



28 February 2018

WHITTLE OVERVIEW AND SCRUTINY COMMITTEE – 11 MARCH 2019

A meeting of the Whittle Overview and Scrutiny Committee will be held at 6pm on Monday 11 March 2019 in Committee Room 1, Town Hall, Rugby.

Councillor Neil Sandison
Chair of Whittle Overview and Scrutiny Committee

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Minutes

To confirm the minutes of the meeting held on 10 December 2018 and the special meeting held on 13 February 2019.

2. Apologies

To receive apologies for absence from the meeting.

3. Declarations of Interest

To receive declarations of:

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

Note: Members are reminded that they should declare the existence and nature of their non-pecuniary interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a pecuniary interest, the Member must withdraw from the room unless one of the exceptions applies.

Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.

4. World Rugby Hall of Fame and Town Centre Heritage – update on progress of the review recommendations by the Head of Growth and Investment.
5. Discussion on performance with the Growth and Investment Portfolio Holder.
6. Great Central Way Bridge Repairs.
7. Review of Parking at the Queen’s Diamond Jubilee Centre - draft review report.
8. Overview and Scrutiny Work Programme 2018/19.

Any additional papers for this meeting can be accessed via the website.

Membership of the Committee:

Councillors Sandison (Chair), Bearne, Brader, Douglas, Gillias, Leigh Hunt, Mrs O’Rourke, Roberts and Ms Watson-Merret

If you have any general queries with regard to this agenda please contact Linn Ashmore, Democratic Services Officer (01788 533522 or e-mail linn.ashmore@rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.

If you wish to attend the meeting and have any special requirements for access please contact the Democratic Services Officer named above.

AGENDA MANAGEMENT SHEET

Report Title:	Discussion on performance with the Growth and Investment Portfolio Holder.
Name of Committee:	Whittle Overview and Scrutiny Committee
Date of Meeting:	11 March 2019
Contact Officer:	Linn Ashmore, Democratic Services Officer, Tel: 01788 533522
Summary:	The Portfolio Holder for Growth and Investment will attend the meeting to discuss performance in his portfolio area and answer questions from Members.
Financial Implications:	There are no financial implications arising from this report.
Risk Management Implications:	There are no risk management implications arising from this report.
Environmental Implications:	There are no environmental implications arising from this report.
Legal Implications:	There are no legal implications arising from this report.
Equality and Diversity:	There are no equality and diversity implications arising from this report.

Whittle Overview and Scrutiny Committee - 11 March 2019

**Discussion on performance with the Growth and Investment
Portfolio Holder**

Public Report of the Head of Growth and Investment

Summary

The Portfolio Holder for Growth and Investment will attend the meeting to discuss performance in his portfolio area and answer questions from Members.

1. BACKGROUND

A joint meeting of Brooke and Whittle Overview and Scrutiny Committees was held on 8 November 2018 for discussion with portfolio holders on performance, progress and future plans for the Communities and Homes, Growth and Investment, Environment and Public Realm and Corporate Resources portfolio areas.

Unfortunately, the Growth and Investment Portfolio Holder was unable to attend the meeting and it was agreed at a meeting of the scrutiny chairs that an item be included in the work programme to allow members an opportunity to ask supplementary questions.

2. PERFORMANCE

Councillor Lowe, the Portfolio Holder for Growth and Investment will provide a brief outline of progress in the portfolio to focus on the following three areas:

- Town centre economy
- Inward investment
- Affordable housing provision – to include an overview of factors affecting affordable housing on new developments.

At the joint meeting held on 8 November it was agreed that Affordable Housing Provision would be added to the work programme as a scrutiny item for a future meeting due to the concerns raised with regards to Annex 2 to the minutes. An update to the affordable housing completions is attached at Appendix 1.

3. QUESTIONS SUBMITTED

Prior to the joint meeting held on 8 November, members of Brooke and Whittle were invited to submit questions to be put to each of the portfolio holders. The questions for the Growth and Investment portfolio were not answered at the meeting but were included in the minutes and the relevant section is copied below:

“Growth and Investment

Q1 How resilient is your portfolio? What are the strengths and weaknesses? How has your portfolio performed and what improvements have been made over the past 12 months? Are you achieving what you have set out to do?

Resilience

The portfolio is considered resilient but has the potential to suffer operational risks like any other service area/organisation that delivers services to the public or clients. Corporate Risk Management Strategy is therefore key. Proactive monitoring of these risks and mitigation measures is expected monthly and reported quarterly.

Strengths

- Staff – technical knowledge/skillsets/experience
- Successful stakeholder liaison and partnership working which supports the delivery of sustainable growth and economic prosperity. This includes the commitment to growing the visitor economy.
- Breadth of reach to the community – service delivery ranges from ‘grass roots’ initiatives such as ‘On Track’ and the Play Rangers to directly supporting Small and Medium Enterprises as well as tackling complex strategic matters that will significantly shape Rugby Borough for the long term, e.g. the Local Plan.

Weaknesses

- Recruitment and retention is a challenge for all small local authorities. The council needs to remain competitive in the employment market particularly when staff have specialist skillsets or there is a requirement for casual staff. Regular market analysis is therefore undertaken and under review by new Head of Service.
- Ensuring that the council has the technology to keep pace with our people and processes, e.g. the introduction of the new ‘Agile’ IT system in Development Management and Enforcement which will streamline our systems and ensure that we are fit for purpose for the future.

Performance

The Budget has seen a continued increase in Business Rates and Council Tax in previous years and is promoting the transformation of the town centre to encourage future business growth. However, there is ongoing work in progress to build visitor economy. The service has taken action to mitigate this through a

marketing plan which is now in place and there are continued discussions with third parties to provide the necessary reassurance on future income streams. Whilst the Hall of Fame is showing reduced footfall, the Art Gallery and Museum has maintained a steady level of visitors over the last couple of years.

Q2 What measures does Rugby Borough Council have in place to increase footfall to the World Rugby Hall of Fame.

The below marketing activities have been and continue to be delivered for the World Rugby Hall of Fame. These are jointly funded by Rugby Borough Council and World Rugby as part of an agreed plan:

- 121,000 copies of a leaflet have been printed and distributed through the Take One Media network. This includes tourist information centres, service stations, accommodation providers and attractions across the Midlands, areas of Wales, North and South.
- Paid social media campaigns and video content involving local rugby clubs, focusing on target markets within a 1.5-hour drive from Rugby.
- Radio advertising across the Midlands through the Quidem network.
- Direct mailing to groups and local rugby clubs.
- Attendance at trade shows to promote Rugby to coach companies and tour operators.
- Familiarisation trips to showcase the town and attraction to the group travel market.
- Links with Wasps Rugby Football Club to deliver advertising, leaflet distribution, email shots and activities to promote the World Rugby Hall of Fame within the Fan Village.
- Installation of 60+ signs on the platforms at Rugby Station with 'Rugby – Home of the World Rugby Hall of Fame' messaging.
- Free admission days – approximately six a year.
- Discounts linking to wider marketing opportunities e.g. town centre events and school holidays.
- Direct e-marketing to schools to promote the education programme.

