

To: Members of the Communities
Scrutiny Committee

Date: 12 July 2017

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e-mail: democratic@denbighshire.gov.uk

Dear Councillor

You are invited to attend a meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **9.30 am** on **THURSDAY, 20 JULY 2017** in **CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN.**

Yours sincerely

G. Williams
Head of Legal, HR and Democratic Services

AGENDA

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

1 APOLOGIES

2 DECLARATION OF INTERESTS

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 APPOINTMENT OF VICE-CHAIR (Pages 7 - 8)

5 MINUTES (Pages 9 - 14)

To receive the minutes of the Communities Scrutiny Committee held on 15 June 2017 (copy attached).

9.35 a.m. – 9.45 a.m.

6 UPDATE ON THE MANAGEMENT OF CAR PARKS (Pages 15 - 34)

To consider a report (copy attached) providing an update on the development of the Car Park Asset Management Plan and the other recommendations that were contained in the car park report that went to Communities Scrutiny in October 2016.

9.45 a.m. – 10.20 a.m.

7 CONSIDERATION OF FREE PARKING FOR DISABLED BADGE HOLDERS (Pages 35 - 48)

To consider a report (copy attached) whether holders of Disabled Parking Badges (Blue Badges), should be allowed to park free within the Council's Pay and Display car parks.

