



4 July 2019

ENVIRONMENT AND GROWTH OVERVIEW AND SCRUTINY COMMITTEE – 15 JULY 2019

A meeting of the Environment and Growth Overview and Scrutiny Committee will be held at 6pm on Monday 15 July 2019 in Committee Room 1, Town Hall, Rugby.

Councillor Neil Sandison
Chair of Environment and Growth Overview and Scrutiny Committee

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Minutes

To confirm the minutes of the meetings held on 11 March 2019 and 16 May 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. Notice of Motion.
5. Light-Touch Review of Parking at the Queen's Diamond Jubilee Centre.
6. Review of Houses in Multiple Occupation.
7. Overview and Scrutiny Work Programme 2019/20.

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

Membership of the Committee:

Councillors Sandison (Chair), Bearne, Brader, Mrs Bragg, Ellis, Gillias, Mrs New, Picker and Mrs Roberts

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:	Notice of Motion: Public Health Grant 2018/19
Name of Committee:	Environment and Growth Scrutiny Committee
Date of Meeting:	15 July 2019
Contact Officer:	Michelle Dickson (Communities and Projects Manager)
Summary:	Notice of motion from Council in accordance with Council standing order number 11.
Financial Implications:	There are no financial implications for the Council
Risk Management Implications:	There are no risk management implications for the Council
Environmental Implications:	There are no environmental implications
Legal Implications:	There are no legal implications for the Council
Equality and Diversity:	<p>There was a requirement that all bidders for funding had an Equality and Diversity Policy in place.</p> <p>There were two successful bids – one from an organisation that supports homeless people (Hope 4) and the other from EQUIP (the Equality and Inclusion partnership)</p>

Environment and Growth Scrutiny Committee - 15 July 2019

Notice of Motion: Public Health Grant 2018/19

Public Report of the Head of Communities and Homes

Summary

At the meeting of Council on 27 September 2018, Cllr O'Rourke submitted a notice of motion in accordance with corporate standing order number 11.

The Committee is asked to consider the matter and report to Cabinet or appoint a task group to consider the matter in further detail.

1.0 MOTION FROM COUNCIL

At the meeting of Council on 27 September 2018, Cllr O'Rourke submitted a notice of motion, which was subsequently amended, in accordance with standing order number 11:

"Next year is the Coventry and Warwickshire year of Health and Wellbeing and many public sector organisations are already working in partnership with their local communities to promote and encourage their communities to adopt healthy lifestyles. They are doing this by identifying and working with existing and new community networks and organisations, particularly those reaching vulnerable groups.

Clearly Rugby Borough Council has a vested interest in supporting this wonderful initiative. Therefore I'm asking this Council to pledge its support for the year of health and wellbeing through:

- Working in partnership with our communities and stakeholders to identify one or two initiatives that we could all get behind.*
- That we ask Scrutiny to establish a member task and finish group to monitor the delivery of those priorities and associated costs*
- That a report be brought to Cabinet outlining the costs and the possibility of using any unspent funding from Public Health England."*

2.0 MOTION ON NOTICE PROCEDURE

The Constitution requires the scrutiny committee to decide whether to consider the motion itself or refer it for consideration by a task group. Any task group so appointed will report back to the relevant scrutiny committee. Once the scrutiny committee has considered the motion, or received a report back from a task group, it will report to the next available meeting of Cabinet.

Consideration of a motion might take the form of simply dealing with the motion without further scrutiny and reporting to Cabinet accordingly. If, however, the committee were to decide to consider the motion itself in more detail, any scrutiny would need to be supported by evidence that might not yet have been assembled.

3.0 INITIATIVES IDENTIFIED AND PROGRESS MADE IN THEIR DELIVERY

In recent years, the Council has been administering grants on behalf of Public Health Warwickshire. In 2018/19 this was £20,000 of which only £5,000 was allocated through the grants process. This was as a consequence of the criteria, laid down by Public Health being very focused, with few applications meeting their requirements.

The December 2018 of Cabinet agreed that any underspend from 2018/19 monies, along with any future allocation from Public Health instead be utilised for project delivery according to:

- health and wellbeing priorities identified through the local joint strategic needs assessment work
- transparent eligibility criteria to be agreed by Public Health, Rugby Health and Wellbeing Partnership and subsequently agreed by Cabinet.

