2015</b>
<b>REPORT TITLE</b>	<b>Recycling &amp; Waste Services Update</b>
<b>Joint Report of</b>	<b>Group Manager, Commercial Services and Waste Development &amp; Contracts Manager</b>
<b>WARDS AFFECTED</b>	<b>All</b>

**Summary of report:**

This report is intended to update the Committee on the recycling and waste services with particular regard to:

- Current local performance
- Recent changes in legislation
- Education and marketing programme
- Devon wide waste strategy
- Future service development and delivery opportunities

**Financial implications:**

There are no financial implications at this time.

**RECOMMENDATIONS:**

It is recommended that:

1. the Committee agrees the continuation of the waste working group as a formal body until, at the earliest, the commencement of the new service arrangements in 2017; and,
2. the progress in the service area as a whole is noted.

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3657

## **1. BACKGROUND**

- 1.1 This report is brought to the Committee to update Members on various recycling and waste service elements. It brings together information on local performance and regional work along with recent legislative changes which have impacted upon service.
- 1.2 It is timely given the timeframe required for the new service specification in 2017 and allows for the Council to ensure that continuity of Member involvement is maintained in this key service area.
- 1.3 All of the areas covered within the body of the report have been reported to the waste task and finish group.

## **2. CURRENT SERVICE PERFORMANCE & RECENT SERVICE CHANGES**

- 2.1 Recycling figures recently released by DEFRA show that recycling rates appears to be flat lining nationally with a rate of 44.2% in 2013 compared with 44.1% in 2012. The top performing authority nationally was South Oxfordshire with a rate of 65.71%, whilst West Devon's recycling rate of 57.9% made West Devon top in Devon and 11<sup>th</sup> of the 229 collection authorities in England.
- 2.2 The amount of residual household waste collected per household in 2013-14 showed West Devon to be top in Devon and 5<sup>th</sup> of the 229 collection authorities in England. This is an extremely important statistic as it relates to the amount of waste which householders throw away and highlights the benefits of some of the educational work which is being done locally in this area.
- 2.3 Further details of the national statistics are attached at Appendix 1 (to follow).

### **Legislative changes - composting**

- 2.4 It is due to become national policy that only compost which reaches a certain standard, the Quality Protocol, can be classified as recycling. These legislative changes are being applied nationally and will affect all Councils. These changes have been captured in our risk register since they were made known
- 2.5 To meet this standard locally, card will have to be removed from West Devon's garden waste collections to still qualify as recycled material and attract recycling credits. As highlighted on the corporate risk register, this has implications in terms of budget pressure of around £36,000 and could reduce West Devon's recycling rate by up to 2%. There is currently no change in this position and the benefit will be that the product still qualifies as recycling.
- 2.6 As the Waste Disposal Authority, Devon County Council has directed West Devon's leaves into the County contract resulting in a loss of annual income of around £18,000 from 1 April 2015. However, this waste is due to be re-classified by the Environment Agency shortly which would see it become recoverable rather than recyclable material which would result in the same loss of income. Reclassification, once introduced will also affect West Devon's recycling rate by about 5% as detailed on the corporate risk register. The Council have lobbied strongly against this change and were part of a national trail of sparse rural Council's who had their leaf material tested for contaminants.

### **Legislative changes - TEEP**

- 2.7 The revised Waste Framework Directive requires that by 2015, every waste collection authority must have in place separate collections for waste paper, metal, plastic and glass when they are necessary to 'facilitate or improve recovery' and are technically, environmentally, economically practicable (TEEP). The aim is to increase the quality and quantity of recycled material by reducing contamination. The Council is currently reviewing all waste collections to ensure compliance with the regulations. It is likely that services in West Devon will be compliant and a report will be brought back to the next meeting of this Committee.
- 2.8 It is important that the future work of the task and finish group pays particular regard to legislative changes in planning the service from 2017. Due to the complexity of the service area and the time needed for procurement and design this work will need to commence during 2015.

### **3. EDUCATION & MARKETING/PROMOTION PROGRAMME**

- 3.1 During the year to date we have been working on the following educational and promotional initiatives:

- the Fresher for longer campaign which advises the community about packaging and new types of packaging that preserve food for longer to encourage less waste
- a quiz with prizes where answers to questions related to the educational theme linked to 'Love Food Hate Waste'. Promotional giveaways revolved around education and food storage/preservation
- road shows were held from January 2014, the Council also attended summer fairs and markets. We have hosted Refurnish and Proper Job at summer shows, as a partnership to promote their waste reduction activities in our area, as well as our own food campaigns. So far this year we have seen almost 1000 householders.
- as normal the programme partnered with the Connect service to access some of our more remote communities.
- we held the Love Food Hate Waste cascade training to train members of the community to pass on useful tips. Two training days saw over 20 people trained to advise.
- new truck liveries have been launched this year, also advertising hoardings, supermarkets and bus shelter advertising sites (Jan15) have hosted the clean recycling messages. Funding direct from partners has funded most of this work.