10.20 a.m. – 10.50 a.m.

~~~~~ **BREAK (10.50 a.m. – 11.00 a.m.)** ~~~~~

**8 REVIEW AND UPDATE OF HOLIDAY CARAVAN REGULATION PROJECT (Pages 49 - 66)**

To consider a report (copy attached) regarding the ongoing regulation of holiday caravan parks within the county and how the council is monitoring and enforcing possible breaches thereon.

**11.00 a.m. – 11.35 a.m.**

**9 SCRUTINY WORK PROGRAMME (Pages 67 - 80)**

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.

**11.35 a.m. – 12.00 p.m.**

**10 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

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

**12.00 p.m. – 12.10 p.m.**

## **MEMBERSHIP**

### **Councillors**

Councillor Huw Williams (Chair)

Brian Blakeley  
Rachel Flynn  
Tina Jones  
Arwel Roberts  
Anton Sampson

Glenn Swinger  
Andrew Thomas  
Graham Timms  
Cheryl Williams  
David Williams

### **COPIES TO:**

All Councillors for information  
Press and Libraries  
Town and Community Councils

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## LOCAL GOVERNMENT ACT 2000

### Code of Conduct for Members

### DISCLOSURE AND REGISTRATION OF INTERESTS

I, *(name)*

a \*member/co-opted member of

*(\*please delete as appropriate)*

**Denbighshire County Council**

**CONFIRM** that I have declared a **\*personal / personal and prejudicial** interest not previously declared in accordance with the provisions of Part III of the Council's Code of Conduct for Members, in respect of the following:-

*(\*please delete as appropriate)*

Date of Disclosure:

Committee *(please specify)*:

Agenda Item No.

Subject Matter:

Nature of Interest:

*(See the note below)\**

Signed

Date

\*Note: Please provide sufficient detail e.g. 'I am the owner of land adjacent to the application for planning permission made by Mr Jones', or 'My husband / wife is an employee of the company which has made an application for financial assistance'.

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- (vi) **Role:** **Scrutiny Member/Chair**  
**Salary:** Band 3 (Chair only)

*Please note: items highlighted are specific to the role of Chair*

### 1. PRINCIPAL ACCOUNTABILITIES

- To Full Council

### 2. PURPOSE OF ROLE

- **Providing leadership and direction**
- To participate fully in the activities of the Scrutiny Committee, the development and delivery of its work programme and any associated task and finish groups.
- To assist in the development and monitor impact of Council policy
- To hold the executive to account, monitoring performance and service delivery and challenge decisions through the call in arrangements where appropriate.
- To develop a forward work programme of the committee.
- To report on progress against the work programme to Council, and others as appropriate
- **To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to.**
- **To act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function.**
- **To encourage effective contributions from all committee members in both committee and task and finish groups**
- **To assess individual and collective performance within the committee and liaise with the relevant Group Leader to progress training and development opportunities.**
- Fulfil the accountabilities of the elected member role.

### 3. VALUES and EXPECTATIONS

- To be committed to the values of Denbighshire County Council and the following values in public office:
  - Pride
  - Integrity
  - Respect
  - Unity
  - Attend all relevant meetings
  - Carry out business electronically i.e. meetings and communication, wherever possible
  - To attend mandatory training as specified in the code of conduct and the constitution.
  - To participate in an annual development review to continually improve the performance of the member and the Council.

- To explain and account for personal performance as a County Councillor on a regular basis, particularly through the publication of an Annual Report on the Council's web site.



## COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held in Conference Room 1a, County Hall, Ruthin on Thursday, 15 June 2017 at 11.15 am.

### PRESENT

Councillors Brian Blakeley, Rachel Flynn, Tina Jones, Glenn Swingler, Andrew Thomas, Graham Timms and Mark Young

Co-opted Members Kathleen Jones and Gareth Williams were in attendance for business item number 6

Observers – Councillors Meirick Lloyd Davies, Huw Jones, Richard Mainon, Melvyn Mile, Julian Thompson-Hill and Emrys Wynne

Cabinet Lead Member – Councillor Huw Hilditch- Roberts attended at the Committee's request.

### ALSO PRESENT

Corporate Director: Economic and Community Ambition (RM), Head of Legal, HR and Democratic Services (GW), Head of Education (KIE), Education Planning & Resources Manager (IL), Principal Education Support Manager (GD), Scrutiny Co-ordinator (RE) and Committee Administrator (SJ).

### POINT OF NOTICE

The Head of Legal, HR and Democratic Services (also the Council's Monitoring Officer) explained the legislation which determined the chairing arrangements for local authority scrutiny committees. As the Labour Group had already announced that they would not be taking up Cabinet positions and were going to be in 'Opposition' the Group was automatically entitled to chair one of the scrutiny committees, they had opted to chair Partnerships Scrutiny Committee. Confirmation was still awaited on whether the Plaid Cymru Group would take-up their seats on Cabinet, because of this the position was still unclear on which Cabinet groups would be entitled to appoint chairs of scrutiny committees. He therefore advised that the Committee may wish to appoint a chair for the meeting in the absence of an official appointment. Committee members nominated and seconded Councillor Mark Young to chair the meeting. The Committee:

**Resolved:** that Councillor Mark Young be appointed to chair the meeting.

#### 1 APOLOGIES

Apologies for absence were received from Councillors Cheryl Williams

#### 2 DECLARATIONS OF INTEREST

Councillor Huw Hilditch- Roberts and Councillor Huw Jones declared a personal interest in item 6 on the agenda- Denbighshire's Learner Transport Policy because they were school governors.

### **3 APPOINTMENT OF VICE-CHAIR**

The appointment of Vice-Chair was been deferred until the meeting of Communities Scrutiny 20 July 2017.

### **4 URGENT MATTERS AS AGREED BY THE CHAIR**

There were no urgent matters raised.

### **5 MINUTES**

The minutes of the Committee's meeting held on 23 March 2017 were submitted, there were no matters arising.

***Resolved:*** *That the minutes of the meeting held on 23 March 2017 be received and approved as a correct record.*

### **6 DENBIGHSHIRE'S LEARNER TRANSPORT POLICY**

The Lead Member for Children and Young People introduced the report (previously circulated) which presented members with the responses received to the recent public consultation on the proposed new policy. In his introduction the Lead Member informed members of the background to the review of the current policy and the development of the new policy, its journey through scrutiny during the term of the previous Council, and the decision to change its name from the 'Home to School Transport Policy' to the 'Learner Transport Policy' in order to reflect that it encompassed all school transport from ages 4 to post 16..

During the review process it became apparent that the policy's application had far wider implications than just the transportation of pupils to their nearest suitable school. For certain school catchment areas there were community implications, as children who had attended the same primary schools throughout their primary stage education could have been required to attend different secondary schools when the rules of the 'home to school transport policy' were applied. This could potentially affect the well-being of individual pupils at the crucial transition stage of their education. One primary school which had negative experiences as a result of the stringent application of these rules was Ysgol Pantpastynog, Prion, whose pupils had until the policy's strict application generally transferred to Ysgol Glan Clwyd, St. Asaph. Due to the distances from individual pupils' homes to the nearest suitable school some pupils were only deemed to be entitled to qualify for free transport to Ysgol Brynhyfryd, Ruthin. Consequently, this had caused some concern to parents whose children would be expected to attend a different secondary schools to their friends, or even in some cases their siblings. This anomaly highlighted the need to recognise the importance of feeder school relationships within the new policy. Another issue which came to light during the development of, and the consultation on, the new policy was the lack of flexibility within the present 'school cluster' arrangements to permit schools to switch clusters if the secondary school into which they fed was deemed to no longer meet the pupils/parents' expectations. This issue was raised by parents, governors etc. at Ysgol Bro

Cinmeirch. Officers proposed to develop a procedure for schools wanting to amend current cluster arrangements and report back to scrutiny in due course.

Another aspect that had been strengthened under the proposed new policy was the appeals process against the refusal of free school transport. This would now be a two stage process. The first stage would entail officers assessing the appeal, this would be followed by an Appeals Panel which parents/carers would be welcome to attend to present their case.

Responding to members' questions Lead Members present and officers explained the 2 and 3 mile rule criteria to qualify for free school transport to primary and secondary schools respectively. They also explained the term 'hazardous route to school' and the process followed to determine the safety of school routes. School routes would always be re-assessed if a new development was built along a route or changes to traffic flow occurred.

In addition they advised that:

- the proposed new policy had regard to parental preference with respect to the category of education they wanted for their child i.e. transport to the nearest 'suitable' school, based on language and/or faith preference, including transport to cross-border schools if the nearest suitable school was located in another county. Parents have the right to express parental preference; however, the policy explains when free transport would be available in-line with the requirements of The Learner Travel (Wales) Measure 2008;
- the cost of the proposed new Learner Transport Policy was not yet known, this would not be known until the new school transport contracts were let later in the year. There was however an expectation that the cost would increase in order to meet the statutory obligations placed on the Authority by the Learner Travel (Wales) Measure. Once those costs had been fully assessed it would be important that a budget bid was made in line with the funding required to enable the Council to meet its statutory obligations;
- once the policy was approved further work would be required to examine whether school transport routes could be managed more effectively in order to realise maximum value for money;
- the 'nearest suitable school' was assessed from the pupil's home address not from his/her primary school;
- the 'pick-up points' list was not included in the policy itself due to the fact that it was subject to constant updates. An updated list would however be available on the Council's website;
- during the preceding financial year the fact that one school transport operating company had gone into liquidation had exacerbated pressures on the school transport budget by circa £300K;
- Ysgol Morgan Llwyd, Wrexham was recognised as a suitable school for pupils transferring from Welsh medium primary provision in the Llangollen area;
- Pupils residing in Wrexham County Borough Council area were key to ensuring the sustainability of Ysgol Dinas Bran in Llangollen;

- They would include Ysgol Brynhyfryd in the 'other nearest suitable school' category for pupils from Ysgol Carrog and Ysgol Caer Drewyn who wished to access a Category 1 or 2 secondary school;
- Once the policy was approved and implemented it would be important to monitor closely that the discretion element within it was applied fairly and consistently;
- The policy included provision for pupils identified with additional learning needs (ALN) to enable them to access suitable and relevant education services to ensure they developed to their maximum potential. Now that both Education and Children's Services were under the same Head of Service a more holistic assessment of each child/pupil's needs was undertaken;
- The Learner Travel (Wales) Measure 2008 does not accommodate the transport of pupils to and from breakfast or after school clubs. The Policy therefore states how the Council meets its duties to provide transport in accordance with this legislation. The Measure only requires local authorities to provide transport to statutory education, breakfast and after school clubs were non-statutory elements;
- Whilst over 13,000 consultation letters had been issued only 79 responses had been received. Nevertheless officers were satisfied with the responses received, the majority of which were positive. If consultees had been extremely dissatisfied with the proposed new policy it was presumed that they would have made their dissatisfaction known by responding to the consultation;
- the Lead Member for Children and Young People and officers were now satisfied that the proposed policy fully conformed with legislation and met the needs of pupils who were entitled to free school transport in Denbighshire;
- officers regularly liaised with colleagues in bordering authorities regarding the provision of transport for pupils to Denbighshire schools and vice-versa. Discussions also took place on the availability of discretionary transport places for Denbighshire pupils on neighbouring authorities' school buses, however this did not always mean that a mutual agreement could be reached ;
- a number of schools in Denbighshire operated 'cycle to school' and 'walking bus' schemes. Success of such schemes was dependent upon schools being engaged with them and committed to running them. This could be an area where the Council's local Member Area Groups (MAGs) may want to explore further in due course;

Whilst noting that the Well-being Impact Assessment (WIA) stated that the Council was not at present proposing that providers would have to use non-diesel vehicles for school transport purposes Committee members welcomed the statement that the potential to use battery-operated vehicles would be kept under constant review. Councillor Huw Ll Jones advised that he had suggested that pupils from Corwen attending Ysgol Dinas Bran could actually utilise the train from Corwen to Llangollen as a potential mode of transport. Members commended officers on the discretion applied to school transport requests which they had been involved with on constituents' behalf and the sensitive manner in which they had dealt with the individuals concerned.

The Lead Member for Children and Young People informed the Committee that it was his intention following his recent appointment to write to the Welsh Government's (WG) Cabinet Secretary for Education on a number of local and national education related matters, amongst which was the WG's school categorisation process and the unintended detrimental impact it was having on some pupils and communities in the county.

In commending the proposed Denbighshire Learner Travel Policy to the Committee the Lead Member emphasised that this was an example where elected members had listened to parents, carers, teachers, pupils and communities' concerns and modelled the new policy with a view to addressing the majority of those concerns whilst ensuring that it conformed with all legislative duties.

At the conclusion of the discussion members:

**Resolved:**

- (i) to confirm that they had read, understood and taken account of the Well-being Impact Assessment (Appendix 5);**
- (ii) that Appendix 1 of the draft Policy be amended to include Ysgol Brynhyfryd in the 'other nearest suitable school' column for pupils transferring from Ysgol Carrog and Ysgol Caer Drewyn;**
- (iii) that officers develop a procedure by which schools if they wish to move from a particular cluster could engage in a process with the Local Authority to consider their arrangements, and report their findings to the Committee in due course; and**
- (iv) subject to the above that Cabinet be recommended to approve the policy for implementation from September 2018 and that its implementation be monitored.**

**7 SCRUTINY WORK PROGRAMME**

A copy of a report by the Scrutiny Coordinator (SC), 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.

A copy of the 'Member's proposal form' had been included in Appendix 2 the SC requested that any proposals be submitted to herself. The Cabinet Forward Work Programme had been included as Appendix 3, information and a table illustrating Service Challenge Groups was included as Appendix 4. The SC informed members that, for each of the 9 Service Challenge group's, a representative from Communities Scrutiny was sought to serve on the groups. In addition a representative was sought to serve on the Strategic Investment Group (SIG). Following discussions the Committee appointed the following:

| Service:                                                  | Communities      |
|-----------------------------------------------------------|------------------|
| <b>Education and Children's Services</b><br>– Karen Evans | Cllr. Tina Jones |

|                                                                   |                                                       |
|-------------------------------------------------------------------|-------------------------------------------------------|
| <b>Community Support Services</b><br>– Phil Gilroy                | Cllr. Rachel Flynn                                    |
| <b>Legal, HR &amp; Democratic Services</b><br>– Gary Williams     | Cllr. Anton Sampson                                   |
| <b>Business Improvement &amp; Modernisation</b><br>– Alan Smith   | Cllr. Andrew Thomas                                   |
