



To: Members of the Communities
Scrutiny Committee

Date: 19 November 2013

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Dear Councillor

You are invited to attend a meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **9.30 am** on **MONDAY, 25 NOVEMBER 2013** in **COUNCIL CHAMBER, COUNTY HALL, RUTHIN.**

Yours sincerely

G. Williams
Head of Legal and Democratic Services

AGENDA

PART 1 - THE PRESS AND PUBLIC ARE INVITED TO ATTEND THIS PART OF THE MEETING

1 APOLOGIES

2 DECLARATIONS OF INTEREST

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

3 URGENT MATTERS AS AGREED BY THE CHAIR

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act 1972.

4 MINUTES (Pages 5 - 14)

To receive the minutes of the Communities Scrutiny Committee held on the 17 October, 2013 (copy attached).

5 PARKING ENFORCEMENT (Pages 15 - 30)

To consider a joint report by the Head of Highways and Environmental Services and the Head of Housing and Community Development (copy attached) for Members to examine the Council's Parking Enforcement Strategy and its impact on the economic development.

9.35 – 10.00

6 ANTI FOULING STRATEGY (Pages 31 - 70)

To consider a joint report by the Marketing Tourism and Events Officer (Coastal) and the Corporate Communications Team Leader (copy attached) for Members to review the campaign's progress to date and plans going forward over the coming months.