#### **Future programme**

- 3.2 The future programme looks to foster links with the SW partnership to gain up to 25 days of education (per year) at the energy from waste education facility in Plymouth. This is additional to the Resource Futures schools education work within schools.

3.3 New service information is being produced, working on new themes and looking to target materials and approaches highlighted in the barrier to recycling review (Waste Resources Action Programme 2014). This information will be provided as part of the council tax pack.

3.4 We are currently awaiting more information regarding funding for a waste analysis. This has been costed for us by Resource Futures and will be vitally important to inform the future waste review.

#### **4. DEVON WIDE WASTE STRATEGY**

4.1 The work undertaken by the Devon wide executive waste board during 2013 to the present time has given our shared authorities a sound basis of the opportunities which might be gained from working in cluster areas, joint procurements and sharing knowledge for generic educational campaigns and schemes. We are also able to benefit from the shared information gathering and service modelling work which has been produced. This work is continuing and should be fully utilised and supported to assist in preparing a sound service design for 2017.

#### **5. FUTURE SERVICE DEVELOPMENT & DELIVERY OPPORTUNITIES**

5.1 This report is key, as a first step, to ensuring that the Council best places itself in the future to explore all avenues to achieve best cost of service and best future advantage. This will be done through the task and finish group exploring the strategy and commissioning cycle as part of the new operating model with officers. Particular regard will be given to how improvements can be gained through:

- Procurement options – shared where appropriate
- Alternative service delivery options
- Income generation
- Harnessing new technology
- Joint working solutions

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

6.1 There are no specific legal implications at this time. Changes to legislation noted in the body in the report have been responded to or are currently being worked through in the case of TEEP.

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

7.1 There are no direct financial implications to the recommendations of this report, however future action may result in the betterment of the overall budget position for this service area.

7.2 Where legislative changes have cost impacts upon the service outside of our influence the cost pressures have been identified in the budget process.

#### **8. RISK MANAGEMENT**

8.1 These are outlined in the risk template at the end of this report.

## 9 OTHER CONSIDERATIONS

<b>Corporate priorities engaged:</b>	Environment; Economy; Community
<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>	None
<b>Background papers:</b>	Previous reports on this service, budget information
<b>Appendices</b>	A – Recycling information – to follow

## 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	National legislative changes	Risk of escalating costs outside of our control.	↑	↑	4	↑	Liaison with the disposal authority to improve recycling capture and keep costs contained. Forward planning on services and keeping good contact with the Environment Agency to ensure the best case is made for the authority.	Waste Development and Contracts Manager
Page 30	Forward planning for future service	New service agreement not in place for 2017.	↑	↓	1	↔	By having the Member group in place and already working on the next service design there is sufficient time allowed to achieve the required outcomes.	Group Manager Commercial Services

Direction of travel symbols ↓ ↑ ↔



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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 **20<sup>th</sup>** day of **JANUARY 2015** at **2.00 pm**.

**Present:**

	Cllr R F D Sampson – Chairman	
	Cllr K Ball – Vice-Chairman	
	Cllr M J R Benson	Cllr K A Clish-Green
	Cllr D Cloke	Cllr C Hall
	Cllr M E Morse	Cllr D E Moyse

**Substitutes:** Cllr T Hill Cllr D Horn

Executive Director (Communities) & Head  
of Paid Service  
Street Scene Manager  
Contracts Manager  
Committee & Ombudsman Link Officer

**In attendance:**

Cllr S Bailey	Cllr W G Cann OBE
Cllr A Leech	Cllr R Musgrave
Cllr T Pearce	Cllr D Whitcomb

## **CS 13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr N Morgan (Substitute Cllr T Hill) and from Cllr R J Oxborough (Substitute Cllr D Horn).

## **CS 14 DECLARATIONS OF INTEREST**

There were no declarations of interest registered.

## **\*CS 15 CONFIRMATION OF MINUTES**

The Minutes of the Meeting held on 28<sup>th</sup> October 2014, were confirmed and signed by the Chairman as a correct record.