| <b>Customers, Communications, &amp; Marketing</b><br>– Liz Grieve | Cllr. Glenn Swingler                                  |
| <b>Facilities, Assets &amp; Housing</b> – Jamie Groves            | Cllr. Graham Timms                                    |
| <b>Finance</b> – Richard Weigh                                    | tbc (Cllr. Arwel Roberts or<br>Cllr. Cheryl Williams) |
| <b>Highways &amp; Environmental Services</b><br>– Tony Ward       | Cllr. Brian Blakeley                                  |
| <b>Planning &amp; Public Protection</b><br>– Graham Boase         | Cllr. Mark Young                                      |

|                                   |                  |
|-----------------------------------|------------------|
| <b>Strategic Investment Group</b> | Cllr. Mark Young |
|-----------------------------------|------------------|

The Committee considered its draft Forward Work Programme for future meetings, Appendix 1 and made no amendments

**RESOLVED** that, the Forward Work Programme as set out in Appendix 1 to the report be approved and representation to serve on the 9 Service Groups be delegated and confirmed.

The meeting concluded at 12:45 p.m.

**Report to:** Communities Scrutiny Committee

**Date of Meeting:** 20th July 2017

**Lead Member/Officer:** Lead Member for Highways, Planning & Sustainable Development/Head of Planning & Public Protection

**Report Author:** Traffic, Parking and Road Safety Manager

**Title:** Update on the Management of Car Parks

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## 1. What is the report about?

To provide an update on the development of the Car Park Asset Management Plan and the other recommendations that were contained in the car park report that went to Communities Scrutiny in October 2016.

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

The Committee requested that a progress update be provided to it on the various recommendations contained within the October 2016 report, a copy of which is provided in Appendix A.

## 3. What are the Recommendations?

That the Committee:

- 3.1 confirms that it has read, understood and taken account of the Well-being Impact Assessment (Appendix D) as part of its consideration; and.
- 3.2 considers the contents of the report provides observations and supports the continuation of the work to develop the Car Park Asset Management Plan and the other initiatives listed.

## 4. Report details

### Introduction

- 4.1 The report that was presented to Communities Scrutiny Committee in October 2016 had two functions; the first function was to report on the impact of the parking charge increase that had been implemented in April 2016. The second function was to propose a series of recommendations with the overall aim of improving the management of our car parks. The purpose of this report is to provide a progress update on the various recommendations that were made in the October 2016 report and supported by the Communities Scrutiny Committee. Where items in the following report provide a progress update on those recommendations, a Roman numeral reference is given in brackets which relates to the recommendation reference in the October 2016 report.
- 4.2 Improving the management of the Council's car parks will ensure car parks are better maintained and that investment is prioritised appropriately. Central to all of this is the

recognition that our car parks are often the first experience that many visitors will have of our towns, and our car parks are thus gateways to our towns in many ways. It is, therefore, vital that they are easy to find, attractive, clean, well-maintained, secure and provide the appropriate information that people require.

#### Car Park Asset Management Plan (Recommendation iv)

- 4.3 A Car Park Asset Management Plan (AMP) is currently being developed for the purpose of improving the efficiency of how our car parks are managed, especially in regard to the way in which they are maintained and how investment in car parks is prioritised. A computer database is nearing completion which will contain details of all the assets within our car parks, such as Pay and Display machines, barriers, kerbs, drainage gullies, bollards and litter bins, to name just some.
- 4.4 Extensive survey work has been ongoing over recent months and is now close to completion. As well as establishing an inventory of all our assets, it has included an assessment of the condition of each asset using a scoring system to help determine when each asset is likely to need replacing.
- 4.5 The database will also include a photographic record of each asset. An example of a database record is provided in Appendix B.
- 4.6 The database will also be used by the Council's Streetscene team, who undertake routine inspections of our car parks to identify potential maintenance issues. These regular inspections will also help to keep the database up to date.
- 4.7 One of the key outputs of developing the Car Park AMP will be the production of a 5 year Investment Programme. It is anticipated that the Car Park AMP will be complete by the end of August 2017.
- 4.8 Whilst full details of the Investment Plan are still being developed, the following list details some of the emerging items which will need to be included in the Investment Plan:

|      | <u>Description</u>                                | <u>Estimated cost</u> |
|------|---------------------------------------------------|-----------------------|
| i)   | Refurbishment of Rhyl Children's Village Car Park | £1.5 million          |
| ii)  | Re-waterproof decks in Denbigh Multi-Storey C.P.  | £200k                 |
| iii) | New information signs for all car parks           | £150k                 |
| iv)  | Replacement of Pay and Display machines           | £300k                 |
| v)   | New car park height barriers                      | £200k                 |

- 4.9 Once the Investment Plan has been produced, it will be necessary to identify the best funding strategy to enable the Plan to be implemented. This is likely to include some element of Prudential Borrowing given the scale of initial investment required.



Attendance at MAG Meetings (Recommendation iii)

- 4.10 The Traffic, Parking and Road Safety Manager is currently in the process of visiting each of the Member Area Groups (MAGs). The purpose of which is to seek local members' views on what they think the priorities should be for investing in the car parks in their respective areas, together with seeking members' views on the management of their local car parks generally.

Modern Pay and Display Machines (Recommendation v)

- 4.11 Rather than wait until the Car Park AMP is complete, before undertaking any investment, a total of 12 Pay and Display machines have recently been ordered because some of the existing machines were in need of replacement. These new machines offer considerable advantages over the old machines. For example, they offer customers more payment options, such as card payment, and can be connected wirelessly; which will enable their status to be interrogated from any PC connected to the Internet. Two of these machines will have full colour touch screens which are capable of printing vouchers, for example, to give a discount in local shops and cafes. These new machines are due to be installed during the next few weeks. A list of them is provided in Appendix C.

Flexible Ticketing and Short Duration Permits for Tourists (Recommendations vi, vii and viii)

- 4.12 A Car Park Task and Finish Group has been set up which comprises of officers from Parking Services, Countryside Services and Tourism. The purpose of the Group is to explore options to improve the visitor experience in terms of parking, such as considering options for flexible tickets which can be transferred between different Denbighshire County Council (DCC) car parks. Also being considered are short duration permits suitable for visitors to the area, and for purchase by operators of hotels and other tourist accommodation. The practical details of these initiatives are currently being investigated thoroughly by the Group. The Group is also reviewing the provision of tourist information signage within car parks.

Improved Parking Permit System (Recommendations vii and viii)

- 4.13 Preliminary work has been undertaken with ICT and Customer Services officers to explore the potential for a paperless parking permit system. The existing permit system is slow, paper-based and involves some double-handling of data which is thus inefficient. It is proposed to replace this system with a "paperless" permit system whereby customers can purchase permits online or, in person, by visiting a Denbighshire One Stop Shop. Upon completion of payment, the customer's vehicle registration number will be stored within a secure permit database. When carrying out parking enforcement within car parks, the intention is that the Civil Enforcement Officers will be able to access the permit database from their Smartphones which will tell them whether a vehicles has a valid permit.

Better Promotion of Parking Permit (Recommendation ix)

- 4.14 Discussions have taken place with the Council's Communications team and Web team with a view to better promoting the Council's long stay parking permits as there are still examples being encountered anecdotally where members of the public were previously unaware that they could purchase a parking permit from the Council.

4.15 The option of payment by instalments will be progressed once the new paperless permit system has been implemented as the existing permit administration process does not easily lend itself to a system where someone can walk out of a One Stop Shop with a permit that they have not fully paid for.

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

New Corporate Priorities to be determined.

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

The costs of the measures detailed in the Asset Management Plan plus the other parking initiatives listed will be fully met from within the Parking budget, albeit some Prudential borrowing may be required as the Investment Programme is likely to require a significant amount of capital investment in the first couple of years.

**7. What are the main conclusions of the Well-being Impact Assessment?**

The Wellbeing Assessment reflects that better management of our car park assets will benefit the local economy, will reduce energy consumption and potentially improve public safety within our car parks. Please see Appendix D.

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

This paper is a progress update following a previous report presented to Communities Scrutiny Committee in October 2016. The six MAGs are being consulted for their views on the priorities for the Car Park Investment Programme

**9. Chief Finance Officer Statement**

It is important to understand the works required to maintain or develop the council's car parks. The production of an asset management plan will assist in this regard, highlighting both the nature of works required and estimated costs. It is assumed that the works required will be funded from within parking resources. Each project, as it emerges, will be subject to the council's internal approval processes, including reporting to the Strategic Investment Group (SIG).

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

A failure to develop a Car Park Asset Management Plan could result in future car park investment not being prioritised for where it is most needed. This could increase future costs because an early intervention can often be cheaper than instead of inadvertently allowing an issue to escalate owing to inaction.

**11. Power to make the Decision**

Section 7.4.2 of the Council's Constitution outlines Scrutiny's powers with respect to examining the impact of decisions and the application of policies.

**Contact Officer:**

Traffic, Parking and Road Safety Manager

Tel: 01824 706959

## APPENDIX A – OCTOBER 2016 REPORT

**Report To:** Communities Scrutiny Committee

**Date of Meeting:** 27<sup>th</sup> October 2016

**Lead Member / Officer:** Cllr David Smith / Graham Boase

**Report Author:** Mike Jones

**Title:** **County-wide impact of the increase in parking charges**

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

To examine the impact of the parking charge increase implemented on 1<sup>st</sup> April 2016 on Denbighshire town centres. The report doesn't consider the potential wider use of staff car parks belonging to Council office buildings as they're managed by Property.

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

A request was made by the SCVCG for a report to examine the impact that the increase in parking charges has had on town centres in terms of numbers of visitors.

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

That the Committee:

- i) Considers and comments on the content of the report.
- ii) Considers and comments on the proposed actions detailed within Appendix A.
- iii) Considers another report in a year's time to review progress.

### 4. **Report details**

#### Background

- 4.1 The County-wide old and new parking tariffs are provided in Appendix B. These reflect the first increase in charges since April 2009 (i.e. 7 years)
- 4.2 The charge for parking permits has remained unaltered, for example, an annual permit for use in our long stay car parks still costs only £104.34.
- 4.3 The long standing initiative of allowing each Town Council to nominate 5 free parking days a year in their town has been retained, as has the initiative of implementing daily free parking after 3pm in town centres for the 4 weeks leading up to Christmas.
- 4.4 The decision to increase the parking charges this year was taken by the Head of Highways and Environment following the production in March 2015 of the Denbighshire Town Centre Parking & Traffic Management Study and subsequent discussions at Communities Scrutiny in July 2015 and at the F&F budget meeting with Members in October 2015.
- 4.5 The reason for the increase was to (i) increase income in order to address a budget deficit (the budget income for car parks had not been met for a number of years, which created a significant year on year budget pressure), (ii) to provide sufficient revenue to allow investment in car park infrastructure such as new payment machines, and (iii) to better manage town centre parking by increasing the turnover of spaces in short stay car parks to increase the availability of spaces for shoppers.

## APPENDIX A – OCTOBER 2016 REPORT

- 4.6 In coming to the decision that fees should be increased, Members confirmed that a County-wide consistent level of charging across public car parks should be retained.
- 4.7 In practice, however, there are local circumstances that result in different charges applying “on the ground” (e.g. potential for Town Councils or previously MAGs to “subsidise” lower charges in certain car parks which has happened previously in Ruthin, and is currently the case in Prestatyn and Denbigh. In the case of Llangollen, a higher charge was set in Market Street car park to cover the cost of a staff member working as a Coach Parking Attendant within that car park for several hours a week).

### Public reaction to price increase

- 4.8 Approximately 35 complaints/concerns from the public have been received since the new charges were introduced. Of these, the vast majority were specific to Denbigh with equal proportions of the remainder specific to Rhyl, Prestatyn and Ruthin.
- 4.9 The complaints/concerns are mostly linked to the perceived detrimental impact the fee increase has had on certain town centres. As the vast majority have come from Denbigh it seems that the fee increase has had a disproportionate impact in Denbigh.
- 4.10 Officers met Denbigh MAG and Denbigh Town Council to discuss the issues around the increased charges. This led to some initiatives being introduced by Officers under delegated powers, such as, introducing a some free spaces for the first hour (2 hours for disabled spaces) in one car park, re-designation of a Short Stay Car Park to Long Stay, and the introduction of a Town Council subsidy to vary charges in Vale Street Car Park for the rest of this financial year and possibly beyond.

### Monitoring of impact from a car park/revenue perspective:

- 4.11 Parking income is recorded on a monthly basis for each car park in the County, which has enabled a comparison of income for April to August this year, with the same period last year. The comparison figures are attached as Appendix C.
- 4.12 Across all car parks, April 2016 saw a small reduction in total income compared with April 2015. However, the 4 months since have shown significant increases in income.
- 4.13 Income figures alone do not convey car park usage, so further analysis has been undertaken to compare numbers of tickets sold. Due to the limitations of the old ticket machines, this has been a labour intensive process. Future investment in modern pay and display machines will allow this kind of information to be obtained easily.

### Comparison of ticket sales

- 4.14 Appendix D shows a comparison of ticket sales by car park, by town and by tariff.
- 4.15 Ticket sale data for April this year showed a 31% drop in total ticket sales compared with April last year. This can be explained by:
- i) Initial adverse reaction to the price increase
  - ii) Unseasonably cold and wet weather in April this year
  - iii) The Easter Bank Holiday weekend falling in March 2016 but in April in 2015.

## APPENDIX A – OCTOBER 2016 REPORT

- 4.16 Ticket sales from 1<sup>st</sup> May to 31<sup>st</sup> August fell by 9% when compared with last year.
- 4.17 Some fluctuation in ticket sales isn't unusual from year to year, even without a price change, (for example, ticket sales in June 2014 were 7.6% less than June 2015.)
- 4.18 Parking Permit sales have increased by 18% this financial year to date, compared with the same period last year. As permit prices didn't increase, it's evident that more residents have purchased permits this year, which will inevitably reduce ticket sales.
- 4.19 Owing to the significant difference between April and the other months, and the potential skew in the data that this creates, Appendix D contains two tables. Table 1 shows the data with April included, and Table 2 shows the data with April excluded.