10.00 – 10.30

~~~~~ **BREAK ( 10.30 – 10.40 )** ~~~~~

**7 DRAFT FLOOD MANAGEMENT STRATEGY** (Pages 71 - 80)

To consider a report by the Senior Engineer – Flood Risk Management (copy attached) for Members to consider the final draft version of the Strategy prior to public consultation.

**10.40 – 11.10**

**8 DRAFT HIGHWAYS CAPITAL PROGRAMME 2014/15 AND PROGRESS ON DRAFT STRATEGY** (Pages 81 - 86)

To consider a joint report by the Strategic Highways Manager and the Section Manager, Network Management (copy attached) for Members to consider and agree the latest draft of the Highways Maintenance Capital Programme subject to further changes at Member Area Groups. Also, that members note the Policy document and agree to review the output from the Highways Strategy Working Group.

**11.10 – 11.40**

**9 GRANTING OF LEASES** (Pages 87 - 108)

To consider a joint report by the Property Manager and Valuation & Estates Manager (copy attached) for Members to examine the Council's policy for the granting of Leases, in particular to community groups.  
(Appendix 1 to this report is a confidential document)

**11.40 – 12.10**

**10 SCRUTINY WORK PROGRAMME (Pages 109 - 124)**

To consider a report by the Scrutiny Coordinator (copy enclosed) seeking a review of the committee's forward work programme and updating members on relevant issues.

**12.10 – 12.20**

**11 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

To receive any updates from Committee representatives on various Council Boards and Groups.

**12.20 – 12.25**

**PART 2 - CONFIDENTIAL ITEMS. ITEM 9 APPENDIX 1**

It is recommended in accordance with Section 100A(4) of the Local Government Act 1972 that the Press and Public be excluded from the meeting during consideration of the following item of business because it is likely that exempt information (as defined in Paragraphs 14 of Part 4 of Schedule 12A of the Act) would be disclosed.

**MEMBERSHIP**

**Councillors**

James Davies  
Peter Evans  
Carys Guy  
Huw Hilditch-Roberts  
Rhys Hughes  
Win Mullen-James

Bob Murray  
Joe Welch  
Cefyn Williams  
Cheryl Williams  
Huw Williams

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## COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held in Conference Room 1a, County Hall, Ruthin on Thursday, 17 October 2013 at 9.30 am.

### PRESENT

Councillors Huw Hilditch-Roberts (Chair), Rhys Hughes, Win Mullen-James, Bob Murray, Joe Welch, Cefyn Williams and Huw Williams.

Lead Members Councillors H.H. Evans, R.L. Feeley and H.C. Irving attended at the Committee's request.

Councillors M.Ll. Davies, and M.L. Holland, attended as Observers.

### ALSO PRESENT

Head of Housing and Community Development (PM), Coastal Team Leader Economic and Business Development (MD), Supporting People Team Manager (KN), Scrutiny Coordinator (RE) and Administrative Officer (CW).

#### 1 APOLOGIES

Apologies for absence were received from Councillors James Davies, Peter Evans, Carys Guy, Cheryl Williams and H Williams

#### 2 DECLARATION OF INTERESTS

No personal or prejudicial interests were declared.

#### 3 URGENT MATTERS AS AGREED BY THE CHAIR

In accordance with the requirements of Section 100B(4) of the Local Government Act 1972, the Chair declared that he intended to include for discussion the following matter requiring urgent attention under Part II:-

##### **Erection of new signs on the Nant Y Garth Pass**

In response to a question from Councillor T.R. Hughes regarding the excessive size of the traffic signs erected on the Nant Y Garth Pass, the Chair explained that details relating to the provision of the signs had been referred to in the Traffic Update circulated on the 4<sup>th</sup> October, 2013. Officers agreed to enquire on the reasons why such large signs had been erected.

#### 4 MINUTES

The Minutes of a meeting of the Communities Scrutiny Committee held on Thursday, 12<sup>th</sup> September, 2013 were submitted.

**RESOLVED** – *that the Minutes be received and approved as a correct record.*

## 5 RHYL GOING FORWARD PROGRAMME - QUARTERLY REPORT

A copy of a report by the Economic and Business Development Manager, which provided information regarding progress in terms implementing the Rhyl Going Forward (RGF) Regeneration Strategy, had been circulated with the papers for the meeting.

Councillor H.H. Evans introduced and provided a detailed summary of the report. The most recent Programme Update reports been attached as Appendices 1a to 1d. These demonstrated that in terms of the four workstreams of the programme:-

- West Rhyl Regeneration Area had a current status of Yellow
- Town Centre had a current status of Red
- Seafront and Tourism had a current status of Yellow
- Live and Work in Rhyl had a current status of Orange

West Rhyl – Confirmation had now been received from the Welsh Government (WG) with respect to the Compulsory Purchase Orders (CPOs) on the respective blocks. The selection process for the appointment of the Design Team for the Green Space had been completed, but the final appointment would potentially be delayed until receipt of confirmation of the CPO to avoid any potential abortive costs. Members were informed that the next phase of demolition in Gronant Street had now commenced

Town Centre – The Leader explained that the bid submitted by Denbighshire, to the WG's Vibrant and Viable Places programme, for £12 million funding to support the regeneration of the Town Centre had been unsuccessful. One possible reason for the bid's failure was the change of WG Minister responsible for the programme and the subsequent change of emphasis towards housing. He confirmed that work was continuing with partners, local Members and the Town Council to develop a strategy for the Town Centre and to seek alternative funding mechanisms as part of the wider process for developing the Town Plan for Rhyl.

In reply to concerns expressed by Councillor W. Mullen-James regarding the change of criteria during the Vibrant and Viable Places programme bidding process, the Leader confirmed he had made strong representations to the respective Minister and it had been implied that the bid to the Vibrant and Viable Places Scheme had not been appropriate for this aspect of the Rhyl Going Forward Programme. Councillor Mullen-James agreed to pursue the matter through the appropriate political channels.

Options were currently being explored to replace the Town Centre Manager post. These included having a more focused role looking at promoting and finding tenants for empty properties in the town centre. The scope of similar posts in other towns were currently being studied. The opening of the LEGO Innovation Centre at the former Bee and Station Hotel had taken place on the 20<sup>th</sup> September.

Seafront and Tourism - Work was continuing on the development of the case for new leisure facilities along the coast. The Honey Club had been demolished and the Development Agreement with Chesham Estates had been approved by

Cabinet. Designs for the new hotel were being developed and a planning application would be submitted by the end of the year.

The bridge was due to be opened the following week and works on the harbour building and square were scheduled to be completed in early 2014.

Rhyl Going Forward Group Programme Board - The Leader emphasised that the Rhyl Going Forward Group Programme Board was a strategic group and that its remit was not to focus on day to day issues.

Live and Work in Rhyl – The new mountain biking track at Glan Morfa was almost complete, and the design of the new school building at Rhyl High School was progressing. The Coastal Team Leader (CTL) confirmed that smaller issues pertaining to Rhyl would be pursued through the development of a Town and Area Plan, and work on promoting Rhyl as a place to live and invest or work would be developed.

Details pertaining to the Corporate Priorities, Priority 1 and Priority 6, had been incorporated in the report, together with, cost implications, consultation process and possible risks and the steps implemented to address them.

During the ensuing discussion, the following responses were provided to issues and concerns raised by Members:-

- The Leader explained that he was unaware of any negative impact on the 21<sup>st</sup> Century Schools programme following the recent announcement of funding cuts. He agreed to raise the matter with the WG Minister for Education and Skills, and expressed the view that the Rhyl High School project should not be adversely affected by the cuts. The Leader referred to the previous lack of investment in schools and the need to review the strategic approach to investment in schools.
- Members were informed by the CTL that Rhyl Town Centre had met the requirements and criteria in the original guidance, and had been the only town in the county eligible to bid for a grant from the Vibrant and Viable Places funding stream. It was explained that the town centre was the only area in Rhyl which had not been addressed by other projects and initiatives in the Town.
- The CTL referred to the possible support for the Rhyl Town Centre Strategy through the new European programme which would be commencing in 2014. He explained that the Rhyl Town Centre Manager's post had been reviewed by all the partners, who were examining good practice elsewhere, and details of the funding stream for the post were provided. Members were informed that work pertaining to the branding and the web-site had been undertaken by the Council's Communications, Marketing and Leisure Services.
- Councillor H.C. Irving highlighted the importance of the Housing Improvement Project in progressing and improving the Rhyl area. He made reference to the need for a change of culture and the significance of adopting an ethos towards owner occupation.

- Rhyl had not previously benefitted from a Town and Area Plan. The creation of such a plan for Rhyl would help to bring all workstreams and projects in the Rhyl area together to complement each other. The Corporate Priority Budget was a County wide budget and bids in respect of priorities identified from all settlements would be considered.
  
- With respect to Pont y Ddraig contractors would provide Denbighshire staff with training for the operation of the new bridge, and staffing costs would be incorporated in the operational costs of the harbour. The Leader confirmed that the creation of an income source from the bridge was being examined, together with, a 25 year plan for its operational costs. The Chair explained that details of costs had previously been presented to Scrutiny and the income potential had been positive and the business case presented had been favorable. The CTL explained that the project had encompassed the improvement and expansion of facilities in the harbour and not just the provision of the new bridge.
  
- In response to a request from the Chair, it was agreed that the maintenance agreement, and long-term operational costs of the new bridge, be presented to Scrutiny for consideration when completed.
  
- Surveys had been undertaken to seek the views of residents and visitors to Rhyl regarding their perception of the town including the impact of the initiatives introduced under the RGF Programme.
  
- In response to a question regarding the reduction in the provision of disabled parking spaces in Rhyl, the CTL explained that a report on the Council's Parking Enforcement Strategy and its impact on economic development would be considered at the next meeting of the Committee.
  
- The Head of Housing and Community Development (HHCD) explained that the WG was currently in the process of reviewing priority groups for rehousing and it was likely that ex-offenders would not be afforded a priority as they were as present. He highlighted the need to re-balance the housing market in West Rhyl by reducing the number of multiple occupancy properties and attracting families to the area. Councillor R.M. Murray referred to the need to improve employment prospects to assist in transforming the culture and ethos of the area, the Leader responded and referred to the work being undertaken in respect of the Rhyl City Strategy which involved working in partnership to create employment in the area.

In response to concerns expressed by the Chair regarding the importance of the inclusion of consistent and clearly defined objectives in the report to measure the initiatives being undertaken, the Leader explained that the colour status provided in the report related to the general status of the project in question.

The CTL responded to concerns raised by the Chair regarding the need for a strategic document to incorporate the entire Rhyl Plan, he referred to the development of the Town and Area Plan and Town Centre Strategy which would assist in coordinating and delivering the work streams. Following an in-depth discussion the Committee:



**RESOLVED** – *subject to the above observations, to receive the report and note the progress made.*

Councillor H O Williams left the meeting at this juncture.

## **6 NORTH WALES GYPSY AND TRAVELLER ACCOMMODATION NEEDS ASSESSMENT**

A copy of a report by the Housing Care and Support Manager, which provided information regarding the North Wales Gypsy and Traveller Accommodation Needs Assessment (GTANA) undertaken by Bangor University had been distributed with the papers for the meeting.

The County Councils of Denbighshire, Flintshire, Conwy, Ynys Môn, and Gwynedd jointly commissioned Bangor University to undertake research and assess unmet accommodation need for Gypsies and Travellers. The collaborative approach had been in line with WG guidance which urged “Local Authorities to work in a regional capacity and share the legal, moral, financial and political responsibility to address the accommodation inequality experienced by the Gypsy and Traveller community in Wales” (Travelling to a Better Future, WG).

The study had concluded that Denbighshire should be required to provide 2 residential pitches for Gypsies and Travellers, each to accommodate up to 4 caravans, and one transit pitch to accommodate up to 7 caravans on a short term basis to be developed on a sub-regional basis with Conwy County Borough Council. It had been recommended that the Scrutiny Committee support the proposed composition of the Steering Group to drive the recommendations forward. The HHCD outlined the legal implications of failing to take action which could also result in an increase in illegal encampments. Details of problems recently experienced by a local business were outlined by Councillor H.C. Irving who highlighted the need to be proactive and address the issue.

The Executive Summary to the Bangor University North Wales GTANA contained key findings and recommendations and had been attached as Appendix 1.

Current site provision across the partaking LAs included a total of 78 pitches; 66 of being situated within Flintshire and 12 within Gwynedd. The report indicated that site provision should be increased by a further 62 residential pitches and 28 transit caravan spaces by 2016. The growth requirement for residential pitches had been identified per LA, with transit requirements being identified only as a regional figure. It was being recommended that collaboratively the partaking LAs identify and develop three or four transit sites across the region each accommodating up to seven caravans. With regard to static provision it had been identified that Denbighshire should make provision for two residential pitches. In reply to Councillor R.M. Murray, it was explained that reference had been made to the minimum provision and any site recommended would be subject to the Planning process.

Legal advice sought had indicated that the GTANA be adopted as it had identified an accommodation need within Denbighshire which the Council would be obliged to

respond to. This requirement would be strengthened by the WG in the forthcoming White Paper whereby LAs would be mandated to provide sites for the Gypsy and Traveller Community where there was evidence that a need existed. It would be important for the Council to open up a dialogue with the Gypsy and Traveller Community to ensure their needs would be met by the proposed sites which may be offered. Conwy County Borough Council was undergoing a similar process and it had been suggested that the Working Group should take the opportunity to collaborate where appropriate, particularly in relation to the provision of a sub-regional transit pitch. The HHCD confirmed that where sites had been provided following dialogue with the Gypsy and Traveller Community the number of illegal encampments had subsequently decreased. Councillor C.H. Williams explained that he understood the legal implications relating to the provision of sites, but would find it difficult to voluntarily support the provision of sites for people who continually flouted the law.

Members were informed of the statutory obligation to provide sites and it was confirmed that charges would be imposed for sites provided and these could be incorporated in the options appraisal. The HHCD confirmed that privately owned sites would be financed by its occupiers and a full cost appraisal would be required for sites provided by the Council.

Within its Corporate Plan Denbighshire had listed the following as priorities:-

- Vulnerable People were protected and able to live as independently as possible.
- Ensuring access to good quality housing.

Councillor T.R. Hughes spoke against the proposed recommendations in the report and made reference to the adverse impact on the Council of the recent WG announcement regarding funding cuts. Councillor M.L. Holland felt that the provision of small sites would ensure that the Council retained control over their operation, and he expressed the view that a request be made to WG to provide funding towards the provision of such sites.

Details of possible financial implications and the requirement of additional resources had been included in the report, together with, the consultation process undertaken and possible risks and measures implemented to address them. An Equality Impact Assessment (EIA) on the findings of the Bangor University GTANA had not been undertaken. However, a full EIA would be completed as part of the options appraisal for any recommendations made by the Steering Group to Council.

In response to a request from the Chair, the HHCD agreed to incorporate in the report to Council, the current costs relating to the removal of settlers from illegal encampments. He highlighted the difficulties which could be encountered in providing definitive costs relating to the provision of sites, due to the number of variables to be addressed prior to undertaking an options appraisal. The HHCD explained that the report sought the Committee's support for the principle relating to the provision of accommodation for North Wales Gypsies and Travellers.

During the ensuing discussion Councillor W. Mullen-James proposed, and Councillor R.M. Murray seconded, recommendation 3.1 in the report. As the voting was tied with 3 votes for and 3 votes against, the Chair exercised his casting vote against the recommendation. Councillor W. Mullen-James proposed, and Councillor R.M. Murray seconded, recommendation 3.2 in the report. Again as the voting was tied at 3 votes for and 3 votes against, the Chair exercised his casting vote against the recommendation.

Consequently, the Committee, in acknowledging that the GTANA's recommendations would be presented to County Council in due course requested that its views be reported to Council and that the report presented to County Council include estimated costs to the Council of providing the recommended sites, including maintenance and administration costs, and the economic benefits to the county of providing sites, the approximate costs involved if the Gypsy and Traveller community managed and ran the sites themselves, as well as details of the costs the Council currently incurs in clearing illegal encampments. The Committee:

**RESOLVED –**

- (a) to note the recommendations of the Bangor University Report; that Denbighshire should be required to provide 2 residential pitches for Gypsies and Travellers (each of which could accommodate up to 4 caravans) and one transit pitch which could accommodate up to 7 caravans on a short term basis - to be developed on a sub-regional basis with Conwy County Borough Council, and*
- (b) to note, but not support, the proposed composition and remit of the Steering Group, as outlined in Appendix 2 to the report; and*
- (c) that the further details and costings requested above be incorporated into the report that will be presented to County Council in due course.*

**7 SUPPORTING PEOPLE LOCAL COMMISSIONING PLAN**

A copy of a report by the Supporting People Team Manager, which detailed the two-year Local Commissioning Plan (LCP) for the Supporting People programme in Denbighshire, had been circulated with the papers for the meeting.

Councillor R.L. Feeley introduced the report and explained that Supporting People (SP) was a policy framework and funding stream to provide housing related support to vulnerable people, promoting independence and preventing homelessness. The LCP for 2014/15 and 2015/16 would be submitted to Cabinet on the 29<sup>th</sup> October, 2013 for agreement.

Supporting People provided housing related support services to a wide range of vulnerable people and details of the services supported by SP in Denbighshire had been outlined in the report. Housing related support aimed to enable people to maintain their housing tenure and live as independently as possible. The SP Programme had been evaluated at national level and shown to deliver very positive financial and other benefits.

The report incorporated details of changes to the administration of the SP programme which included new guidance and governance, contractual

arrangements and funding distribution formula. The funding distribution formula had cut the Denbighshire SP budget by 5% each year from 2012-13 until 2016-17. Plans had been introduced to manage the cuts without significantly impacting on service levels in 2012/13, 2013/14 and 2014/5 and to develop and consult on a fair and transparent strategic prioritisation framework to inform the management of cuts in 2015/16 and 2016-17. In July, 2013 the WG had detailed further cuts from April, 2014 and the Council had been consulted on options for managing the cuts. It was understood that the total level of cuts in 2014-15 would be in the region of 12%, though this had not been confirmed by WG.

Members were informed that the Local Commissioning Plan (LCP) had focused on managing known reductions whilst also being in a position to respond to additional budget cuts while minimising the impact on service users. Planning the 2014/15 budget had involved abandoning projects which had not been commissioned, decommissioning projects with the consent of providers and negotiating reduced contracts for projects which were not fully occupied or struggling to maintain service delivery.

Confirmation was provided that the challenges for 2015/16 would increase. However, the impact on service users would be minimised wherever possible through negotiating efficiency savings and reconfiguration with individual service providers. Concern had been expressed that not all the savings for 2014/15 could be achieved and that contracts may have to be reduced where savings had not been negotiated or identified by 10%. However, the Council was seeking to achieve savings by consensus and had already negotiated 75% of the expected scale of savings for 2014/15. While promoting a strategic approach to identifying efficiencies, WG had explicitly required constructive engagement from providers to deliver savings in 2014/15, and this had proved helpful.

It was explained that Denbighshire was committed to taking a strategic approach to the difficult choices ahead, which potentially included the decommissioning of some services, and the development of the Strategic Priority to Fund framework would continue.

Details of actions listed in the SP LCP for 2014/15 and 2015/16 had been incorporated in Appendix 1. The main strategic priorities which had been identified included:-

- Women & Men experiencing Domestic Abuse
- People with Learning Disabilities
- Young People with Support Needs (16 - 24)
- Generic/Floating Support/Peripatetic (tenancy support services which cover a range of user needs)

The Supporting People Team Manager (SPTM) provided a summary of the SP Spend Plan included in the report. The final SP Spend Plan would be concluded following confirmation of the funding level. Summaries of the grant calculations and the anticipated impact of the spending reductions for 2014-15 had been included in a confidential document Appendix 2.

Details of the consultation process undertaken, the Chief Finance Officer Statement, risks and steps implemented to reduce them and cost implications had been included in the report.

Councillor C.H. Williams highlighted the lack of reference in the report to the provision of services for men who were victims of domestic abuse. The SPTM referred to services currently provided for men, and explained that the remodelling of the SP service had incorporated the improvement of service provision for male users. In response to a request from the Chair, it was agreed that clarification of service provision for men be incorporated in the report. The Committee:

**RESOLVED** – *subject to clarification on the service provision available for men being incorporated into the report, to support the Supporting People Local Commissioning Plan 2014/15 and 2015/16, for submission to the North Wales Regional Collaborative Committee and the Welsh Government.*

## **8 SCRUTINY WORK PROGRAMME**

A copy of a report by the Scrutiny Coordinator, which requested the Committee to review and agree its forward work programme and which provided an update on relevant issues, had been circulated with the papers for the meeting.

The Cabinet Forward Work Programme had been included as Appendix 2 and a table summarising recent Committee resolutions, and advising on progress with their implementation, had been attached at Appendix 3 to the report.

Draft Caravan Sites Strategy for Denbighshire – As a result of workload pressures relating to the Local Development Plan and the associated urgent Supplementary Planning Guidance, the Planning and Public Protection Department had been unable to progress the development of the draft strategy as originally intended. Members agreed that the presentation of the draft strategy be deferred until the spring of 2014.

Draft Flood Management Strategy - Due to the need to dedicate officers' time and efforts to the investigations into the major flooding incidents in the County it had not been possible to focus on the draft Flood Management Strategy. As the Strategy should be available in the near future the Chair had agreed for its presentation to be rescheduled to November's meeting. As a result the report on the 'Community Covenant with the Armed Forces', scheduled for the meeting in November, had been rescheduled to the meeting in January, 2014.

Members were informed that the next Scrutiny Chairs and Vice-Chairs Group meeting had been scheduled for the 24<sup>th</sup> October, 2013. In response to a question from Councillor H.O. Williams, the Scrutiny Coordinator explained that the Scrutiny Chairs and Vice Chairs Group had been asked to consider a request that the Joint Board of the AONB be subject to scrutiny in the future..

Councillor J.S. Welsh informed the Committee that the rescheduling of the meeting of the Committee from the 28<sup>th</sup> November, 2013 to the 25<sup>th</sup> November, 2013 had

not been noted in the Members diary. The Scrutiny Coordinator agreed that a cancellation request for the meeting on the 28<sup>th</sup> November, 2013 would be issued.

**RESOLVED** – *that, subject to the above amendments, the Committee's Work Programme be approved.*

Meeting ended at 11.35 a.m.

**Report to:** Communities Scrutiny Committee

**Date of Meeting:** 25<sup>th</sup> November 2013

**Lead Members:** Lead Member for Public Realm and Council Leader

**Report Authors:** Head of Highways and Environmental Services &  
Head of Housing and Community Development

**Title:** Parking Enforcement Strategy and its impact on Economic Development

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## **1. What is the report about?**

To examine the Council's Parking Enforcement Strategy and its impact upon the local economy.

## **2. What is the reason for making this report?**

Communities Scrutiny Committee has requested a paper to examine how parking enforcement strategy affects the local economy and to identify any shortcomings in the strategy which may reduce the Council's effectiveness in delivering its corporate priority to develop the local economy.

## **3. What are the Recommendations?**

That the Committee:

- 3.1. Provides observations and supports the development of a new parking policy jointly between Highways and Economic & Business Development; and
- 3.2. endorses the proposal to carry out a scoping exercise to fully evaluate the detailed requirements for parking and traffic reviews in all towns. This will enable reasonably accurate cost estimates to be produced which would then be reported back to Scrutiny before proceeding with the reviews.

## **4. Report details**

### **4.1. Introduction**

The first step when considering parking provision is to consider parking policy. The parking policy needs to reflect what is trying to be achieved within the bigger picture of transport, land use and economic development policies. For example, in larger cities the aim might be to reduce the amount of traffic entering the city centre.

Within smaller towns and rural areas, such as Denbighshire, parking policies are usually aimed at maximising the use of available parking spaces to benefit residents and the local economy. This aim, however, still has to be balanced against the need to keep traffic flowing and to not compromise road safety.