A scrutiny group met four times between April – October 2017 to review of how the World Rugby Hall of Fame is currently operated and promoted. Analysis of visitor numbers, marketing activities and feedback from stakeholders was used as evidence. One of the recommendations included introducing an annual entry pass for visitors. This was launched on Thursday 18 October 2018. Those purchasing a standard admission ticket will be given the opportunity to upgrade to an annual pass free of charge also benefiting from offers and events.

'The Rugby Pass' is a new product in development, promoting itineraries incorporating the World Rugby Hall of Fame, Rugby School and town centre walking tours. These will replace and adapt the current pricing structure for groups. Links are also being established with Wasps Rugby Football Club to include add-ons such as matchday experiences and ground tours. Various destination marketing activities will be delivered linking to the 'The Rugby Pass' to be launched in March 2019 during Visit England's English Tourism Week.

Q3 Are there any plans to redevelop the former Herbert Gray College site which is currently empty?

Planning permission (2011), listed building consent (2009) and conservation are consent (2009) for offices, a 35-bed hotel with ancillary leisure and conference facilities and a retail/café unit remain extant for this site (pre-commencement conditions have been approved and physical start has been made on site). The site has been marketed with these permissions but there have been no viable takers.

A revised scheme was submitted for a 73-bed extra care residential unit scheme which was subsequently granted planning permission in 2016 and currently remains extant although the associated listed building consent granted in 2014 has lapsed.

However, this month officers met with a new set of investors for the site together with their technical advisors including representatives from well-known consultancies. Their intention is to develop the site, but they are only still working up their initial plans.

Q4 What percentage of new homes built in the borough are affordable? What is the policy in terms of expectation?

A breakdown is attached at Annex 2 to the minutes.

Q5 What are the key issues for your portfolio for the next 12 months?

- Adoption of the Local Plan
- Delivery of South West Rugby urban extension – consultation on and adoption of the South West Rugby supplementary planning document to ensure a coherent approach and delivery of critical infrastructure
- Revisiting the Town Centre Action Plan – in particular, identifying/accessing external funding sources to bring forward regeneration, business growth and expanding the cultural offer in the town centre
- Ensuring a smooth transition to the new ‘Agile’ IT system in Development Management and Enforcement – this will support the provision of a smooth and efficient service to our customers.”

The full minutes can be found on the Council website via the following link:

https://www.rugby.gov.uk/meetings/meeting/890/joint_overview_and_scrutiny_meeting

Members are invited to ask supplementary questions.

Name of Meeting: Whittle Overview and Scrutiny Committee

Date of Meeting: 11 March 2019

Subject Matter: Discussion on performance with the Growth and Investment Portfolio Holder

Originating Department: Growth and Investment

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The table below shows the affordable housing completions compared to the gross number of new dwellings by year. Figures for 2017/18 have been published as part of the Council's Authority Monitoring Report.

	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Local Authority	0	0	0	10	10	0	0	23	27	1	3	0*
RSL – Rented	118	181	28	70	64	44	54	48	57	26	0	31
RSL – Shared Ownership	98	39	0	23	41	36	38	17	45	19	0	9
Discounted Market	4	3	19	21	0	0	0	9	0	0	0	0
TOTAL	220	223	47	124	115	80	92	97	129	46	3	40
Total housing completions (Gross)	1451	810	382	429	428	343	467	452	472	541	395	578
% Affordable provision	15.16%	27.53%	12.30%	28.90%	26.87%	23.32%	19.70%	21.46%	27%	8.50%	0.8%	6.9%

*8 acquisitions of existing buildings to add to Council's housing stock

The adopted Core Strategy 2011 Policy CS19 seeks to provide affordable housing on all sites of at least 0.5 Hectares in size or capable of accommodating 15 or more dwellings. On sites between 0.5 Hectares to 1 Hectare a target provision of **33.3%** is sought. On sites exceeding 1 Hectare or capable of accommodating 30 or more dwellings a target of **40%** is sought.

To note, the % target of affordable housing as defined in CS19 only relates to those larger sites where the policy is applicable and is not measured against the total completions of *all* sites as illustrated in the table above.

As an indication of the % of affordable housing on the sites where the policy is applied, a study of permissions between 2014 – 2017 identified that **19.5%** of the housing granted was affordable compared to the target of **40%**.

The forthcoming local plan – anticipated for adoption this year, includes a policy seeking provision of affordable housing on all sites of at least 0.36 hectares in size or capable of accommodating 11 (net) dwellings or more. On previously developed sites a target affordable housing provision of **20%** will be sought. On green field sites a target affordable housing provision of **30%** will be sought.

AGENDA MANAGEMENT SHEET

Report Title:	Great Central Way Bridge Repairs
Name of Committee:	Whittle Overview and Scrutiny Committee
Date of Meeting:	11 March 2019
Contact Officer:	Paul Mernagh, Street Scene Team Leader, Tel: 01788 533782
Summary:	Cabinet, on 7 January 2019 considered a report on the Draft General Fund Revenue and Capital Budgets 2019/20 and Medium-Term Financial Plan 2019-23. Following the meeting three councillors called into question factors relating to appendix 5 of the report.
Financial Implications:	There are no financial implications arising from this report
Risk Management Implications:	There are no risk management implications arising from this report
Environmental Implications:	There are no environmental implications arising from this report
Legal Implications:	There are no legal implications arising from this report
Equality and Diversity:	There are no equality or diversity implications arising from this report.

Whittle Overview and Scrutiny Committee - 11 March 2019

Great Central Way Bridge Repairs

Public Report of the Head of Environment and Public Realm

Summary

Cabinet, on 7 January 2019 considered a report on the Draft General Fund Revenue and Capital Budgets 2019/20 and Medium-Term Financial Plan 2019-23. Following the meeting three councillors called into question the factors relating to appendix 5 of the report.

1. BACKGROUND

In accordance with Overview and Scrutiny Standing Order 14.7 in the Council's Constitution, Councillors Sandison, Roodhouse and Douglas have requested that factors relating to bridges as contained in appendix 5 of the report be called-in.

Appendix 5 of the Draft General Fund Revenue and Capital Budgets 2019/20 and Medium-Term Financial Plan 2019-23 report to Cabinet on 7 January, identified the draft capital programme for 2019/20 onwards based on scheme proposals from budget officers, along with proposed funding splits, revenue implications, and a projection for capital receipts usage. A copy of appendix 5 is attached but Members may wish to refer to the complete report which can be found via the following link:

<https://www.rugby.gov.uk/meetings/meeting/916/cabinet>

2. PROCEDURE

If, having considered the matter, the Committee still has concerns it may refer the matter to full Council, setting out its concerns. This would not affect the original decision made by Cabinet.