- 4.20 Comparing ticket sales for the period from 1<sup>st</sup> May to 31<sup>st</sup> August 2016 with the same period in 2015 shows that sales of 30 min tickets are mostly unchanged, sales of 1 hour tickets have increased by 7% and all day ticket sales have increased by 124%.
- 4.21 The sale of 3 hour tickets (formerly 4 hour tickets) has reduced by nearly 32%. This significant reduction is undoubtedly a result of the increased charges and the reduction in the duration of that tariff band from 4 hours to 3 hours. In the context of the other data, it is likely that the following practices are occurring:
- i) Based on previous anecdotal evidence and a number of the complaints that we've received since April 2016, some people who work in our town centres were previously purchasing two 4 hour tickets; one in the morning and one at lunchtime to park all day in either short stay or long stay car parks for a total cost of £2.00 (£1.00 per 4 hour ticket), but this is no longer feasible now that we've increased the cost and reduced the duration of this tariff band from 4 hours to 3 hours. Since this tariff change, these individuals are likely to have either bought an annual parking permit instead; found an alternative free parking location; or started buying all day tickets instead.
  - ii) It is also likely that some people are buying a 1 hour ticket instead of a 3 hour ticket and are carrying out their business more quickly, where previously they may have bought a 4 hour ticket and stayed longer in the town centre.
- 4.22 The picture between different Towns in the County is even more complex. Llangollen and Ruthin have both seen no real significant change in ticket sales compared with last year, yet ticket sales in Rhyl, Denbigh, Prestatyn and Rhuddlan have dropped by 24%, 18%, 10% and 18% respectively compared with last year.
- 4.23 It is noticeable that Rhyl has experienced the biggest drop in ticket sales, yet this has generated comparatively few complaints compared with elsewhere in the County. One possible explanation for this is that Rhyl has a greater supply of alternative parking locations including private car parks (e.g. White Rose Centre and Morrison's Supermarket); a significant number of free on-street parking bays subject to a time limit; and free unrestricted on-street parking slightly further out from the town centre.
- Business Survey regarding impact of increase in charges.

## APPENDIX A – OCTOBER 2016 REPORT

- 4.24 The Council's Economic & Business Development Team carried out a brief "soundbite" survey of business across the County in June in order to receive some focussed feedback on the increase in the charges. Please see Appendix E.

### Conclusion

- 4.25 Based on our analyses of income received and overall ticket sales, the impact of the price increase across the County as a whole has generally been less than some had feared, notwithstanding the initial adverse reaction that occurred in April immediately following the fee increase. This accords with the findings of previous research to examine the link between parking and town centre retail, including the WG study, "Assessing the Impact of Car Parking Charges on Town Centre Footfall".

- 4.26 However, it's considered that there's still significant scope to improve our parking facilities and systems; Appendix A lists potential interventions to achieve that aim.

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

Developing the local economy - Better management of town centre parking to increase the turnover and availability of spaces in short stay car parks especially.

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

It cost approximately £11,000 to implement the price increase. The bulk of this figure was the cost of reprogramming the pay and display machines. Total pay and display machine income from 1<sup>st</sup> April to 31<sup>st</sup> August 2016 was £193,225 higher than the same period in 2015. (This includes beach car parks and pay and display car parks).

### **7. What are the main conclusions of the Well-being Impact Assessment? The completed Well-being Impact Assessment report can be downloaded from the [website](#) and should be attached as an appendix to the report.**

2 Stars. Actual score 12 out of 24. Please refer to Appendix F.

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

A paper was submitted to SCVCG in July 2016 which led to this report being requested.

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

Car parking has consistently overspent over the last couple of years by around £150k. During this time the service has also been unable to provide the necessary investment in the infrastructure of the car parks, resulting in a backlog of works. The additional income resulting from the changes to parking charges will be used to firstly address the historic income shortfall to cover the running costs. Any further additional income will be used to invest in car parks and the wider highways infrastructure.

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

Not recognising that our car parks are gateways to our towns, whilst also balancing the need to ensure income can fund improvements and day to day maintenance.

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

Road Traffic Regulation Act 1984

Section 7.4.2 of the Council's Constitution outlines Scrutiny's powers with respect to examining the impact of decisions and the application of policies.



Address GREEN LANE CAR PARK CORWEN Section

Location GREN LANE CAR PRK

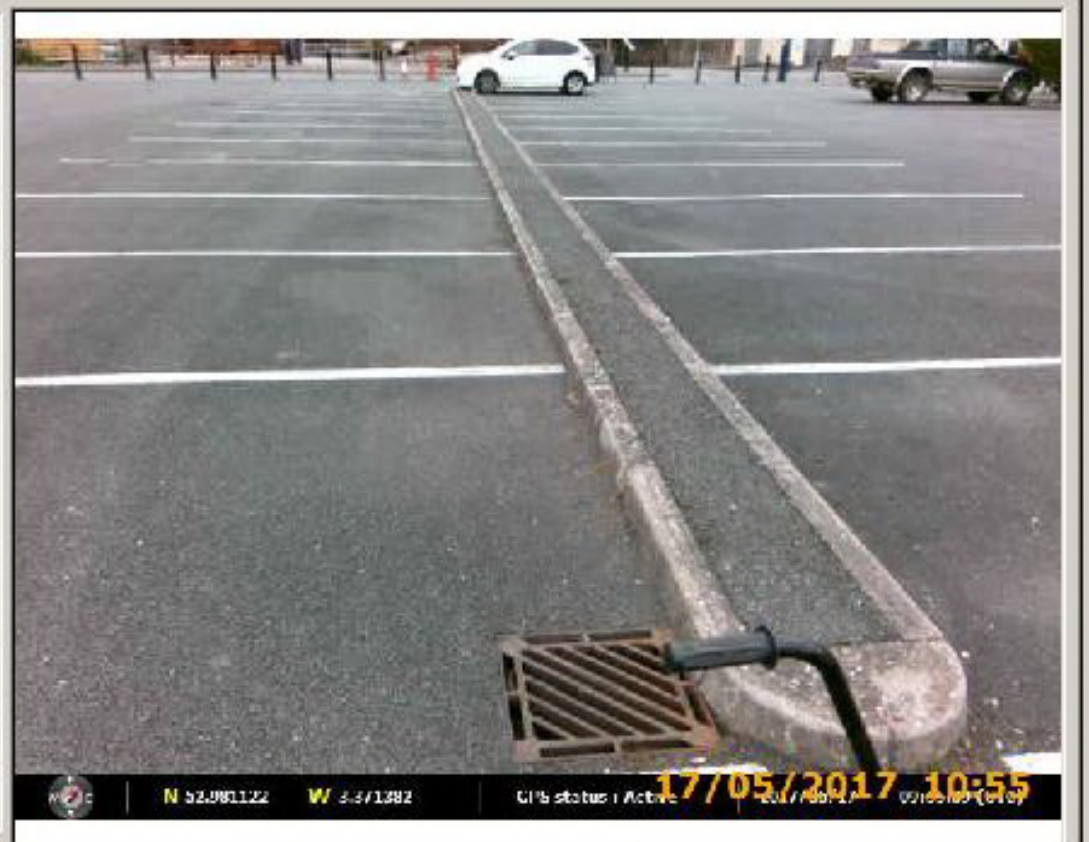
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Start 0.00 End 0.00 Start Width 0.00 End Width 0.00 Grid Ref. 308016.73 343522.37

Exp.Code Userfield1 Userfield2

Description

| Attribute Title | Attribute Value                       |
|-----------------|---------------------------------------|
| Surfacing Type  | Traffic Island                        |
| Material Type   | Bituminous                            |
| Slab Size       |                                       |
| Area            | 15.66 Square Metres                   |
| Condition       | Acceptable                            |
| Photograph      | DCCL_Q\2017_05\000120734_ATT_0006.jpg |



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Summary Details Attributes Updates Links Contacts Co-ordinates Activities Survey Index Groups Objects

Address GREEN LANE CAR PARK CORWEN Section

Location GREEN LANE CAR PARK

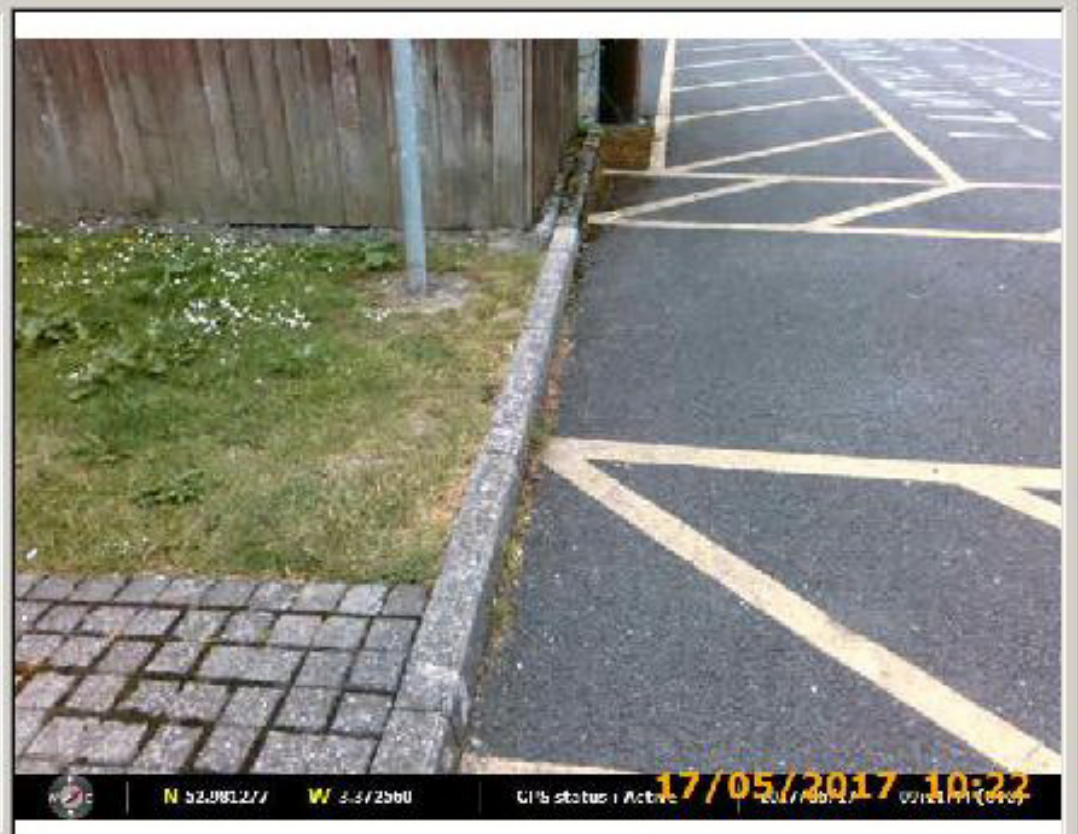
Unit Type KERB Unit No. 4 Item Status LIVE XSP Chainage Display Address

Start 0.00 End 0.00 Grid Ref. 307940.18 343536.99

Exp.Code Userfield1 Userfield2

Description

| Attribute Title             | Attribute Value                       |
|-----------------------------|---------------------------------------|
| Type (KB)                   | Normal                                |
| Kerb Material               | Precast Concrete                      |
| Drainage Type               |                                       |
| Length (KB)                 | 7.35 Metres                           |
| Condition                   | Acceptable                            |
| Photograph                  | DCCL_Q\2017_05\000120695_ATT_0013.jpg |
| Width (KB)                  |                                       |
| S184 Consent Granted        | <input type="checkbox"/>              |
| Streetworks Ref No SW/5300  |                                       |
| Developmnt Contrl Ref No HD |                                       |
| LA Reference                |                                       |



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**APPENDIX C - LIST OF 12 NEW PAY AND DISPLAY MACHINES TOGETHER WITH LOCATIONS**

| Ref. No. | Town       | Physical Location  | Current M/C Mains or Solar | New M/C Mains or Solar | New or existing location | Current M/C ID | New Parkfolio ID (Numeric only) | Machine Name (for Parkfolio) | Coin only, Coin & Card, Card only? | Tariff ID (ref to software spec sheet) | Notes            |
|----------|------------|--------------------|----------------------------|------------------------|--------------------------|----------------|---------------------------------|------------------------------|------------------------------------|----------------------------------------|------------------|
| 1        | RHYL       | West Kinmel Street | Solar                      | Solar                  | Extg                     | 6              | 6                               | West Kinmel 1                | Coin & Card                        | Long Stay                              | Strada Evolution |
| 2        | RHYL       | West Kinmel Street | Solar                      | Solar                  | Extg                     | 7              | 7                               | West Kinmel 2                | Coin & Card                        | Long Stay                              | Strada Evolution |
| 3        | RHYL       | Pavilion Theatre   | N/A                        | Solar                  | New                      | N/A            | tbc                             | Rhyl Pavilion 1              | Coin & Card                        | Long Stay (Beach)                      | Strada Evolution |
| 4        | RHYL       | Pavilion Theatre   | N/A                        | Solar                  | New                      | N/A            | tbc                             | Rhyl Pavilion 2              | Coin & Card                        | Long Stay (Beach)                      | Strada Evolution |
| 5        | PRESTATYN  | Lower High Street  | Solar                      | Solar                  | Extg                     | 30             | 30                              | Lower High St Prestatyn      | Coin & Card                        | Long Stay                              | Strada Evolution |
| 6        | RHUDDLAN   | Parliament Street  | Solar                      | Solar                  | Extg                     | 82             | 82                              | Parliament Street            | Coin & Card                        | Long Stay                              | Strada Evolution |
| 7        | ST ASAPH   | Bowling Green      | Solar                      | Solar                  | Extg                     | 64             | 64                              | Bowling Green                | Coin & Card                        | Long Stay                              | Strada Evolution |
| 8        | DENBIGH    | Vale Street        | Solar                      | Solar                  | Extg                     | 40             | 40                              | Vale St Denbigh              | Coin & Card                        | Vale St Denbigh                        | Strada PAL       |
| 9        | DENBIGH    | Post Office Lane   | Solar                      | Solar                  | Extg                     | 41             | 41                              | Post Office Lane             | Coin & Card                        | Long Stay                              | Strada Evolution |
| 10       | RUTHIN     | Market Street      | Solar                      | Solar                  | Extg                     | 48             | 48                              | Market St Ruthin             | Coin & Card                        | Market St Ruthin                       | Strada PAL       |
| 11       | RUTHIN     | Dog Lane           | Solar                      | Solar                  | Extg                     | 50             | 50                              | Dog Lane                     | Coin & Card                        | Long Stay                              | Strada Evolution |
| 12       | LLANGOLLEN | Hall Street        | Solar                      | Solar                  | Extg                     | 60             | 60                              | Hall Street                  | Coin & Card                        | Long Stay                              | Strada Evolution |

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**Key:**

- Standard Pay and Display machines capable of accepting card payments and wireless connection
- Pay and Display machines with all standard features listed on line above plus full colour LCD screen

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# Car Park Asset Management Plan

## Wellbeing Impact Assessment Report

This report summarises the likely impact of a proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

|                                      |                                                     |
|--------------------------------------|-----------------------------------------------------|
| Assessment Number:                   | 271                                                 |
| Brief description:                   | The development of a Car Park Asset Management Plan |
| Date Completed:                      | Version: 0                                          |
| Completed by:                        |                                                     |
| Responsible Service:                 |                                                     |
| Localities affected by the proposal: | Whole County,                                       |

# IMPACT ASSESSMENT SUMMARY AND CONCLUSION

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

## Score for the sustainability of the approach

Could some small changes in your thinking produce a better result?

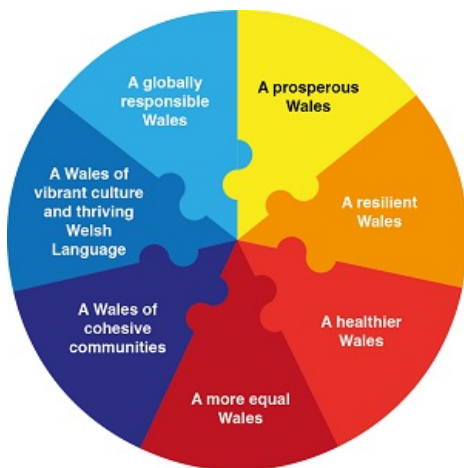


(3 out of 4 stars)

Actual score : 17 / 24.

## Summary of impact

Wellbeing Goals



|                                                        |                                                               |          |
|--------------------------------------------------------|---------------------------------------------------------------|----------|
| A globally responsible Wales                           | A prosperous Denbighshire                                     | Positive |
| A Wales of vibrant culture and thriving Welsh Language | A resilient Denbighshire                                      | Positive |
| A Wales of cohesive communities                        | A healthier Denbighshire                                      | Positive |
| A more equal Wales                                     | A more equal Denbighshire                                     | Positive |
| A healthier Wales                                      | A Denbighshire of cohesive communities                        | Positive |
| A resilient Wales                                      | A Denbighshire of vibrant culture and thriving Welsh language | Positive |
| A globally responsible Wales                           | A globally responsible Denbighshire                           | Positive |

## Main conclusions

The Wellbeing Assessment recognises that better management of our car park assets will have a range of benefits for the local economy, in terms of reduced energy consumption and improved safety within car parks.

# THE LIKELY IMPACT ON DENBIGHSHIRE, WALES AND THE WORLD

## A prosperous Denbighshire

|                          |                                                                                                                                                                                                                           |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overall Impact           | Positive                                                                                                                                                                                                                  |
| Justification for impact | The Car Park Asset Management Plan will have a positive impact in terms of reducing carbon emissions and helping to support town centre economies through providing more attractive, secure and better managed car parks. |

### Positive consequences identified:

Pay and display machines will continue to be solar powered Car Park lighting will be upgraded to LED to reduce energy consumption as and when existing lighting is due for renewal  
Better managed car parks will benefit town centre economy through being more attractive, through better information provision and through more modern pay and display machines offering more flexible payment methods such as chip and pin and contactless payments  
Well managed car parks can benefit the town centre economy and, therefore, potentially have an indirect positive impact on jobs  
Quality car parks are an important element of car-based journeys that visit town centres or attractions

### Unintended negative consequences identified:

### Mitigating actions:

Clear prioritisation of car park investment will help to ensure that investment is focussed where it is most needed.

## A resilient Denbighshire

|                          |                                                                                                                                                                                                              |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overall Impact           | Positive                                                                                                                                                                                                     |
| Justification for impact | Better asset management and use of lighting that uses less power will reduce energy consumption and reduce waste, although this positive impact will be reduced by some possible reduction in planted areas. |

### Positive consequences identified:

Better management of car park assets should maximise the life of assets  
Converting existing lighting to LED car park lighting will reduce energy costs

### Unintended negative consequences identified:

The proposal could result in the reduction in some planted areas where, for example, it is decided that they're removed to reduce maintenance.