Once a parking policy is decided it will be necessary to develop a plan to achieve the policy aims which will consider factors such as the availability and pricing of off-street car parking spaces; policy for on-street parking restrictions and enforcement strategy.

#### 4.2 Background

The Council's Parking Policy was written in 1996; a copy is provided in Appendix 1.

Parking enforcement was decriminalised in Denbighshire in 2004. Prior to this, enforcement was carried out by the Police. In practice, the Police enforcement was carried out by one part-time traffic warden who served the whole County. This traffic warden retired in 2001 and wasn't replaced. The reality of the pre-2004 situation was that on-street parking restrictions were largely ignored because of the lack of enforcement. This caused issues for road safety and reduced parking for shoppers as short stay parking bays were often occupied by the same vehicle all day. This situation didn't apply in off-street car parks which were enforced by council-employed Parking Attendants.

It was because of these issues that the Council took the decision to decriminalise parking enforcement, becoming the first in Wales to do so. Since then, the majority of Welsh unitary authorities have also chosen to Decriminalise Parking Enforcement.

#### 4.3 Enforcement

The Council employs 7 full-time Civil Enforcement Officers and 2 relief staff. A total of 8,894 Penalty Charge Notices were issued in 2012. This number has decreased steadily since 2006. This decrease can be explained by improved compliance amongst drivers. More detail on enforcement activities can be found in Appendix 2.

#### 4.4 Impact of parking policy and strategies on the local economy

Unlike other local authorities, Denbighshire Parking Policy has not aimed to limit parking spaces or set high tariffs specifically to discourage car usage and the policy of restricting town centre on street parking to short-stay combined with effective enforcement allows more productive use to be made of the spaces.

The variables that influence the success of a town centre are many and trying to find a conclusive link between car parking and town centre prosperity is extremely difficult; the broader retail, commercial, leisure and/or tourism offer have the greatest impact on a towns competitiveness. However, all other things being equal, parking will clearly have an effect and where the economy is weak parking should support the strategy for the town centre and be economically priced.

Recent reviews on how to revitalise high streets nationally have made recommendations about parking. The Portas Report (2011) included a key recommendation for local authorities to provide free controlled parking schemes and Bill Grimsey's review of the future of the high street (2013) argued that councils need to provide free high street parking (for two hours) and freeze car park charges for at least a year. See Appendix 3 for a pricing scheme introduced by Altrincham in Trafford.



Where both the Grimsey and Portas reports are clear is that a more coordinated approach is needed. There is some anecdotal evidence that changes to on street parking have affected retail trade but there is a lack of robust evidence to support this and the view that pricing policy is having a damaging impact on the local economy.

That said, carrying out a Denbighshire wide traffic management and parking review will provide an opportunity to assess where current highways arrangements and parking may be impacting on town centres and provide the Authority with robust evidence to inform decision making. Please see Appendix 4 for further details about these proposed reviews.

The review of the Council's parking policy to determine the priority for on street parking as opposed to utilising existing car parking provision can be taken forward quite quickly by officers and should take roughly 3 months to complete. This is work that can, therefore, be undertaken within existing budgets.

With the exception of the pricing review, the other reviews outlined above could potentially be quite significant pieces of work in terms of cost and the length of time taken to complete them. It is suggested that before a decision is made to proceed with these reviews, some further work is undertaken to fully scope what is required from the reviews and to gain a fairly accurate estimate of the likely costs. It is suggested that a further report is taken to Scrutiny once these cost estimates are available before a decision is taken to go ahead with the reviews.

It is worth noting that a review of parking capacity is due to start shortly in Llangollen. This review will be predominantly looking at parking supply, rather than any highway network issues. This review will also help to inform the cost estimates for the County wide work. The Llangollen parking review is being funded from the traffic element of the Highways block capital budget however there will be insufficient budget to undertake a similar exercise for all Towns therefore other funding sources will need to be identified to take this work forward once the costs are known.

In addition to the data collected by Highways, agreeing mechanisms for measuring the economic impact of any initiatives on the Town Centre will be fundamental to any changes in the parking policy / regime. Suggested indicators include:

- Footfall – this will require investment in footfall cameras.
- Credit card spend data – this can be bought in.
- Retail vacancy rates.

Further work in relation to the costs and strategy for measuring the economic impact of such initiatives shall be encapsulated in a report to Scrutiny Committee.

The emerging Area Plans shall also provide important feedback on the priorities of members relating to car parking particularly in relation to Town Centres.

## **5. How does the decision contribute to the Corporate Priorities?**

Addressing Local Transport Infrastructure and barriers to growth is a key priority within the Economic and Community Ambition Delivery Plan and Developing the Local Economy is a corporate priority. Parking policy has the potential to affect the

viability of the local economy and it is therefore important that the new policy is drafted jointly by Economic & Business Development and the Highways and Environmental teams to develop a joined up and integrated approach to service development which reflects the strategic priorities of both service areas.

## **6. What will it cost and how will it affect other services?**

The review of the existing parking policy and drafting of a new policy will be carried out by existing staff within Highways and Economic Development. It will, therefore, be undertaken within existing budgets.

The likely cost of reviewing parking capacity, on street restrictions and network performance in all towns will vary significantly depending upon the extent of the reviews undertaken. It is, therefore, proposed to first undertake a scoping exercise to determine what is required and to gain an accurate idea of costs. These costs would then be reported back to Scrutiny before any commitment was made to proceed.

The recommendations of the reviews may have implications for the Planning Department and, therefore, Planning colleagues will be consulted with.

## **7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report.**

An Equality Impact Assessment will be carried out for the new parking policy.

## **8. What consultations have been carried out with Scrutiny and others?**

A previous briefing note was sent to the Scrutiny Committee Chairs.

## **9. Chief Finance Officer Statement**

The costs of the initial work should be contained within existing budgets. Any further work needs to be costed and a budget identified before any decisions can be taken.

## **10. What risks are there and is there anything we can do to reduce them?**

There is a risk that should the recommended reviews and development of a new parking policy fail to take place then existing arrangements shall become increasingly unfit for purpose and have a damaging impact upon the local economy.

## **11. Power to make the Decision**

Article 6.3.3 of the Council's Constitution sets out Scrutiny's powers with respect to policy development and review

### **Contact Officer:**

Traffic, Parking and Road Safety Manager  
Tel: 01824 706959

## DENBIGHSHIRE COUNTY COUNCIL

### HIGHWAYS AND TECHNICAL OPERATIONS SUB-COMMITTEE

30th October 1996

#### Report of the Head of Highways and Transportation

#### Parking Policy

1.0 PURPOSE

- 1.1 To seek approval for a parking policy for the County.

2.0 BACKGROUND

- 2.1 The control of parking is a key measure in enhancing the efficiency and safety of the highway system. It is of value also in promoting the use of more environmentally sustainable modes of transport through discouraging the use of a car particularly in congested urban areas.
- 2.2 The Council is responsible for the regulation of all on-street parking while the control of public off-street parking is split between the Council and private other public and private operators. There is no control over private off-street parking except via planning permissions for the amount included in new developments.

2.3 Residential Parking

The presence of parked vehicles on-street can reduce the capacity and efficiency of highways, cause road safety hazards, restrict access for emergency vehicles and detract from visual amenity particularly in the countryside and historic areas in towns. It has to be recognised, however, that not all demand for parking can reasonably be met from off-street parking. In areas of Victorian or older terrace housing, for example, and in many housing estates built in the 1930's and 1950's, it is rarely possible for residents to locate parking within the boundaries of their properties or to park in nearby car parks. Unreasonably restricting parking in such circumstances would limit the opportunity for residents to own cars.

**Policy 1** - In urban areas the Council will encourage motorists to use off-street parking where it is available. Where off-street parking facilities are not available the Council will restrict parking on-street only where there are over-riding considerations of safety, amenity or the need to retain or improve the capacity of a road.

- 2.4 There are locations, particularly in residential streets, where there are conflicting demands between different users to make use of available kerb space for parking. Problems arise, for example, in or around town centres where shoppers, commuters and tourists park in residential streets. The presumption is that priority will be given to residents. Restricting parking in residential roads to residents and their visitors can also generate benefits in reducing extraneous traffic and thereby reduce the risk of accidents. The issue of residents parking schemes has been considered by the Committee at its meeting on 1st May 1996 (minute no. 96 refers) when approval was granted for the introduction of such schemes initially on an experimental or pilot basis.

**Policy 2 -** The Council will consider the introduction of residents parking schemes and other suitable measures to restrict parking in residential streets to residents and their visitors.

- 2.5 An aspect of parking that gives rise to concern, is that which takes place outside schools. The use of the private car to transport children to school, particularly in urban areas where few children have entitlement to free school transport, is increasing rapidly due to parents' concerns about the safety of children crossing busy roads and other safety concerns. This is giving rise to increased parking outside schools with consequently higher actual or perceived risks of accidents. It is proposed to review parking outside schools and to use measures that are available, such as school clearway orders, to prevent parking in unsafe locations. Reviews will be supported by publicity to raise the awareness of parents to park sensibly. The issue can also be addressed by providing safe routes to schools for pedestrians and cyclists which could reduce the desire to use the car as the mode of travel.

**Policy 3 -** Parking outside schools will be reviewed with appropriate measures and publicity used to deter unsafe parking.

- 2.6 Footway parking causes particular problems for people with restricted vision who are unable to see obstacles in their path and for wheelchair users or people pushing baby buggies or prams. Where the footway width is severely restricted the latter groups of pedestrians may have to walk in the road to negotiate a parked vehicle with obvious implications for road safety. This practice also causes damage to footways leading to hefty repair costs and potential pedestrian trips. Footway parking, therefore should be discouraged or accommodated in such a fashion that pedestrian routes are not obstructed and footways not damaged.

**Policy 4 -** The Council will review instances of footway parking and will use enforcement, publicity or engineering measures, as appropriate, to ensure that pedestrian routes are not obstructed. And avoid damage to footways.

## 2.7 Parking in Town Centres

The Council's objections are to sustain the vitality, attractiveness and viability of the County's towns centres. Town centres generate parking demand from shoppers, tourists and workers, and clearly providing adequate parking will ensure that the County's town centres can compete effectively with other retail and business centres outside Denbighshire.

2.8 In terms of safety, visual amenity and allowing ease of movement for pedestrians, parking should ideally be provided in off-street car parks. This is not always possible because of the cost of acquiring sites and then constructing car parks. In addition, in historic towns this could involve destroying the visual and historic character that makes them attractive to visitors. Some on-street parking, therefore may be necessary to meet parking demands. Where it is provided it is suggested that it should be restricted to short stay, usually between 30 minutes and 2 hours maximum duration. This ensures a high turnover of vehicles and provides for parking at close proximity to shops for shoppers and, where necessary, for vehicles delivering to shops.

**Policy 5** - The Council will permit short stay on-street car parking in town centres to complement off-street car parking provision, subject to considerations of road safety, visual amenity and ease of pedestrian movement.

2.9 The Council manages a number of car parks in the County's town centres. In reviewing the management of these facilities consideration will be given to designating car parks near the main shopping streets for short stay use in order to encourage shoppers to visit the County's retail centres. Long-stay (all day) parking will be catered for in the more peripherally located car parks.

**Policy 6** - The Council will manage the car parks in its ownership to provide short stay parking close to main shopping streets in town centres and long stay car parks located further from town centres for commuters and other longer stay uses.

2.10 As an alternative to locating parking in town centres it is possible to site car parks on the edge of towns and provide Park and Ride bus services to connect the two. As well as catering more easily for growing demand for parking, Park and Ride has the benefit of removing traffic from congested roads in or around town centres. As controls are introduced on parking by non-residents in residential areas Park and Ride offers the opportunity to cater for disabled parking. Currently, one Park and Ride scheme is in operation in Rhyl catering for tourists and shoppers.

**Policy 7** - The Council will seek to support and promote and expand Park and Ride schemes in Denbighshire.

#### 2.11 Parking for Disabled People

The Orange Badge scheme enables people with disabilities to obtain an Orange Badge which allows a vehicle driven by a driver with a disability or by an able bodied driver conveying a disabled passenger to park almost anywhere on-street where there is no loading/unloading restriction. The scheme was set up to permit people particularly with a restricted walking ability to park close to locations they wish to visit.

2.12 The Institution of Highway and Transportation (IHT) has published guidelines on providing for people with mobility handicaps. Research showed that the majority of people with impairments (wheelchair users, visually impaired, stick users and ambulatory without walking aid) can move no more than 137 metres without a rest. In considering the provision of parking priority should be given, therefore to ensuring that Orange Badge holders can park within 137 metres of their homes, and town centre and

other destinations. This can be achieved by marking advisory disabled persons parking bays (most suitable in residential streets), designating mandatory Orange Badge parking bays or through the use of limited waiting or no waiting restrictions. The IHT guidelines have also recommended reserving spaces in car parks for Orange Badge holders and it is suggested that the Council adopt these recommendations for use in its own car parks and in discussions with the managers or developers of privately owned car parks.

**Policy 8** - Priority will be given to catering for the parking needs of disabled people. In car parks, reserved spaces will be designated for Orange Badge holders as follows:-

- (i) for car parks associated with employment premises and provided for employees and visitors.  
up to 200 spaces - 5% of capacity, subject to a minimum of 2 spaces  
over 200 spaces - 2% of capacity, plus 6 spaces
- (ii) for car parks associated with shopping areas, leisure or recreational facilities, and places open to the general public:  
up to 200 spaces - 6% of capacity subject to a minimum of 3 spaces  
over 200 spaces - 4% of capacity plus 4 spaces

### 2.13 Parking in the Countryside

The car gives access to the countryside by parking at beauty spots can cause damage to vegetation and verges, contribute to erosion and be visually intrusive. It may also create a hazard if on the highway. The Council will work with tourist attractions and bodies responsible for promoting countryside recreation to provide small lay-bys and car parks in the countryside. Promoting the use of public transport and cycling can also help to reduce parking demand in rural areas by encouraging visitors to leave their cars at home.

**Policy 9** - The Council will promote the provision of lay-bys and car parks to cater for demands for recreational parking in rural areas.

### 2.14 Enforcement

Enforcement of parking controls in car parks lies in the hands of the car park managers. Particular difficulties are encountered with enforcement of on-street parking restrictions. Enforcement of waiting restrictions is currently the responsibility of the North Wales Police and its traffic warden service. Resources are limited and complaints are regularly received that restrictions are not being enforced adequately.

Powers are available under the provision of the Road Traffic Act 1991, to enable local authorities to take over responsibility from the Police for the enforcement of non-endorsable parking offences. Adopting these powers however will carry significant additional financial implications and at this stage it is intended only to investigate options for improving enforcement.



**Policy 10** - The Council will investigate means of improving enforcement of on-street parking controls.

**2.15 Charging for Car Parking**

The Council currently charges for parking in off street car parks in the former Rhuddlan Borough Council area (see Appendix) and Llangollen. Charging for parking, whether on or off-street can be used for a number of purposes, as follows:-

- (i) to manage parking, for example, to discourage commuters from using short stay car parks by charging higher rates for all day parking.
- (ii) to make enforcement easier. Enforcement, particularly of short stay parking, is easier where enforcement officers only have to check a ticket displaying the time of arrival or time of latest departure attached to a windscreen, rather than patrolling an area and noting vehicle registrations to calculate the length of time parked.
- (iii) to generate revenue which can be used to fund enhanced enforcement or make improvements to car parks, for example installing better security.
- (iv) to encourage the use of more environmentally sustainable modes of transport, for example by charging high rates for all day car parking in urban areas revenue can be channelled into Park and Ride schemes which in turn relieve town centres of congestion or to improve public transport services.

- 2.16** The underlying concern regarding charging is the impact it has on shopping habits. The smaller town centres are dependent on competing effectively with larger centres both within and outside the County and with out-of-town centre superstores and retail parks where ample free car parking is available. In these circumstances, the case for introducing or extending charging should be reviewed separately for each settlement.

**Policy 11** - The Council will develop a system of charging for car parking which takes account the needs and problems of its towns and communities.

**3.0 RECOMMENDATION**

- 3.1** To approve the report policies contained within the report, and
- 3.2** To authorise officers to bring forward proposals which will help achieve the policy requirements.

**Director of Technical Services**

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**Parking Enforcement Activities**

There are presently 7 full time Civil Enforcement Officers employed by the Council plus 2 relief staff. There are also 2 full-time members of staff who collect cash from the Pay and Display machines. We also employ an individual on a part-time basis to count and process all the cash that is collected.

In 2012-13 the net surplus generated by enforcement activities was £6,429. During the same period, the total income from fines was £281,055. It should also be noted that the Civil Enforcement Officers also enforce the public car parks as part of their duties which helps improve compliance and thus income from the Pay and Display machines.

The fines issued by Civil Enforcement Officers are officially known as Penalty Charge Notices (PCNs) rather than Fixed Penalty Notices which are what the Traffic Wardens used to issue. A table summarising the PCNs issued since 1<sup>st</sup> April 2012 is listed in Appendix 2. This also provides a breakdown by MAG area.

The number of PCNs issued every year has steadily decreased almost since 2006. The number of Civil Enforcement Officers employed by the authority has also decreased during the same period. Please see the tables below which show the number of PCNs issued by calendar year and by MAG area.

| 2005   | 2006   | 2007   | 2008   | 2009   | 2010  | 2011  | 2012  |
|--------|--------|--------|--------|--------|-------|-------|-------|
| 14,498 | 17,473 | 14,013 | 13,339 | 10,313 | 9,675 | 9,203 | 8,894 |

**Total number of Penalty Charge Notices issued by calendar year**

|                     | 2012-13       |                         | 2013-14<br>(1/4/13 to 14/7/13)* |                         |
|---------------------|---------------|-------------------------|---------------------------------|-------------------------|
| MAG                 | Number issued | Percentage of total (%) | Number issued                   | Percentage of total (%) |
| Rhyl                | 6335          | 76.1                    | 1335                            | 60.2                    |
| Prestatyn           | 790           | 9.5                     | 334                             | 15.1                    |
| Elwy                | 69            | 0.8                     | 45                              | 2.0                     |
| Denbigh             | 337           | 4.0                     | 224                             | 10.1                    |
| Ruthin              | 395           | 4.7                     | 126                             | 5.7                     |
| Dee Valley          | 376           | 4.5                     | 152                             | 6.9                     |
| <b>Total issued</b> | <b>8322</b>   |                         | <b>2216</b>                     |                         |

**Number of Penalty Charge Notices issued by MAG area**

The annual decreases in PCNs issued are generally because compliance amongst drivers has improved over the years, therefore, reducing the number of PCNs that are issued and hence the number of Civil Enforcement Officers that need to be employed. Please note, however, that Civil Enforcement

Officers also have an important deterrent effect for helping to prevent illegal parking.

In recent months, there have been some complaints raised by the general public concerning alleged discourteous behaviour by Civil Enforcement Officers. In most of these cases, the comments have been about Civil Enforcement Officers in general rather than about a specific individual. However, this is obviously something that we must take very seriously. The Parking Enforcement team is currently being reviewed as part of the wider restructuring exercise that has been ongoing in Highways and Environmental Services. As part of this review the issue of conduct has been focused upon. It is also intended to introduce the wearing of body cameras as standard practice amongst all Civil Enforcement Officers. The cameras will have obvious security benefits but will also help provide vital evidence in instances where the Civil Enforcement Officer is alleged to have been rude or discourteous.

### Trafford's 10p parking Reducing Car Parking Charges - Altrincham, Trafford

From July 2009 Trafford provided a period of 18 months of Free after 3pm (Monday to Friday) parking to support more footfall to shops however following a public consultation it was found that ultimately the majority vote was for lower or free parking charges.

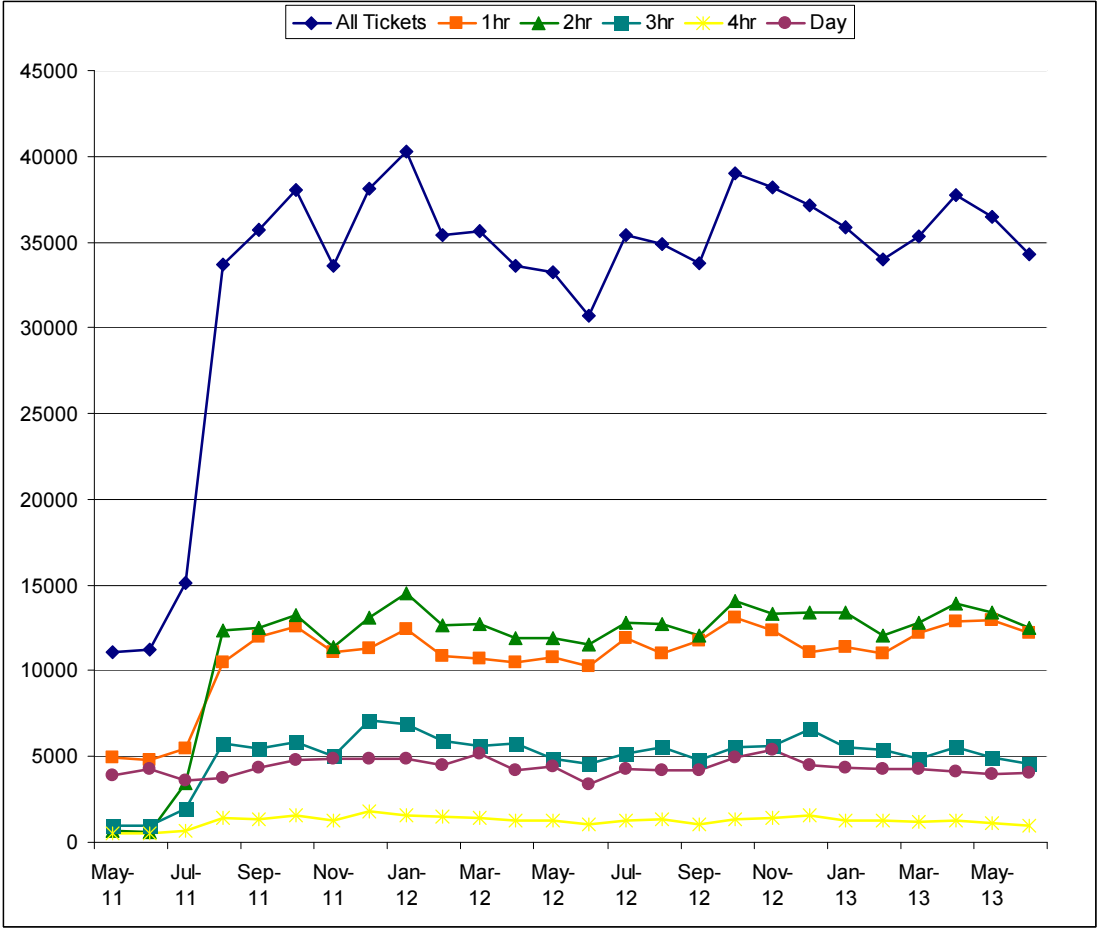
They have always supported free parking on Sundays and do not charge after 6pm.

The new, lower charges below were introduced in **April 2011**:

- 1 hour - 10p
- 2 hours - 30p
- 3 hours - 70p
- 4 hours - £2
- Over 4 hours - £3

Car park usage increased both on and off street and an increase in footfall has also been assumed. The greatest increase was in long-stay parking on street; however it is worth noting that it is not clear whether this increase is from visitors / shoppers using the town centre or commuters / business use which would be of less benefit to the vitality of the town centre. This highlights the importance of agreeing economic measures for monitoring the impact of any changes.

| Pay & Display usage comparison by financial year up to 31st March 2013 |                |               |                |               |                |
|------------------------------------------------------------------------|----------------|---------------|----------------|---------------|----------------|
|                                                                        | 2010/11        | % Change      | 2011/12        | % Change      | 2012/13        |
| <b>On-Street</b>                                                       | <b>261,487</b> | <b>7.68%</b>  | <b>281,564</b> | <b>36.79%</b> | <b>385,148</b> |
| 1/2hr                                                                  | 67,566         | -85.68%       | 9,675          |               |                |
| 1hr                                                                    | 96,287         | 37.93%        | 132,805        | 55.69%        | 206,763        |
| 2hr                                                                    | 60,838         | 59.68%        | 97,147         | 63.80%        | 159,127        |
| 3hr                                                                    | 839            | 231.47%       | 2,781          | -39.70%       | 1,677          |
| Day                                                                    | 7,222          | 9.90%         | 7,937          | 121.51%       | 17,581         |
| <b>Off-Street</b>                                                      | <b>262,619</b> | <b>32.62%</b> | <b>348,298</b> | <b>20.92%</b> | <b>421,155</b> |
| 1hr                                                                    | 57,712         | 77.97%        | 102,708        | 33.54%        | 137,152        |
| 2hr                                                                    | 73,032         | 34.30%        | 98,080         | 55.05%        | 152,076        |
| 3hr                                                                    | 48,460         | 6.96%         | 51,835         | 24.08%        | 64,316         |
| 4hr                                                                    | 10,148         | 27.70%        | 12,959         | 18.22%        | 15,320         |
| Day                                                                    | 45,218         | 3.85%         | 46,961         | 11.35%        | 52,291         |



Car Park Usage May 2011 – June 2013

### ***Proposed Traffic and Parking Reviews***

It is suggested that the following reviews are carried out in addition to the planned review of the existing parking policy. These reviews could be undertaken in a phased approach. For example, the pricing review, parking restriction review and capacity review could be undertaken as Phase 1. The second phase would then be to carry out the highway network review.

- *A Highways Network Review* to identify whether the preferred route network, signage schemes etc. are suitable and any potential improvements that might enhance efficiency.
- *A Capacity Review* identifying whether current parking provision is meeting the needs of the towns and where constraint on supply may have a detrimental impact.