## **CS 16 INTRODUCTION OF EXPERIMENTAL PAY & DISPLAY CHARGES IN LONG-STAY CAR PARKS IN OKEHAMPTON AND TAVISTOCK**

Arising from Minute No CS 10 – 2014/2015, the Street Scene Manager presented a report (page 6 to the Agenda) in response to the Committee's request for a fully researched and reasoned report arising from the discussion at the Committee's meeting on 28<sup>th</sup> October 2014.

Modelling based on current car park usage indicated that the introduction of the flat rate all day charge of £2 should not be detrimental to the Council in terms of income and that there should be sufficient space available to accommodate increased usage of the car parks. The flat rate proposal was supported by the commercial interests in the towns and the Council's Economic Development Officer was of the view that adoption of this proposal would have a positive impact on trade in the towns. A recent benchmarking survey had indicated that time constrained car parking fees did have a detrimental effect on trade and this proposal could go some way to addressing that locally.

To accommodate this proposed change, the pay & display machines would need to be recalibrated, however, the current pay & display machines were nearing the end of their lives and a programme of replacement during the current and next financial years would see the introduction of machines that will require the parking motorist to insert their car's registration.

An alternative to the proposed flat rate all-day charge of providing pay-on-exit machines had also been investigated but the cost of new machine provision, infrastructure and support/maintenance was considered prohibitive on this occasion.

Arising from the discussion the officer was asked for the monthly reviews to give an indication of tourism use during the summer months. A Member in attendance expressed his concern that to include the Wharf car park in the flat rate charge experiment might have a negative effect on the use of Meadowlands, however, the Chairman expressed the view that the experiment should proceed as proposed.

The proposed experimental tariff would run for 12 months and Members would receive monthly reviews via e-mail.

It was **RESOLVED** to **RECOMMEND** that Council approves the introduction of a flat rate Pay & Display day charge of £2.00 in the Council's long-stay car parks in Okehampton and Tavistock for an experimental period of 12 months with monthly reviews to ensure close monitoring of the scheme with an additional charge of 50p for a half-hour stay in the Mill Road car park in Okehampton.

## **CS 17**

### **CONSIDERATION OF OBJECTIONS RECEIVED IN RESPECT OF COACH PARKING IN MILL ROAD CAR PARK, OKEHAMPTON**

Arising from Minute No CS 5 – 2014/2015, the Street Scene Manager presented a report (page 15 to the Agenda) on the outcome of the public consultation in relation to the amendment of the parking order to provide coach parking in the Mill Road car park in Okehampton. A 104 signature petition had been received together with 2 letters and 2 e-mails objecting to the proposal, however, no objections had been received from the statutory consultees.

The coach parking facility had been in use informally since the summer and there had been no reported incidents. A risk assessment had been carried out, which was appended to the report (page 20 to the Agenda), had not identified any major concerns, although monitoring the adequacy of signage was an issue arising from the assessment.

Arising from the discussion concern was expressed about the adequacy of the T junction with Exeter Road to accommodate coaches exiting from Mill Road safely. Further concern was expressed in relation to the location of the disabled parking bays which, if being used, could hinder a coach's manoeuvrability in trying to make use of a dedicated parking bay. It was confirmed that the space and junction had been assessed and were acceptable as was the bay lay out. Whilst accepting that coach parking in Mill Road was a welcome

addition to the facilities for tourism in Okehampton, the Committee requested officers to continue their search for a more suitable location which could either replace Mill Road or become an additional parking area.

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

- (i) the provision of two coach parking bays in the Mill Road car park be formally approved and exempt from payment of a parking fee; and,
- (ii) the Off-Street Parking Places Order be so amended and advertised as such.

**\*CS 18**

**RECYCLING & WASTE SERVICE UPDATE**

The Group Manager, Commercial Services Waste Development and the Contracts Manager presented a joint report (page 21 to the Agenda) updating the Committee on the waste and recycling services particularly in respect of current service performance, recent changes to legislation, education and marketing, the Devon-wide strategy and future service development and delivery opportunities.

Recent information released by DEFRA showed that the Borough Council was judged the best performing Council in Devon for collecting recyclables and eleventh nationally and again top in Devon for collecting residue household waste and fifth nationally.

The report detailed recent changes in legislation which included Quality Protocol a national standard which required compostable materials to be of a certain standard. The report also detailed the educational and marketing programme undertaken, the benefits of being part of the Devon-wide waste strategy, future developments and delivery opportunities.

It was **RESOLVED** that:

- (i) the Waste Working Group continue as a formal body until, at the earliest, the commencement of the new service arrangements in 2017;
- (ii) the progress of the service area as a whole be noted; and,
- (iii) a copy of the report be provided for each Member of the Council (via e-mail) for their respective information.

(the Meeting terminated at 3.10 pm.)

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