### Mitigating actions:

## A healthier Denbighshire

|                          |                                                                                                                                                   |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Overall Impact           | Positive                                                                                                                                          |
| Justification for impact | Improvements to actual and perceived safety (personal security) through better managed car parks that are attractive, well-maintained and secure. |

### Positive consequences identified:

More attractive and secure car parks will improve both the real and perceived safety for car park users

### Unintended negative consequences identified:

### Mitigating actions:

## A more equal Denbighshire

|                          |                                                                                                                       |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Overall Impact           | Positive                                                                                                              |
| Justification for impact | Car Park AMP will include a review of facilities for those with disabilities in terms of bays, access, gradients etc. |

### Positive consequences identified:

Reviewing car park assets will include an assessment of facilities for car park users who have a disability. Whilst we know that the provision of disabled parking bays is already good and meets the Department for Transport recommendations, we will also need to consider access issues such as whether pay and display machines are accessible and whether there are any other obstacles in the form of narrow footway widths, lack of dropped kerbs and gradients.

### Unintended negative consequences identified:

### Mitigating actions:

## A Denbighshire of cohesive communities

|                          |                                                                                                                                                                                                                                                                      |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overall Impact           | Positive                                                                                                                                                                                                                                                             |
| Justification for impact | Better managed car parks should be more visually attractive, through being cleaner, better maintained and having appropriate planting and flower beds. They should also be more secure and therefore improve both the actual and perceived safety of car park users. |

### Positive consequences identified:

More secure and attractive car parks will help to improve the actual and perceived safety within car parks through better design and CCTV cameras where appropriate. Well-maintained and clean facilities also tend to reduce ASB related crime through the effect of encouraging more usage generally of the car park.



Car parks are obviously an important part of the public realm in our town centres and other popular visitor areas, therefore, their attractiveness contributes to the overall attractiveness of the public realm. Our car parks are often the first impression that many visitors have of our towns which is another reason why their attractiveness is important.

**Unintended negative consequences identified:**

**Mitigating actions:**

**A Denbighshire of vibrant culture and thriving Welsh language**

|                          |                                                                                                                                                                                 |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overall Impact           | Positive                                                                                                                                                                        |
| Justification for impact | New signing will all be bilingual Welsh above English, machines uses the Welsh Language by default and work is being undertaken to help car parks complement the tourist offer. |

**Positive consequences identified:**

All new car park signage will be bilingual Welsh above English. Pay and Display machines will operate in Welsh by default, with car park users needing to press the grey button to change the language to English

All new car park signage will be bilingual Welsh above English. Pay and Display machines will operate in Welsh by default, with car park users needing to press the grey button to change the language to English

We are working with colleagues from Destination Management to look at how car parking provision can complement the tourist offer through measures such as flexible ticketing and more tourist information in car parks.

**Unintended negative consequences identified:**

**Mitigating actions:**

**A globally responsible Denbighshire**

|                          |                                                                                                                                  |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Overall Impact           | Positive                                                                                                                         |
| Justification for impact | The Car Park AMP will see investment increase in car parks creating more opportunities for both local and national supply chains |

**Positive consequences identified:**

Local suppliers are often used for car park repair work, for example, local fabricators are used for barrier repairs. The Car Park AMP will increase investment in car parks in a planned manner and will increase work opportunities

**Unintended negative consequences identified:**

**Mitigating actions:**

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|                             |                                                                                                                  |
|-----------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Report to:</b>           | <b>Communities Scrutiny Committee</b>                                                                            |
| <b>Date of Meeting:</b>     | <b>20th July 2017</b>                                                                                            |
| <b>Lead Member/Officer:</b> | <b>Lead Member for Highways, Planning &amp; Sustainable Development/Head of Planning &amp; Public Protection</b> |
| <b>Report Author:</b>       | <b>Traffic, Parking and Road Safety Manager</b>                                                                  |
| <b>Title:</b>               | <b>Consideration of Free Parking for Disabled Badge Holders</b>                                                  |

## 1. What is the report about?

To consider whether holders of Disabled Parking Badge (Blue Badges) should be allowed to park for free within the Council's Pay and Display Car Parks.

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

Scrutiny Chairs and Vice-Chairs Group (SCVCG) requested that a paper be presented to Communities Scrutiny Committee to consider free parking for Blue Badge holders in response to a Notice of Motion that was passed by County Council in January 2017.

## 3. What are the Recommendations?

That the Committee:

- 3.1 confirms that it has read, understood and taken account of the Well-being Impact Assessment (Appendix B) as part of its consideration; and.
- 3.2 considers the contents of the report and supports the continuation of the existing policy, namely that Blue Badge holders pay the same tariffs as other car park users, for the reasons explained in this report.

## 4. Report details

### Background

- 4.1 Disabled Parking Badges, more commonly known as "Blue Badges", are issued free of charge to individuals with severe mobility impairments, following an assessment carried out by Social Services Officers in the local authority where they are resident.
- 4.2 The purpose of the Blue Badge scheme is to help mitigate against some of the disadvantages resulting from impaired mobility, by allowing badge holders to park in more convenient locations. This is why the Blue Badge scheme allows badge holders to park on yellow lines for up to 3 hours and for unlimited periods in kerbside parking bays that are otherwise subject to time restrictions.
- 4.3 Blue Badge holders presently pay the same tariff as other car park users within Denbighshire County Council's Pay and Display car parks. A list of the Council's Pay and Display parking tariffs is provided in Appendix A for ease of reference.

- 4.4 There is no standard national policy in terms of whether Blue Badge Holders should be allowed to park for free in Council-run car parks. This means that, in practice, some local authorities charge whilst others do not. In North Wales, the five other local authorities allow Blue Badge holders to park for free in their car parks.

#### Eligibility for a Blue Badge

- 4.5 Strict criteria exist to assess who qualifies for a Blue Badge. An individual may apply for a Blue Badge whether they are likely to use the Badge as a driver, a passenger, or both. In other words, the Blue Badge belongs to the individual and not the vehicle, and, therefore, entitles them to certain parking concessions whether they are the driver or a passenger on any given day.
- 4.6 The basis for eligibility is that the applicant must have severe mobility problems which are due to a physical, sensory or cognitive impairment. Examples of some of the reasons why an individual may be eligible for a Blue Badge, are:
- they have a permanent disability that means they are unable to walk, or have very considerable difficulty walking
  - they have a severe disability in both arms, and cannot turn the steering wheel of a vehicle by hand
  - they are registered blind
- 4.7 It is the individual's "home" local authority that assesses and determines Blue Badge applications. In the case of Denbighshire, the assessment is undertaken by members of staff within the Council's Community Support Services Department.
- 4.8 At present, there are just under 7,000 valid Blue Badges that have been issued to Denbighshire residents. Of these, 2,458 were issued in the 12 month period from June 2016 to June 2017. The magnitude of this latter figure reflects the fact that existing Blue Badge holders must reapply for their Badge every 3 years.

#### Purpose of a Blue Badge

- 4.9 According to the official definition given by the Welsh Government, the stated purpose of the Blue Badge scheme is "to give greater access to local services by allowing badge holders to park near to their destination either as a passenger or driver". In other words, the Blue Badge can help to reduce walking distances by enabling badge holders to park in more locations closer to their intended destination.

#### Existing concessions for Blue Badge holders

- 4.10 Under UK legislation, Blue Badge holders are permitted to park in a variety of locations where parking would otherwise not be permitted. Again, the purpose of these concessions is to reduce potential walking distances, or to allow more time for Blue Badge holders to park. A list of the UK standard parking concessions given to Blue Badge holders is summarised as follows:
- Parking for up to 3 hours on single or double yellow lines\*
  - Parking for an unlimited time period within on-street parking bays
  - Parking in on-street disabled bays for the time specified by the accompanying traffic signs

\*Providing there are no yellow kerb markings present as these indicate a prohibition on loading/unloading, and providing that no obstruction is caused by parking in that location.

- 4.11 All of the parking concessions listed in 4.10 are free of charge. Similarly, Blue Badge holders can park for free in the Pay and Display on-street parking bays located on both East Parade and West Parade in Rhyl. This concession exists because of the underlying UK-wide concession that Blue Badge holders can park for an unlimited period in on-street parking bays.
- 4.12 Blue Badge holders are also entitled to park in disabled parking bays in our Pay and Display car parks. Whilst the same tariff applies as it does to all motorists, the disabled parking bays are usually located closer to the pedestrian exits and have wider bays to provide more space to manoeuvre. Whilst we do not have any supporting survey data, anecdotal evidence suggests that occupancy of disabled parking bays is usually lower than for standard spaces. This means that Blue Badge holders will typically have a greater chance of finding a space within our car parks, especially during busy periods.

#### Disabled bay provision

- 4.13 The Department for Transport publication, “Inclusive Mobility”, states that a minimum of 6% of the total number of parking spaces in a car park must be marked for use by Blue Badge holders. Denbighshire is compliant with this standard.

#### Financial Implications

- 4.14 As there is no difference in the tariff charged, there is no existing data available to inform us how much of our existing car park income comes from customers who are Blue Badge holders. This means that it is very difficult to assess what the likely impact would be on car park income, should Blue Badge holders be made exempt from Pay and Display charges.
- 4.15 It is a reasonable assumption that if parking were to be made free for all Blue Badge holders that this would generate a significant rise in applications for Blue Badges, which would result in more refusals, more appeals etc. There would therefore be a significant increase in workload for Community Support Services staff and a reduction in car park income.

#### Ability to Pay

- 4.16 In considering the question of whether Blue Badge holders should be made exempt from Pay and Display charges. There is an inherent assumption being made that Blue Badge holders are less able to pay when this is not necessarily the case. If such a concession was granted, it could reasonably lead to the question of whether free parking should also be provided for those who find themselves less able to pay for other reasons e.g. the unemployed, individuals on certain benefits, pensioners etc.

#### Conclusion

- 4.17 It is recommended that the existing policy of charging Blue Badge holders the same as other car park users is retained. The purpose of the Blue Badge is to improve ease of access for badge holders through the various concessions that exist to allow

Blue Badge holders to park at kerbside locations such as on yellow lines for up to 3 hours. Its purpose is not to provide free parking. Providing free parking for Blue Badge holders implies that individuals with impaired mobility are less able to pay for parking. Granting such a concession would be likely to increase applications for Blue Badges on the basis that it would provide the badge holder with free parking. It could also lead to questions about whether we should be providing free parking for other residents whose economic circumstance means they are less able to pay.

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

New Corporate Priorities to be determined.

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

Providing free parking for Blue Badge holders could result in an increase in applications for Blue Badges owing to the incentive of free parking, resulting in an increased workload for members of staff within the Community Support Services Department who assess and determine Blue Badge applications. Car parking income would also decrease.

**7. What are the main conclusions of the Well-being Impact Assessment?**

Please see Appendix B. Making Blue Badge holders continue to pay will obviously have more of a negative impact upon those individuals compared to if they were given free parking in car parks. However, free parking for Blue Badge holders would also be likely to significantly reduce the availability of car park spaces at busy times.

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

This paper is a direct result of the Notice of Motion having been passed at County Council which led to the SCVCG requesting that this paper be presented to the Communities Scrutiny Committee.

**9. Chief Finance Officer Statement**

As stated above the existing data makes it very difficult to assess the likely impact of changing the Blue Badge policy. Further work would be required to quantify the financial risk if Members wish to further investigate changing the charging policy.

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

- Loss of income if parking were made free for Blue Badge holders.
- Increase in Blue Badge applications and associated workload.
- Possible reputational impact albeit this can be defended for the reasons given in this paper.

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

Sections 7.4.1 and 7.4.2 of the Council's Constitution outlines Scrutiny's powers with respect to examining policies and their impact on residents and users of its services.

**Contact Officer:**

Traffic, Parking and Road Safety Manager

Tel: 01824 706959

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## **APPENDIX A**

### **LIST OF PAY AND DISPLAY CAR PARK TARIFFS**

The Pay and Display Car Parks are shown below and categorised as Short Stay, Long stay and Long stay (Beach). Unless a car park is specifically named in the schedule on the next page, the charges and charging hours that apply will be the standard charges and charging hours for that category of car park.

#### **RHYL**

Morley Road - Short Stay  
Morfa Hall Church Street - Short Stay  
Underground - Long stay (Beach)  
Sky Tower - Long stay (Beach)  
Pavilion Theatre – Long Stay (Beach)  
Railway Station - Short Stay  
West Kinmel Street - Long Stay  
East Parade - Long Stay (Beach)

#### **DENBIGH**

Vale Street - Short Stay+  
Factory Ward - Long Stay  
Multi-storey – Long Stay  
Post Office Lane - Long Stay  
Crown Lane - Long Stay

#### **CORWEN**

Green Lane- Long Stay

#### **LLANGOLLEN**

Market Street - Short Stay  
Royal Pavilion – Long Stay  
Brook Street -Long Stay  
Hall Street - Long Stay  
Mill Street - Long Stay  
East Street - Long Stay