- *A Pricing Review* to identify the current charges for existing parking capacity and make recommendations for future pricing policies and pricing incentives. There needs to be a relationship between pricing and the amenities on offer and consideration will be given to differential charging based on demand.
- *A Review of Parking Restrictions* and the approach to on street parking in key retail areas including the provision of disabled parking and enforcement activity.

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**Report to:** Communities Scrutiny Committee

**Date of Meeting:** 25 November 2013

**Lead Member:** Lead Member for Public Realm

**Report Author:** Marketing Tourism and Events Officer (Coastal) and the Corporate Communications Team Leader

**Title:** Progress report on Anti-Dog Fouling Campaign

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## 1. What is the report about?

- 1.1 This report is to inform members of the progress to date of the Anti-Dog Fouling Campaign following the soft launch of the campaign on the 18<sup>th</sup> February and previous reports submitted to SLT and Members.
- 1.2 Dog fouling is a persistent source of complaints for the Council. The issue has been raised in the local media with a regular call on the Council to address the issue. Dog fouling has also been highlighted in the residents' survey as one of the biggest issues that needs addressing. It has been identified that dog fouling is also an issue for community safety and a drain on corporate resources.

## 2. What is the reason for making this report?

Further to the report submitted in February 2013, Scrutiny requested an update on the campaign to date as this is a new and modern approach to marketing campaigns for the Council. This report will provide information about the campaign's progress to date and plans going forward over the coming months.

## 3. What are the Recommendations?

That Scrutiny:

- 3.1 considers the report, which highlights the progress and the impact of the approach to addressing the dog fouling issue in the County; and
- 3.2 provide observations on the effectiveness of the strategy to date, the future length of the campaign and the availability of resources to support the delivery of the strategy in the long term.

## 4. Report details

This report advises Scrutiny of the current position of the campaign and seeks comments on considerations moving forward. It details the marketing activities that are currently taking place and ongoing plans. The report also highlights any issues so far and recommendations.

### 4.1 Activities to date:

The decision to deploy such a substantial and co-ordinated marketing approach, compared to what has been done before, uses the strengths of all the services involved to promote and achieve how the Council is listening and reacting to its communities. The Council has recognised the need to be more robust, co-ordinated and comprehensive in enforcing and educating about dog fouling issues in the County. The campaign has allowed the Council to

communicate how it is achieving key corporate priorities providing a clean environment across the County.

The strategic purpose of this new approach is to run a clearly branded multi-media campaign highlighting the following:

- To understand why this is a problem in Denbighshire.
- To raise the awareness of the dog fouling issues in Denbighshire.
- To educate people about the health dangers of dog fouling.
- To engage and consult with the local community and key partners to increase social responsibility to keep streets clean and reduce this anti-social form of behaviour.
- To reduce the number of incidents of dog fouling in the county.

To date, the following activities have taken place:

- Communication & marketing materials
- Enforcement
- Collaboration and community involvement

Please see further details in the attached appendices.

Over the last 6 months, the enforcement team has undertaken in the region of 500-600 visits to our towns to 'patrol' for dog fouling. This demonstrates that the Council is out there checking, advising dog owners of their responsibilities and deterring the irresponsible owners from allowing their dog to foul. We want to shift the focus onto this activity rather than the service of fixed penalty notices, which is, as we know, very limited as a measure of success.

The enforcement team has also done a week event on Rhyl High Street, where they had Kingdom officers handing out free dog bags, providing advice and receiving information from the public about hot spots in their community, the feedback from the community was excellent.

The team has also done some special operations in some hot spots including East Parade, Rhyl and Cae Ddol, Ruthin. This involved using mobile CCTV cameras.

**Analysis of statistics from 18<sup>th</sup> Feb to 20<sup>th</sup> Oct:** The campaign has been in place since February and has seen numerous press releases, Facebook comments, activities and feedback in full support of the activities taking place.

The impact of the campaign is still being monitored but to date we have seen a total of:

- 48 online reports filled in
- 86 respondents to the 1<sup>st</sup> online survey
- 473 dog fouling related web pages viewed. 220 views of 'Denbighshire says enough is enough', 114 views of 'Council and the police joins forces to tackle dog fouling' and 99 'You said we did' articles.
- 198 (excluded 85 calls due to the snow) 0800 calls
- 374 enquiries on the CRM Feb – Oct 13. In comparison to 185 in 2010, 192 in 2011 and 287 in 2012. Clearly this shows that the campaign is increasing people's awareness of the issue of dog fouling and that it is no longer acceptable in our communities. We predicted an increase in the number of dog fouling related enquiries due to the high profile marketing and enforcement campaign and these statistics support this. This will continue to increase over the winter months due to the darker evenings and owners thinking they can't be seen.
- 24 Fixed Penalty Notices have been issued for dog fouling since the 18<sup>th</sup> Feb. 1 in Llangollen, 3 in Prestatyn and 20 in Rhyl.



- Enforcement Operations have been done at East Parade, Marine Lake, Henllan, Brickfield Pond, Bodelwyddan and Llandegla and the response has been positive. The placement of signs is used alongside officer presence, letter dropping, harassing dog owners, issuing out waste bags, issuing the post cards with numbers to report incidents on, and of course tickets.
- Following significant investment over the past couple of years, the Council now has close on 1000 litter bins across the county, all of which accept bagged dog waste. This is additional to the dog bins we have placed in tourist areas. All the new bins carry signs indicating they take bagged dog waste and we are in the process of putting similar signs (stickers) on the old bins. 120 bins have been purchased since the campaign began.
- In the latest Keep Wales Tidy clean streets report dog fouling is shown to be at a similar level as recorded in 2007/08 but has actually shown a slight increase over last year.
- Local Environmental Audit and Management System (LEAMS) CI score from self-inspection for 2012/13 as reported to Keep Wales Tidy (KWT) and to the Association for Public Service Excellence (APSE) was 93.5%. The figure for 2011/12 was 92.1% and for 2010/11 was 92.8%.
- Overall our clean streets indicator is significantly higher than the all Wales average of 67.6 at 70.6. Please see appendix 6 for more information

Compared to the top 5 hot-spots in February, the top 5-hotspots have not changed other than Prestatyn moving from 4<sup>th</sup> to 2<sup>nd</sup> on the list. The top 5 hot spot areas are Rhyl, Prestatyn, Denbigh, Ruthin and Rhuddlan.

The statistics in the appendices clearly show an increase in resident interaction coinciding with increased marketing activities i.e. press releases, attending open days, adverts and so on. For example, when there is an increase in CRM activity, it relates to either a press release being issued, an advert in the local papers or attendance at a Council event/open day i.e. leisure open days. At these events, a stand was set up to raise the awareness of the campaign and the issues surrounding it. The stand included an interactive game to engage with young children about safely picking up dog mess, while also engaging with adults as to hot-spot areas within their communities. The children also told officers of hot-spot areas, particularly along walking routes to schools.

Feedback from residents is generally positive about the campaign. The few negative comments have been about the image that is used. It has been explained to residents that the image stimulates conversation, positive or negative, about the campaign and issue in our communities, therefore, raising awareness that it is not acceptable to allow dog fouling in the County.

The Council has been approached by surrounding counties, including community councils in Conwy, asking to use the image of the campaign as it is more effective than the one they currently use. Flintshire County Council has also asked where we got our lampost signs from to use the same format for their campaign. The use of the signs has been a big success and they have been used in many places to reinforce the prevention and reduction especially in Cae Ddol, Rhuddlan and a few other places. Councillors have requested them after realising that they can be placed immediately and are high profile. The banners are being used also.

Please see further details in the attached appendices.

**4.2 Activities - Looking Forward:** There are a number of supporting activities to the campaign that need to be planned and implemented. Please see further details in the attached appendices. These include:

- 4.2.1** Education Programme – this is being delivered by Youth Services by the end of November. This will include visiting schools with examples of the promotional material for them to take home, interactive games and so on. They will communicate the key messages of the campaign through schools and youth centres.
- 4.2.2** Consultation & Community Involvement and the delivery of the Anti-Dog Fouling Strategy – once the strategy has been printed, it will be mailed out to all City, Town and Community Councils to distribute widely in their areas.
- 4.2.3** Marketing Materials – it has been suggested that a reprint of the postcards and posters is done over the next couple of months to support the increase in activity expected in the winter months. These will be distributed via the enforcement teams.
- 4.3 Future Considerations:** The campaign is up and running but there needs to be consideration as to the longevity of the campaign and further resources available in supporting the delivery of this. The primary ongoing costs are the replacement of promotional material and 0800 number, which a budget has been allocated for within the original budget. Further consideration needs to be given to officer time and the 0800 number and how long this remains available.

## **5. Useful Background Information**

Committee members may wish to refer to the previous report submitted to Scrutiny Committee: June 2012, April 2013 and Quarterly Briefings on environmental crime patrols and serving of Fixed Penalty Notices

## **6. How does the decision contribute to the Corporate Priorities?**

Consideration of the issues highlighted in the report will assist the Council to deliver its corporate priority in a modern way, which is affordable and sustainable for the benefit of the local community, and without having a detrimental affect on the County's residents.

## **7. What will it cost and how will it affect other services?**

Full details of the cost of the campaign can be seen in the attached appendices. Overall, the Marketing of the campaign for design and print of materials etc has cost £8,599.52.

From the remaining budget of marketing and communications, recommendations have been made to continue to support the campaign with further materials.

After the budget has been spent for marketing and communications, planning and public protection and environment would be affected by ongoing costs of materials being produced and officer time in managing the campaign, enforcement and cleaning up hot-spot areas.

## **8. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision?**

An Equality Impact Assessment (EqIA) is not required for this report. This report provides a retrospective evaluation of the Council's performance to date of the anti-dog fouling campaign, and the decision to approve the report has no potential impact on people sharing protected characteristics.

## **9. What consultation has been carried out?**

This report has been put together in full consultation with Head of Service (Communications, Marketing & Leisure), Head of Service (Planning & Public Protection) and Head of Service

(Highways and Environmental Services), members have been consulted, along with the Lead Member for Public Realm.

Consultation has taken place with Member Area Groups (MAGs) by the Community Engagement Manager, discussing the Anti-Dog Fouling Strategy. Feedback has now been received and a public friendly leaflet will be produced and available in key locations around the County to reinforce the campaign by the end of November.

#### **10. What risks are there and is there anything we can do to reduce them?**

Potential risks to the success and sustainability of the campaign is the support of the local community. It needs to be made clear that communities need to share the responsibility with the council in achieving our objectives. This will be achieved by getting local people & city, town and communities councils to support the campaign, to be our eyes and ears in the community and report problems correctly with relevant details of offenders. This would be achieved by continued effective consultation with MAG's, City, Town and Community Councils and so on.

#### **11. Power to make the Decision**

Article 6.3 of the Council's Constitution

#### **12. Supporting Documents**

- Appendix 1 & 2 - Communications and Marketing Activities, including collaboration and community involvement
- Appendix 3 - Statistics
- Appendix 4 - Financial Report for communication and marketing activities.
- Appendix 5 - Quarterly Briefing on environmental crime patrols and serving of Fixed Penalty Notices (1st Apr – 30th Sept 2013)
- Appendix 6 – Keep Wales Tidy LEAMS Report
- Appendix 7 – Clean Streets Statistics

#### **Contact Officer:**

Marketing Tourism & Events Officer (Coastal)

Tel: 01824 706215

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## **Appendix 1 & 2 – Marketing, Communication, Collaboration and Community Involvement**

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The following is a summary of the activities that have taken place since the dog fouling campaign started in February this year:

### **Marketing and Communication:**

- All promotional material was distributed to City, Town and Community Councils, Leisure Centres, Libraries, vets, dog groomers, farm-store shops and other dog related businesses to clearly communicate that the Council is taking this seriously and needs the communities support.
- Banners and lamppost signs are being put up around the County where hot spot areas are being identified. This element of the campaign is now managed by Tim Wynne-Evans and his team to distribute this material where it is necessary.
- Social media campaigns have been launched on the Council's Facebook and twitter pages. These are supported by many local councillors and shared on their relevant page in their communities i.e. Llangynhafal and Gellifor. The next social media campaign, to include the campaign poster, will start the week commencing the 4<sup>th</sup> Nov to coincide with the campaign's next press release updating residents of the story 6 months on.
- Four adverts have been placed in the local press since the campaign started. The next advert will be in papers the week commencing the 11<sup>th</sup> November, in response to nights getting darker earlier and potential offenders taking advantage of not being seen. The campaign has plans for another four adverts to run over the winter months.
- The campaign has been at a number of events over the spring and summer, including the Denbigh and Ruthin Leisure Centre open days. At these events, a stand was set up to raise the awareness of the campaign and the issues surrounding it. The stand included an interactive game to engage with young children about safely picking up dog mess, while also engaging with adults as to hot-spot areas within their communities. The children also told officers of hot-spot areas, particularly along walking routes to schools.
- An online survey was undertaken at the beginning of the campaign to identify resident's opinions on the issue. This survey is being promoted throughout November and December to see how the campaign has performed. The survey will be promoted in the next press release on the 4<sup>th</sup> November.
- A number of press releases have been issued over the length of the campaign to support key messages, enforcement activities, and campaign progress and so on. The next press release is due the week commencing the 4<sup>th</sup> November. Future press releases will be drip fed by the enforcement team to continue updating communities and residents of the campaigns successes.
- The campaign's progress will continue to be monitored for hot spot areas by the enforcement team and promotional material distributed accordingly. This was taken over by the team during the summer.
- Any promotional material that is needed to be re-printed i.e. posters, adverts placed, postcards etc will be done by the Communication and Marketing team. It has been recommended that posters, adverts and postcards be organised over the winter months.

### **Collaboration and Community Involvement:**

- The final version of the Anti Dog Fouling Strategy has now been approved and will be printed by the middle of November. Once it has been printed, it will be distributed to the City, Town and Community Council's by the end of November to distribute in their communities and encourage community involvement and support in tackling this issue.

- The education programme to support the campaign will be delivered by Youth Services over November and December to schools and youth centres. The youth workers will engage and visit schools in their respective areas to communicate the key messages of the campaign, show examples of the promotion material and postcards to be taken home, an interactive game to encourage safely disposing of dog mess. This will be
- The Council has been approached by surrounding counties, including community councils in Conwy, asking to use the image of the campaign as it is more effective than the one they currently use. Flintshire County Council has also asked where we got our lampost signs from to use the same format for their campaign.
- The Council is still waiting for the results of the recent residents survey which should identify any impact that the campaign has had so far on the public perception of the cleanliness of their communities.

The campaign is up and running but there needs to be consideration as to the longevity of the campaign and further resources available in supporting the delivery of this. The primary ongoing costs are the replacement of promotional material and 0800 number, which a budget has been allocated for within the original budget. Further consideration needs to be given to officer time and the 0800 number and how long this remains available.

Key to this campaign is community involvement and support. The Council will continue to work with local communities in clean-up campaigns to improve the area, as well as improving ways that the community can contact the Council about dog fouling issues.

The Council need the community to help support this campaign by:

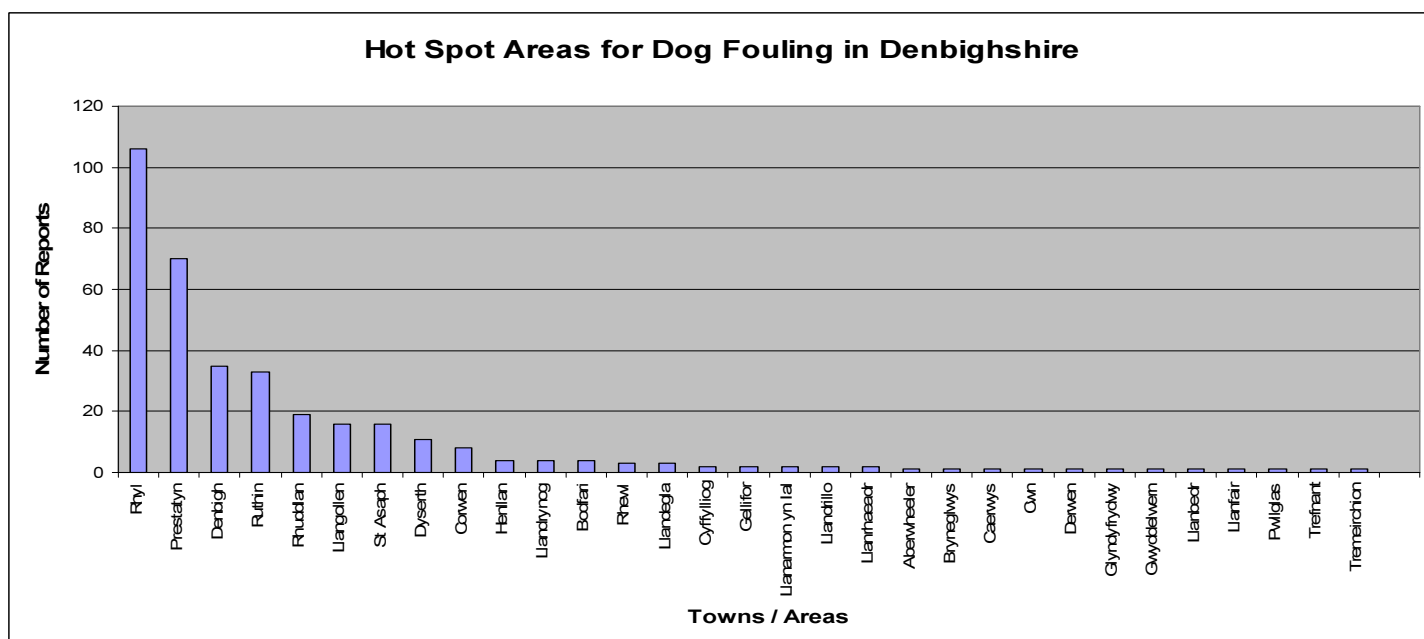
- Be the Council's eyes and ears
- Tell us where hotspot areas are for dog fouling
- Let us know who is not picking up dog mess
- Encourage friends and family to pick up after their own dog's mess
- Tell us your ideas of how dog fouling can be improved in Denbighshire.

## Appendix 3 – Marketing Statistics, Dog Fouling March – October 13

The following charts clearly show a relation in the increase in resident interaction coinciding with marketing activities that have taken place i.e. press releases, attending open days, adverts and so on. For example, when there is an increase in CRM activity, it relates to either a press release being issued, an advert in the local papers or attendance at a Council event/open day i.e. leisure open days.

### Hot Spot Areas:

Compared to the top 5 hot spots in February, the top 5 hotspots have not changed other than Prestatyn moving from 4<sup>th</sup> to 2<sup>nd</sup> on the list. The top 5 hot spot areas are:

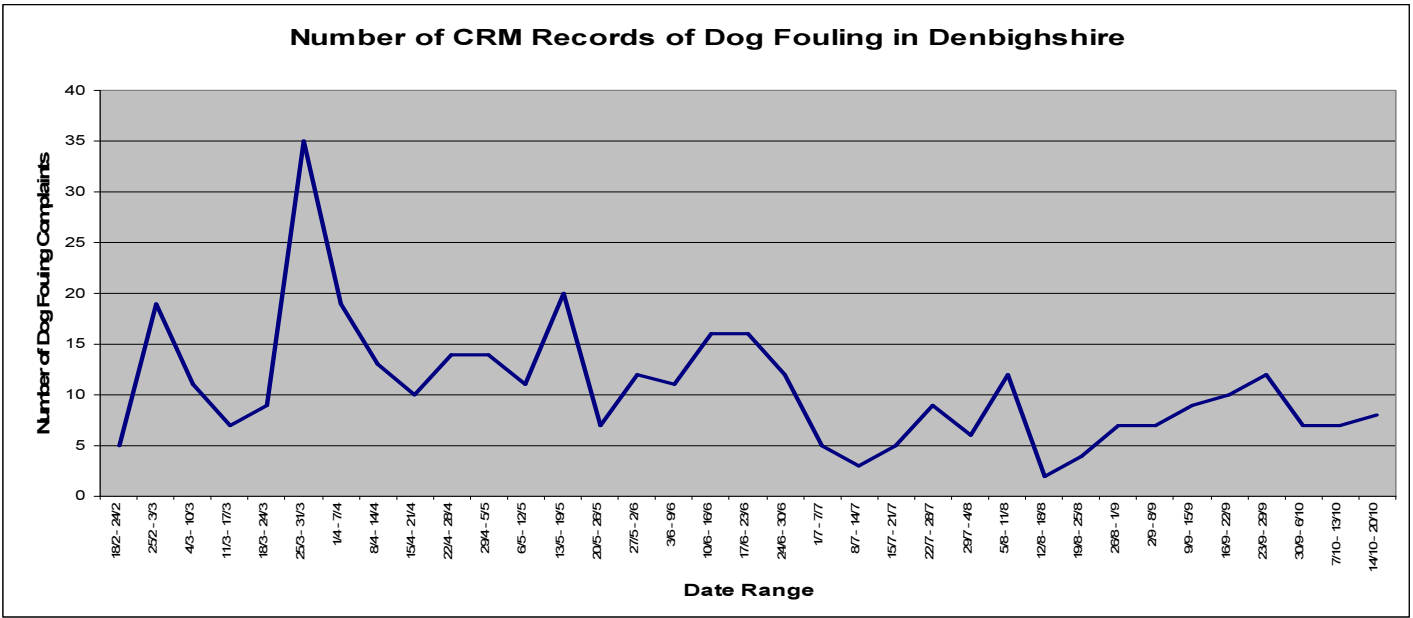


### Number of CRM Records:

The Council has received 374 enquiries on the CRM since the campaign started. In comparison to 185 in 2010, 192 in 2011 and 287 in 2012.

Clearly, this shows that the campaign is increasing people's awareness of the issue of dog fouling and that it is no longer acceptable in our communities. We predicted an increase in the number of dog fouling related enquiries to increase due to the high profile marketing and enforcement campaign and these statistics support this.

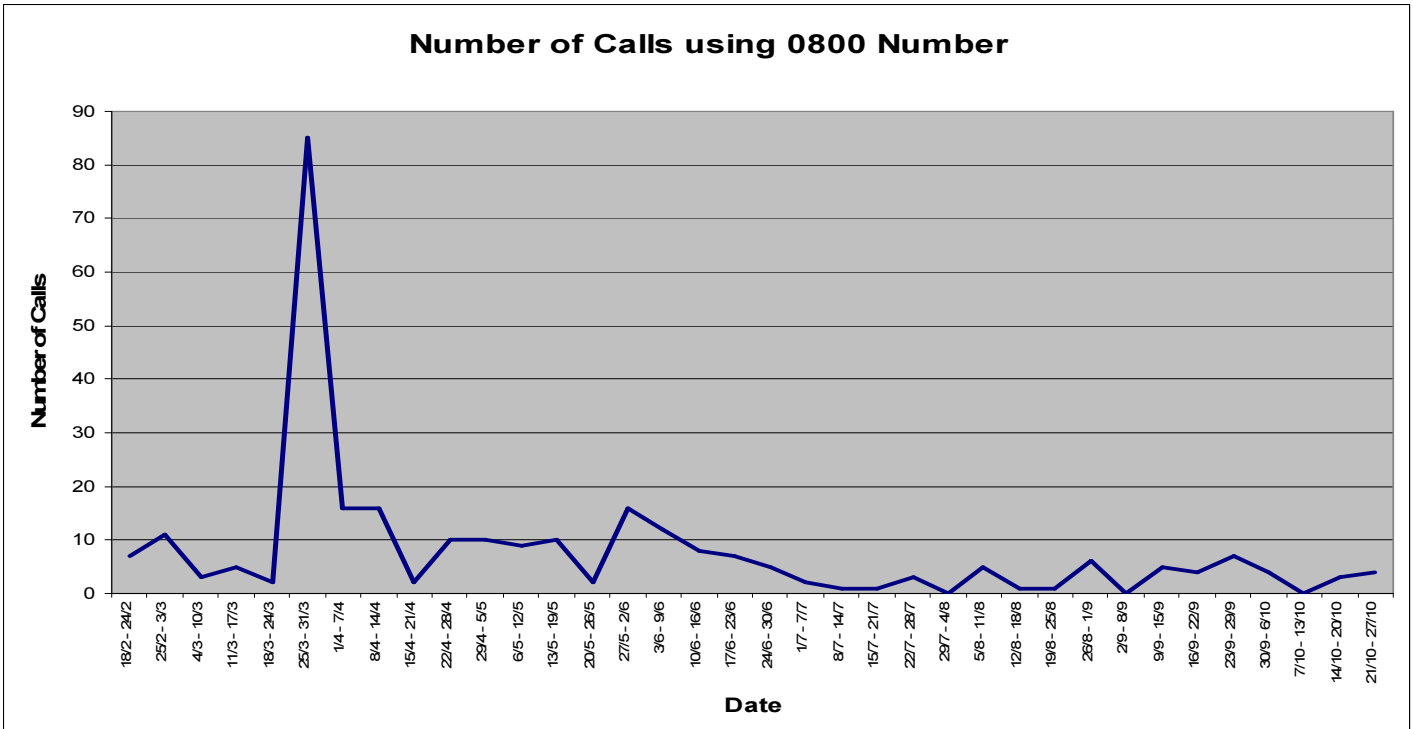
**Number of CRM Records of Dog Fouling in Denbighshire**



**Number of Freephone Calls:**

The figures below clearly show that residents are using the 0800 number but I would have expected to see these figures increase during the campaign. However, residents are still contacting customer services via the usual numbers and emails to make the Council aware of any issues. The spike in late March is a result of the snow that hit the County. Residents used the 0800 number as an alternative to the usual lines due to the increase in disruption in the South of the county.

**Number of Calls using 0800 Number**

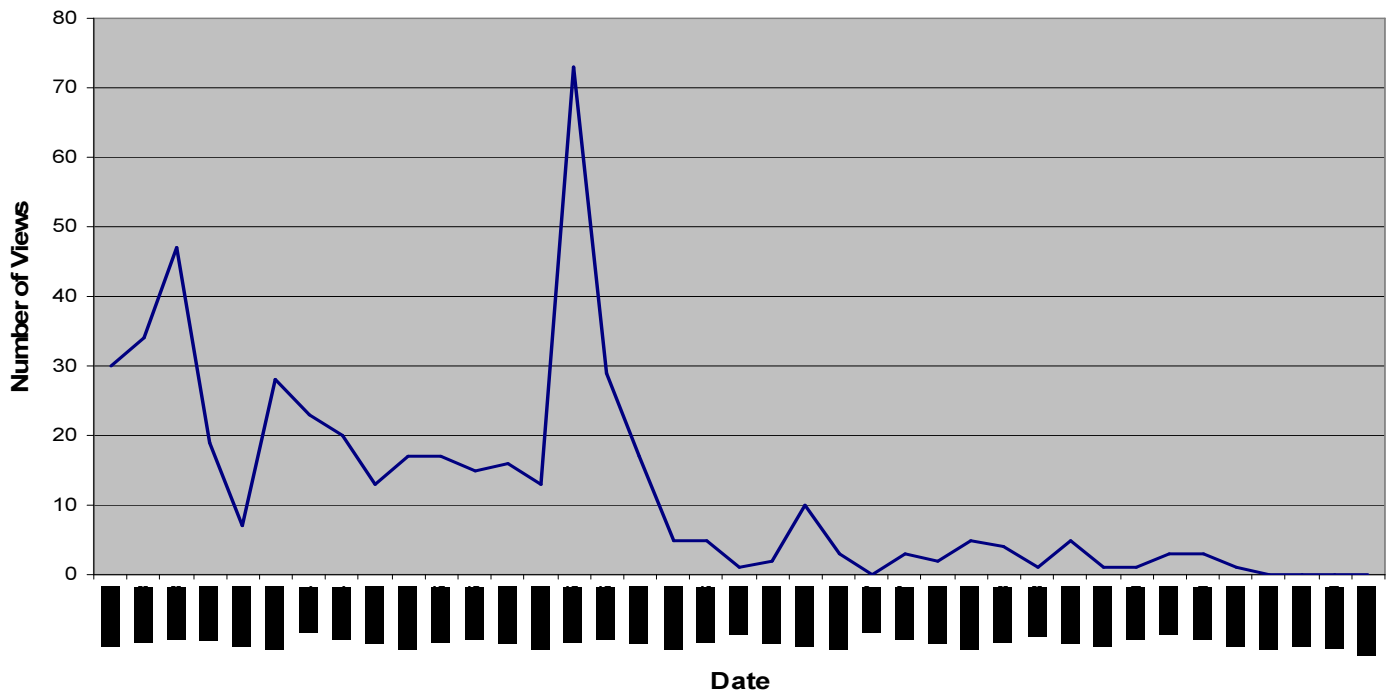


**Number of Pages viewed on the Council’s website, relating to dog fouling:**

The following graph identifies the number of pages that have been viewed on a weekly basis on the Council’s website. Overall, there have been 220 views of ‘Denbighshire says enough is enough’, 114 views of ‘Council and the police joins forces to tackle dog fouling’ and 99 ‘You said we did’ articles.



### No. of Page Views on DCC Website



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## Appendix 4 – Financial Report, including future recommendations

### Total Budget

| <u>Qty</u>   | <u>Produce Description</u>                                                                                   | <u>Unit Price</u> | <u>Net Price</u> | <u>Left to Spend</u> |
|--------------|--------------------------------------------------------------------------------------------------------------|-------------------|------------------|----------------------|
| 10           | MJG003 - Roller Banners (Beaumaris Model)                                                                    | 85.00             | 850.00           | 9,150.00             |
| 1            | MJG007 2 images for all material use                                                                         | 39.5              | 39.50            | 9,110.50             |
| 5            | 10 Panels for bin Wagons                                                                                     |                   | 2,150.00         | 6,960.50             |
| 100          | Tri-Lamp Post signs - in key offending areas i.e parks etc.                                                  | 19.00             | 2,282.00         | 4,678.50             |
| 1000         | A4 Posters - available in pdf for public to print off                                                        | 0.18              | 105.00           | 4,573.50             |
| 20000        | Postcards                                                                                                    | 0.02              | 357.00           | 4,216.50             |
| 100          | 2 x 4 mtr banner                                                                                             | 12.00             | 1,228.00         | 2,988.50             |
| 1            | 17x4 advert in Free Press & Journal                                                                          | 270.64            | 270.64           | 2,717.86             |
| 1            | 17x4 advert in Free Press & Journal                                                                          | 270.64            | 270.64           | 2,447.22             |
| 1            | 17x4 advert in Free Press & Journal                                                                          | 270.64            | 270.64           | 2,176.58             |
| Page 43<br>1 | 17x4 advert in Free Press & Journal                                                                          | 270.64            | 270.64           | 1,905.94             |
|              | Mileage Claim of CML                                                                                         | 0.522             | 18.62            | 1,887.32             |
|              | Letters to support mailings                                                                                  |                   | 16.12            | 1,871.20             |
|              | Postage of promotional materials                                                                             |                   | 98.86            | 1,772.34             |
|              | Cost of having 0800 number                                                                                   |                   | 21.86            | 1,750.48             |
| 2500         | <b>STILL TO PRINT:</b> Public Friendly Strategy - printed material, same as Leisure Strategy (small version) | 0.07              | 350.00           | 1,400.48             |

**Still to spend: £1,400.48**

### Recommendations:

| <u>Qty</u> | <u>Produce Description</u>                               | <u>Unit Price</u> | <u>Net Price</u> | <u>Left to Spend</u> |
|------------|----------------------------------------------------------|-------------------|------------------|----------------------|
| 3          | 17x4 advert in Free Press & Journal (Dec, Jan/Feb & Apr) | 270.64            | 811.92           | £588.56              |
| 1000       | A4 Posters - available in pdf for public to print off    | 0.18              | 105.00           | £483.56              |
| 20000      | Postcards                                                | 0.02              | 357.00           | £126.56              |
|            | Postage & Distribution of Public Friendly Strategy       |                   | 95.00            | £31.56               |
|            | Photocopying to support distribution of Strategy         |                   | 10.00            | £21.56               |
|            | 0800 Number for 6 months                                 |                   | 22.00            | -£0.44               |

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**Planning and Public Protection Service**

**Quarterly Briefing on environmental crime patrols and serving of Fixed Penalty Notices (1<sup>st</sup> April – 30<sup>th</sup> June 2013)**

\*\*\*\*\*

This is a communication briefing to update Members on the environmental crime patrols that we have undertaken and the issuing of Fixed Penalty Notices (FPNs) for Environmental Crime in Denbighshire. You may be aware that since October 2012 we have commissioned enforcement officers from a private company called 'Kingdom' to help us tackle the problems of littering and dog fouling, which impacts upon one of the Council's Priorities of 'Clean and Tidy Streets'.

FPNs are issued to individuals who commit environmental crime and the fine is £75. Our agreement is that the Kingdom receives £45 per FPN that they serve. We manage the officers daily and deploy them to problematic and 'hot spot' areas which we gather through complaints and intelligence.

\*\*\*\*\*

The following table shows the number of times Kingdom Enforcement Officers have visited the various towns in each month:

| <b>Visits</b> | <b>Apr 13</b> | <b>May 13</b> | <b>June 13</b> | <b>Total</b> |
|---------------|---------------|---------------|----------------|--------------|
| Corwen        | 0             | 1             | 2              | 3            |
| Bodelwyddan   | 3             | 4             | 3              | 10           |
| Dyserth       | 3             | 4             | 2              | 9            |
| Denbigh       | 4             | 4             | 3              | 11           |
| Llangollen    | 1             | 2             | 2              | 5            |
| Rhuddlan      | 5             | 7             | 3              | 15           |
| Rhyl          | 25            | 27            | 25             | 77           |
| Ruthin        | 2             | 3             | 3              | 8            |
| Prestatyn     | 13            | 24            | 10             | 47           |
| St Asaph      | 3             | 3             | 2              | 8            |

The following table shows some statistics on the work of the Kingdom officers:

|                                            | <b>Apr 13</b> | <b>May 13</b> | <b>June 13</b> | <b>Total</b> |
|--------------------------------------------|---------------|---------------|----------------|--------------|
| <b>Total Number of FPNs issued</b>         | <b>225</b>    | <b>383</b>    | <b>347</b>     | <b>955</b>   |
| <b>Broken down to the following crime:</b> |               |               |                |              |