3. REASON FOR REVIEW

The reason as outlined by the councillors is as follows:

1. *To ensure that due diligence has in fact been exercised for the period 2008 to 2018.*

2. *To confirm if and when appropriate risk assessments were carried out in a timely manner (times and dates).*
3. *That the risk assessment took full consideration of the potential for injury accident to the public in the environment and public realm.*
4. *That if invasive investigation took place on the structural integrity of the bridges in RBC ownership when did that event take place was it by an experience structural engineer.*
5. *That further delay until 2019/20 can be justified on public safety grounds.*
6. *If remedial works like plant/bridge spraying and the sealing of deteriorating mortar could prolong in a safe condition for the public is appropriate and can be met from the cabinet approved budget or if contingency reserve is required and could be justified would by appropriate inspection.*

4. OFFICER COMMENTS

Comments from officers relate to the points above.

1. Since 2008 all bridges have been inspected by external consultants and bridge engineers, the last inspections being Principle Inspections carried out during late 2017.

Since 2008 Rugby Borough Council has spent £944,000.00 on inspections on all bridges and remedial works to 5 bridges and 2 culverts.

In total RBC are responsible for 12 bridges, 2 culverts plus associated wing walls and retaining walls on the GCW as per attached spreadsheet and location plan.

2. No specific risk assessments have been done as any mitigating measures would refer to the existing inspections and remedial work schedules. Council officers walk the GCW route several times per year specifically to visually inspect the bridges above and below. Vandalism and vegetation growth tends to cause more issues than general wear and tear but none have caused major concerns.
3. Basically there are 4 types of bridge inspection:
 - Superficial – undertaken by RBC staff
 - General – undertaken by a qualified Bridge Inspector
 - Principle – undertaken by a qualified Bridges Engineer
 - Special – undertaken by a specialist engineer or structural engineer

Special inspections normally follow a general or principle inspection where they highlight specific issues that need further analysis.

4. All inspections and investigations carried out on any of the GCW structures has been by an appropriately qualified and insured engineer either procured directly by RBC or via Warwickshire County Council's Bridge Maintenance Team.

Small sections have been cut from the steel work on Bridges 441, 452, 453 & 455 to analyse steel type, rust, strength, paint suitability etc.

5. The Principle Inspections carried out in late 2107 did highlight several issues with most of the bridges but nothing was classed as dangerous or needing immediate attention. Some issues will instigate a further Special Inspection and will be arranged in due course.
6. All bridges and structures are insured via our Corporate Assurance Team.
7. All remedial works are carried out by specialist contractors as appropriate and their works relate to any issue raised by an inspection.
8. Major de-vegetation works were carried out throughout 2017 and further works are committed in 2019. The latter works will include chemical treatments of invasive growth. Following these works another superficial inspection will take place and any remedial works eg. re-pointing will be instigated.
9. Works done to date have been on the following bridges:

439 – major excavation works to expose the five arches as landfill over several years was causing a lateral movement in the structure.

441 – steel remedials, re-pointing and re-painting.

442 – brickwork remedials.

452 – steel remedials, re-pointing, re-painting, road re-surfacing.

455 – as 452

And the following culverts:

441A – major works to prevent collapse

443A – as 441A

10. Capital appraisals are done annually to secure funding for this lifetime project. No funding was requested for 2019/20 as sufficient funding has already been identified from previous year underspends.