#### **PRESTATYN**

Kings Avenue - Short Stay  
Lower High Street - Long Stay  
Nova West - Long Stay (Beach)  
Beach Road East - Long Stay (Beach)  
Nova Central - Long Stay (Beach)  
Barkby Beach - Long Stay (Beach)  
Coronation Gardens – Long Stay  
Nant Hall Road (Central) - Long Stay\*  
Fern Avenue - Long Stay\*

#### **RHUDDLAN**

Parliament Street – Long Stay

#### **RUTHIN**

Market Street - Short Stay  
St. Peter's Square - Short Stay  
Troed y Rhiw - Long Stay  
Park Road - Long Stay  
Rhos Street - Long Stay  
Dog Lane - Long Stay  
Crispin Yard (Cae Ddol) - Long Stay

#### **ST.ASAPH**

Bowling Green - Long Stay

\*Please note that Nant Hall Road and Fern Avenue Car Parks in Prestatyn are currently free to use for car parks users because Prestatyn Town Council is subsidising Denbighshire County Council for the income that would normally be received from these car parks.

+Parking for 2 hours in Vale Street Car Park in Denbigh currently costs the same as the standard tariff for 1 hour of parking in a Short Stay car park. This is because Denbigh Town Council are currently paying a subsidy to Denbighshire County Council for this variation.

**INITIAL CHARGES  
PAY AND DISPLAY CAR PARK CHARGES**

|                                                                                                                                                                                                                                                                                                                              |               |  |                                             |               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--|---------------------------------------------|---------------|
| <b>Short Stay (All Year Round) 8am – 5pm</b>                                                                                                                                                                                                                                                                                 |               |  | <b>Long Stay (All Year Round) 8am – 5pm</b> |               |
| Up to 30 mins                                                                                                                                                                                                                                                                                                                | 30p           |  | Up to 30 mins                               | 30p           |
| Up to 1 hour                                                                                                                                                                                                                                                                                                                 | £1.00p        |  | Up to 1 hour                                | £1.00p        |
| Up to 3 hours                                                                                                                                                                                                                                                                                                                | £2.00p        |  | Up to 3 hours                               | £1.50p        |
| Over 3 hours                                                                                                                                                                                                                                                                                                                 | £7.00p        |  | Over 3 hours                                | £3.50p        |
| <b>St Peter's Square, Ruthin 8am – 5pm</b>                                                                                                                                                                                                                                                                                   |               |  | <b>Market Street, Llangollen 8am – 5pm</b>  |               |
| Up to 45 mins                                                                                                                                                                                                                                                                                                                | 50p           |  | Up to 30 mins                               | 30p           |
|                                                                                                                                                                                                                                                                                                                              |               |  | Up to 1 hour                                | £1.00p        |
|                                                                                                                                                                                                                                                                                                                              |               |  | Up to 3 hours                               | £2.50p        |
|                                                                                                                                                                                                                                                                                                                              |               |  | Over 3 hours                                | £7.00p        |
| <b>East Parade Car Park, Rhyl &amp; Barkby Beach Car Park, Prestatyn 8am – 5pm. On-Street parking on Rhyl Promenade 8am – 6pm<br/>Rhyl Children's Village (Underground) 7am – 11pm 1<sup>st</sup> March to 30<sup>th</sup> September. 7am – 6pm 1<sup>st</sup> October to 28<sup>th</sup> (or 29<sup>th</sup>) February.</b> |               |  |                                             |               |
|                                                                                                                                                                                                                                                                                                                              | <u>Summer</u> |  |                                             | <u>Winter</u> |
| Up to 1 hour                                                                                                                                                                                                                                                                                                                 | £1.00p        |  | Up to 1 hour                                | 50p           |
| Up to 4 hours                                                                                                                                                                                                                                                                                                                | £3.00p        |  | Up to 4 hours                               | £1.00p        |
| Over 4 hours                                                                                                                                                                                                                                                                                                                 | £4.50p        |  | Over 4 hours                                | £2.00p        |
| <b>Nova Central, Nova West, Beach Road East; Prestatyn 8am – 5pm.</b>                                                                                                                                                                                                                                                        |               |  |                                             |               |
|                                                                                                                                                                                                                                                                                                                              | <u>Summer</u> |  |                                             | <u>Winter</u> |
| Up to 2 hours                                                                                                                                                                                                                                                                                                                | £1.50p        |  | Up to 2 hours                               | 50p           |
| Up to 4 hours                                                                                                                                                                                                                                                                                                                | £3.00p        |  | Up to 4 hours                               | £1.00p        |
| Over 4 hours                                                                                                                                                                                                                                                                                                                 | £4.50p        |  | Over 4 hours                                | £2.00p        |
| <b>Sky Tower – Day Tariff 8am – 5pm. Evening Tariff 5pm – 12am</b>                                                                                                                                                                                                                                                           |               |  |                                             |               |
|                                                                                                                                                                                                                                                                                                                              | <u>Summer</u> |  |                                             | <u>Winter</u> |
| Up to 1 hour                                                                                                                                                                                                                                                                                                                 | £1.00p        |  | Up to 1 hour                                | £1.00p        |
| Up to 4 hours                                                                                                                                                                                                                                                                                                                | £3.00p        |  | Up to 4 hours                               | £2.00p        |
| Over 4 hours                                                                                                                                                                                                                                                                                                                 | £4.50p        |  | Over 4 hours                                | £3.50p        |
| Evening                                                                                                                                                                                                                                                                                                                      | £1.50p        |  | Evening                                     | £1.50p        |

*The Summer months' charges are from 1<sup>st</sup> March to 31<sup>st</sup> October. The Winter months' charges are from 1<sup>st</sup> November to 28<sup>th</sup> (or 29<sup>th</sup>) February.*

# Blue badge free parking

## Wellbeing Impact Assessment Report

This report summarises the likely impact of a proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

|                                      |                                                                                                                                                                                                                                                  |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assessment Number:                   | 269                                                                                                                                                                                                                                              |
| Brief description:                   | Blue Badge holders currently pay the same as other car park users when parking in Denbighshire CC Pay and Display car parks. A scrutiny report has been written to assess whether Blue Badge holders should be allowed to park for free instead. |
| Date Completed:                      | 03/07/2017 13:28:17 Version: 2                                                                                                                                                                                                                   |
| Completed by:                        | Mike Jones                                                                                                                                                                                                                                       |
| Responsible Service:                 | Planning & Public Protection                                                                                                                                                                                                                     |
| Localities affected by the proposal: | Whole County,                                                                                                                                                                                                                                    |

# IMPACT ASSESSMENT SUMMARY AND CONCLUSION

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

## Score for the sustainability of the approach

Could you do more to make your approach more sustainable?

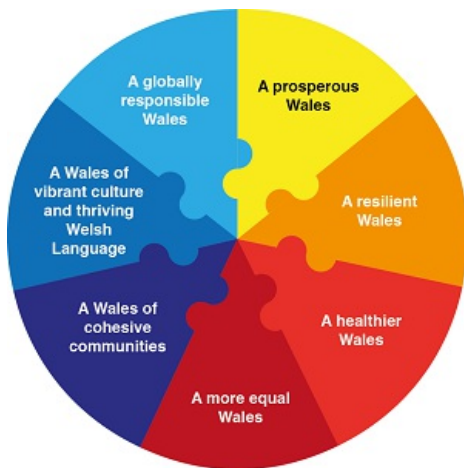


(2 out of 4 stars)

Actual score : 10 / 24.

## Summary of impact

Wellbeing Goals



|                                                               |          |
|---------------------------------------------------------------|----------|
| A prosperous Denbighshire                                     | Negative |
| A resilient Denbighshire                                      | Neutral  |
| A healthier Denbighshire                                      | Positive |
| A more equal Denbighshire                                     | Negative |
| A Denbighshire of cohesive communities                        | Neutral  |
| A Denbighshire of vibrant culture and thriving Welsh language | Neutral  |
| A globally responsible Denbighshire                           | Neutral  |

## Main conclusions

It is not unexpected that the proposal to continue asking Blue Badge holders to pay to park in our car parks will have scored some negative points. However, this is partly mitigated against because allowing Blue Badge holders to park for free would have been likely to significantly increase the occupancy of Disabled Spaces within our car parks, thus reducing their availability for Blue Badge holders.

# THE LIKELY IMPACT ON DENBIGHSHIRE, WALES AND THE WORLD

## A prosperous Denbighshire

|                          |                                                                                                                                                                                                                                                                         |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overall Impact           | Negative                                                                                                                                                                                                                                                                |
| Justification for impact | Removing charges could have had a slightly positive impact by encouraging more blue badge holders to visit town centres although any impact would be fairly negligible. This is listed as negative impact because we are recommending not to implement the free charges |

### Positive consequences identified:

Unlikely to have any impact on carbon emissions  
Unlikely to have any impact on the creation of quality jobs  
Unlikely to have any impact on skills training  
No impact likely  
No impact likely

### Unintended negative consequences identified:

Unlikely to have any impact on carbon emissions  
Removal of parking charges for blue badge holders could possibly encourage more shopping trips by Blue Badge holders.  
Unlikely to have any impact on the creation of quality jobs  
Unlikely to have any impact on skills training  
No impact likely  
No impact likely

### Mitigating actions:

## A resilient Denbighshire

|                          |                                                                                                                                |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Overall Impact           | Neutral                                                                                                                        |
| Justification for impact | All these items are not applicable as the tariffs paid by blue badge holders in car parks have no bearing on any of the above. |

### Positive consequences identified:

### Unintended negative consequences identified:

### Mitigating actions:

## A healthier Denbighshire

|                |          |