| Smoking related litter                     | 210           | 360           | 316            | 886          |
| All other litter                           | 4             | 3             | 7              | 14           |
| Dog fouling                                | 6             | 2             | 1              | 9            |
| Smoking in public space                    | 4             | 15            | 21             | 40           |
| Other                                      | 1             | 3             | 2              | 6            |

| Broken down to the following towns: |     |     |     |     |
|-------------------------------------|-----|-----|-----|-----|
| Corwen                              | 0   | 0   | 0   | 0   |
| Bodelwyddan                         | 1   | 0   | 0   | 1   |
| Dyserth                             | 0   | 0   | 0   | 0   |
| Denbigh                             | 1   | 1   | 0   | 2   |
| Llangollen                          | 2   | 1   | 0   | 3   |
| Rhuddlan                            | 2   | 1   | 0   | 3   |
| Rhyl                                | 162 | 258 | 340 | 760 |
| Ruthin                              | 0   | 4   | 0   | 4   |
| Prestatyn                           | 57  | 118 | 7   | 182 |
| St Asaph                            | 0   | 0   | 0   | 0   |

As you can see from the statistics the vast majority of FPNs have been served in Rhyl in relation to smoking related litter. These statistics, however, don't tell the whole story as we have carried out a number of operations in known dog fouling 'hotspots'. These operations have not resulted in many FPNs being issued but have clearly raised the profile of our commitment to catch and fine those not picking up after their dogs. We believe this is having a positive deterrent effect and more and more people are picking up. It is therefore getting harder to catch those that don't pick up. We need your help, and help from those in your communities, to catch those who are not picking up.

Since we employed Kingdom In October 2012 we have served 26 FPNs on dog fouling broken down to the following communities: Rhyl - 21; Prestatyn – 3; Rhuddlan – 1; and Ruthin – 1. We are determined to serve more FPNs for those not picking up, but we need your help and help from your constituencies, so please let us know who is, or who you think is, responsible and we will do the rest.

Please contact us on the specifically dedicated phone line 0800 2300234 to report who is not picking up in your community. The more detailed intelligence we receive, the more likely it is we will catch those individuals responsible for letting their dog foul on your streets.



Officers spend time in the various towns in Denbighshire, and this is the uniform that you would expect to see the officers wearing whilst on patrols. They also wear body video cameras.

If you have any queries on the information contained in this briefing note, please contact Emlyn Jones, Public Protection Manager or Tim Wynne-Evans, Senior Community Safety Enforcement Officer

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FPNs are issued to individuals who commit environmental crime and the fine is £75. Our agreement is that the Kingdom receives £45 per FPN that they serve. We manage the officers daily and deploy them to problematic and 'hot spot' areas which we gather through complaints and intelligence.

\*\*\*\*\*

The following table shows the number of times Kingdom Enforcement Officers have visited the various towns in each month:

| <b>Visits</b> | <b>Jul 13</b> | <b>Aug 13</b> | <b>Sept 13</b> | <b>Total</b> |
|---------------|---------------|---------------|----------------|--------------|
| Corwen        | 1             | 1             | 0              | 2            |
| Bodelwyddan   | 3             | 5             | 2              | 10           |
| Dyserth       | 3             | 3             | 3              | 9            |
| Llandyrnog    | 3             | 4             | 2              | 9            |
| Denbigh       | 5             | 4             | 5              | 14           |
| Llangollen    | 4             | 3             | 2              | 9            |
| Rhuddlan      | 6             | 6             | 3              | 15           |
| Rhyl          | 27            | 26            | 23             | 76           |
| Ruthin        | 4             | 2             | 5              | 11           |
| Prestatyn     | 11            | 10            | 18             | 39           |
| St Asaph      | 4             | 3             | 4              | 11           |

The following table shows some statistics on the work of the Kingdom officers:

|                                            | <b>Jul 13</b> | <b>Aug 13</b> | <b>Sept 13</b> | <b>Total</b> |
|--------------------------------------------|---------------|---------------|----------------|--------------|
| <b>Total Number of FPNs issued</b>         | <b>420</b>    | <b>478</b>    | <b>189</b>     | <b>1087</b>  |
| <b>Broken down to the following crime:</b> |               |               |                |              |
| Smoking related litter                     | 405           | 457           | 185            | 1047         |
| All other litter                           | 6             | 4             | 0              | 10           |
| Dog fouling                                | 5             | 4             | 2              | 11           |
| Smoking in an enclosed space               | 4             | 13            | 2              | 19           |

|                                            |     |     |     |     |
|--------------------------------------------|-----|-----|-----|-----|
| Signs not displayed                        | 0   | 0   | 0   | 0   |
| Chewing Gum                                | 0   | 0   | 0   | 0   |
| Fly Posters                                | 0   | 0   | 0   | 0   |
| <b>Broken down to the following towns:</b> |     |     |     |     |
| Corwen                                     | 0   | 0   | 0   | 0   |
| Bodelwyddan                                | 1   | 1   | 3   | 5   |
| Dyserth                                    | 0   | 0   | 1   | 1   |
| Denbigh                                    | 0   | 0   | 2   | 2   |
| Llangollen                                 | 24  | 0   | 0   | 24  |
| Rhuddlan                                   | 1   | 0   | 0   | 1   |
| Rhyl                                       | 356 | 458 | 160 | 974 |
| Ruthin                                     | 0   | 9   | 1   | 10  |
| Prestatyn                                  | 38  | 10  | 22  | 70  |
| St Asaph                                   | 0   | 0   | 0   | 0   |

We have carried out a number of operations in known dog fouling ‘hotspots’. These operations have not resulted in many FPNs being issued but have clearly raised the profile of our commitment to catch and fine those not picking up after their dogs. We believe this is having a positive deterrent effect and more and more people are picking up. It is therefore getting harder to catch those that don’t pick up. We need your help, and help from those in your communities, to catch those who are not picking up.

We will shortly also be reporting to Members requesting approval to consult with the public on introducing Dog Control Orders across the County. These powers will help us to exclude dogs from certain land e.g children’s playgrounds, sport pitches etc. They will also provide the power to require that a dog be put on a lead in certain areas. Please contact us if you have any thoughts on where dogs should be excluded in your communities.

Please contact us on the specifically dedicated phone line 0800 2300234 to report who is not picking up in your community. The more detailed intelligence we receive, the more likely it is we will catch those individuals responsible for letting their dog foul on your streets.



Officers spend time in the various towns in Denbighshire, and this is the uniform that you would expect to see the officers wearing whilst on patrols. They also wear body video cameras.

If you have any queries on the information contained in this briefing note, please contact Emlyn Jones, Public Protection Manager or Tim Wynne-Evans, Senior Community Safety Enforcement Officer

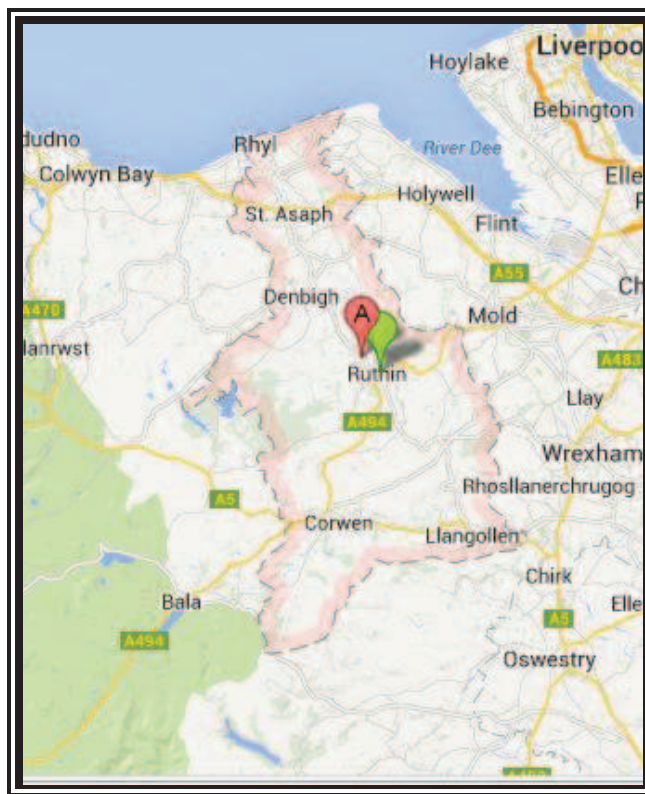
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# Denbighshire County Council

## How Clean are your Streets?

### August 2013-14

Local Environmental Audit and Management System (LEAMS) Report

## **Contents**

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| - Section 3: Comparison six years on | 16       |

## Introduction

The Keep Wales Tidy LEAMS survey for 2013-14 comprises of a single 6% survey sample. Details of the methodology can be seen at <http://www.keepwalestidy.org/our-projects/local-environmental-quality/leams>.

This report only contains data from the surveys undertaken by Keep Wales Tidy. It is not a report on the street scene indicator – highways and relevant land (reference STS/0798/NEW1) under the Environment and Transport – Street Scene Service/Policy area. The Street Scene Performance Indicator (PI) of ‘highways and relevant land’ (Reference STS/0798/NEW1) was introduced by the Welsh Government in February 2007. The PI for 2013-14 will be calculated from the six bi-monthly 2% surveys undertaken by Denbighshire Council and the results of this 6% survey, undertaken by Keep Wales Tidy. All surveys use the same LEAMS methodology.

The Keep Wales Tidy website currently features a “live” page of information which includes examples of good practice undertaken in other local authority areas and in other countries. We hope that you find this page useful in finding examples of work undertaken which will help identify new and innovative ways to tackle street cleanliness. In order to provide you with the most up to date information available you will also receive information on good practice currently carried out across Wales and further afield. Information on Eco – schools and community projects can also be found via our Website at <http://www.keepwalestidy.org/index>.

Please note that following discussions with the Welsh Government, the term Cleanliness Index (CI) has been changed to Cleanliness Indicator (CI). This and future reports shall refer to the Cleanliness Indicator. This is a change in name only; not methodology. Please also note that the 2013-14 survey consists of a 6% sample. This is consistent with the requirements of the PI and also allows for a direct comparison to be made with the 6% LEAMS data of 2007-08.

## Key Findings

- The CI for zone 1 was 83.3
- 24.7% of transects were awarded A or B+ grades demonstrating a very high level of cleanliness.
- 96.7% of transects were awarded grades B or above. While this is lower than that recorded in Denbighshire last year it remains higher than the all Wales average.
- Chewing Gum staining was found on 77% of transects.
- 1D grade was awarded during this survey for the severe presence of dog fouling
- Fast food litter was found on 16.1% of transects this year up from 8.6% in the 2012-13 survey

## Break Down of the Results

### Section 1: Summary of Results

The most recent survey of Denbighshire was undertaken on the 19<sup>th</sup> – 20<sup>th</sup> August 2013. The Cleanliness Indicator (CI) achieved by Denbighshire from the survey is **70.6**. This is well above the average CI of **67.6** recorded across Wales in 2012-13, but below the CI of 71.7 recorded across Denbighshire in the corresponding survey last year. Of the 93 streets visited in the course of this survey, 90 (**96.7%**) were deemed to be grade B or above. This is above the current all Wales Average 2012/13 figure of 95%.

The following figure and table shows the number and percentage of streets achieving each grade during this survey.

Figure 1: Distribution of Grades Achieved

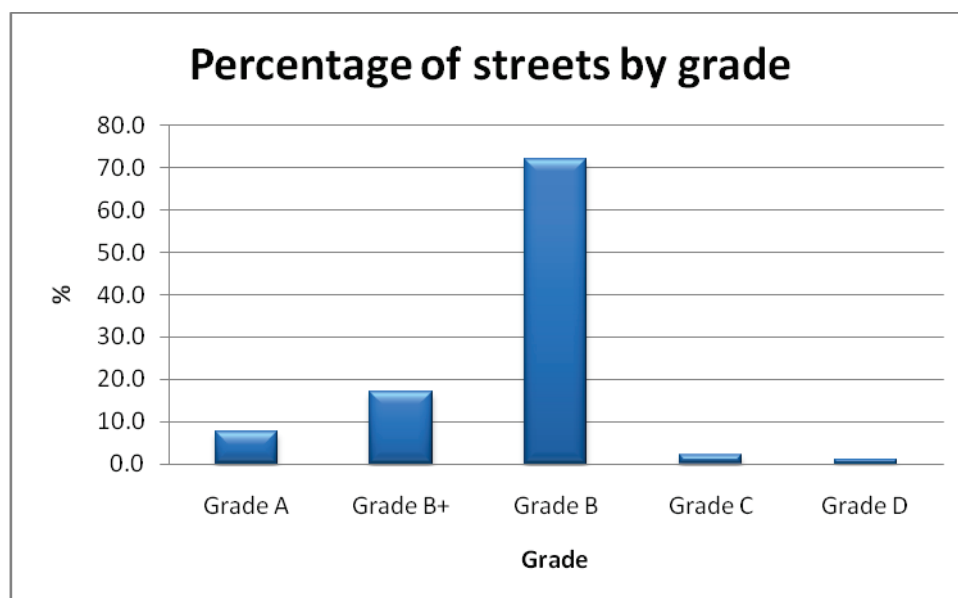


Table 1: Number and Distribution of Grades

| Grade                 | Grade A | Grade B+ | Grade B | Grade C | Grade D | Total |
|-----------------------|---------|----------|---------|---------|---------|-------|
| Count of Streets      | 7       | 16       | 67      | 2       | 1       | 93    |
| Percentage of Streets | 7.5     | 17.2     | 72.0    | 2.2     | 1.1     | 100.0 |

Clearly the B grade is the most common, followed by B+ grade. Any street falling below the B grade should be prioritised for action. This sample found three streets (3.3%) to be within that category. Denbighshire achieved the following scores in each of the zones for this year's survey (also see Figure 2).

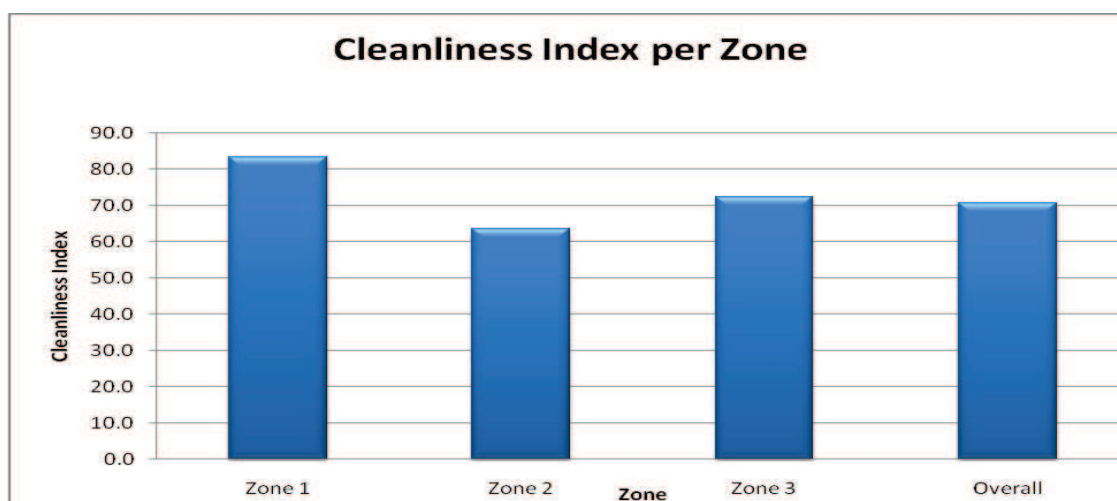
Zone 1: **83.3**

Zone 2: **63.6**

Zone 3: **72.5**

The results for Zones 1 and 3 are above the corresponding scores at an all Wales level; however the CI for Zone 2 is below the level recorded across Wales. The average scores by zone, across Wales, from 2012-13 are as follows: Zone 1 – 66.2, Zone 2 – 64.5 and Zone 3 – 69.6.

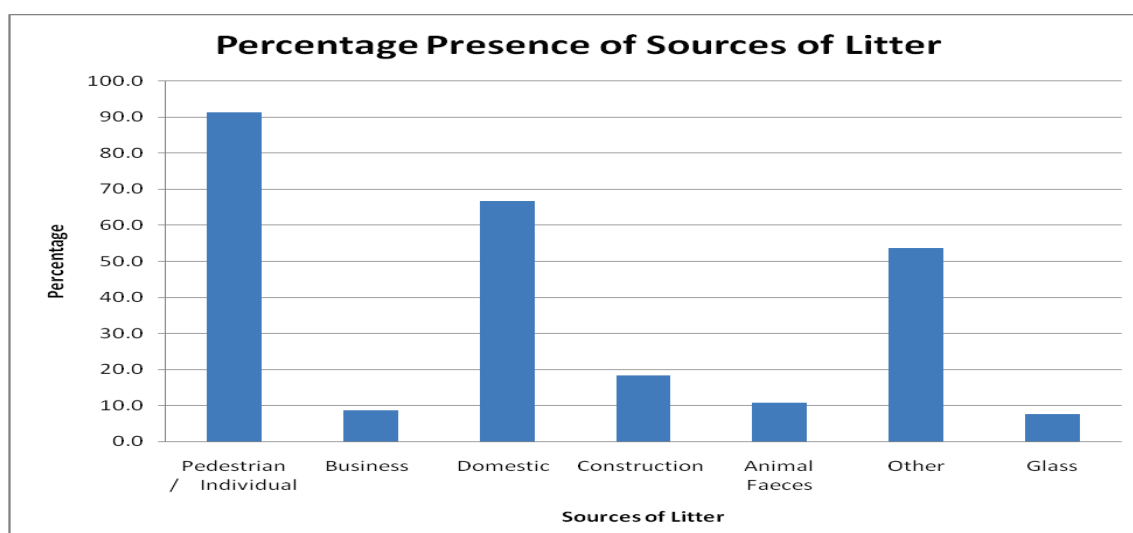
**Figure 2: Cleanliness Indicator by Zone**



The chart above shows Zone 1 to have the highest CI, only 2 streets were surveyed within this zone with one street receiving an A grade and 1 street receiving a B grade. Zone 3 had the next highest with 1 D grade (awarded for as significant presence of dog fouling) 46 B grades, 16 B+ grades and 6 A grades recorded.

Figures 3, 4 and 5 below summarise the sources and types of litter as well as the Adverse Environmental Quality Indicators found on the streets of Denbighshire.

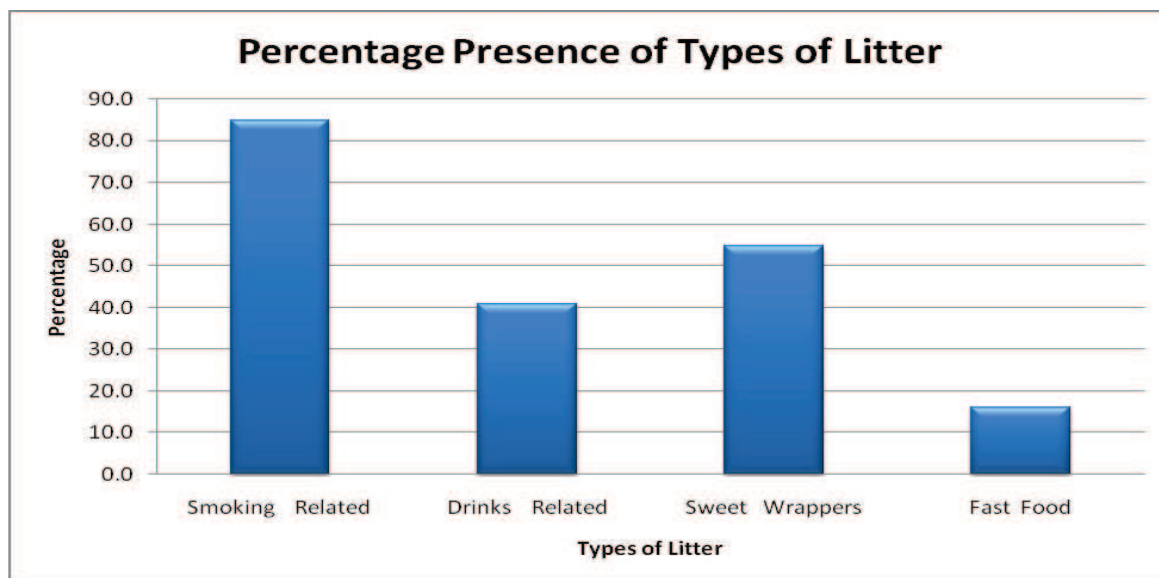
**Figure 3: Sources of Litter**



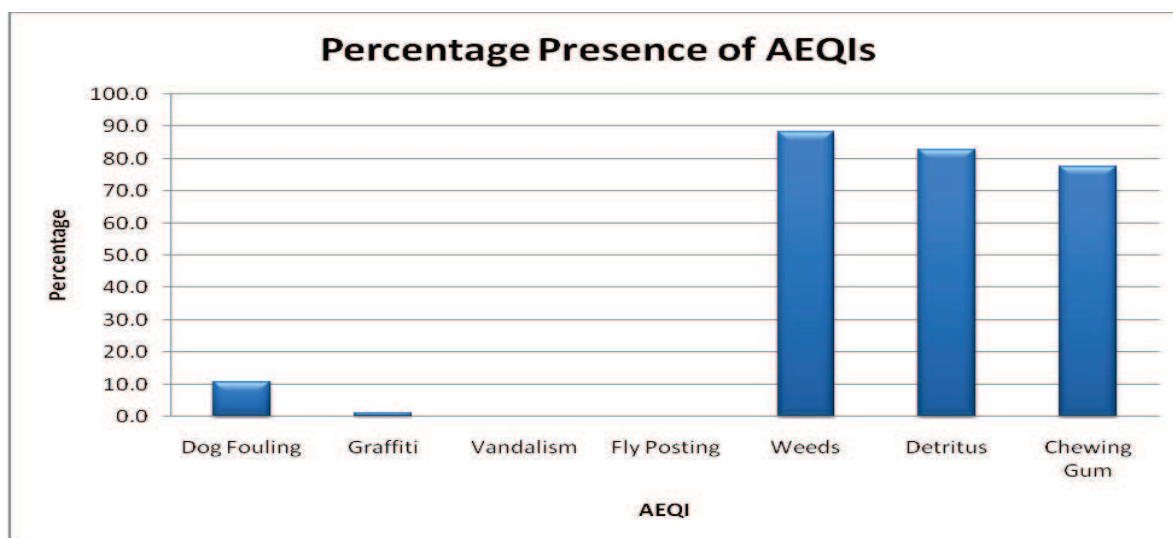
Litter from a pedestrian/individual source was present on 91.4% of streets; whilst

litter from 'other' and domestic sources were also significant (found on 53.8% and 66.7% of streets respectively). Business and construction litter were present on 8.6% and 18.3% of streets respectively. Animal faeces is shown to have effected 10.8% of streets and glass 7.5%.

**Figure 4: Types of Litter**



The most common litter issue facing Denbighshire is the presence of smoking-related litter (predominantly cigarette ends). This litter was encountered on 84.9% of the streets surveyed and was responsible for changing the grade on 7 occasions (7.5%). Sweets and drinks-related litter were also widespread, found on 54.8% and 40.9% of streets respectively, whilst fast food litter was recorded on 16.1% of streets.

**Figure 5: Adverse Environmental Quality Indicators**

For the 2013/14 survey Keep Wales Tidy will be monitoring the presence of chewing gum staining on streets. As with detritus, graffiti and fly posting, chewing gum staining will be graded A – D.

Weeds, detritus and chewing gum are by far the most prevalent AEQIs, with figures of 88.2% and 82.8% respectively for weeds and detritus and a presence of 77.4% for chewing gum. Graffiti was present on 1.1% of streets with dog fouling found on 10.8%. No incidents of vandalism or fly posting were recorded. See also Figures 6 and 7 below.



**Figure 6: Severity of Adverse Environmental Quality Indicators**

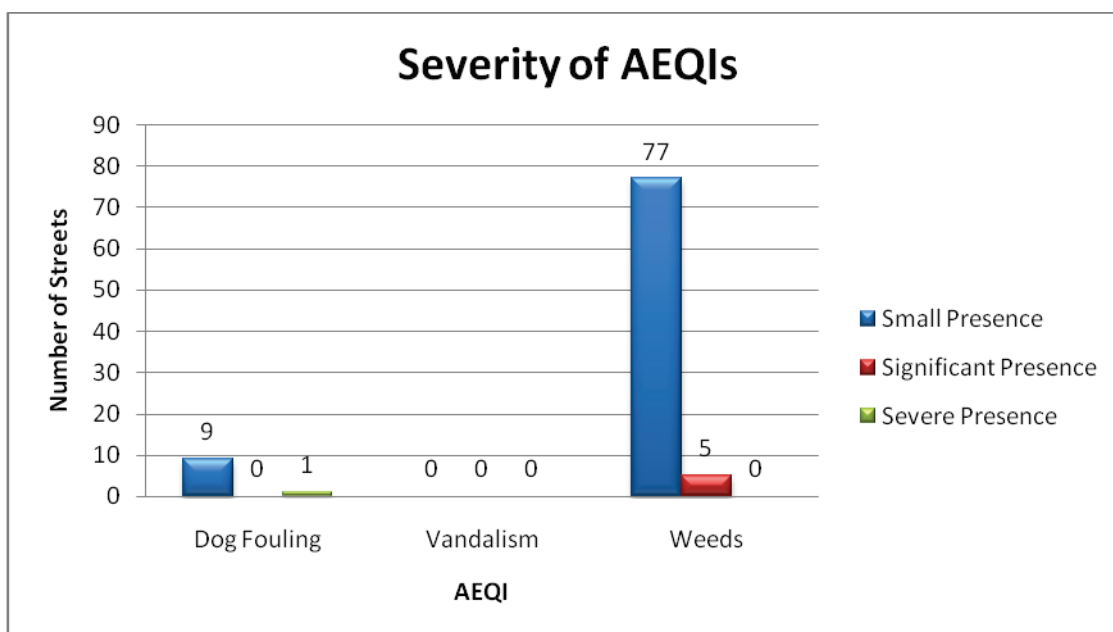


Figure 6, above, shows that the majority of streets with dog fouling had a 'small presence, with a severe presence on 1 street (Y Culgant, Corwen). Any presence of dog fouling is regrettable and means the street in question can score no higher than a B grade. Figure 6 also shows that the vast majority of streets with weeds had a small presence and that there was a significant presence on just 5 streets.

**Figure 7: Percentage presence of grades for Detritus, Graffiti, Fly-posting and Chewing gum Staining**

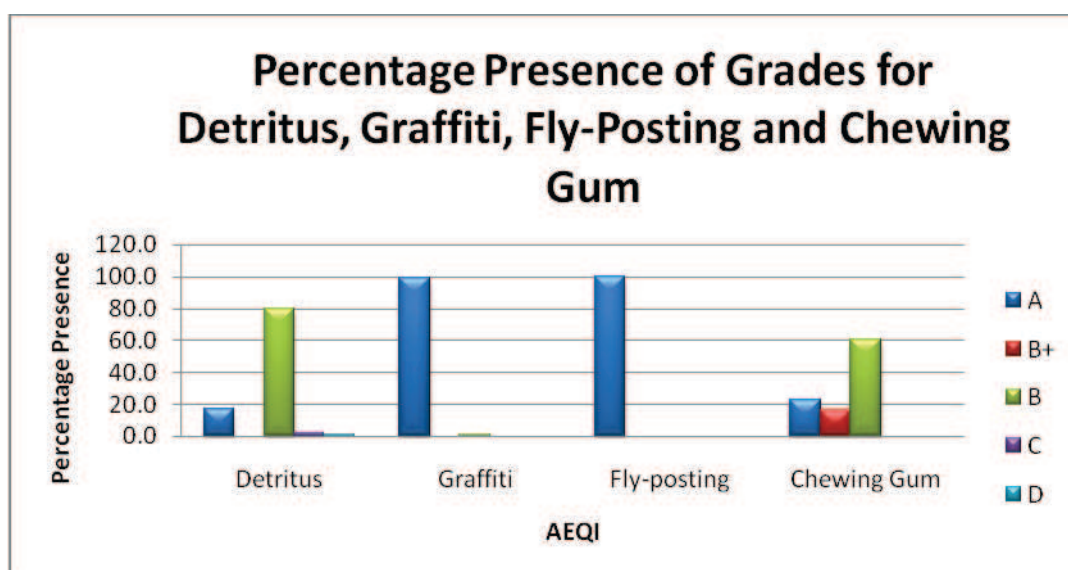


Figure 7 shows that the vast majority of grades for detritus were grade B which relates to being 'predominantly free' in relation to the Code of Practice on Litter and Refuse and Associated Guidance 2007 (COPLAR). B grade was also the most common grade encountered for chewing gum. It is pleasing that no C or D grades were awarded for chewing gum, graffiti and fly-posting.

One litter bin was encountered during this survey, which was not deemed to be overflowing.

## Section 2: Comparisons

This paper includes two comparison sections. The first section analyses findings from recent survey results. The second provides a direct comparison between the first 6% survey undertaken in Denbighshire (in 2007-08) and the most recent 6% survey (undertaken this year).

This section draws comparisons across data collected in Denbighshire over previous years. We hope that trends and issues will be noted and responded to by the Local Authority. The following chart shows how the CI has differed over the last six survey years.

**Figure 8: Cleanliness Indicator by Year**

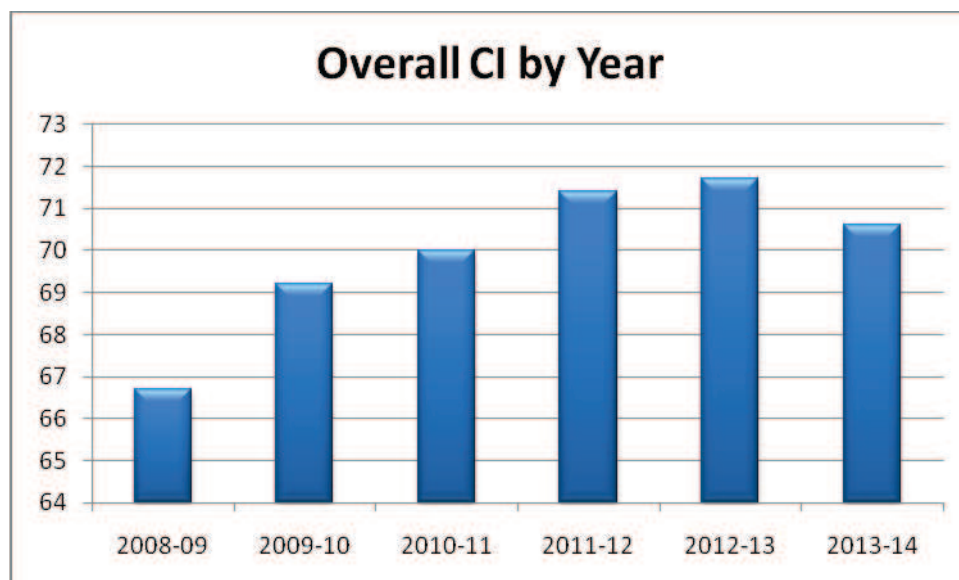


Figure 8 shows mixed results. While it is pleasing to see that the CI for 2013/14 is

above that of 2008/09, 2009/10 and 2010/11, the overall CI is lower than that recorded in 2011/12 or 2012/13. Although the results represent a fall for Denbighshire Council the CI of 70.6 remains significantly above the All Wales Average of 67.6.

**Figure 9: Comparison of CI by Zone and Year**

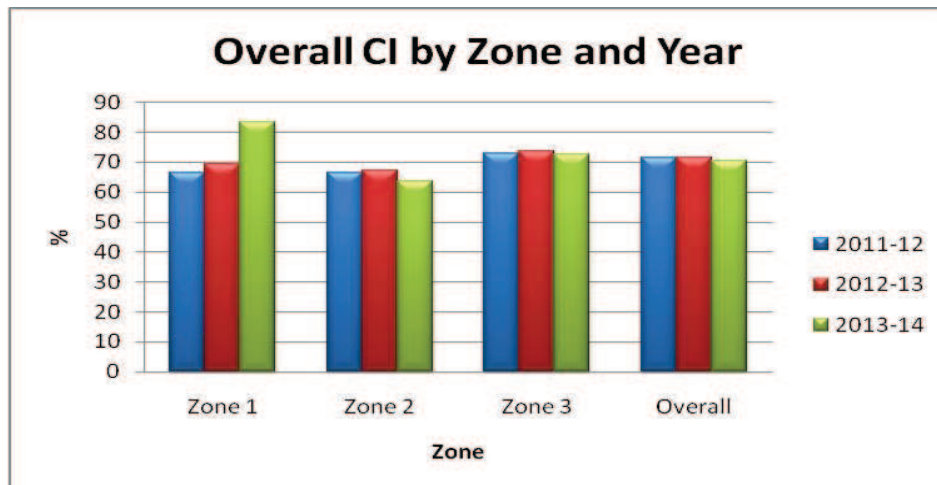


Figure 9, which compares results from the most recent three surveys, shows a variation of changes. The current results for Zone 1 is far higher than in previous survey years while Zones 2 and 3 have seen slight falls since last year. Zone 1 comprises the smaller of the three samples and is, as such, more susceptible to variation.

**Figure 10: Comparison of Grades by Year**

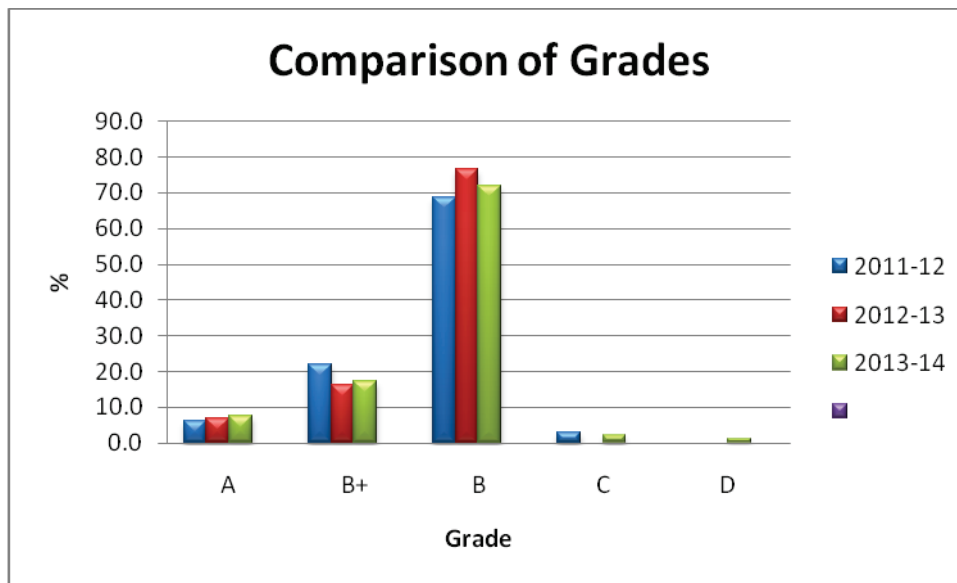


Figure 10 shows some positive results with an increase in both A and B+ grades since last year. Unfortunately this year, a small % of both C and D grade streets were recorded, unlike last year when no C or D grade streets were recorded.

**Figure 11: Comparison of Litter Types by Year**

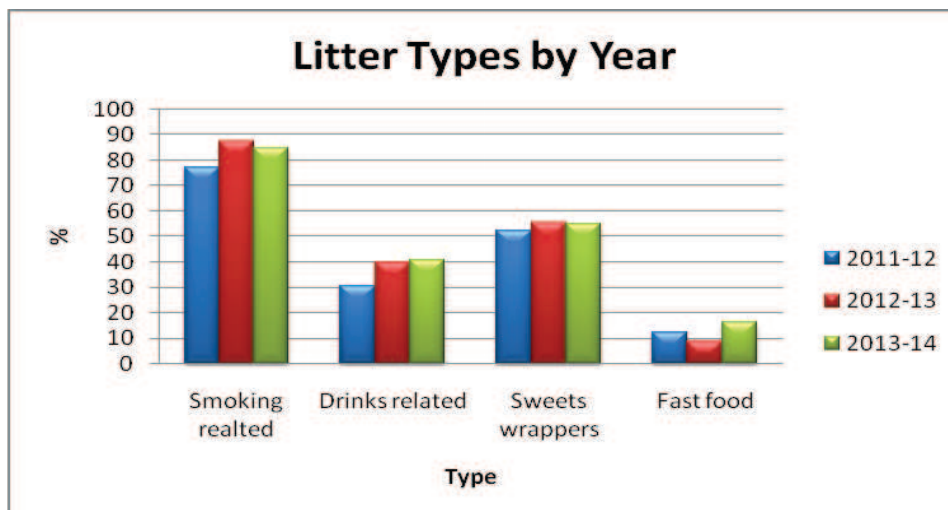
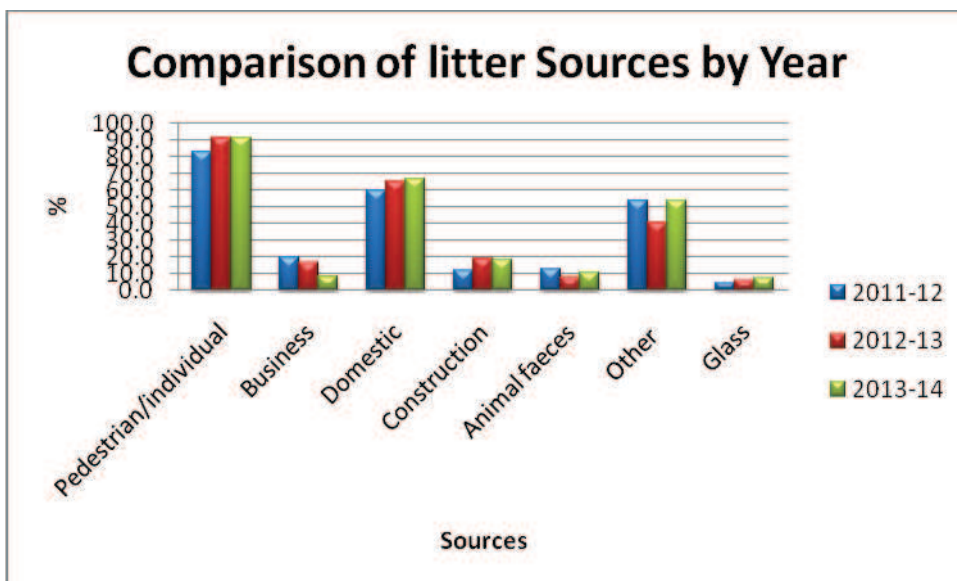


Figure 11 shows mixed results. Drinks and sweets litter remain at a similar level to last year, while fast food litter has seen a substantial increase in presence. It is pleasing to see that smoking related litter has reduced during the last year, although the figure of 84.9% remains higher than that recorded in 2011-12.

Figure 12: Comparison of Litter Sources by Year



The above graph shows an increase in 4 of the 7 sources of litter. The biggest increase has been in 'other' litter which increased from 40.6% in 2012-13 to 53.8% this year. The biggest fall has been in business related litter, which has fallen from 19.4% two years ago to 8.6% of streets this year.

Figure 13: Comparison of AEQIs by Year

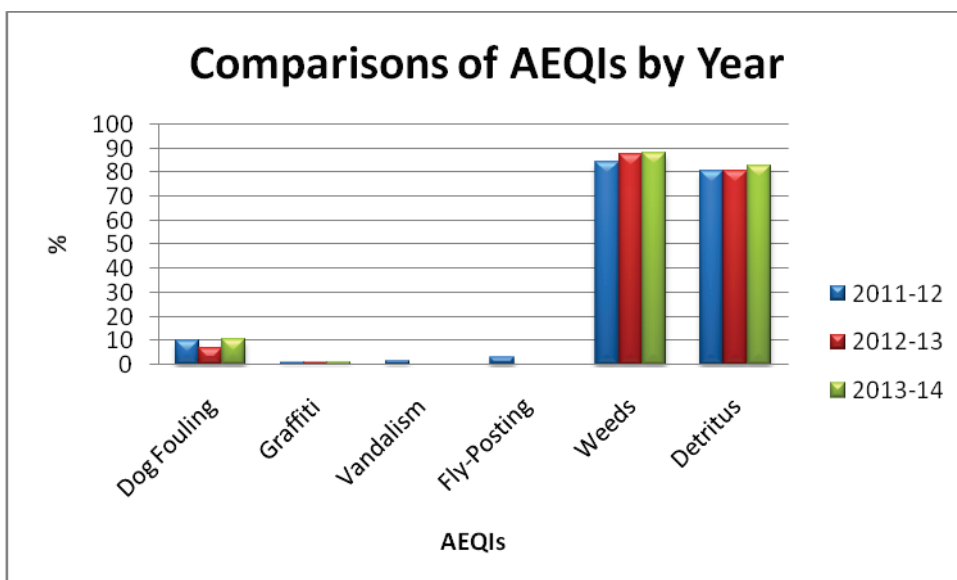


Figure 11 is pleasing. For a second year no vandalism or fly-posting was recorded on survey, with graffiti remaining at a very low level. Disappointingly the biggest

increase has been in dog fouling, which has increased from a presence of 7% to 10.8%. Weeds and detritus have both seen slight increases in presence during the last 2 years.

### Section 3: Comparison six years on

The following section provides a comparison of two Keep Wales Tidy LEAMS results; taken from 2007/08 and 2013/14. The 2007/08 survey was the first LEAMS survey to take place in each of the 22 local authorities across Wales and comprised of a 6% sample. The 2013/14 survey was also a 6% sample. This comparison allows for longer term changes to be observed, alongside the yearly data analysis above.

Figure 14: Comparison of CI six years on

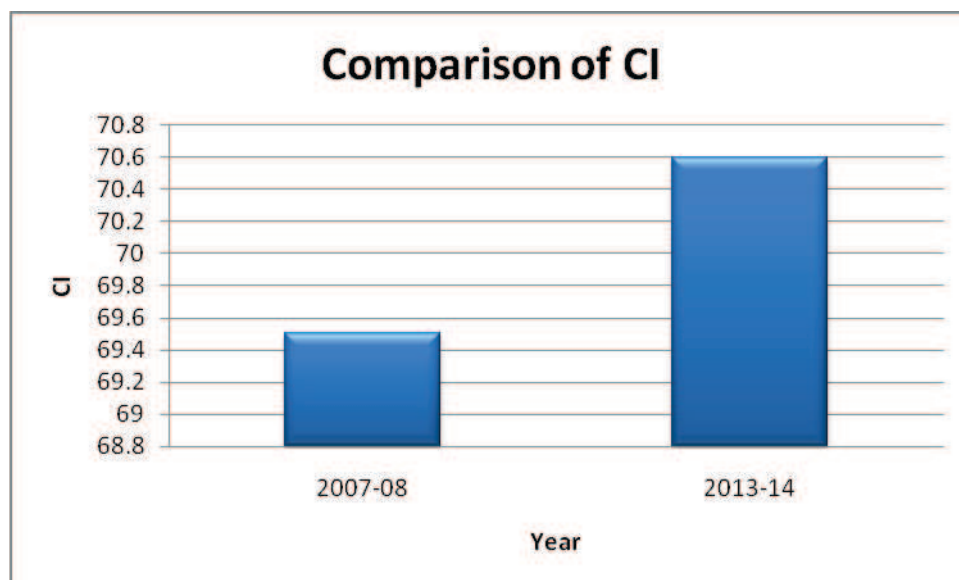


Figure 14 shows a pleasing improvement in the CI attained since 2007-08. It has increased from a baseline figure of 69.5 to 70.6 in 2013/14.

Figure 15: Comparison of CI by Zone and Year

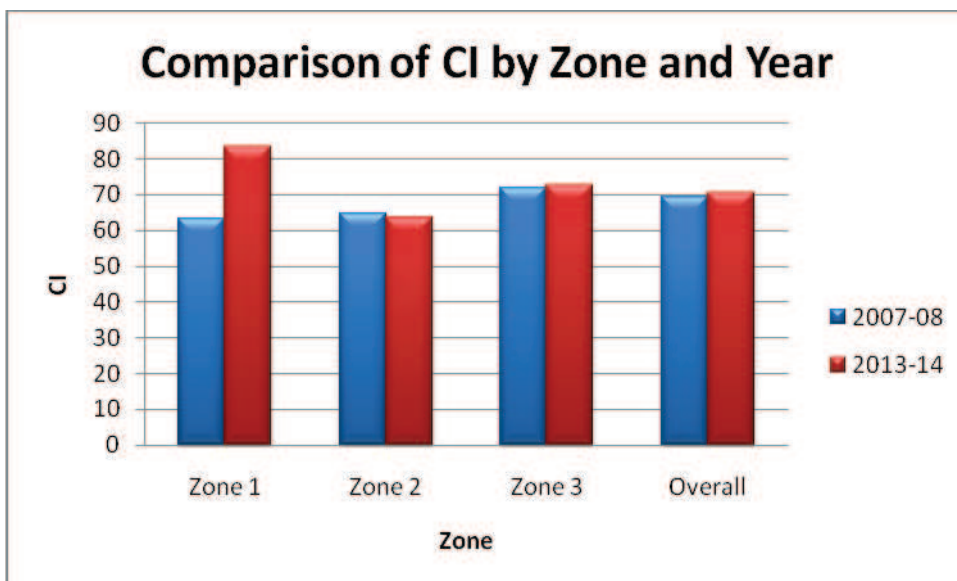


Figure 15 shows improvements in the CI score achieved for Zones 1 and 3. Zone 2 has, however seen a slight decrease in its CI score.

Figure 16: Presence of Litter Types by Year

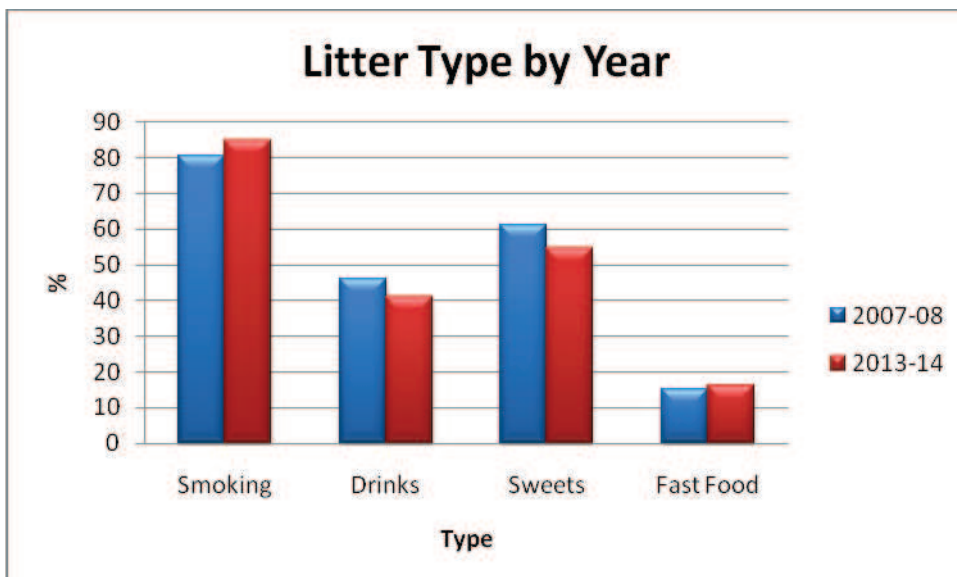


Figure 16 shows mixed results. Drinks and sweets litter have both seen significant improvements in percentage presence, while fast food and smoking litter have both increased. Smoking related litter remains the most common litter type found on

Denbighshire's streets.

Figure 17: Presence of Litter Sources by Year

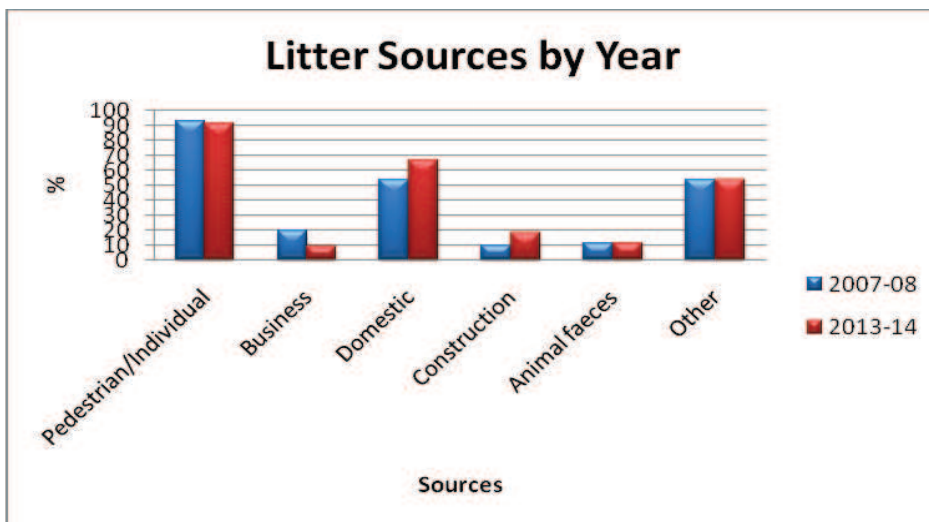


Figure 17 again shows mixed results. Domestic and construction litter have both seen significant increases in presence, while the presence of business litter has fallen substantially. Animal Faeces, 'Other' unidentifiable litter and pedestrian remain at a similar level to that recorded in 2007/08.

Figure 18: Presence of AEQIs by Year

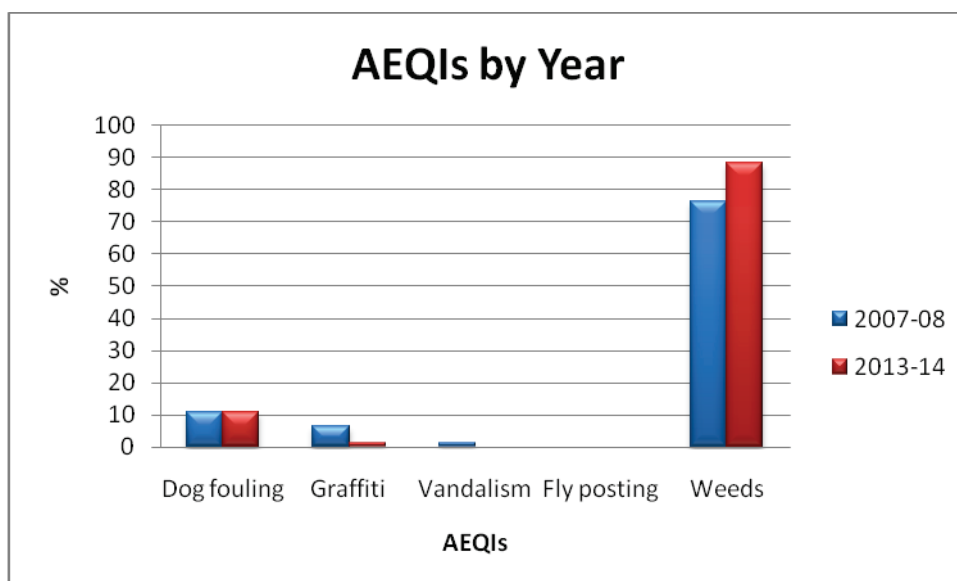




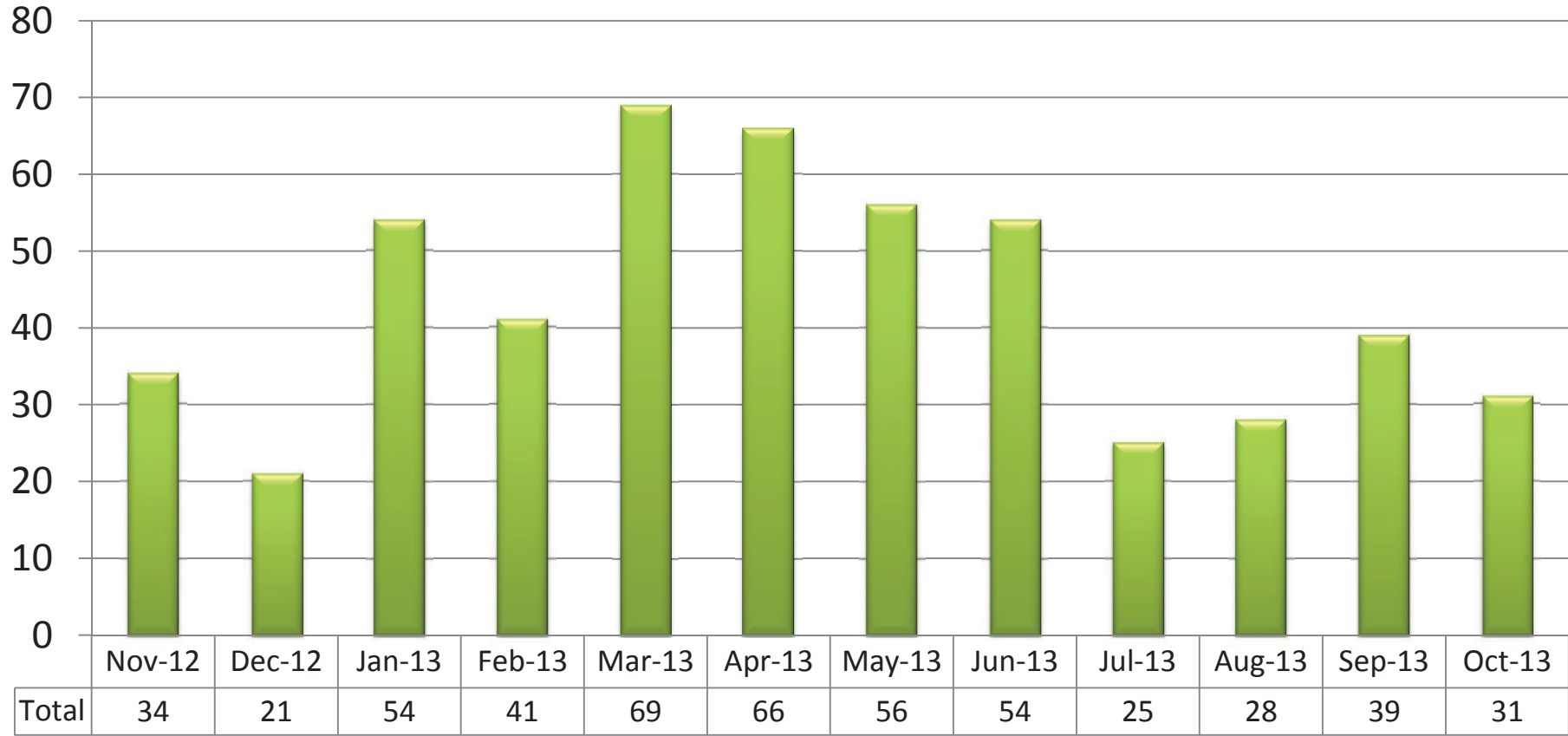
Figure 18 shows significant improvements to the presence of graffiti found on streets within Denbighshire. Vandalism found on 1.1% of transects in 2007/08 was not recorded in the most recent survey. There has, however, been a significant increase in the % of streets affected by weeds rising from 76.3% in 2007-08 to 88.2% this year.

Denbighshire has had consistently good results in recent years particularly the low numbers of streets receiving C or D grades. It is, therefore disappointing that Denbighshire has seen a slight downturn in their CI score this year. However the fact that many of the scores remain above the All Wales Average is pleasing. As mentioned at the beginning of the report a list of good practice examples that might help you in continuing to tackle some of the above environmental issue will be circulated with this report. If you have any good practice examples from Denbighshire then we would like to hear about them. Please send them to [catrin.james@keepwalestidy.org](mailto:catrin.james@keepwalestidy.org).

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**INCIDENTS OF DOG FOULING REPORTED TO HIGHWAYS &  
ENVIRONMENTAL SERVICES VIA CRM (518 in total)  
November 2012 - October 2013**

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| <b>The total number of fly tipping incidents against which enforcement action was taken</b> |      |
|---------------------------------------------------------------------------------------------|------|
| 2012/13                                                                                     | 784  |
| 2011/12                                                                                     | 950  |
| 2010/11                                                                                     | 1563 |
| 2009/10                                                                                     | 356  |
| 2008/09                                                                                     | 362  |

| <b>The total number of fly tipping incidents recorded by DCC per year*</b> |      |
|----------------------------------------------------------------------------|------|
| 2012/13                                                                    | 2041 |
| 2011/12                                                                    | 2249 |
| 2010/11                                                                    | 2515 |
| 2009/10                                                                    | 680  |
| 2008/09                                                                    | 750  |

| <b>The total number of fly tipping incidents cleared within five working days*</b> |      |
|------------------------------------------------------------------------------------|------|
| 2012/13                                                                            | 1800 |
| 2011/12                                                                            | 2039 |
| 2010/11                                                                            | 2440 |
| 2009/10                                                                            | 680  |
| 2008/09                                                                            | 750  |

*\*The sudden increase in incidents from 2010/11 is due to a change in the reporting criteria.*

| <b>CLEAN STREETS SURVEY PERCENTAGES 2013-14</b> |               |                             |                     |
|-------------------------------------------------|---------------|-----------------------------|---------------------|
| <b>Period</b>                                   | <b>Actual</b> | <b>Excellence Threshold</b> | <b>Intervention</b> |
| Q4 2013/14                                      |               | 90                          | 85                  |
| Q3 2013/14                                      |               | 90                          | 85                  |
| Q2 2013/14                                      | 94.62         | 90                          | 85                  |
| Q1 2013/14                                      | 96.8          | 90                          | 85                  |

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|                             |                                                                                                            |
|-----------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Report To:</b>           | <b>Communities Scrutiny Committee</b>                                                                      |
| <b>Date of Meeting:</b>     | <b>25<sup>th</sup> November 2013</b>                                                                       |
| <b>Lead Member/Officer:</b> | <b>Lead Member for Public Realm/<br/>Corporate Director: Economic and Community<br/>Ambition</b>           |
| <b>Report Author:</b>       | <b>Senior Engineer, Flood Risk Management</b>                                                              |
| <b>Title:</b>               | <b>Denbighshire's Local Flood Risk Management<br/>Strategy &amp; Actions from the November 2012 Floods</b> |

---

## **1. What is the report about?**

The Council deferred the planned public consultation on the Denbighshire Local Flood Risk Management Strategy in order to be able to reflect on the findings of the investigation into the November 2012 Floods. The draft Strategy is now complete. In addition, many of the recommendations set out in the flood investigation reports have been implemented or are ongoing.

## **2. What is the reason for making this report?**

To present the Draft Local Flood Risk Management Strategy to the Committee for consideration prior to public consultation and to provide the Committee with an update on the response by the Council and others to the recommendations of the investigation reports into the November 2012 floods.

## **3. What are the Recommendations?**

That the Committee:

- Considers and provides comments on the draft Local Flood Risk Management Strategy and supports the proposal to proceed with the public consultation (Appendix 1 provides a list of targeted consultees).
- Notes and comments on the actions taken by the Council and others in response to the recommendations of the investigation reports into the November 2012 floods.

## **4. Report details.**

### **4.1 Draft Local Flood Risk Management Strategy**

The Flood and Water Management Act places a requirement on the Council, as a Lead Local Flood Authority, to develop, maintain, apply and monitor a Local Flood Risk Management Strategy. In November 2011, the Welsh Government issued guidance to Welsh authorities which suggested that Local Flood Risk Management Strategies should be in place by 31st March 2013. The Council was on course to

meet this target until the widespread flooding that affected the county in November 2012. A proposal to defer the finalisation of the Strategy until the flood investigation has reached its conclusion has been reported to the Welsh Government, which is supportive of the Council's approach. It was reported to Partnerships Scrutiny Committee on 25<sup>th</sup> April 2013 that the necessary public consultation on the Strategy would commence in September 2013. The extended period of time necessary to complete the investigation into the flooding at Glasdir, Ruthin has resulted in the consultation being set back.

In light of the findings of the flood investigation, the Objectives set out in the draft Strategy have been reviewed and can be summarised as follows:

**1) Improve the Council's understanding of local flood risk.**

While the greatest impact of the November 2012 floods was due to main river flooding, the event served as a timely reminder of the importance that the Council improves its understanding of flood risk.

**2) Ensure that local communities understand their responsibilities in relation to local flood risk management.**

The November 2012 floods brought into focus the important role that riparian landowners, as well as flood risk management authorities, have to play in maintaining watercourses to reduce flood risk. The importance of Community Flood Plans in helping communities to prepare for the eventuality of a flood is clearly apparent.

**3) Work in partnership with other Risk Management Authorities and stakeholders.**

Since the floods, the Council has worked in close partnership with Natural Resources Wales, building on existing working relationships to investigate the causes of the flooding and develop a joint approach to reduce future flood risk.

**4) Actively manage flood risk associated with new development proposals.**

The findings of the independent report into the flooding at Glasdir are a reminder of the importance of clear policies and processes with respect to the management of flood risk for new development.

**5) Encourage proactive, responsible maintenance of privately-owned flood defence and drainage assets.**

Flooding occurred at several locations across Denbighshire in November 2012 as a direct consequence of blocked, privately owned culverts.