Name of Meeting: Whittle Overview and Scrutiny Committee

Date of Meeting: 11 March 2019

Subject Matter: Great Central Way Bridge Repairs

Originating Department: Environment and Public Realm

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

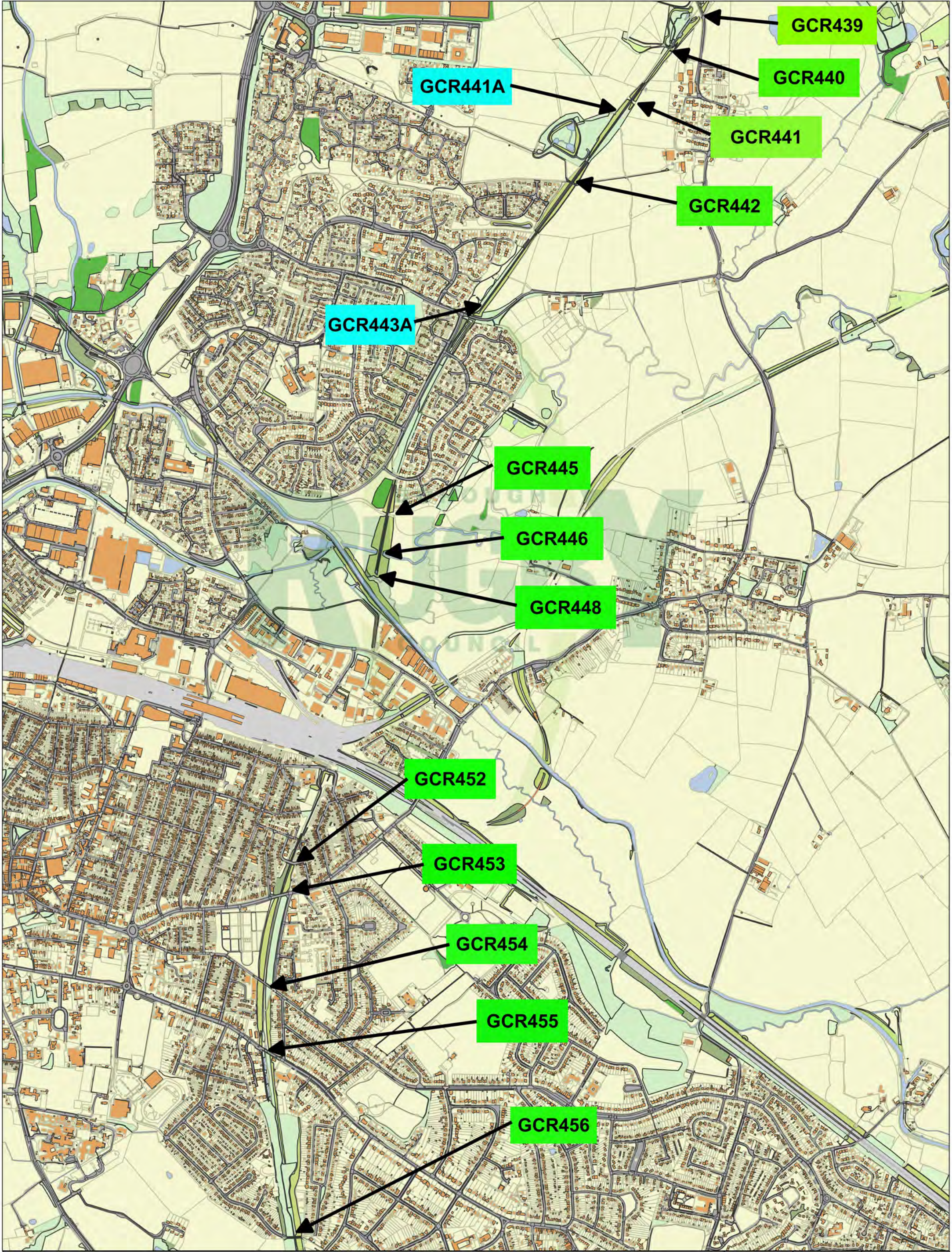
Portfolio / Scheme Name	Capital						Revenue Implications					
	Gross Expenditure			External Contributions / Earmarked Reserves		Internal Resources		Running Costs		Estimated Interest costs		Minimum Revenue Provision
	2019/20	2020/21	2021/22	2019/20	Future Years	2019/20	Future Years	2019/20*	Full Year	2019/20*	Full Year	2020/21
	1	2	3	4	5	6	7	8	9	10	11	12
£	£	£	£	£	£	£	£	£	£	£	£	
Growth & Investment												
	0	0	0	0	0	0	0	0	0	0	0	0
Communities & Homes												
ICT Refresh Programme - Desktop	72,100	72,100	80,500	72,100	152,600	0	0	0	0	0	0	0
ICT Refresh Programme - Infrastructure	115,000	130,000	95,000	22,500	142,070	92,500	82,930	0	0	1,160	2,310	17,630
ICT Refresh Programme - AV Equipment	22,500	7,500	7,500	22,500	15,000	0	0	0	0	0	0	0
Disabled Facilities Grants	615,800	615,800	615,800	585,800	1,171,600	30,000	60,000	0	0	380	750	1,200
	825,400	825,400	798,800	702,900	1,481,270	122,500	142,930	0	0	1,540	3,060	18,830
Environment & Public Realm												
Vehicle Replacement ¹	400,000	400,000	400,000	0	0	400,000	800,000	0	0	5,000	10,000	53,500
Open Spaces Refurbishments - Whinfield Play Area	161,520	161,520	161,520	50,000	100,000	111,520	223,040	0	0	1,390	2,790	6,360
Open Spaces Refurbishments - Safety Improvements	50,000	50,000	50,000	0	0	50,000	100,000	0	0	630	1,250	2,850
Open Spaces Refurbishments - Street Furniture	40,000	40,000	40,000	0	0	40,000	80,000	0	0	500	1,000	2,280
Memorial Safety	30,000	30,000	30,000	0	0	30,000	60,000	0	0	380	750	1,210
Crematorium Car Park Extension ³	80,000	0	0	40,000	0	40,000	0	0	0	500	1,000	1,620
Great Central Way Bridge Repairs	0	165,000	165,000	0	0	0	330,000	0	0	0	0	0
Purchase of Waste Bins ²	87,500	87,500	87,500	87,500	175,000	0	0	0	0	0	0	0
	849,020	934,020	934,020	177,500	275,000	671,520	1,593,040	0	0	8,400	16,790	67,820
Corporate Resources												
Housing Acquisitions Fund	12,900,000	0	0	3,870,000	0	9,030,000	0	0	0	112,875	361,200	33,200
Corporate Property Enhancement	435,000	361,000	340,000	0	0	435,000	701,000	0	0	5,440	10,880	17,570
Woodside Park LPG	25,000	0	0	0	0	25,000	0	0	0	310	630	2,260
	13,360,000	361,000	340,000	3,870,000	0	9,490,000	701,000	0	0	118,625	372,710	50,770
Total Draft GF Capital Programme	15,034,420	2,120,420	2,072,820	4,750,400	1,756,270	10,284,020	2,436,970	0	0	128,565	392,560	137,420

¹ Vehicle replacement programme under review

² To be financed via S106 developer contributions / direct revenue contributions.

³ Subject to initial approval by the Rainsbrook Crematorium Joint Committee

⁴ Half year is included



Great Central Way - Bridges & Culverts

Jan19

Scale

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Ordnance Survey 100019417



Great Central Railway - Bridges

	Reference	Structure Name	Description	Above	Below	Last Inspection	Inspection Type	Easting	Northing	Works Carried Out Since 2009 Y/N
North Section	GCR 439	Newton Lane Bridge and Park	5 arch brick built	D3061	D/U Rail	2017	principle	453,000	278,565	Y
	GCR 440	Newton Village Track Bridge	3 arch brick built	farm track	D/U Rail	2017	principle	452,890	278,420	N
	GCR 441	Newton Farm Track Bridge (Iron Bridge)	iron beam and jack arches	D/U Rail	farm track/PROW	2017	principle	452,748	278,220	Y
	GCR 442	Newton Farm Track Bridge	3 arch brick built	farm track/PROW	D/U Rail	2017	principle	452,525	277,910	Y
Mid Section	GCR 445	Brownsover Footpath Bridge	single arch brick built	D/U Rail	footpath/PROW	2017	principle	451,829	276,662	N
	GCR 446	River Avon Bridge	single arch brick built	D/U Rail	River Avon	2017	principle	451,801	276,518	N
	GCR 448	Staveley Way Abutment (Oxford Canal Bridge) (Part Demolished)	brick built	D/U Rail	brick abutment	2017	principle	451,790	276,430	N
South Section	GCR 452	Bridge Street Bridge	iron deck with brick jack arches	D3235	D/U Rail	2017	principle	451,465	275,350	Y
	GCR 453	Clifton Road Bridge	iron bridge deck with brick jack arches	C213	D/U Rail	2017	principle	451,427	275,224	N
	GCR 454	Lower Hillmorton Road Bridge	3 arch brick built	D3241	D/U Rail	2017	principle	451,369	274,893	N
	GCR 455	Hillmorton Road Bridge	iron deck with brick jack arches	A428	D/U Rail	2017	principle	451,373	274,641	Y
	GCR 456	Pytchley Road Bridge	3 arch brick built	PROW	D/U Rail	2017	principle	451,480	273,940	N

Great Central Railway - Culverts

GCR 441A	Newton Culvert	brick arch	D/U Rail	n/a	2009		452,671	278,147	Y
GCR 443A	Newton Manor Lane Culvert	brick barrel	D/U Rail	n/a	2009		452,283	277,555	Y

AGENDA MANAGEMENT SHEET

Report Title:	Light-Touch Review of Parking at the Queen's Diamond Jubilee Centre
Name of Committee:	Whittle Overview and Scrutiny Committee
Date of Meeting:	11 March 2019
Contact Officer:	Linn Ashmore, Democratic Services Officer Tel: (01788) 533522
Summary:	A review on the theme of parking at the Queen's Diamond Jubilee Centre was included in the overview and scrutiny work programme for 2018/19.
Financial Implications:	There are no financial implications arising from this report.
Risk Management Implications:	There are no risk management implications arising from this report.
Environmental Implications:	There are no environmental implications arising from this report.
Legal Implications:	A legal process would be followed for changes to parking restrictions or lease arrangements.
Equality and Diversity:	A mix of parking for all users, to include people with a disability and parents with children would be beneficial.