|----------------|----------|
| Overall Impact | Positive |
|----------------|----------|

|                          |                                                                                                                                                                                                                                                                            |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Justification for impact | Overall there is likely to be a slightly positive impact from not introducing free parking for blue badge holders because such a step is likely to increase instances of all day parking in some pay and display disabled bays, thereby, reducing availability and access. |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Positive consequences identified:**

Unlikely to have any impact  
 Unlikely to have any impact  
 Unlikely to have any impact

Free parking for blue badge holders could reduce the availability of blue badge spaces in certain locations, especially as it would allow blue badge holders for unlimited time.

**Unintended negative consequences identified:**

Unlikely to have any impact  
 Unlikely to have any impact  
 Unlikely to have any impact

**Mitigating actions:**

**A more equal Denbighshire**

|                          |                                                                                                                                                             |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overall Impact           | Negative                                                                                                                                                    |
| Justification for impact | Overall there, the costs that will continue to be paid by blue badge holders outweigh the benefit of continuing to ensure that spaces are readily available |

**Positive consequences identified:**

Not providing free parking ensures that disabled spaces in car parks will continue to be available, as free parking for blue badge holders could have reduced availability especially at busy times

**Unintended negative consequences identified:**

Free parking for Blue Badge holders could have saved money for those Blue Badge holders would currently pay for parking in car parks  
 Free parking for Blue Badge holders could have saved money for those Blue Badge holders would currently pay for parking in car parks

**Mitigating actions:**

**A Denbighshire of cohesive communities**

|                          |                                      |
|--------------------------|--------------------------------------|
| Overall Impact           | Neutral                              |
| Justification for impact | No impact of any of these categories |

**Positive consequences identified:**

**Unintended negative consequences identified:**

**Mitigating actions:**

### **A Denbighshire of vibrant culture and thriving Welsh language**

|                          |                                      |
|--------------------------|--------------------------------------|
| Overall Impact           | Neutral                              |
| Justification for impact | No impact of any of these categories |

**Positive consequences identified:**

**Unintended negative consequences identified:**

**Mitigating actions:**

### **A globally responsible Denbighshire**

|                          |                                   |
|--------------------------|-----------------------------------|
| Overall Impact           | Neutral                           |
| Justification for impact | No impact for any of these issues |

**Positive consequences identified:**

**Unintended negative consequences identified:**

**Mitigating actions:**

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|                             |                                                                                                                |
|-----------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Report to:</b>           | <b>Communities Scrutiny Committee</b>                                                                          |
| <b>Date of Meeting:</b>     | <b>20<sup>th</sup> July 2017</b>                                                                               |
| <b>Lead Member/Officer:</b> | <b>Lead Member for Highways, Planning &amp; Sustainable Travel/<br/>Head of Planning and Public Protection</b> |
| <b>Report Author:</b>       | <b>Development Manager (Planning &amp; Public Protection)</b>                                                  |
| <b>Title:</b>               | <b>Review and Update of Holiday Caravan Regulation Project</b>                                                 |

---

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

The report is about the on-going regulation of holiday caravan parks within the County and how the Council is monitoring and enforcing possible breaches thereon.

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

The report is made in accordance with the recommendation of the May 2016 Communities Scrutiny Committee. This sought a further update from Officers on the progress of the project and whether the regulatory procedures previously agreed were having the desired impacts.

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

That Members:

- 3.1 provide observations on the data management and monitoring systems set up as part of the project;
- 3.2 agree for Officers of the Planning and Public Protection Service to continue to investigate potential unauthorised residential occupation and to regulate parks accordingly; and
- 3.3 agree that this regulation can now continue on a “business as usual” basis without the need for any further referral to Scrutiny.

## **4. Report details**

- 4.1 Denbighshire contains over 6000 static caravan pitches and over 400 touring pitches on 93 holiday caravan park sites. Some of these pitches are located on fairly modest rural sites whilst others are contained within much larger sprawling sites along the north coast of the County.
- 4.2 Concerns had previously been raised that some of these holiday caravans were possibly being used by persons as their sole or main residence in breach of planning and/or licensing controls. Initial investigations by Officers discovered that various Council databases contained records showing persons giving a caravan as their

address when accessing a Council service. Further details of Council service access is contained within **Appendix 1**. (The appendices to this report are exempt from public disclosure by virtue of paragraphs 13,14 and 18 of Part 4 of Schedule 12A of the Local Government Act, 1972)

- 4.3 Having regard to the initial investigations, Regulatory Procedures were developed which sought to guide Officers in their systematic approach to tackling unauthorised residential occupation. Further work was undertaken to try to co-ordinate Council databases in order to make it easier for regulatory Officers to gather evidence of recent service access from caravan residents. A demonstration of this monitoring tool will be given at the Scrutiny Committee meeting.
- 4.4 Based on the more robust and co-ordinated evidence acquired from the new monitoring tool, regulatory Officers began to undertake detailed audits of the sites which appeared to contain the highest numbers of persons showing up on Council databases. In addition to these site audits a prosecution case for an individual site was progressed. Information on relevant regulatory work undertaken to date is set out at **Appendix 2**.
- 4.5 Taking regulatory action against any unauthorised residential occupation of holiday caravans is complex. It requires clear evidence to be gathered of unauthorised occupation. It must also be accepted that some unauthorised uses have been in existence for some years. Proving that a caravan occupant does not have a separate main or sole residence where they spend most of the year is key to the investigations. Information on the on-going strategy and action to date by Officers in the Planning and Public Protection Service is contained in **Appendix 2**.
- 4.6 In addition to the more co-ordinated monitoring and regulatory processes set up within the Council, Officers have also been working directly with park owners and the British Holiday and Home Park Association (BHHPA). The BHHPA have welcomed the Council's approach and report a greater awareness amongst park owners of a need to police their sites more closely. Park owners themselves have actively dealt with unauthorised residential occupation based on our site audits and regulatory action with confirmation being given that certain individuals breaching licensing and planning controls have since left the sites. See **Appendix 3**.
- 4.7 Officers are continuing dialogue with park owners and the BHHPA and Supplementary Planning Guidance has been developed in liaison with the Association. A further Caravan Conference is being planned for later in the year at which Officers will present a united front with the BHHPA to ensure best practice on parks is being followed. This also involves the production of a joint guide for holiday park owners on how to manage and run parks so as to avoid unauthorised residential occupation. New Licences for holiday parks will eventually be issued and these licences will place a further onus on park operators to use standard contracts, site rules and to keep up to date records of Council tax demands from caravan owners. See **Appendix 4** "Holiday Park Guide".

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

Addressing how holiday caravan sites operate within the County contributes to the Council's Economic Ambition Strategy and the Better Business for All project. It does so by ensuring businesses are supported and regulated ensuring they operate in a fair trading environment. The better regulation of holiday caravan sites also contributes to ensuring people have access to good quality living accommodation and vulnerable people are supported.

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

- 6.1 There should be no additional costs on any Service. By reducing access to Council Services there should be financial savings made.
- 6.2 The implementation of further regulatory work can be done with existing staffing resources in the Planning and Public Protection (P&PP) Service.

**7. What are the main conclusions of the Well-being Impact Assessment?**

The project was started before the relevant legislation was introduced. The initial "Records, Regulation and Repercussions" report did, however, consider many aspects of a Well-Being Assessment in the repercussions section highlighting potential impacts upon Denbighshire residents, especially older ones.

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

As set out above the project has been presented to Communities Scrutiny Committee over a number of years and the BHHPA have also been consulted throughout. North Wales Police and the Fire Service have also been directly involved in the project and have taken part in joint operations with the Council on a number of holiday parks. Other departments of the Council including Finance, Social Services and Housing have been engaged and have provided data to assist in investigations.

**9. Chief Finance Officer Statement**

It is anticipated that the implementation of further monitoring and regulatory work can be done within existing staff resources and without incurring any additional costs. However if any extra costs arise these will need to be contained within existing service revenue budgets.

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

- 10.1 There are risks that those persons potentially displaced from holiday caravan parks through the action of park owners, or through enforcement action will present to the Council as homeless. This situation will be monitored and reported back to Scrutiny Committee accordingly.
- 10.2 There are financial risks associated with the Council not undertaking further regulatory work both in terms of harm to the tourism sector generally by it not operating equitably and the further drain on Council Services from persons living on holiday parks and

accessing services. This risk can be reduced by the work being undertaken by Officers as part of this on-going project.

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

Compliance action and regulation of holiday caravan sites can be taken under the following pieces of legislation:

- Town and Country Planning Act 1990
- Caravan Sites and Control of Development Act 1960
- Public Health Act 1936
- Section 7.4.1 (e) of the Council's Constitution stipulates Scrutiny's right to consider the impact of policies to assess if they have made a difference, whilst Section 7.4.2(b) outlines Scrutiny's powers with respect of the Council's performance in delivering policy objectives

**Contact Officer:**

Development Manager (Planning & Public Protection)

Tel: 01824 706725

By virtue of paragraph(s) 13, 14, 18 of Part 4 of Schedule 12A  
of the Local Government Act 1972.

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of the Local Government Act 1972.

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|                         |                                       |
|-------------------------|---------------------------------------|
| <b>Report to:</b>       | <b>Communities Scrutiny Committee</b> |
| <b>Date of Meeting:</b> | <b>20 July 2017</b>                   |
| <b>Lead Officer:</b>    | <b>Scrutiny Co-ordinator</b>          |
| <b>Report Author:</b>   | <b>Scrutiny Co-ordinator</b>          |
| <b>Title:</b>           | <b>Scrutiny Work Programme</b>        |

---

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

The report presents 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:

- 3.1 considers the information provided and approves, revises or amends its forward work programme as it deems appropriate; and
- 3.2 confirms Councillor Huw O Williams as its representative on the Planning and Public Protection Service Challenge Group and the Strategic Investment Group.

## **4. Report details**

- 4.1 Section 7 of Denbighshire County Council's Constitution sets out each Scrutiny Committee's terms of reference, functions and membership, as well as the rules of procedure and debate.
- 4.2 The Constitution stipulates that the Council's scrutiny committees must set, and regularly 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 aim of this approach is to facilitate detailed and effective debate on each topic.
- 4.4 In recent years the Welsh Government (WG) and the Wales Audit Office (WAO) have highlighted the need to strengthen scrutiny's role across local government and public services in Wales, including utilising scrutiny as a means of engaging with residents and service-users. From now on scrutiny will be expected to engage better and more

frequently with the public with a view to securing better decisions which ultimately lead to better outcomes for citizens. The WAO will measure scrutiny's effectiveness in fulfilling these expectations.

- 4.5 Having regard to the national vision for scrutiny whilst at the same time focussing on local priorities, the Scrutiny Chairs and Vice-Chairs Group (SCVCG) recommended that the Council's scrutiny committees should, when deciding on their work programmes, focus on the following key areas:
- budget savings;
  - achievement of the Corporate Plan objectives (with particular emphasis on the their deliverability during a period of financial austerity);
  - any other items agreed by the Scrutiny Committee (or the SCVCG) as high priority (based on the PAPER test criteria – see reverse side of the 'Member Proposal Form' at Appendix 2) and;
  - Urgent, unforeseen or high priority issues

#### 4.6 Scrutiny Proposal Forms

As mentioned in paragraph 4.2 above the Council's Constitution 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 subjects. No officer proposal forms have been received for consideration at the current meeting.

- 4.7 With a view to making better use of scrutiny's time by focussing committees' resources on detailed examination of subjects, adding value through the decision-making process and securing better outcomes for residents, the SCVCG decided that members, as well as officers, should complete 'scrutiny proposal forms' outlining the reasons why they think a particular subject would benefit from scrutiny's input. A copy of the 'member's proposal form' can be seen at Appendix 2. The reverse side of this form contains a flowchart listing questions which members should consider when proposing an item for scrutiny, and which committees should ask when determining a topic's suitability for inclusion on a scrutiny forward work programme. If, having followed this process, a topic is not deemed suitable for formal examination by a scrutiny committee, alternative channels for sharing the information or examining the matter can be considered e.g. the provision of an 'information report', or if the matter is of a very local nature examination by the relevant Member Area Group (MAG). No items should be included on a forward work programme without a 'scrutiny proposal form' being completed and accepted for inclusion by the Committee or the SCVCG. Assistance with their completion is available from the Scrutiny Co-ordinator.

#### Cabinet Forward Work Programme

- 4.8 When determining their programme of future work it is useful for scrutiny committees to have regard to Cabinet's scheduled programme of work. For this purpose a copy of the Cabinet's forward work programme is attached at Appendix 3.

## Progress on Committee Resolutions

- 4.9 A table summarising recent Committee resolutions and advising members on progress with their implementation is attached at Appendix 4 to this report.

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

- 5.1 Under the Council's scrutiny arrangements the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating committee. The Group is scheduled to hold its first meeting during the new Council's term of office on the afternoon of 20 July 2017. Any items referred from the Group to the Committee will be scheduled into its forward work programme.