**6) Investigate opportunities to reduce surface water run-off from the upper catchments and for flood storage in flood plain areas.**



In response to the recommendations made regarding flooding at St Asaph and Gellifor, Natural Resources Wales and the Council will be exploring methods to reduce the impacts of surface water run-off by attenuating flows in the upper catchments.

**7) Identify affordable, sustainable flood risk management projects.**

With additional pressure on public funds, there will be an increased demand for community and private contributions towards the cost of flood risk management schemes. The recommended improvements to the Glasdir flood defence bund are likely to be part private funded.

**8) Ensure local Flood Risk Management knowledge is aligned with the Council's emergency planning procedures.**

The Council's Emergency Planning Unit is making a direct contribution to the collaborative work the Council and Natural Resources Wales is carrying out to develop and improve flood response and recovery plans across the county.

**4.2 Update on the Recommendations of the Investigations Reports into the November 2012 Floods**

Please refer to Appendix 2.

**5. How does the decision contribute to the Corporate Priorities?**

Flooding has the potential to cause severe and prolonged disruption to the communities it affects. Understanding and managing local flood risk supports the Council's priority to develop the local economy.

**6. What will it cost and how will it affect other services?**

The cost of carrying out the objectives and measures identified in the draft Local Flood Risk Management Strategy is difficult to determine. There will inevitably be a requirement to invest in human resources to ensure that the Strategy is properly implemented. However, the Council is likely to see savings as a consequence of the reduced impact of flooding through more effective flood risk management.

The cost of implementing the recommendation to increase the height of the existing flood defence bund at the Glasdir estate is expected to be between £250k and £350k. It is anticipated that the cost will be shared equally by the Council, the Welsh Government and Taylor Wimpey.

**7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision?**

By improving its understanding of local flood risk, the Council will be better prepared to manage the risk of flooding and reduce the impact on vulnerable groups.

**8. What consultations have been carried out with Scrutiny and others?**

The Council has consulted with Natural Resources Wales (formerly the Environment Agency and Countryside Council for Wales) as well as internal departments, and will carry out a public consultation on the draft Local Flood Risk Management Strategy.

**9. Chief Finance Officer Statement**

The financial implications of the report can be accommodated within the Council's existing budget.

**10. What risks are there and is there anything we can do to reduce them?**

As a Lead Local Flood Authority, the Council has statutory duties and responsibilities under the Flood Risk Regulations and Flood and Water Management Act. Failure to carry these out will damage the Council's reputation and could result in the withdrawal of future Welsh Government grant funding for flood and coastal defence schemes.

**11. Power to make the Decision**

Flood Risk Regulations (1999), Flood and Water Management Act (2010).

Article 6.3.3 of the Council's Constitution sets out Scrutiny's powers with respect to policy development and review.

**Contact Officer:**

Senior Engineer, Flood Risk Management  
Tel: 07776 161612

- Denbighshire County Councillors
- Clerks of City, Town and Community Councils
- Denbighshire County Council Heads of Service
- Natural Resources Wales
- Dwr Cymru Welsh Water
- Dee Valley Water
- North and Mid Wales Trunk Road Agency
- Network Rail
- Canal and River Trust (formerly British Waterways)
- Neighbouring Lead local Flood Authorities (Wrexham CBC, Flintshire CC, Conwy CBC, Gwynedd CC, Powys CC)
- AMs, MPs and MEPs (Llyr Huws Gruffydd AM, Mark Isherwood AM, Ann Jones AM, Darren Millar AM, Aled Roberts AM, Antoinette Sandbach AM, Ken Skates AM, David Jones MP, Susan Elan Jones MP, Chris Ruane MP, John Bufton MEP, Jill Evans MEP, Kay Swinburne MEP, Derek Vaughan MEP)
- National Farmers Union
- Farmers Union of Wales
- Country Landowners Association

Copies of the draft Strategy will be available at Council offices, Libraries and One Stop shops, with a link provided on the Council's website for access to the draft Strategy and supporting environmental reports.

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## **1. St Asaph**

The investigation carried out by Natural Resources Wales (NRW) following the floods found that the current defences in St Asaph provide protection against a 1 in 30 chance event north of the A55 (adjacent to Roe Parc) and 1 in 75 chance event south of the A55. This is below the standard of protection considered appropriate. Natural Resources Wales is currently considering long term options to reduce the risk of flooding to a more acceptable level and is in the process of implementing short term measures to reduce the risk in the interim. These can be summarised as follows:

- Short Term
  - Raising of the embankment on Roe Parc to provide a minimum standard of protection of 1 in 75 until a long term solution can be delivered (work completed)
  - Modifications to Spring Gardens Bridge, involving the installation demountable barriers and alterations to mesh fence above the bridge deck (work to commence in October 2013).
  - Tree clearance work between the New Inn public house and the confluence of the Clwyd and Elwy (ongoing as part of an eight month project)
  - Improvements to telemetry systems to more accurately measure river levels and flows.
  
- Long Term
  - NRW has commenced work to plan and design long term options as part of a process that could take at least three years. NRW expects to complete a project appraisal study by Spring 2014 for submission to the Welsh Government (WG) for approval. Subject to WG funding, construction could start in 2015/16. The Council, along with NRW, has engaged in discussions with WG regarding the allocation of funds for the project.
  - Project options under assessment are the permanent raising of flood defence bunds throughout St Asaph, removal / raising of Spring Gardens bridge, setting back flood defence bunds downstream of St Asaph and upstream storage. The assessment process will identify which option is the most cost effective. The preferred solution may be a combination of different options.

## **2. Rhuddlan, including Sarn Lane**

The proposed long term measures to reduce flood risk at St Asaph should also reduce the risk to properties in and around Rhuddlan.

### **3. Lower Denbigh Road**

NRW has extended its flood warning service to include isolated properties in Lower Denbigh Road. The service will go live on 23<sup>rd</sup> October 2013 and NRW officers will be visiting the area to promote the service and encourage residents to sign up.

### **4. Brookhouse, Denbigh**

The Council has installed non-return valves to 4 surface water drains in the vicinity of the A525 underpass to prevent water from the River Ystrad entering the drains and flooding properties. NRW is currently carrying out hydraulic modelling work as part of a feasibility study into possible engineering solutions to reduce flood risk. NRW hopes to complete this work by November 2013.

### **5. Llanynys**

NRW will be carrying out ditch clearance work in January 2014. This will reduce the risk of flooding during moderate flood events, but would have little impact in reducing risk should there be an event on the scale of the November 2012 floods.

### **6. Gellifor**

The Council has commissioned a hydrological study of the river catchment which will provide an improved understanding of the level of flood risk. This, in turn, will enable the Council to consider options to reduce the risk.

### **7. Glasdir, Ruthin**

- The Council has installed sandbags on the existing flood defence bund as a temporary measure to reduce flood risk while plans are put in place to extend the bund in accordance with the recommendations of the independent investigation.
- The Council has commenced discussions with NRW regarding the requirements for Flood Defence Consent and has commissioned consultants to produce the necessary Flood Consequence Assessment. Regarding funding, the Council is in discussions with WG regarding the availability of grant funding. The housing developer, Taylor Wimpey (who owns the bund) has offered to fund one third of the cost.
- NRW is working with the Council to develop a community flood plan for the Glasdir estate, which includes the appointment of community flood wardens.
- NRW has carried out an inspection of the River Clwyd through Ruthin and a river walk took place involving Ruthin elected Members on 23<sup>rd</sup> October 2013.

### **8. Park Place, Mwrog St., Maes Ffynnon, Ruthin**

- NRW has carried out work to repair a flood bund in the vicinity of Cae Ddol (the bund had been eroded prior to the flood as a consequence of human activity).
- Non-return valves will be installed to gulley connections on the A494 at Mwrog Street to prevent flood water from the River Clwyd entering the highway.

- Maintenance work has been carried out by NRW to the masonry wall Adjacent to the River Clwyd at Maes Ffynnon.

## **9. Llanbedr DC**

The Welsh Government has agreed to the Council's proposal to carry out work to replace a critical culvert in advance of the Llanbedr Flood Risk Management Scheme. The work will be commissioned in October 2013.

## **10. Loggerheads**

No action carried out.

## **11. Corwen**

No action carried out.

## **12. Glyndyfrdwy**

Meetings have taken place between Council officers and the owners of the affected properties and advice has been offered regarding individual property protection. There doesn't appear to be a straightforward solution to the problem.

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|                             |                                                                                        |
|-----------------------------|----------------------------------------------------------------------------------------|
| <b>Report to:</b>           | <b>Communities Scrutiny Committee</b>                                                  |
| <b>Date of Meeting:</b>     | <b>25<sup>th</sup> November 2013</b>                                                   |
| <b>Lead Member/Officer:</b> | <b>Lead Member for Public Realm/<br/>Head of Highways and Environmental Services</b>   |
| <b>Report Authors:</b>      | <b>Section Manager Network Management &amp; Strategic<br/>Highways Manager</b>         |
| <b>Title:</b>               | <b>Draft Highways Capital Programme 2014/15 and<br/>progress on the draft strategy</b> |

---

## **1. What is the report about?**

The latest draft 2014/15 highways capital programme and development of the process to deliver a strategy and three year capital plan.

## **2. What is the reason for making this report?**

To enable members to debate the latest version of the 2014/15 Highways Maintenance Capital Programme within the timescale necessary for submission of a business case to Welsh Government for consideration under the Local Government Borrowing Initiative (LGBI).

To provide an update on progress with the development of the Strategy and a draft Highways Maintenance Policy.

## **3. What are the Recommendations?**

**3.1** That Members consider and agree the latest draft of the Highways Maintenance Capital Programme subject to further changes at Member Area Groups.

**3.2** That Members note the Policy document and agree to review the output from the Highways Strategy Working Group which has been arranged for December 2013.

## **4. Capital Programme 2014/15**

### **4.1 Latest position**

The latest version is attached as Appendix A but is still subject to consultation with individual Member Area Groups during the next four weeks.

The programme has been developed following an extensive review of data from surveys, consultation with relevant highways officers and input from elected members and Town and Community Councils.

The final piece of data, SCRIM (Sideway-force Coefficient Routine Investigation Machine - skid resistance) has been received during the first week of November and will be converted for review and input in to the programme before the meeting of this Committee.

## **4.2 Next steps**

Following the review of the SCRIM data the draft programme will be debated with the Member Area Groups, either at meetings or via email. The output from the groups will be incorporated.

Officers will review the final programme and decide which schemes are suitable for submission to the Welsh Government for inclusion in the bid for funding from the Local Government Borrowing Initiative (LGBI). This will be focussed on larger resurfacing schemes which are easily identifiable as adding 20 years extra life to the asset, which is a prime objective of the funding.

2014/15 will be the final year for the LGBI funding and Welsh Government will be keen to monitor the effectiveness of this three year programme of works.

Following agreement of the capital budget by Council during February 2014 the capital programme will be tailored to the finalised amount of funding available and published. The delivery of the programme will be instigated immediately.

If there is a variation in the amount of funding available from that currently indicated and the programme has to be varied significantly then this will be discussed further with Members before progressing.

The delivery of the programme is undertaken by the Works Unit within Highways and Environmental Services and progress is communicated through the Members Event Calendar and progress reports to all Members.

## **5 Highways Asset Management Strategy**

### **5.1 Progress to date**

The Communities Scrutiny Committee meeting in July agreed to the establishment of a Working Group to look at this issue and a representative from each MAG has now been proposed. They are:-

Councillors Merfyn Parry, Peter Evans, Bill Cowie, David Simmons, Huw Williams, Cefyn Williams

Councillor David Smith, as Lead Member for Public Realm, has been invited to Chair the group.

Officers have been focussed on delivering the draft capital programme for 2014/15 which has to be prepared, agreed and submitted to tight timescales to Welsh Government as part of a fully evaluated submission. This has delayed progress on the development of the Strategy.

## **5.2 Next steps**

The first meeting of the Group is proposed for 3rd December 2013.

A first draft of our approach to lifecycle planning, whole life costing, data management, and risk assessments will be presented to the group. The outcome of this will be incorporated in to a brief draft strategy document which should be available very early in the new year.

A Maintenance Policy document is already in draft form and will be presented to the first meeting of the group. This will support and inform the strategy.

As agreed with this Committee in July 2013 it is anticipated that the entire network will be prioritised during the first quarter of 2014/15. This will identify the current state of each section of highway, proposed remedial work where necessary, and estimated costs.

This document, supported by a cost benefit type analysis of funding levels will form the basis of a bid to the Strategic Investment Group for 2015/16 capital funding.

## **6 How does the decision contribute to the Corporate Priorities?**

Improving our Roads is identified as a priority in the Corporate Plan 2012-17.

## **7 What will it cost and how will it affect other services?**

The Council has indicated the likely level of investment in roads in the Corporate Plan. The Highways Asset Management Strategy and the considered development of the Capital Programme are fundamental in ensuring that best value is obtained from this investment.

## **8 What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision?**

The highways maintenance regime is designed to improve the overall safety of all road users. To support the council's equality objective it is important that physical access to services, transport, the built environment and open spaces improve. On-going consultation with older and disabled people has highlighted the lack of dropped kerbs as an issue that may have a disproportionate impact in relation to safety and accessibility for people with a physical impairment including mobility scooter and wheelchair users and lack of tactile paving for people with a visual impairment. We will develop and equality impact assess a programme of work and thus identify priority areas for dropped kerbs through continued consultation.

## **9 What consultations have been carried out with Scrutiny and others?**

Officers involved in the maintenance of the highway have been consulted. Elected Members have been asked to input in to the process and will form part of the review process through Member Area Groups.

Town and Community Councils have been asked for their views.

## **10 Chief Finance Officer Statement**

Investment in highways has been included as a corporate priority for several years and funded accordingly. The Corporate Plan aims to continue this and assumes funds will be made available for future years.

## **11 What risks are there and is there anything we can do to reduce them?**

Failure to carefully consider all aspects of the condition of the highway in developing the capital programme could lead to a failure to deal with safety issues. This is mitigated by the process used to develop the programme and the development of a Highways Asset Management Strategy.

Late development of the capital programme could cause funding problems with Welsh Government and also procurement difficulties. This risk is minimised by the early development of the programme and the early involvement of Members.

A lack of investment in the Highway when identified a priority could create a reputation risk for the Authority. The Corporate Plan identifies funding to support the priority.

## **12 Power to make the Decision**

Highways Act 1980

Article 6.3.3 and 6.3.4 of the Council's Constitution sets out Scrutiny's powers with respect to matters under consideration in this report.

### **Contact Officer:**

Section Manager Network Management

Tel. 01824 706875

## Appendix A

**NOTE: This is a DRAFT list that is still subject to ratification or amendment at MAG meetings over the next few weeks.**

| Road          | Name                                           | Area      | Treatment                             | Estimate |
|---------------|------------------------------------------------|-----------|---------------------------------------|----------|
| R679          | Bryneglwys Mountain Road                       | Dee       | Resurfacing                           | £100,000 |
| R699          | Tan y Fron , Pentredwr                         | Dee       | Resurfacing                           | £105,300 |
| A542          | Britannia Inn to Abbey Farm section            | Dee       | Resurfacing                           | £168,000 |
| U1634         | Birch Hill, Llangollen                         | Dee       | Micro Asphalt                         | £22,800  |
| R655          | Waterfall Road, Cynwyd                         | Dee       | Micro Asphalt                         | £6,180   |
| R636          | Pen Ddol, Cynwyd                               | Dee       | Resurfacing                           | £53,000  |
| A542          | Horseshoe pass, Layby to the quarry            | Dee       | Resurfacing                           | £120,000 |
| A542          | Horseshoe bend to Bryn-goleu                   | Dee       | Resurfacing                           | £48,000  |
| U1271         | Colomendy Spine Road, Denbigh                  | Denbigh   | Resurfacing                           | £112,000 |
| U1335         | Maes Glas, Denbigh                             | Denbigh   | Resurfacing                           | £19,320  |
| R206          | Llawog Farm to Llanynys                        | Denbigh   | Surface Dressing                      | £4,000   |
| R194/<br>R195 | Pentre Felin, Ffordd Las, Llandyrnog           | Denbigh   | Surface Dressing                      | £10,000  |
| R256          | War Memorial to Prion, Llanrhaeadr             | Denbigh   | Resurfacing                           | £39,000  |
| U0398         | Maes Ffyddion, Rhuddlan                        | Elwy      | Micro Asphalt                         | £7,800   |
| U0403         | Highlands Road, Rhuddlan                       | Elwy      | Micro Asphalt                         | £12,000  |
| U0409         | Ffordd Ganol, Rhuddlan                         | Elwy      | Micro Asphalt                         | £15,000  |
| U0407         | Highlands Close, Rhuddlan                      | Elwy      | Micro Asphalt                         | £16,200  |
| R038          | Pant y Dulaith, Cwm                            | Elwy      | Part resurface and part surface dress | £160,000 |
| R017          | Hiraddug Road, Dyserth                         | Elwy      | Surface Dress                         | £25,200  |
| U1125         | Clwydian Park Ave, Trefnant                    | Elwy      | Resurfacing                           | £31,200  |
| U1124         | Clwydian Park Crescent, Trefnant               | Elwy      | Resurfacing                           | £16,200  |
| U1127         | Brondyffryn, Trefnant                          | Elwy      | Resurfacing                           | £24,000  |
| U1128         | Nant y Patrick, Trefnant                       | Elwy      | Resurfacing                           | £30,000  |
| A547          | Golf Club Roundabout, Rhuddlan                 | Elwy      | Resurfacing                           | £5,000   |
| B5429         | Bryn Bella, Tremeirchion                       | Elwy      | Resurfacing                           | £36,000  |
| A548          | Coast road from Bodnant Bridge to boundary     | Prestatyn | Surface Dress                         | £147,200 |
| U0217         | Fforddisa (Phase 2), Prestatyn                 | Prestatyn | Resurfacing                           | £110,000 |
| U0727         | Mount Road, Rhyl                               | Rhyl      | Resurfacing                           | £4,200   |
| U0851         | Lower section of Rhyl High Street              | Rhyl      | Resurfacing                           | £350,000 |
| U0613         | Deva Crescent, Rhyl                            | Rhyl      | Micro Asphalt                         | £2,400   |
| R583          | Tai Teg Farm to Melin y Wig                    | Ruthin    | Resurfacing                           | £81,200  |
| R413          | Eryrys to Graianrhyd near Maes y Droell Quarry | Ruthin    | Resurfacing                           | £58,500  |

|               |                                               |        |                  |          |
|---------------|-----------------------------------------------|--------|------------------|----------|
| A5104         | Complete the section near Llandegla           | Ruthin | Resurfacing      | £232,000 |
| U1463         | Entrance to Bro Deg off Erw Goch, Ruthin      | Ruthin | Micro Asphalt    | £5,500   |
| U1426         | Ty'n y Parc, Ruthin                           | Ruthin | Micro Asphalt    | £13,500  |
| A525          | Section from Rhewl to 30 mph sign in Ruthin   | Ruthin | Resurfacing      | £224,000 |
| R387          | Golf Club Road, Efenechtyd                    | Ruthin | Resurfacing      | £71,500  |
| R392          | Spur from Golf Club Road to Rhiw Chapel       | Ruthin | Micro Asphalt    | £12,000  |
| U1521         | Dyffryn Estate, Pwllglas                      | Ruthin | Resurfacing      | £3,000   |
| R499          | Graigadwywynt to Ty Newydd Pwll Naid Junction | Ruthin | Resurfacing      | £78,000  |
| R384/<br>R386 | Ty Isa Junction on the B5105 to Efenechtyd    | Ruthin | Resurfacing      | £67,000  |
| R612          | Bettws GG Village road towards Corwen         | Ruthin | Resurfacing      | £104,000 |
| R584          | Pont Petryal to Melin y Wig                   | Ruthin | Surface Dressing | £48,000  |
| R377          | Bontuchel to Clocaenog Roads                  | Ruthin | Resurfacing      | £62,400  |
| R353          | Caerhafod, Bontuchel to Hiraethog             | Ruthin | Resurfacing      | £40,000  |
| A525          | The section South of Llanfair DC              | Ruthin | Surface Dressing | £57,600  |

|                             |                                                                                                                                           |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report to:</b>           | <b>Communities Scrutiny Committee</b>                                                                                                     |
| <b>Date of Meeting:</b>     | <b>25<sup>th</sup> November 2013</b>                                                                                                      |
| <b>Lead Member/Officer:</b> | <b>Lead Member: Finance and Assets<br/>Head of Finance and Assets</b>                                                                     |
| <b>Report Authors:</b>      | <b>Property Manager &amp; Valuation and Estates Manager</b>                                                                               |
| <b>Title:</b>               | <b>The granting of Leases of Council land and buildings to Community Groups and the policies and processes associated with the above.</b> |

---

## **1. What is the report about?**

- 1.1 To consider the Council's policy for the granting of leases in particular to community groups. Information to be provided on the number of leases in existence, the frequency of their review, the processes for granting and managing the leases and for determining any reduction in the charges levied.

## **2. What is the reason for making this report?**

- 2.1 To provide information regarding the Council's policy on granting leases in particular to community groups, the number of existing leases, the frequency of their review and the processes for granting, managing and determining any reduction in the charges levied.

## **3. What are the Recommendations?**

- 3.1 That Members discuss the contents of the report and comment accordingly.

## **4. Report details.**

- 4.1 The County owns a variety of non-operational assets and many of these properties are occupied under a variety of leases to a broad mix of Tenants.
- 4.2 The attached spread sheet at Appendix 1 provides a summary of the Council's Leases to organisations where less than the market rent is paid and the main terms of the agreement including the reserved rent under the Lease, rent review cycle, main user provisions and rent payable by the occupier are shown. Leases can vary from relatively short terms to longer periods which impact on the value of the asset to the Council and reflect to a degree the level of investment made by the Tenant. Appendix 1 is exempt from public disclosure by virtue of paragraph 14 of Part 4 of Schedule 12A of the Local Government Act 1972.
- 4.3 The Council has a standard policy for non operational property assets and a separate one for Lifelong Learning properties which have been declared

surplus as part of the Modernising Education Programme. These have a separate asset consultation process with the local community prior to handing the asset to the County Landlord.

- 4.4 Generally, when a property is considered surplus to a Service's requirements a report is presented to the Asset Management Group (AMG). Other Services are then consulted as to its suitability for alternative use within the Council. In the event that the no other Council service requires the asset, a further report is presented to the AMG declaring the asset surplus to the Council's requirements.
- 4.5 Full Member and service consultation is undertaken when declaring an asset surplus. Applications from Community Groups who wish to use surplus assets to deliver social or non commercial uses can be received through a variety of avenues at any time during the consultation process, including after the building is placed on the open market.
- 4.6 If an asset is not considered suitable for disposal for whatever reason or is difficult to market, then letting to non commercial occupiers can be a pragmatic solution in terms of keeping the building in use.

#### **4.7 Procedure for Granting a Lease**

- 4.7.1 When considering the request for a lease, officers apply commercial due diligence criteria to assess whether the applicant has the ability to satisfy the terms of a notional lease, including the payment of rent, repairing obligations, compliance with statute over the whole of the Lease term etc.
- 4.7.2 Each application is considered on its own merits. Many of the leases granted to community groups are linked to an ability to access grant funding, therefore a Lease would normally be negotiated for a minimum term of 21 years in order to satisfy funding requirements. In general so as to comply with a five year rent review pattern a Lease of 25 years would generally be discussed.
- 4.7.3 Rent Reviews within a Lease can be complex and time consuming exercises but commercially worthwhile when the Tenant pays the market rent. Where the Tenant is in receipt of an undervalue, the process can be similarly as time consuming but generate little additional revenue for the Council.
- 4.7.4 Lease terms are agreed between both parties in consultation with the Client Department. Agreed terms will be forwarded to the Head of Legal and Democratic Services to prepare a draft document and complete the same in due course.