Whittle Overview and Scrutiny Committee - 11 March 2019

Light-Touch Review of Parking at the Queen's Diamond Jubilee Centre

Public Report of the Head of Environment and Public Realm

Summary

A review on the theme of parking at the Queen's Diamond Jubilee Centre was included in the overview and scrutiny work programme for 2018/19.

1. BACKGROUND

At the annual overview and scrutiny work programme workshop a review on parking at the leisure centre was proposed.

There had been some car parking issues at the Queen's Diamond Jubilee Leisure Centre mainly relating to major events, the availability of parking for staff, and too many spaces for disabled people.

The scrutiny committee chairs agreed that the topic be included in the work programme for the current municipal year and it was allocated to Whittle Overview and Scrutiny Committee to be carried out as a light-touch review.

2. DRAFT REVIEW REPORT

A copy of the draft review report is attached at Appendix 1.

3. PROPOSED RECOMMENDATIONS

The Chairman has met with senior officers who are currently investigating the feasibility and implications of the proposed recommendations, and a supplementary report will be circulated as soon as possible.

The Committee is asked to consider the draft review report and agree the final recommendations for submission to Cabinet on 1 April 2019.

Name of Meeting: Whittle Overview and Scrutiny Committee

Date of Meeting: 11 March 2019

Subject Matter: Light-Touch Review of Parking at the Queen's Diamond Jubilee Centre

Originating Department: Environment and Public Realm

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink



LIGHT TOUCH REVIEW OF PARKING AT THE QUEEN'S DIAMOND JUBILEE CENTRE

March 2019

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MEMBERSHIP

The review was carried out by members of the Whittle Overview and Scrutiny Committee consisting of the following members:

Councillor **Neil Sandison (Chair)**
Councillor **Andrew Bearne**
Councillor **Mike Brader**
Councillor **Tim Douglas**
Councillor **Tony Gillias**
Councillor **Leigh Hunt**
Councillor **Maggie O'Rourke**
Councillor **Carolyn Watson-Merret**

FOR FURTHER INFORMATION

Please contact:

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ACKNOWLEDGEMENTS

The Group would like to thank the following for their valuable contribution to this review:

Nicola Boyd, Partnership Manager, GLL
Jake Partridge, GLL
David Murley, Chairman, Rugby Thornfield Indoor Bowls Club
Sarah Simpson, Secretary, Rugby Thornfield Indoor Bowls Club
Bernard Purdy, Rugby Sport for the Disabled Association
Janet Wright, Rugby and Northampton Athletics Club

The Committee are also thankful to the following officers who have supported them throughout the review process:

David Burrows (Regulatory Services Manager)
Claire Baldwin (Warden Supervisor)
Colin Horton (Green Spaces Officer)
Tom Kittendorf (Sports and Recreation Manager)
Linn Ashmore (Democratic Services Officer)

All the members of the public who took time to respond to the consultation exercise.

CHAIR'S FOREWORD

To be written by the chair

Councillor Name
Chair

1. RECOMMENDATIONS

The Task Group proposes the following recommendations to Cabinet:

1	Further negotiations between Heads of Service take place with GLL and other providers regarding utilising other land holdings.
2	The use of an ANPR parking system would assist in increasing the turnover of parking spaces at the Queen's Diamond Jubilee Centre and other onsite venues.

1.1 Alignment with the Corporate Strategy

The review relates to the following corporate priorities:

Enhance our local, open spaces to make them places where people want to be

2. OBJECTIVES

2.1 Background

At the overview and scrutiny work programme workshop on 7 March 2018, members considered a proposal for a review about parking at the Queen's Diamond Jubilee Centre. The overview and scrutiny chairs agreed this review should be included in the work programme for 2018/19 and be treated as a light touch review.

2.2 The One Page Strategy

The 'one page strategy' is the name given to the scoping document for the review. It defines the task and the improvements being aimed for and how these are going to be achieved. The one page strategy, revised by the Committee at its meeting on 10 December 2018 is as follows:

The broad topic area?

To review the availability of parking for users and visitors to the leisure centre and consider whether additional parking spaces or the re-designation of the current spaces is required.

What is the specific topic area?

To review the availability and mix of parking available.

What should be considered?

The current position and whether there is a lack of capacity.
Are there enough provision of family friendly spaces?
Is the land abutting the bowling club available as relief parking?
Is there any other land that could be utilised or re-designated as parking?
Could some form of parking scheme be introduced?

Who shall we consult?

GLL
Legal Services
Regulatory Services
Community Sports and Recreation
Parks Department
Corporate Property
Rugby Thornfield Indoor Bowls Club
Rugby and Northampton Athletics Club

How long should it take?

The review could be undertaken as a light-touch review.

What will be the outcome?

Recommendations, actions or initiatives to improve the amount and mix of parking available for all users of the leisure centre.

3. METHODOLOGY

3.1 Overview

The Committee held a site-visit on 31 January 2019 and this was followed by a special meeting on 13 February 2019 to consider the evidence gathered.

A public consultation was launched calling for evidence from the public.

3.2 Access to evidence

The papers are available online at www.rugby.gov.uk/meetings in the section 'agendas, reports and minutes', and can be found by selecting the Whittle Overview and Scrutiny Committee.

4. EVIDENCE

4.1 Site Visit – Information Gathering

The site visit was attended by the Sports and Recreation Manager and the Warden Supervisor and representatives from GLL, Rugby and Northampton Athletics Club and Rugby Disability Forum.

The main car park is included within the GLL contract for the operation of the Queen's Diamond Jubilee Centre. GLL are responsible for its repair and maintenance including ensuring the lighting is maintained.

The car park is used by other leisure facilities including:

- Rugby and Northampton Athletics Club
- Rugby Thornfield Indoor Bowls Club
- Rugby Thornfield Outdoor Bowls Club

The car park is also used by visitors to Whitehall Recreation Ground.

Currently there are 268 standard parking spaces and 17 disabled parking spaces. A map of the site is attached at Appendix 1.

Surveys were carried out by Community Wardens in Regulatory Services in mornings, afternoons and evenings from 22 January 2019 and 28 January 2019. For standard parking spaces occupancy levels ranged from 21% - 90%, with an average of 46%. For disabled parking spaces, occupancy levels ranged from 0%- 100%, with an average of 40%. Detailed figures are available in Appendix 2.

Photographs of the car park area, taken at various times are attached at Appendix 3.