In late December 2018, Public Health invited expressions of interest (EOI's) from stakeholders and community partners for projects aligned to the Joint Strategic Needs Assessment (JSNA) Wave 1 priority areas (Brownsover, Newbold or the whole Rugby population). This was for projects to utilise the £15,000 underspend for 2018/19. The potential funding for each project is £500 - £10,000.

The criterion for bids (retrospectively endorsed by the Rugby Wellbeing Partnership) are detailed in appendix 1.

There was also a requirement in terms of follow up reporting for those projects that were successful in being awarded funding:

Q1 - 28th June 2019	project update to be provided
Q2 - 27th September 2019	project update to be provided
Q3 - 31st December 2019	9 month evaluation report
Q4 - 31st March 2020	Final report

There were 7 EOI's received from 6 organisations, by the 18 January 2019 deadline, which were subsequently considered by the Rugby Health and Wellbeing Partnership at their meeting on 6 February 2019.

The following projects, totalling £14,715 were subsequently endorsed for funding by the Rugby Health and Wellbeing Partnership.

Hope4 The Learn to Cook (£1,700) - it was felt that the sessions had the potential for wider scope as there is a known need for people to learn and develop basic cooking schools. There is the potential for referrals to the project from the Council's Housing Service (a need for which has been identified through pre-tenancy workshops and Personal Housing Plans) and from ConnectWell.

The project has the potential to contribute to supporting to gain independence in their homes which in turn supports mental health and wellbeing (which are JSNA priorities).

The panel felt that this bid should be approved, but for an increased amount of £5,000 for a two-year project.

EQuIP Empowerment of young women and girls (£9,715) This service will provide physical activity as well as mental health peer and group support to build resilience among girls and young women in Brownsover. There will also be support on finances and knowledge about women's rights. The programme is a 2hr session per week for 12 weeks. Three of these programmes will run throughout the year potentially reaching 18 - 45 people. This addresses the JSNA need for more activities for young people and support for their mental health.

The recommendations of the Rugby Health and Wellbeing Partnership in respect of the allocation of grants was considered and endorsed by the Council's Cabinet on 4 March 2019.

There is no requirement for additional funding for the delivery of these projects.

4.0 CONCLUSION:

There was a transparent process for inviting and evaluating bids for projects which have the potential to contribute positively to the health and well-being of the people of Rugby, in line with the JSNA priorities.

The grant allocations to both Hope 4 and EQUIP were subsequently allocated in March 2019. The Hope 4 project is a 2 year plan, therefore the outcomes will not be known in any detail until March / April 2021. Both projects will be evaluated as outlined in section 3.0 of this report.

As a consequence of the project evaluation arrangements already in place, as part of the project requirements, and the initial 9-month evaluation report being prepared for the end of December 2019, it is unclear what additional role a task group would take in monitoring the initiatives over and above what is already in place.

5.0 NEXT STEPS

The Committee is asked to note the report and to recommend that an update on the project evaluation work carried out be included in the overview and scrutiny work programme for the beginning of the next municipal year as an appropriate time to review progress.

Name of Meeting: Environment and Growth Scrutiny Committee

Date of Meeting: 15 July 2019

Subject Matter: Notice of Motion: Public Health Grant 2018/19

Originating Department: Communities and Homes

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

Appendix 1:

Criterion for Public Health Funding Allocations for Joint Strategic Needs Assessment Projects

1. Must be an organisation based in Rugby providing a new project in the JSNA Wave 1 priority area of Brownsover and Newbold or Rugby whole population
2. Must address issues raised at the JSNA stakeholder event in June 2018. JSNA Reports were supplied. Five overarching themes were identified Housing, Young People, Transport, Access to Primary care, Mental health services, Employment/Education, General issues.
3. Project must be new with the ability to have an impact within 12 months and have a sustainability plan
4. Funding must not be used to support existing projects or funding streams.
5. Project must be innovative and involve local residents
6. Project must have to ability to build community coherence
7. The provider must not make a profit from this activity.
8. To award a bid the organisation must have governance plans in place safeguarding, data handling, equality and health and safety legislation
9. Must be an organisation based in Rugby providing a new project in the JSNA Wave 1 priority area of Brownsover and Newbold or Rugby whole population
10. Must address issues raised at the JSNA stakeholder event in June 2018. JSNA Reports were supplied. Five overarching themes were identified Housing, Young People, Transport, Access to Primary care, Mental health services, Employment/Education, General issues.