- 4.7.5 The statutory power for the above is held by this Council under Section 123 of the Local Government Act 1972. This Act provides that Councils may dispose of their land in any manner they wish but that they must not dispose of land for less than the best consideration that can reasonably be obtained.



#### **4.8 UNDERVALUE - General Disposal Consent (Wales) Order 2003**

- 4.8.1 The Council applies standard criteria to assess the strength of any such request as per the undervalue letter at Appendix 2. The maximum undervalue the Council is willing to grant is 90% of the market rent and this will be for a fixed period usually linked to the rent review cycle. Any undervalue in the rent should be recorded by a side letter to the Lease.
- 4.8.2 Prior to the grant of a Lease at an undervalue an internal consultation is undertaken with the portfolio holding department, the relevant Director / Head of Service, and the Local Member in which the asset resides.
- 4.8.3 Community groups are generally not financially robust and requests for an undervalue below the market rent are common. All disposals of assets (leasehold and freehold) at less than best consideration are required to comply with the General Disposal Consent (Wales) Order 2003. The Order regulates the disposal of public sector land and buildings at undervalues of less than £2m. The District Auditor must be informed of all undervalues.
- 4.8.4 The Council's procedure for granting an undervalue is contained within Appendix 2 of this report. The criteria for granting undervalues have been tightened so that they identify the most deserving applicants. An assessment of their financial worth and ability to comply with the terms of the Lease is now required.
- 4.8.5 An assessment of potential lost revenue income and capital value as a result of any undervalue is also required.

#### **5. How does the decision contribute to the Corporate Priorities?**

- 5.1 No decision is required, however the leasing of Council owned land and buildings to community groups contributes to realising the Council's aspiration of being close to the community.

#### **6. What will it cost and how will it affect other services?**

**Additional Resources needed (staffing or financial):** N/A

**ICT:** N/A

**Legal:** The Head of Legal and Democratic Services is responsible for the preparation of the draft documentation.

**Biodiversity:** N/A

**Effects on the Environment:** N/A

#### **7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision?**

EqIA included at Appendix 3

## **8. What consultations have been carried out with Scrutiny and others?**

None, this report is at the request of Communities Scrutiny in response a request from the Ruthin Member Area Group (MAG).

## **9. Chief Finance Officer Statement**

The Council derives a significant rental income from leasing property and any undervalue must be carefully considered. They are however a useful way of dealing with difficult to let building and to support community groups where the need arises.

## **10. What risks are there and is there anything we can do to reduce them?**

10.1 The Council has accumulated a substantial number of properties subject to Leases let to community or similar tenants. These represent a portfolio of assets in their own right which provide services to the communities from County Council property. The following are worthy of consideration as regards managing the risk of these assets:

- These are assets where the Council has foregone either revenue income or a capital receipt to allow the current use to occur.
- These assets still require some oversight from the Landlord (Council) over the term of their lease.
- The management of non commercial assets under a notional commercial lease is difficult and time consuming and requires a degree of discretion and judgement by individual officers and their managers.
- The Council has a responsibility to ensure that the tenant has the capacity and ability to comply with the terms of the Lease and that they are in a financial position to justify an undervalue. This requires the Tenant answering questions raised in the public interest in which they may feel they are being unfairly targeted by their Landlord.
- The Council has a difficult position to adopt in which there is a pressure to be close to the Community and at the same time to reduce the number of assets and generate capital receipts.
- The Landlord / Tenant relationship can become an adversarial legal relationship. Leases are merely a form of a contract to use land. If one party breaks the contract, then the other party invariably has to resort to law for an effective remedy. This is not always appropriate in the case of Community organisations from a Landlords perspective.

## **11. Power to make the Decision**

11.1 No decision required

11.2 Article 6.3.3 and 6.3.4 of the Council's Constitution sets out Scrutiny's powers with respect to scrutiny and policy development and review.

### **Contact Officer:**

Head of Finance and Assets

Tel: 01824 706140

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A  
of the Local Government Act 1972.

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## ***Disposals at an Undervalue – Evaluation Matrix***

### **PROCEDURES**

This document is to be read in conjunction with the attached AMG report dated 1<sup>st</sup> October 2004.

**\*\*Please note if the undervalue is for a large amount or disposal an AMG report seeking permission to let/sell at undervalue may be required prior to the undervalue procedure\*\***

On receipt of request for undervalue you need to:

1. Arrange for a rental/disposal valuation (either in-house or independent depending on circumstance)
2. Once market valuation is agreed, send a copy of the letter coloured blue below to the proposed tenant/purchaser and await response, they can claim up to 90% (minimum value of rechargeable undervalue is £25).
3. A consultation is needed with Local members, Internal departments (client and any others it may affect), state the market value and the % undervalue the group is seeking. If this is objected to you need to establish what % the client department would approve and inform the proposed tenant/purchaser.
4. Once comments are received, a report needs to be drafted (templates are under "Committee" file and then "Lead Member") and this is then passed to Ceri M Jones for circulation, at this point an initial letter is drafted to Kevin Emmitt (contact details below), any queries that are raised from this will be sent directly to the writer to answer.
5. Once the report is approved the writer then compiles a Record (templates are Committee file and Lead Member) and this copy is then sent to Ceri M Jones and Kevin Emmitt. Kevin will require his within 21 days of the outcome.

#### Rental undervalue

- You will need to quote in the report if the undervalue is to be backdated to the beginning of the lease/tenancy at will/ tenancy agreement etc.
- You will need to state if there are any rent reviews and if the undervalue will be applicable for the whole term, unto the first rent review or no. years (if only to help a group set up initially).

Kevin Emmitt (Welsh Audit Office)  
Audits email address for reports:

**kevin.emmitt@wao.gov.uk**

This was drafted for a disposal undervalue letter:

I would suggest we promptly appoint an independent valuer for comment in preparation for the proposed undervalue, which will be subject to AMG and Lead Member approval and to ensure compliance with the RICS UKGN5 Local Authority Guidance note of land for less than best consideration, RICS Valuation Standards, January 2008 6th edition.

This is the standard letter we send out for rental undervalues, the main requirements stay the same.

Further to our discussion regarding undervalues the following information applies.

Any undervalue in rent would have to meet the approval and support of the Client Department, Local Members and Lead Member. Please also note that the final report will be sent to the Welsh Audit Office, who have a right to request further information and may raise objections if deemed appropriate.

Please indicate your proposed amount of undervalue requested, this can be up to a maximum of 90%, this is subject to the support of the Client Department within Denbighshire County Council, Local Member(s), Welsh Audit Office and any other relevant department if applicable.

To allow us to consider any application for under value grant aid the following mandatory information would be required by letter:-

1. A copy of the Groups constitution.
2. Confirmation that the Group is a non-profit making body and have a constitution with community objectives.
3. A copy of the Groups business plan or evidence that the Group can maintain the asset to a Council set minimum standard.
4. The Group meets the criteria of the community strategy.

Also, the following information to support the Groups compliance with the economic, environmental and social well being requirements are (minimum of 3 must be met):-

1. Estimate of the number of jobs to be created.
2. Details of how the Group delivers a Leisure Service to \*\*\*\*\*.
3. Details of economic benefits to \*\*\*\*\* , as a consequence of the Group.
4. Social Benefits to \*\*\*\*\* , as a consequence of the Group.
5. Provision of healthy living activity.
6. Details of environmental benefits to \*\*\*\*\* , as a consequence of the Group

In your response to the Council please forward a copy of your proposed Business Plan.

Please note, the word "group" is used as a general term and covers Voluntary Bodies, Community Associations, Sports Clubs, Town Councils, Community Councils, Residents Associations, Charitable Bodies and Trusts. A copy of the Community Strategy is available from David Davies who can be contacted on 01824 706146.

**REPORT TO ASSET MANAGEMENT COMMITTEE**

**REPORT BY:** COUNCILLOR JULIAN THOMPSON-HILL LEAD MEMBER FOR  
PROPERTY & ASSET MANAGEMENT

**DATE:** 1<sup>ST</sup> OCTOBER 2004

**SUBJECT:** DISPOSALS AT AN UNDERVALUE – EVALUATION MATRIX

**1.0. Decision Sought:**

1.1 That Members consider the evaluation matrix (appendix 1) for the assessment of disposals at an undervalue by way of a lease or freehold sale.

**2.0. Reason for seeking Decision**

2.1 Cabinet on 20<sup>th</sup> April 2004 approved the policy guidance and criteria for disposal at an undervalue (appendix 2).

2.2 A matrix was to be developed for approval by AMC to assess and score proposed disposals at an undervalue.

2.3 It is recommended, in the cases of freehold disposals the level of undervalue shall be a maximum of 50% of the unrestricted market value. In the cases of leaseholds, it is recommended that grants awarded towards the rent shall be a maximum of 90%, subject to a minimum charge of £20.00.

2.4 The undervalue awarded shall be by way of a grant and funded by the portfolio holding department. The market rent shall be shown in the lease and the grant shall be recorded by way of a “side letter” which shall be personal to the parties, except in exceptional circumstances.

2.5 Any grant towards the rent of over £10,000 per annum shall be subject to a service level agreement, to be monitored by the relevant portfolio manager.

**3.0 Power to Make the Decision**

3.1. S123 of the Local Government Act 1972 gives the power to dispose of land. General Disposal Consent (Wales) 2003.

**4.0 Cost Implications:**

4.1 Loss of potential capital receipt or rent.

**5.0 Financial Controller Statement:**

5.1 The Council has an urgent need to generate additional capital resources to fund the many desirable schemes already identified, together with the increasing backlog of major maintenance works to property, highways and structures. Great care needs to be exercised when considering asset disposals at an undervalue to ensure that the proposed use of the asset has a higher Council priority than

the works that could otherwise have been funded from a disposal at full market value.

**6.0 Consultation carried out:**

6.1 Asset Management Group supports the evaluation process.

**7.0 Implications on other Policy Areas including Corporate**

7.1. Community Strategy, Service and Corporate Asset Management Plans.

**8.0 Recommendation**

8.1. That Members approve the evaluation matrix and all requests for an undervalue are evaluated in accordance with the matrix (appendix 1) and the maximum undervalue to be granted shall be as set out in 2.3 of the report.

---

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Report Author: JP

Date:

Ref:

Amendment Number:

==== =====



## **APPENDIX 1**

### **General Disposal Consent (Wales) 2003 Assessment of requests for disposals at an undervalue**

Mandatory requirements:

1. The applicant shall be a Charity or have a constitution with community objectives and be non profit making body.
2. The undervalue shall be less than £2 million – action Valuation & Estates.
3. The District Auditor shall be notified of the Council's intention to dispose of an asset under the consent – action Valuation & Estates.
4. Business plan to be inspected and approved or evidence supplied by the applicant that it can maintain the asset to a Council set minimum standard.
5. The project meets the criteria of the community strategy.
6. The project has regard to the Service Asset Management Plan/ Corporate Asset Management Plan.

Economic, Environmental and Social Wellbeing requirements: To be completed by relevant portfolio manager.

The project complies with the economic, environmental and social well being requirements (minimum of 3 must normally be satisfied, in exceptional circumstances, only one to be met)

- Job creation
- Environmental improvements
- Local service delivery
- Social benefits
- Provision of healthy living activity
- Economic benefits

## **APPENDIX 2**

### **POLICY GUIDANCE AND CRITERIA FOR DISPOSALS AT UNDERVALUE BY VIRTUE OF THE GENERAL DISPOSAL CONSENT (WALES) 2003 (“GDC”) AND OTHERWISE**

1. The GDC applies to disposals by authorities by freehold sale and leases over seven years where the undervalue does not exceed £2 million and where the disposal promotes or improves the economic, social or environmental well being of the whole or any part of any area or of any persons resident or present in an area. If the disposal exceeds the £2 million threshold Assembly consent must be sought.
2. When seeking to rely on the GDC the District Auditor should be conferred with prior to the making of a decision to dispose at undervalue. Accordingly, the Auditor's views must be sought and those views must be included in the Consultation section of any Report seeking authority for a disposal. The District Auditor must also be notified within 28 days of the making of the decision and justification for the disposal will need to be given.
3. It is proposed that the Policy Guidance and Criteria for the GDC shall also apply to any disposal by the Authority of land or premises at undervalue.
4. Valuation advice should be sought as to the likely amount of the undervalue and any subsequent Report should set out the unrestricted and restricted values.
5. The County Clerk and the Corporate Director Resources shall confirm (where appropriate) that the requirements of the GDC have been met in any particular case.
6. Any disposal being considered, should have regard to:
  - i. Community strategy and agreed Council policy.
  - ii. Service Asset Management Plans.
  - iii. Corporate Asset Management Plan.
  - iv. The Council's fiduciary duty to local people.
7. The relevant Portfolio Manager must submit supporting information (to include monetary and non monetary benefits) with the usual draft Report to AMG. Such information should include details of e.g. job creation, environmental improvements, local service delivery etc. AMG shall develop, for approval by AMC, a matrix against which proposed disposals can be assessed and 'scored'.
8. Any request for a disposal at an undervalue should generally be by way of a long lease, unless there are significant financial benefits to a freehold sale.

9. The relevant Portfolio Manager must confirm that no alternative funding is available and that the proposed use of the asset could not be achieved unless a disposal at undervalue were made.
10. All requests for disposal at an undervalue must be accompanied by a business plan and/or detailed evidence of how the asset will be maintained after disposal.
11. If the grant towards the rent is over £10,000 per annum, the relevant Portfolio Manager shall monitor compliance with the terms of the grant by way of Service Level Agreement or other method as appropriate.
12. Where a disposal is by way of lease, Members are requested to confirm which of the following options they wish to adopt as policy for making a grant towards the rent:
  - i. the grant towards the rent to be for the whole term of the lease (even in cases of long lease terms) and for the rent to be increased annually in line with the retail price index; or
  - ii. the grant to be linked where appropriate to rent reviews, (it is usual for example for long leases to have rent reviews every five years).
13. The market rent shall be shown in the Lease and the grant shall be recorded by way of a 'side letter' which shall be personal to the, parties except in exceptional circumstances.

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## APPENDIX 3

# The Granting of Leases of Council Land and Buildings to Community Groups 11 November 2013

Equality Impact Assessment

# The Granting of Leases of Council Land and Buildings to Community Groups

Contact: <Rebecca Williams, Property Services

Updated: 07.11.2013

## 1. What type of proposal / decision is being assessed?

Other

## 2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

<To consider the Council's policy for the granting of leases in particular to community groups. Information to be provided on the number of leases in existence, the frequency of their review, the processes for granting and managing the leases, and for determining any reduction in the charges levied>

## 3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

No

This report is for information only on an existing process.

## 4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

*(Please refer to section 1 in the toolkit for guidance)*

As this report is for information no assessment has been undertaken at this time, if further actions are required as a result of this report then further equality impact assessments will be undertaken

**5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**  
*(Please refer to section 1 in the toolkit for a description of the protected characteristics)*

Please see response to point 4 above

**6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

As above

**7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.**

<Please Select> <If yes, please provide detail>

**8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

|    |                                |
|----|--------------------------------|
| No | please see response to point 4 |
|----|--------------------------------|

| Action(s)                                      | Owner        | By when?   |
|------------------------------------------------|--------------|------------|
| <Please describe>                              | <Enter Name> | <DD.MM.YY> |
| <Please describe>                              | <Enter Name> | <DD.MM.YY> |
| <Please describe>                              | <Enter Name> | <DD.MM.YY> |
| <Please describe>                              | <Enter Name> | <DD.MM.YY> |
| <Unrestrict editing to insert additional rows> | <Enter Name> | <DD.MM.YY> |

**9. Declaration**

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

|              |            |
|--------------|------------|
| Review Date: | 11.05.2014 |
|--------------|------------|

| Name of Lead Officer for Equality Impact Assessment | Date       |
|-----------------------------------------------------|------------|
| Rebecca Williams                                    | 08.11.2014 |

**Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.**

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**Report to:** Communities Scrutiny Committee

**Date of Meeting:** 25 November 2013

**Report Author:** Scrutiny Coordinator

**Title:** Scrutiny Work Programme

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**1. What is the report about?**

The report presents the Communities Scrutiny Committee with its draft forward work programme for members' consideration.

**2. What is the reason for making this report?**

To seek the Committee to review and agree on its programme of future work, and to update members on relevant issues.

**3. What are the recommendations?**

That the Committee considers the information provided and approves, revises or amends its forward work programme as it deems appropriate.

**4. Report details.**

4.1 Article 6 of the Council's Constitution sets out each Scrutiny Committee's terms of reference, functions and membership, whilst the rules of procedure for scrutiny committees are laid out in Part 4 of the Constitution.

4.2 Denbighshire County Council's Constitution requires scrutiny committees to prepare and keep under review a programme for their future work. By reviewing and prioritising issues, members are able to ensure that the work programme delivers a member-led agenda.

4.3 For a number of years it has been an adopted practice in Denbighshire for scrutiny committees to limit the number of reports considered at any one meeting to a maximum of four plus the Committee's own work programme report. The objective of this approach is to facilitate detailed and effective debate on each topic.

4.4 The Committee is requested to consider its draft work programme for future meetings as detailed in appendix 1 and approve, revise or amend it as it deems appropriate taking into consideration:

- issues raised by members of the Committee
- matters referred to it by the Scrutiny Chairs and Vice-Chairs Group
- relevance to the Committee's/Council's/community priorities

- the Council's Corporate Plan and the Director of Social Services' Annual Report
  - meeting workload
  - timeliness
  - outcomes
  - key issues and information to be included in reports
  - whether the relevant lead Cabinet member will be invited to attend (having regard to whether their attendance is necessary or would add value). (In all instances this decision will be communicated to the lead member concerned)
  - questions to be put to officers/lead Cabinet members
- 4.5 In addition, when considering items for inclusion on the future forward work programme members may also find it helpful to have regard to the following questions when determining a subject's suitability for inclusion:
- what is the issue?
  - who are the stakeholders?
  - what is being looked at elsewhere
  - what does scrutiny need to know? and
  - who may be able to assist?
- 4.6 As mentioned in paragraph 4.2 the Constitution of Denbighshire County Council requires scrutiny committees to prepare and keep under review a programme for their future work. To assist the process of prioritising reports, if officers are of the view that a subject merits time for discussion on the Committee's business agenda they have to formally request the Committee to consider receiving a report on that topic. This is done via the submission of a 'proposal form' which clarifies the purpose, importance and potential outcomes of suggested topics. No such proposal forms have been received for consideration by the Committee at the current meeting.
- Cabinet Forward Work Programme
- 4.7 When deciding on their programme of future work it is useful for scrutiny committees to have regard to Cabinet's scheduled programme of future work. For this purpose a copy of the Cabinet's forward work programme is attached at Appendix 2.
- Progress on Committee Resolutions
- 4..8 A table summarising recent Committee resolutions and advising members on progress with their implementation is attached at Appendix 3 to this report.

## **5. Scrutiny Chairs and Vice-Chairs Group**

Under the Council's scrutiny arrangements the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating

committee. The SCVCG met on 24 October. No items were referred from the Group to this Committee for consideration. The Group is scheduled to meet again on 5 December.

**6. How does the decision contribute to the Corporate Priorities?**

Effective scrutiny will assist the Council to deliver its corporate priorities in line with community needs and residents' wishes. Continual development and review of a coordinated work programme will assist the Council in monitoring and reviewing policy issues.

**7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision?**

No Equality Impact Assessment has been undertaken for the purpose of this report as consideration of the Committee's forward work programme is not deemed to have an adverse or unfair impact on people who share protected characteristics.

**8. What will it cost and how will it affect other services?**

Services may need to allocate officer time to assist the Committee with the activities identified in the forward work programme, and with any actions that may result following consideration of those items.

**9. What consultations have been carried out?**

None required for this report. However, the report itself and the consideration of the forward work programme represent a consultation process with the Committee with respect to its programme of future work.

**10. What risks are there and is there anything we can do to reduce them?**

No risks have been identified with respect to the consideration of the Committee's forward work programme. However, by regularly reviewing its forward work programme the Committee can ensure that areas of risk are considered and examined as and when they are identified, and recommendations are made with a view to addressing those risks.

**11. Power to make the decision**

Article 6.3.7 of the Council's Constitution stipulates that the Council's scrutiny committees must prepare and keep under review a programme for their future work.

**Contact Officer:** Scrutiny Coordinator

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## Communities Scrutiny Committee Forward Work Plan

**Note: Items entered in italics have not been approved for submission by the Committee. Such reports are listed here for information, pending formal approval.**

| Meeting         | Lead Member(s)                                                    | Item (description / title)                                                             | Purpose of report                                                                                                                                                              | Expected Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                         | Author                                 | Date Entered              |
|-----------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------|
| 23 January 2014 | <b>Cllrs Hugh H Evans &amp; Huw LI Jones</b><br><i>(required)</i> | 1 Town and Area Plans (Quarterly Report)<br><br><i>[to be scheduled at circa 11am]</i> | To monitor the Council's performance in delivering its town plans and their benefit to the towns themselves and outlying communities                                           | (i) identification of any slippages with the plans' deliveries and actions to improve performance;<br>(ii) assist the Council to come closer to its communities                                                                                                                                                                                                                                                                           | Rebecca Maxwell/Peter McHugh/Tom Booty | January 2013              |
|                 | <b>Cllr. Hugh H Evans</b>                                         | 2 Rhyl Going Forward Programme (Quarterly Report)                                      | To evaluate and monitor the Programme's progress and achievements in delivering its anticipated outcomes; and<br><br>(ii) identify any slippages with the Programme's delivery | Ensuring that the Programme:<br>(i) has sufficient capacity, resources and the necessary commitment to deliver the intended outcomes for the Rhyl area;<br>(ii) supports the future vision for Rhyl, and is conducive with the wider regeneration agenda for Denbighshire; and<br>(iii) delivers a viable, sustainable future for the area and county in general, with improved long-term employment prospects and outcomes for residents | Tom Booty/Mark Dixon                   | September 2012            |
|                 | <b>Cllrs. Hugh H Evans &amp; David Smith</b><br><i>(required)</i> | 3 Concept Design of Green Space - WRHIP                                                | Pre—decision scrutiny of the design proposals and the consultation process with respect to the design                                                                          | Assurances that the recommended design conforms that the brief given and that all viewpoints/observations have been considered                                                                                                                                                                                                                                                                                                            | Tom Booty/Carol L Evans                | August 2013               |
|                 | <b>Cllr. Hugh Irving</b> <i>(not</i>                              | 4 Community Covenant with the                                                          | To give an annual update on how the measures introduced under                                                                                                                  | Identification of improvements to the covenant and the formulation                                                                                                                                                                                                                                                                                                                                                                        | David Davies                           | Dec 2012<br>(rescheduled) |