Specific issues identified within the existing car park were:

- Shared use of disabled parking spaces for parents and young children.
- Coach parking bay – there is no clear marking that it is for coach use. Road markings and signage needed.
- Drop off – no evidence during survey of it being used for general parking, but comments were made that it is. Yellow hatching, road markings and signage

showing not for waiting or parking needed to make it clear that drop-off only and for emergency vehicles.

- Driveway to delivery area and sub-station, in south west of car park - used for parking preventing access by delivery vehicles and emergency vehicles. Road markings e.g. double yellow lines, yellow hatching and signage needed to prevent parking.
- Parking order – this will need to be revised to reflect the restrictions.
- Parking of cars at major events in Bruce Williams Way.
- Re-positioning of cycle racks.

GLL reported that lack of parking was the biggest complaint of its users and the membership of the athletics club had grown considerably. The indoor bowls club commented that the club was also thriving and if it was successful in moving up to national level participation would increase further.

The Committee identified that the main cause of parking issues was that non-leisure centre users were using up capacity and agreed that the ANPR parking solution proposed by GLL should be the first step to addressing this.

Cycle Racks

There were two cycle racks, one covered and one uncovered, that were poorly positioned. If these could be moved onto the paved area adjacent to the leisure centre this would create space for a two or three more parking spaces. This would also increase security as it would be nearer the building windows.

Parent and Child Spaces and Shared Use

There was potential for creating 'dual use' bays for both people with a disability and parent and child users.

There were currently 17 parking spaces for people with a disability. The emerging Local Plan sets out Council's standards for the provision of parking which state that 4% of the total number of bays to be for disabled users. The view of GLL was that ten would be adequate but if seven spaces were re-designated as parent and child spaces this would still not be enough to meet demand.

Rugby Thornfield Indoor Bowls Club requested that two spaces for people with a disability be moved nearer to the indoor bowls club. GLL had no objection to this. This would require re-marking of the bays.

Road Markings

Hatched road markings on the emergency vehicles bay, the delivery zone and the coach parking bay would be more effective than double yellow lines. The addition of wording such as 'emergency vehicles only' may also help.

The Council's Arboricultural Officer would be consulted on ways to protect against damage to the verges on Bruce Williams Way and to mature tree roots. The use of bollards or knee rail may protect the root protection areas and help stop obstruction.

Additional Parking Land

A suggestion had been made by officers to consider creating additional spaces on an area of landscaping near the car park entrance. Those that attended the site visit reported that this had been discounted because it would only offer up two spaces and there would be a need to reverse a vehicle into traffic entering the site which could be dangerous, and it would spoil the visual impact on entering the site.

Two other areas were identified for additional parking for staff members and customers:

North of the Rugby Thornfield Indoor Bowls Club

In the past GLL had been given the opportunity to lease this area but this was not taken up. However, they would now be willing to enter into a lease with the Council provided the area was properly marked out. Signage would also be required.

The land is within the boundary and designation of Whitehall Recreation Ground and also within the Fields in Trust protected space designation. It is now in use by Parks and Grounds for improvement works in the park and will be used as a compound for major plant in the next few months due to the building of a skate park and renovation of the band stand. The area is also used for large vehicles during events such as fairs and circuses. There are further phases to the improvement plans and once this long-term project has been completed the area will be brought back into the park as it falls within the Fields in Trust protected designation of the park, and also offers the opportunity to improve Health and Safety by separating vehicle and pedestrian traffic (currently all maintenance and vehicles for events need to enter the park and drive along the main central pathway passing the play area). It is also protected under the Open Spaces Strategy which forms part of the emerging Local Plan.

Entrance to the land is prevented by a locked gate and barriers. These are intended to help prevent access by travellers although it was acknowledged that travellers could arrive on site at any time or gain access by other means. The County Court injunction was working as a successful deterrent to travellers.

Trevor White Drive, south east of the leisure centre

Due to access restrictions, this is only suitable for staff parking and events if needed. It is thought it could provide additional spaces.

The current maintenance access is situated at the end of Cromwell Road and has a locked gate to prevent unauthorised vehicle access, while retaining pedestrian access.

The land is under the control of the Council's Parks and Grounds team. It may be possible, subject to suitable funding and receiving relevant approvals, to carry out landscaping works to convert some of the grass area to hard standing or plastic grid matting, along with other required works to ensure it is managed, secure, and access to the track is maintained.

If the Council entered into a lease agreement with GLL, rights of access would need to be incorporated. Parks and Grounds would require continued access for maintenance vehicles and access to the athletics track must be retained.

Warwickshire County Council would need to give formal approval to changing this entrance from maintenance vehicles only to allowing access for the public/staff parking. Traffic and Safety would need to give approval for this change in purpose and any implications for traffic volumes and junction designs, and Highways would need to give approval to any changes to the highway, footpath, kerbs etc.

The access road is only single track and works would be needed to separate pedestrians and vehicles, likely to involve widening to double width vehicle track and raising the pedestrian route or other physical separation such as railings, and space for vehicles turning.

Other points considered included the possibility of a negative response from nearby residents as this would result in an increase of traffic, and that root zones of mature trees would require protection.

Alternative parking arrangements

The car park at the GEC Recreation Ground could be used as overflow parking during large events. This could be useful for users who are more able bodied, but it may be difficult for those less able, or where large amounts of equipment were being carried and it may not address the issue of mis-parking at the leisure centre.

Parking Enforcement and Regulations

The site is subject to a parking order of four hours approved by Warwickshire County Council but there is no current signage or enforcement dedicated to the site.

The Committee identified that the main cause of parking issues was that non-leisure centre users were using up capacity and agreed that an automatic number recognition (ANPR) style parking solution proposed by GLL should be the first step to addressing this.

An ANPR solution would act as a deterrent against students from local schools, or hospital staff taking up spaces for several hours.

ANPR can be used by private parking companies but is prohibited for local authorities who are subject to the Traffic Management Act 2004. A private company can use ANPR to register the car as it arrives and when it leaves and if it has committed an offence, a parking charge notice (PCN) can be sent by post. ANPR can be used by local authorities, but only if the ANPR shows a ticket has expired and the enforcement officer physically attaches the PCN to the vehicle before it leaves the car park.

As the site is owned by the council but leased by a private company GLL will be able to decide how it is enforced, and as a result of that, if a private company is responsible for enforcement.

The lease may also have an influence on the type of controls as ticket machines, barriers and ANPR cameras can add significant costs, as will markings and signs.

GLL had a national contract with Gemini Parking Solutions. GLL would be responsible for all costs including cameras, tablets and pay machines. There would be an additional cost if further tablets were required.

GLL would decide on the terms and control the time limits and charges via a web-based portal. They would also be able to record registration numbers for permitted vehicles, such as vehicles owned by staff, to remain for longer periods without charge.