## **6. Appointments to Council Boards and Groups**

- 6.1 The Council operates various Boards and Groups to oversee specific areas of work or services' performance. Membership of these boards/groups include both councillors and officers. Councillor representatives on them are either by virtue of their Cabinet position or by appointment by the committees on which they serve.
- 6.2 At its last meeting the Committee appointed a number of members to serve on the Service Challenge Groups and a representative on the Strategic Investment Group. During the Committee's first meeting the chair of that meeting was appointed to represent the Committee on the Planning and Public Protection Service Challenge Group and the Strategic Investment Group. Since that meeting there has been a change in the Committee membership, with Councillor Huw O Williams appointed as the Committee's Chair. Consequently the Committee is requested to confirm Councillor Williams as its representative on the Planning and Public Protection Service Challenge Group and the Strategic Investment Group.

## **7. 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 to deliver its corporate priorities, improve outcomes for residents whilst also managing austere budget cuts.

## **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 are the main conclusions of the Well-being Impact Assessment? The completed Well-being Impact Assessment report can be downloaded from the [website](#) and should be attached as an appendix to the report**

A Well-being Impact Assessment has not been undertaken in relation to the purpose or contents of this report. However, Scrutiny through its work in examining service delivery, policies, procedures and proposals will consider their impact or potential impact on the sustainable development principle and the well-being goals stipulated in the Well-being of Future Generations (Wales) Act 2015.

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

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.

**11. 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.

**12. Power to make the decision**

Section 7.11 of the Council's Constitution stipulates that scrutiny committees and/or the Scrutiny Chairs and Vice-Chairs Group will be responsible for setting their own work programmes, taking into account the wishes of Members of the Committee who are not members of the largest political group on the Council.

**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                                               |
|---------------------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------|
| 7 September                                       |                                   |                                                                                      |                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                               |                                         |                                                            |
| 19 October                                        | <b>Cllr. Huw Hilditch-Roberts</b> | 1. Review of Primary School Provision in the Ruthin area<br><br><b>[Education]</b>   | To outline the lessons learnt during the process of reviewing primary school provision in the Ruthin area (the report to highlight procedural flaws identified during and at the conclusion of the review process as well as methods/processes that worked well, and the impact on pupils at the schools subject to the review) | To improve processes relating to reviewing school provision in the county for the purposes of any future reviews                              | Karen Evans/Geraint Davies/James Curran | By SCVCG November 2016 and deferred by SCVCG February 2017 |
| <i>WAST and BCU GP OOH Service reps to attend</i> | <b>Cllr. Bobby Feeley</b>         | 2. <i>Welsh Ambulance Service Trust (WAST) and the GP Out of Hours (OOH) Service</i> | <i>To brief the Committee on:<br/>(i) WAST's performance in reaching targets in the North Wales region and</i>                                                                                                                                                                                                                  | <i>To explore potential areas where the Council can help support the delivery of preventative and intervention services across the county</i> | <i>WAST/BCUHB</i>                       | <i>By SCVCG February 2017</i>                              |

## Communities Scrutiny Committee Forward Work Plan

| Meeting                                                                                                                                                            | Lead Member(s)                    | Item (description / title)                                                                       | Purpose of report                                                                                                                                                                                 | Expected Outcomes                                                                                                                                                                                               | Author                              | Date Entered |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------|
| <i>(WAST can't make this date or 30 Nov. Once 2018 dates have been set offer WAST a date and then contact Sefton Brennan, BCUHB to see if he's also available)</i> |                                   | <i>(date to be confirmed based on all parties' availability)</i>                                 | <i>on the findings of recent pilot schemes in Denbighshire and North Wales; and<br/>(ii) the GP OOH Service's work and how its work complements the WAST's work and reduces pressures on WAST</i> |                                                                                                                                                                                                                 |                                     |              |
| 30 November                                                                                                                                                        |                                   |                                                                                                  |                                                                                                                                                                                                   |                                                                                                                                                                                                                 |                                     |              |
| 18 January 2018                                                                                                                                                    | <b>Cllr. Huw Hilditch-Roberts</b> | 1. Procedure for schools wanting to amend current cluster arrangements<br><br><b>[Education]</b> | To consider the draft procedure for schools which want to change their current cluster arrangements                                                                                               | To formulate an effective procedure which schools can follow if their governing body determines they wish to amend their current cluster arrangements in order to deliver the best possible outcomes for pupils | Karen Evans/Geraint Davies/Ian Land | June 2017    |
|                                                                                                                                                                    |                                   |                                                                                                  |                                                                                                                                                                                                   |                                                                                                                                                                                                                 |                                     |              |

## Communities Scrutiny Committee Forward Work Plan

| Meeting      | Lead Member(s) | Item (description / title) | Purpose of report | Expected Outcomes | Author | Date Entered |
|--------------|----------------|----------------------------|-------------------|-------------------|--------|--------------|
| 22 March     |                |                            |                   |                   |        |              |
| 17 May       |                |                            |                   |                   |        |              |
| 12 July      |                |                            |                   |                   |        |              |
| 6 September  |                |                            |                   |                   |        |              |
| 25 October   |                |                            |                   |                   |        |              |
| 13 December  |                |                            |                   |                   |        |              |
| Jan/Feb 2019 |                |                            |                   |                   |        |              |

**Future Issues**

| 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**

|  |  |  |  |  |
|--|--|--|--|--|
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**Information/Consultation Reports**

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

Communities Scrutiny Committee Forward Work Plan

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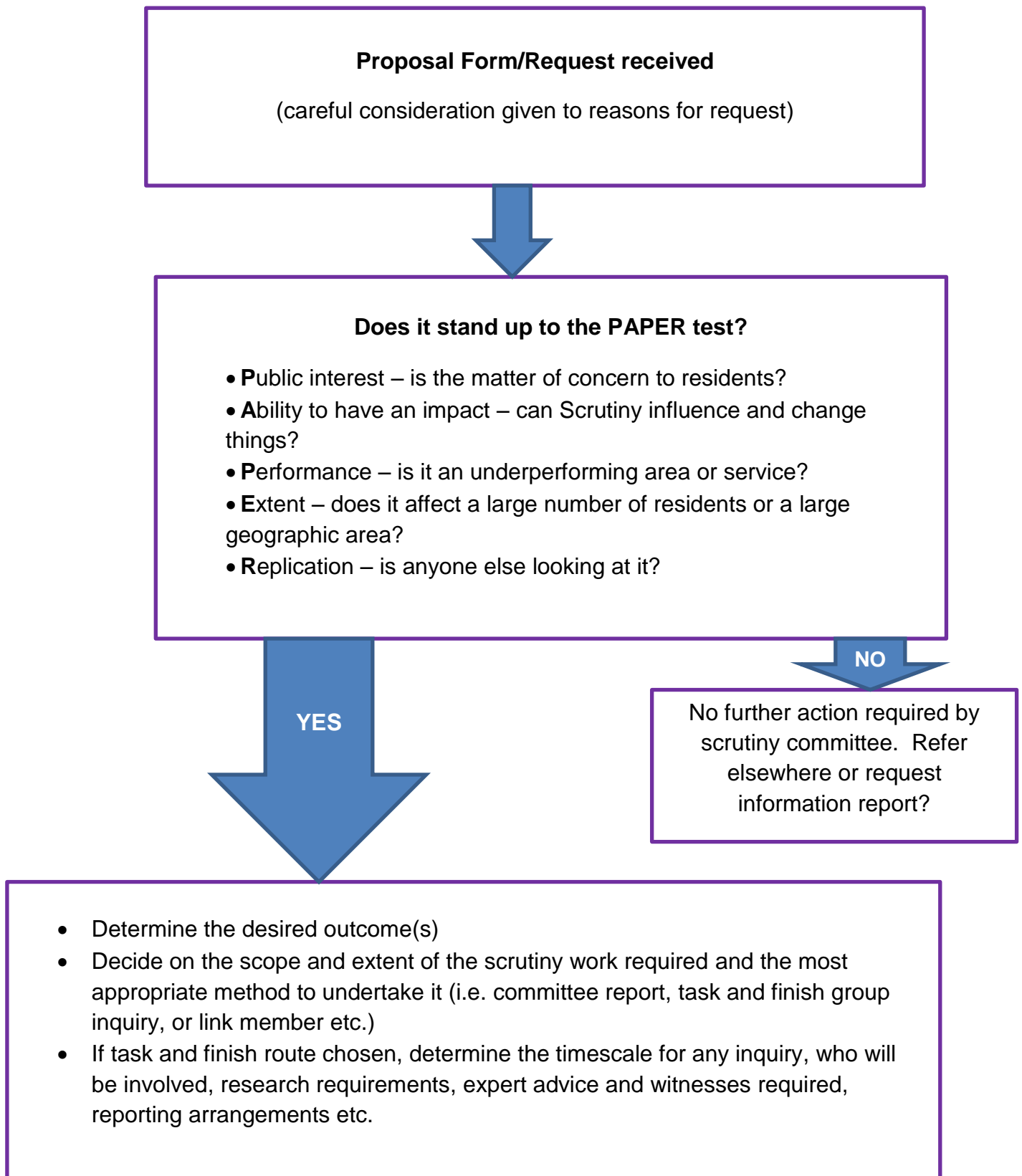
**Note for officers – Committee Report Deadlines**

| Meeting     | Deadline         | Meeting    | Deadline         | Meeting     | Deadline           |
|-------------|------------------|------------|------------------|-------------|--------------------|
| 7 September | <b>24 August</b> | 19 October | <b>5 October</b> | 30 November | <b>16 November</b> |

Communities Scrutiny Work Programme.doc  
05/07/17 RhE

| <b>Member Proposal Form for Scrutiny Forward Work Programme</b>                                                                                                                        |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>NAME OF SCRUTINY COMMITTEE</b>                                                                                                                                                      |               |
| <b>TIMESCALE FOR CONSIDERATION</b>                                                                                                                                                     |               |
| <b>TOPIC</b>                                                                                                                                                                           |               |
| <b>What needs to be scrutinised (and why)?</b>                                                                                                                                         |               |
| <b>Is the matter one of concern to residents/local businesses?</b>                                                                                                                     | <b>YES/NO</b> |
| <b>Can Scrutiny influence and change things?</b><br>(if 'yes' please state how you think scrutiny can influence or change things)                                                      | <b>YES/NO</b> |
| <b>Does the matter relate to an underperforming service or area?</b>                                                                                                                   | <b>YES/NO</b> |
| <b>Does the matter affect a large number of residents or a large geographical area of the County</b><br>(if 'yes' please give an indication of the size of the affected group or area) | <b>YES/NO</b> |
| <b>Is the matter linked to the Council's Corporate priorities</b><br>(if 'yes' please state which priority/priorities)                                                                 | <b>YES/NO</b> |
| <b>To your knowledge is anyone else looking at this matter?</b><br>(If 'yes', please say who is looking at it)                                                                         | <b>YES/NO</b> |
| <b>If the topic is accepted for scrutiny who would you want to invite to attend e.g. Lead Member, officers, external experts, service-users?</b>                                       |               |
| <b>Name of Councillor/Co-opted Member</b>                                                                                                                                              |               |
| <b>Date</b>                                                                                                                                                                            |               |

## Consideration of a topic's suitability for scrutiny



## Cabinet Forward Work Plan

| Meeting        | Item (description / title) |                                | Purpose of report                                                  | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|----------------|----------------------------|--------------------------------|--------------------------------------------------------------------|------------------------------------|------------------------------------------|
| <b>26 Sept</b> | 1                          | Finance Report                 | To update Cabinet on the current financial position of the Council | Tbc                                | Richard Weigh                            |
|                | 2                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                | Scrutiny Coordinator                     |
|                |                            |                                |                                                                    |                                    |                                          |
| <b>24 Oct</b>  | 1                          | Finance Report                 | To update Cabinet on the current financial position of the Council | Tbc                                | Richard Weigh                            |
|                | 2                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                | Scrutiny Coordinator                     |
|                |                            |                                |                                                                    |                                    |                                          |
| <b>21 Nov</b>  | 1                          | Finance Report                 | To update Cabinet on the current financial position of the Council | Tbc                                | Richard Weigh                            |
|                | 2                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention  | 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 |
|---------|----------------------------|--------------------------------|--------------------------------------------------------------------|------------------------------------|------------------------------------------|
| 12 Dec  | 1                          | Finance Report                 | To update Cabinet on the current financial position of the Council | Tbc                                | Richard Weigh                            |
|         | 2                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                | Scrutiny Coordinator                     |
|         |                            |                                |                                                                    |                                    |                                          |

Note for officers – Cabinet Report Deadlines

| <i>Meeting</i> | <i>Deadline</i> | <i>Meeting</i>   | <i>Deadline</i>     | <i>Meeting</i> | <i>Deadline</i>   |
|----------------|-----------------|------------------|---------------------|----------------|-------------------|
|                |                 |                  |                     |                |                   |
| <i>July</i>    | <b>4 July</b>   | <i>September</i> | <b>12 September</b> | <i>October</i> | <b>10 October</b> |

Updated 30/06/17 - KEJ

Cabinet Forward Work Programme.doc



## Progress with Committee Resolutions

| Date of Meeting | Item number and title                    | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15 June 2017    | 6. Denbighshire Learner Transport Policy | <p><b><u>Resolved:</u></b></p> <p><b>(i) to confirm that they had read, understood and taken account of the Well-being Impact Assessment (Appendix 5);</b></p> <p><b>(ii) that Appendix 1 of the draft Policy be amended to include Ysgol Brynhyfryd in the ‘other nearest suitable school’ column for pupils transferring from Ysgol Carrog and Ysgol Caer Drewyn;</b></p> <p><b>(iii) that officers develop a procedure by which schools if they wish to move from a particular cluster could engage in a process with the Local Authority to consider their arrangements, and report their findings to the Committee in due course; and</b></p> <p><b>(iv) subject to the above that Cabinet be recommended to approve the policy for implementation from September 2018 and that its implementation be monitored.</b></p> | <p>The revised policy was presented to County Council on 4 July 2017 – County Council agreed to support the new policy.</p> <p>Cabinet will meet on 18 July to consider approval of the revised policy, including Communities Scrutiny Committee’s proposed amendments.</p> <p>The proposed draft procedure for schools wanting to amend current cluster arrangements has been scheduled into to the Committee’s forward work programme for January 2018</p> |

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