## Communities Scrutiny Committee Forward Work Plan

| Meeting | Lead Member(s)                                | Item (description / title) | Purpose of report                               | Expected Outcomes                                                                                                                                                              | Author                                                                                                                                                                                                                                                                                                                                                                                                                                    | Date Entered                                             |
|---------|-----------------------------------------------|----------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
|         | <i>required</i>                               |                            | Armed Forces (Nov/Dec 2013)                     | the covenant have supported the armed forces community in Denbighshire, and for the Committee to consider any changes to provision                                             | of recommendations to strengthen it                                                                                                                                                                                                                                                                                                                                                                                                       | October 2013)                                            |
| 6 March |                                               |                            |                                                 |                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                          |
| 3 April | <b>Cllrs Hugh H Evans &amp; Huw LI Jones</b>  | 1                          | Town and Area Plans (Quarterly Report)          | To monitor the Council's performance in delivering its town plans and their benefit to the towns themselves and outlying communities                                           | (i) identification of any slippages with the plans' deliveries and actions to improve performance;<br>(ii) assist the Council to come closer to its communities                                                                                                                                                                                                                                                                           | Rebecca Maxwell/Peter McHugh/Tom Booty<br>January 2013   |
| 15 May  | <b>Cllr. Hugh H Evans</b>                     | 1                          | Rhyl Going Forward Programme (Quarterly Report) | To evaluate and monitor the Programme's progress and achievements in delivering its anticipated outcomes; and<br><br>(ii) identify any slippages with the Programme's delivery | Ensuring that the Programme:<br>(i) has sufficient capacity, resources and the necessary commitment to deliver the intended outcomes for the Rhyl area;<br>(ii) supports the future vision for Rhyl, and is conducive with the wider regeneration agenda for Denbighshire; and<br>(iii) delivers a viable, sustainable future for the area and county in general, with improved long-term employment prospects and outcomes for residents | Tom Booty/Mark Dixon<br>September 2012                   |
|         | <b>Cllr. David Smith</b><br><i>(required)</i> | 2                          | Caravan Sites Strategy for Denbighshire         | To consider the draft multi-agency Caravan Sites Strategy for the County (including the risk                                                                                   | Improved regulation and enforcement of caravan sites within the county will contribute                                                                                                                                                                                                                                                                                                                                                    | Graham Boase/Paul Mead<br>July 2013 (rescheduled October |

## Communities Scrutiny Committee Forward Work Plan

| Meeting  | Lead Member(s)            | Item (description / title) |                                                    | Purpose of report                                                                                                                                                                                         | Expected Outcomes                                                                                                                                                                                                                                                                                                                                                                                         | Author                    | Date Entered  |
|----------|---------------------------|----------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------|
|          |                           |                            |                                                    | and impact analysis of the strategy's proposals)                                                                                                                                                          | towards delivering the Council's economic ambition whilst ensuring that vulnerable people are protected and assisted to live independent lives                                                                                                                                                                                                                                                            |                           | 2013)         |
| May/June | <b>Cllr. Bobby Feeley</b> | 1                          | The provision of Day Care Services in Denbighshire | To evaluate the Council's provision of day care services across the County                                                                                                                                | An evaluation of the Council's Day Care Services' provision and its effectiveness in delivering the corporate priorities of protecting vulnerable people and helping them to live as independently as possible, and modernising the council to deliver efficiencies and improve services for its customers, will enable members to identify any slippages, gaps in service delivery or risks to residents | Phil Gilroy/Helena Thomas | May 2013      |
|          | <b>Cllr. David Smith</b>  | 2                          | Food Review                                        | To monitor the delivery of the task and finish group/Cabinet's recommendations with regards to the Council's policies and procedures with respect to food procurement, regulation and contract management | Assurances that all practical measures in place to ensure maximum safety and provenance of food materials used by the Council and arms length organisations are enforced and adhered to with a view to protecting residents, businesses and visitors                                                                                                                                                      | Hywyn Williams            | February 2013 |
|          |                           |                            |                                                    |                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                           |                           |               |

**Future Issues**

## Communities Scrutiny Committee Forward Work Plan

| Item (description / title)          | Purpose of report                                                 | Expected Outcomes                                                         | Author                     | Date Entered  |
|-------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------|---------------|
| Community Infrastructure Levy (CIL) | To outline the proposals for implementing the CIL in Denbighshire | The development of an appropriate and effective CIL scheme for the County | Graham Boase/Angela Loftus | February 2013 |
|                                     |                                                                   |                                                                           |                            |               |

**For future years**

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |

**Information/Consultation Reports**

| Information / Consultation | Item (description / title) | Purpose of report | Author | Date Entered |
|----------------------------|----------------------------|-------------------|--------|--------------|
|                            |                            |                   |        |              |

**Note for officers – Committee Report Deadlines**

| Meeting         | Deadline              | Meeting | Deadline           | Meeting | Deadline        |
|-----------------|-----------------------|---------|--------------------|---------|-----------------|
|                 |                       |         |                    |         |                 |
| 23 January 2014 | <b>9 January 2014</b> | 6 March | <b>20 February</b> | 3 April | <b>20 March</b> |

Communities Scrutiny Work Programme.doc

12/11/13 RhE



Cabinet Forward Work Plan

Appendix 2

| Meeting            | Item (description / title) |                                                                                 | Purpose of report                                                                                         | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                        |
|--------------------|----------------------------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------|
| <b>26 November</b> | 1                          | Finance Report Update                                                           | To update Cabinet on the current financial position of the Council                                        | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady                        |
|                    | 2                          | Establishment of an AONB Joint Committee                                        | To approve the establishment of a joint committee                                                         | Yes                                | Cllr Huw Jones / Lisa Jones / Howard Sutcliffe                  |
|                    | 3                          | Response to the Consultation on Town and Area Plans – Llangollen & Corwen Areas | To approve the Town and Area Plans for Llangollen & Corwen areas.                                         | Yes                                | Cllr Hugh Evans / Rebecca Maxwell / Peter McHugh / Tom Booty    |
|                    | 4                          | Approval of Contract Award for Sub-regional Young Carers' Service               | To award the contract                                                                                     | Yes                                | Vicky Allen                                                     |
|                    | 5                          | Business Rates Write-offs (Part 2)                                              | To authorise any business rates write offs                                                                | Yes                                | Cllr Julian Thompson-Hill / Paul McGrady / Ian Paul             |
|                    | 6                          | Financial Position of the Scala (Part 2)                                        | To consider an update on the financial position of the Scala                                              | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady                        |
|                    | 7                          | Denbighshire Supporting People Local Commissioning Plan 2014-15 and 2015-16     | To provide comments on and support the Plan prior to the Plan being submitted to the North Wales Regional | Yes                                | Cllr Bobby Feeley / Supporting People Team Manager (Katie Newe) |

Cabinet Forward Work Plan

| Meeting            | Item (description / title) |                                                                                | Purpose of report                                                                                                             | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                     |
|--------------------|----------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------|
|                    |                            |                                                                                | Collaborative Committee and Welsh Government                                                                                  |                                    |                                                              |
|                    | 8                          | Clwyd Leisure                                                                  | To consider the future delivery options for the facilities currently operated by Clwyd Leisure Limited                        | Tbc                                | Cllr Huw Jones / Hywyn Williams                              |
|                    | 9                          | Items from Scrutiny Committees                                                 | To consider any issues raised by Scrutiny for Cabinet's attention.                                                            | Tbc                                | Scrutiny Coordinator                                         |
| <b>17 December</b> | 1                          | Finance Report Update                                                          | To update Cabinet on the current financial position of the Council                                                            | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady                     |
|                    | 2                          | Corporate Plan QPR: Quarter 2 2013/14                                          | To monitor the Council's progress in delivering the Corporate Plan 2012 -17                                                   | Tbc                                | Cllr Barbara Smith / Alan Smith                              |
|                    | 3                          | Response to the Consultation on Town and Area Plans – Ruthin & Prestatyn areas | To approve the Town and Area Plans for Ruthin & Prestatyn areas                                                               | Yes                                | Cllr Hugh Evans / Rebecca Maxwell / Peter McHugh / Tom Booty |
|                    | 4                          | Public Realm Strategy                                                          | To approve the Council's Public Realm Strategy following the conclusion of the public consultation on its aims and objectives | Yes                                | Cllr. David Smith/ Hywyn Williams                            |
|                    | 5                          | Clwyd Leisure                                                                  |                                                                                                                               | Tbc                                | Cllr Huw Jones /                                             |

Cabinet Forward Work Plan

| Meeting                | Item (description / title)                                                                                   | Purpose of report                                                                                                        | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                              |
|------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------------|
|                        |                                                                                                              |                                                                                                                          |                                    | Hywyn Williams                                                        |
|                        | 6 Clocaenog/Cyffylliog School Review                                                                         |                                                                                                                          |                                    | Cllr Eryl Williams / Jackie Walley                                    |
|                        | 7 Items from Scrutiny Committees                                                                             | To consider any issues raised by Scrutiny for Cabinet's attention.                                                       | Tbc                                | Scrutiny Coordinator                                                  |
|                        |                                                                                                              |                                                                                                                          |                                    |                                                                       |
| <b>14 January 2014</b> | 1 Finance Report Update                                                                                      | To update Cabinet on the current financial position of the Council                                                       | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady                              |
|                        | 2 West Rhyl Housing Improvement Project                                                                      | Concept design of open green space to be considered                                                                      | Tbc                                | Cllr Hugh Evans / Carol L Evans                                       |
|                        | 3 North Wales Schools and Public Buildings Contractor Framework (NWSPBC Framework) - Contractors Appointment | A decision is required to award the places to become part of the NWSPBC Framework following the tender process.          | Yes                                | Cllr Julian Thompson-Hill / Tania Silva / Sion Evans / Stuart Andrews |
|                        | 4 Procurement Business Case for Three Counties                                                               | To consider the Business Case                                                                                            | Yes                                | Cllr Julian Thompson Hill / Paul McGrady                              |
|                        | 5 Framework for Integrated Health and Social Care                                                            | To consider the local response to the Welsh Government's guidance document "A Framework for Delivering Integrated Health | Yes                                | Cllr Bobby Feeley / Phil Gilroy                                       |

Cabinet Forward Work Plan

| Meeting            | Item (description / title) | Purpose of report                                                             | Cabinet Decision required (yes/no)                                                                                                   | Author – Lead member and contact officer |                                             |
|--------------------|----------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------|
|                    |                            | and Social Services for Older People”                                         |                                                                                                                                      |                                          |                                             |
|                    | 6                          | Procurement Business Case for a combined Denbighshire and Flintshire service. | To consider Business Case                                                                                                            | Yes                                      | Cllr Julian Thompson-Hill / Paul McGrady    |
|                    | 7                          | Single Access Route to Housing – Common Allocations Policy                    | To approve a Common Allocations Policy (CAP) for social housing across North Wales (local authority and registered social landlords) | Yes                                      | Cllr Hugh Irving/Peter McHugh/<br>Sue Lewis |
|                    | 8                          | Budget Setting                                                                | To consider budget setting proposals.                                                                                                | Tbc                                      | Cllr Julian Thompson-Hill / Paul McGrady    |
|                    | 9                          | Items from Scrutiny Committees                                                | To consider any issues raised by Scrutiny for Cabinet’s attention.                                                                   | Tbc                                      | Scrutiny Coordinator                        |
|                    |                            |                                                                               |                                                                                                                                      |                                          |                                             |
| <b>18 February</b> | 1                          | Finance Report Update                                                         | To update Cabinet on the current financial position of the Council                                                                   | Tbc                                      | Cllr Julian Thompson-Hill / Paul McGrady    |
|                    | 2                          | Advocacy Provision for Children and young people in North Wales               | To commission a regional N. Wales advocacy service for vulnerable children and young people                                          | Tbc                                      | Cllr Bobby Feeley / Michelle Hughes         |
|                    | 3                          | Items from Scrutiny Committees                                                | To consider any issues raised by Scrutiny for                                                                                        | Tbc                                      | Scrutiny Coordinator                        |

Cabinet Forward Work Plan

| Meeting         |   | Item (description / title)                                                        | Purpose of report                                                           | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                     |
|-----------------|---|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------|
|                 |   |                                                                                   | Cabinet's attention.                                                        |                                    |                                                              |
| <b>25 March</b> | 1 | Finance Report Update                                                             | To update Cabinet on the current financial position of the Council          | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady                     |
|                 | 2 | Corporate Plan QPR: Quarter 3 2013/14                                             | To monitor the Council's progress in delivering the Corporate Plan 2012 -17 | Tbc                                | Cllr Barbara Smith / Tony Ward                               |
|                 | 3 | Response to consultation on Town and Areas Plans – Rhyl, Denbigh & Rhuddlan areas | To approve the Town and Area Plans for Rhyl, Denbigh & Rhuddlan areas       | Tbc                                | Cllr Hugh Evans / Rebecca Maxwell / Peter McHugh / Tom Booty |
|                 | 4 | Items from Scrutiny Committees                                                    | To consider any issues raised by Scrutiny for Cabinet's attention           | Tbc                                | Scrutiny Coordinator                                         |
| <b>29 April</b> | 1 | Finance Report Update                                                             | To update Cabinet on the current financial position of the Council          | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady                     |
|                 | 2 | Items from Scrutiny Committees                                                    | To consider any issues raised by Scrutiny for Cabinet's attention.          | Tbc                                | Scrutiny Coordinator                                         |
| <b>27 May</b>   | 1 | Finance Report Update                                                             | To update Cabinet on the current financial position of                      | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady                     |

Cabinet Forward Work Plan

| Meeting     | Item (description / title) |                                       | Purpose of report                                                           | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|-------------|----------------------------|---------------------------------------|-----------------------------------------------------------------------------|------------------------------------|------------------------------------------|
|             |                            |                                       | the Council                                                                 |                                    |                                          |
|             | 2                          | Items from Scrutiny Committees        | To consider any issues raised by Scrutiny for Cabinet's attention.          | Tbc                                | Scrutiny Coordinator                     |
|             |                            |                                       |                                                                             |                                    |                                          |
| <b>June</b> | 1                          | Finance Report Update                 | To update Cabinet on the current financial position of the Council          | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|             | 2                          | Corporate Plan QPR: Quarter 3 2013/14 | To monitor the Council's progress in delivering the Corporate Plan 2012 -17 | Tbc                                | Cllr Barbara Smith / Tony Ward           |
|             | 3                          | Items from Scrutiny Committees        | To consider any issues raised by Scrutiny for Cabinet's attention           | Tbc                                | Scrutiny Coordinator                     |
|             |                            |                                       |                                                                             |                                    |                                          |

Note for officers – Cabinet Report Deadlines

| Meeting         | Deadline           | Meeting         | Deadline          | Meeting        | Deadline           |
|-----------------|--------------------|-----------------|-------------------|----------------|--------------------|
|                 |                    |                 |                   |                |                    |
| <i>November</i> | <b>12 November</b> | <i>December</i> | <b>3 December</b> | <i>January</i> | <b>30 December</b> |

Updated 08/11/13 - KEJ

Cabinet Forward Work Programme.doc

## Progress with Committee Resolutions

| Date of Meeting | Item number and title                                             | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Progress                                                                                 |
|-----------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 17 October 2013 | 6. North Wales Gypsy and Traveller Accommodation Needs Assessment | <p><b>RESOLVED –</b></p> <p>(a) <i>to note the recommendations of the Bangor University Report; that Denbighshire should be required to provide 2 residential pitches for Gypsies and Travellers (each of which could accommodate up to 4 caravans) and one transit pitch which could accommodate up to 7 caravans on a short term basis - to be developed on a sub-regional basis with Conwy County Borough Council, and</i></p> <p>(b) <i>to note, but not support, the proposed composition and remit of the Steering Group, as outlined in Appendix 2 to the report; and</i></p> <p>(c) <i>that the further details and costings requested above be incorporated into the report that will be presented to County Council in due course.</i></p> | The report is scheduled to be considered by County Council at its meeting on 3 December. |

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