Free parking could be made available for a set time limit - for example four hours. Longer periods would be subject to a parking fee.

Pay and display machines could also be installed.

GLL would require Gemini to manage enforcement with no involvement from the leisure centre or the Council.

The system was flexible, and charges could be disbanded as required - for example when events were taking place.

It was stressed this was a proposal and details would be decided at a later stage.

4.2 Consultation Responses

A press release was issued on 23 January 2019 calling for feedback on access to the Queen's Diamond Jubilee Centre. The deadline for responses was 8 February 2019.

Eleven responses were received from members of the public and a written response was received from Rugby Thornfield Indoor Bowls Club. A summary of the comments received is below:

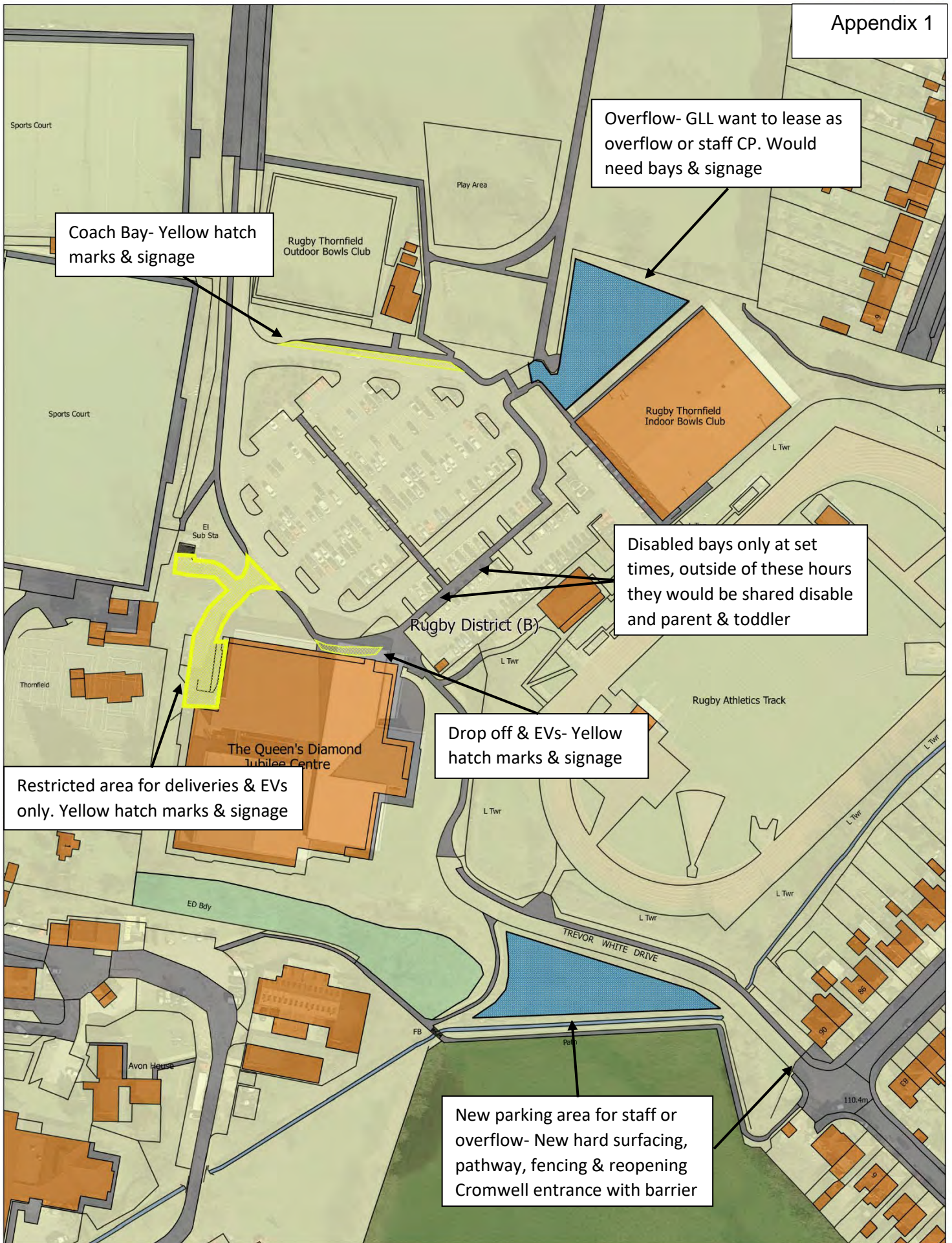
Comment	Number of comments
There are no parent and child spaces	5
The 'overflow' car park next to the indoor bowls club is not in use	2
Concern that the Council is planning on charging for parking	2
At peak times there are delays in entering or leaving the site due to traffic	1
There are issues with parking when there are travellers on the site or large events etc.	1
There are more than enough/disabled bays are not well used	2
Drivers abandon cars making the area unsafe or other safety issues	2
Users of the indoor bowls club are generally older and require parking near the entrance	1
Parking in the spaces reserved for people with a disability	1
General lack of parking	1
Comments relating to cycling routes to the site	1
*Comments on wider issues such as access for people with a disability or use of the facilities	3

*These comments were passed onto the Access for People with a Disability Task Group

5. CONCLUSIONS

The task group drew the following conclusions from the evidence that it gathered:

1. With an average annual footfall of 550,000 service users of the Queen's Diamond Jubilee Centre, and ancillary users at other onsite venues, this represents a significant contribution to the Rugby town centre local economy.
2. Current parking capacity at the Queen's Diamond Jubilee Centre is inadequate for the average service users of 45,000 to 60,000 per month, in addition to visitors and users of Rugby Thornfield Indoor Bowls Club, Rugby and Northampton Athletics Club and the athletics track, and Sport for the Disabled events. This represents a higher visitor rate to the town centre than many other venues within the locality.
3. Failing to deal with parking problems inhibits other service users, like those with disabilities, pedestrians and cyclists gaining access to the venue because of onsite congestion.
4. The current parking mix does not encourage family friendly parking for those who also need space to load and unload a child or children.
5. The current parking arrangements inhibit the safe use of the venue and its car park.
6. The Committee recognises a lack of capacity leads to restrictions in access for those with disabilities, or who cycle to the leisure centre, and is detrimental to a venue being accessible to all.



Queens Diamond Jubilee Centre car park spaces survey

	DISABLED BAYS (17) EMPTY	STANDARD SPACES (268) EMPTY	% OF SPACES OCCUPIED	
			DISABLED BAYS	STANDARD BAYS
TUESDAY 22ND JANUARY 2019				
MORNING	17	160	0%	40%
AFTERNOON	7	203	58%	24%
EVENING	9	94	47%	35%
WEDNESDAY 23RD JANUARY 2019				
MORNING	5	132	70%	50%
AFTERNOON	13	147	23%	45%
EVENING	5	65	70%	24%
THURSDAY 24TH JANUARY 2019				
MORNING	6	29	64%	89%
AFTERNOON	5	104	70%	61%
EVENING	16	194	5%	27%
FRIDAY 25TH January 2019				
MORNING	3	85	82%	68%
AFTERNOON	6	98	64%	63%
EVENING	15	148	11%	55%
SATURDAY 26TH JANUARY 2019				
MORNING	13	149	23%	55%
AFTERNOON	- (no count)	-	-	-
EVENING	14	210	17%	21 %
SUNDAY 27TH JANUARY 2019				
MORNING	16	206	5%	23%
AFTERNOON	15	129	11%	51%
EVENING	- (no count)	-	-	-
MONDAY 28TH JANUARY 2019				
MORNING	0	26 (14 cars parked on grass verge)	100%	90%
AFTERNOON	12	94	35%	35%
EVENING	16	176	5%	23%



Pedestrian access from path off Bruce Williams Way



Security measures – Overflow carpark – Site unavailable for parking development





Overflow Carpark within Whitehall Rec – RBC
Would require lease of area to GLL – GLL have stated they would want RBC to mark and install lighting completed before they would lease



Pedestrian access from Bruce Williams Way #1
- Poor quality for wheelchair/mobility or visually impaired users









Tuesday - 2pm



Disabled bays



Current cycle shelter – option to relocate to gain x2 spaces



Current Disabled bays x17
Option 1 – Reduce to 10-12
Option 2 – Reallocated a prescribed number to parent/toddler



Path to hospital



Proposed staff parking area by converting part of the grassed area – would require access control, WCC permissions and works to pedestrian and vehicle routes

- Option 1 - Reinforced ground mesh matting
- Option 2 – Tarmac



Weekend parking consequences on Bruce Williams Way

AGENDA MANAGEMENT SHEET

<i>Name of Meeting</i>	Whittle Overview and Scrutiny Committee
<i>Date of Meeting</i>	11 March 2019
<i>Report Title</i>	Overview and Scrutiny Work Programme 2018/19
<i>Ward Relevance</i>	None
<i>Contact Officer</i>	Linn Ashmore, Democratic Services Officer, Tel: 01788 533522
<i>Summary</i>	The report updates the Committee on the progress of task group reviews within its remit and details the overview and scrutiny forward work programme for 2018/19.
<i>Financial Implications</i>	There is a budget of £500 available in 2018/19 to spend on the delivery of the overview and scrutiny work programme.
<i>Risk Management Implications</i>	There are no risk management implications arising from this report.
<i>Environmental Implications</i>	There are no environmental implications arising from this report.
<i>Legal Implications</i>	There are no legal implications arising from this report.
<i>Equality and Diversity</i>	No new or existing policy or procedure has been recommended.

Public Report to the Whittle Overview and Scrutiny Committee

11 March 2019

Overview and Scrutiny Work Programme 2018/19

Summary

The report updates the Committee on the progress of task group reviews within its remit and details the overview and scrutiny forward work programme for 2018/19.

1. PROGRESS ON SCRUTINY REVIEWS

1.1 Informing and Engaging our Communities – the task group met on 28 February and received an update on:

- Behaviour change communications in Warwickshire
- Warwickshire recycling/waste collection data
- Recycling animation.

It is anticipated the final meeting will be held on 14 March 2019 and the findings will be reported to Brooke Committee on 11 April 2019.

1.2 Access for People with a Disability – due to the workload of the scrutiny committees the task group will report to Brooke Committee on 11 April 2019.

1.3 Parking at the Queen’s Diamond Jubilee Centre – the light-touch review is complete and has been covered by a separate item on this agenda.

2. FUTURE WORK PROGRAMME

The scrutiny committee chairs meet on a regular basis to discuss and agree the allocation of work and topics for each scrutiny committee. The current work programme is as follows:

Brooke Overview and Scrutiny Committee

Topic	Comments
<i>Trees and Hedges</i>	Light touch review completed by Brooke on 7 February 2019
<i>Employee Wellbeing</i>	Light touch review completed by Brooke on 7 February 2019.
<i>Special Expenses Scheme – Council Tax</i>	The draft one-page strategy is scheduled for review on 11 April 2019.

Whittle Overview and Scrutiny Committee

Topic	Comments
<i>Access for People with a Disability</i>	All - as outlined in paragraph 1 above
<i>Parking at the Queen's Diamond Jubilee Leisure Centre</i>	
<i>Informing and Engaging Our Communities</i>	

A copy of the work programme is attached at Appendix 1.

3. CONCLUSION

The committee is asked to note the progress in the task group reviews.

Name of Meeting: Whittle Overview and Scrutiny Committee
Date of Meeting: 11 March 2019
Subject Matter: Overview and Scrutiny Work Programme 2018/19

LIST OF BACKGROUND PAPERS

There are no background papers relating to this item.

Overview and Scrutiny Work Programme 2018/19

Brooke 11 April 2019

Topic	Description
Special Expenses Scheme	Assessment of the scheme - draft one-page strategy for approval prior to commencement of review in 2019/20.
Crime and Disorder	Annual review
Notice of Motion – Reduce Plastic Waste at the Council	Draft Plastics Policy
Review of Informing and Engaging Our Communities	Draft review report on the conclusions and recommendations
Review of Access for People with a Disability	Draft review report on the conclusions and recommendations

Items to be carried forward to 2019/20

Topic	Description
Commercialisation, Collaboration and Partnerships	Commercialisation Strategy. Exploring commercial activity, subscription packages of services, collaboration with other public-sector bodies, shared service and trading. RBC relationships with partners and their value.
Universal Credit	Update following the implementation of changes to the administration of Universal Credit as reported in April 2018 (to be considered later in the municipal year). Members received an update at the joint meeting on 8 November 2018.
Encouraging the Community to Adopt Healthy Lifestyles	To monitor the delivery of priorities and associated costs of initiatives the Council could support. As per the recommendation of Council on 27 September 2018.
Rugby Lotto	To monitor progress after a year of operation.
Review of Housing Maintenance/Repairs	To focus on customer satisfaction.
Special Expenses Scheme	Following the approval of the one-page strategy on 11 April 2019, to carry out the review in time to inform the budget setting process for 2020/21.
Employee Wellbeing	Update on additional information requested during a light-touch review carried out by Brooke on 7 February 2019. (Brooke 5 September 2019)
Houses in Multiple Occupation	Understanding of existing issues with HMOs based on licensing and enforcement. New legislation came into effect on 1 October 2018.

Topic	Description
Materials Recovery Facility	Pre-decision scrutiny of the options.
Notice of Motion – Reduce Plastic Waste at the Council	Progress made on sourcing suitable alternatives to single use plastics identified by the council services audit. (Brooke 5 September 2019)