11. Project must be new with the ability to have an impact within 12 months and have a sustainability plan
12. Funding must not be used to support existing projects or funding streams.
13. Project must be innovative and involve local residents
14. Project must have to ability to build community coherence
15. The provider must not make a profit from this activity.
16. To award a bid the organisation must have governance plans in place safeguarding, data handling, equality and health and safety legislation.

AGENDA MANAGEMENT SHEET

Report Title:	Light-Touch Review of Parking at the Queen's Diamond Jubilee Centre
Name of Committee:	Environment and Growth Overview and Scrutiny Committee
Date of Meeting:	15 July 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 carried out as a light-touch review by the Committee. This report provides the additional information requested on the use of ANPR and parking enforcement to enable Members to consider any medium or longer-term recommendations.
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.

**Environment and Growth Overview and Scrutiny Committee – 15
July 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 carried out as a light-touch review by the Whittle Committee. This report provides the additional information requested on the use of ANPR and parking enforcement to enable Members to consider any medium or longer-term recommendations.

1. INTRODUCTION

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 2018/19 municipal year and it was allocated to Whittle Overview and Scrutiny Committee to be carried out as a light-touch review.

At its meeting on 11 March 2019 the Committee considered the draft review report which contained the following two recommendations:

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 (automatic number plate recognition) parking system would assist in increasing the turnover of parking spaces at the Queen's Diamond Jubilee Centre and other onsite venues.

The Committee also considered some suggested short-term recommendations and subsequently agreed that:

- the revised short-term recommendations be submitted to Cabinet on 1 April 2019 for approval;

- officers be requested to report back to the next meeting with further details on the option of an ANPR (automatic number plate recognition) parking management and enforcement scheme and why this should not be recommended; and
- that Committee consider a more detailed review medium and long-term recommendations prior to submission to Cabinet.

2. DRAFT REVIEW REPORT

The short-term recommendations were approved by Cabinet on 1 April 2019 and have been incorporated into the draft review report. A copy of the draft review report is attached at Appendix A.

3. ANPR AND PARKING ENFORCEMENT

3.1 Background

As part of the light touch review of parking at the Queens Diamond Jubilee Centre, it was suggested by GLL that ANPR technology could be used for enforcement at the site.

GLL presented their views on ANPR at the Whittle Overview and Scrutiny Committee meeting on 1 March 2019 (see Appendix B).

GLL has a national contract with Gemini Parking Solutions. GLL would be responsible for all costs including cameras, tablets and pay machines.

ANPR can be used by private parking companies under the Protection of Freedoms Act 2012 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 car park is part of a lease with GLL for the QDJC, the view of officers is that ANPR could be used by GLL. However, that lease also includes control of car parking policy by the Council.

3.2 Current Policy

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.

There is a view that parking is a problem on the site due to misuse by local school pupils and hospital users, which is addressed separately.

There is currently no enforcement on the site, but this will occur once yellow chequered areas have been marked and signed, but this will be limited until a full report has been presented by this Committee to Cabinet for approval regarding enforcement.

This report was drafted by officers, but Gemini were asked to comment on the report. There comments are included in this report.

ANPR offers a number of advantages. These include:

- the ability to determine when a car arrives and leaves and cross reference to parking rules;
- conditions can be varied quickly e.g. for events (subject to suitable signage);
- drivers with disabilities can pre- register parking bays;
- it can be used 24/7;
- and the most important one usually is that it does not require a person to attach a penalty charge notice to a vehicle and it can be sent automatically by post reducing staff costs.

However, there are some disadvantages of ANPR. These include:

- a proportion of number plates are not recognised or misrecognised and can also cause issues if people enter and leave more than once in a day, though technology is improving. Before any use of ANPR is considered by the council it would be necessary for Gemini Parking Solutions to provide data on the number of incorrect PCNs issued;

Comment from Gemini. As a company we carry out a number of manual due diligence checks on every parking charge notice before we request the keeper information from the DVLA. We have to clearly demonstrate that a contravention has taken place otherwise we face serious sanctions and possible suspension if upon an audit it is found that we have requested the keeper data without the supporting evidence.

- quality of the images, resulting from: poor lighting and low contrast due to over exposure, sun glare, reflection or shadows obstructed vehicles; speed of vehicles (blurry images); traffic volume; poor weather conditions; obscured, broken, dirty or customised number plates; some foreign registration plates;

Comment from Gemini. We use the highest quality cameras within all of our sites and so apart from that of foreign plates the cameras ensure that we are able to continuously deliver our service in all conditions.

- they do require expenditure in purchase of the cameras, hardware and software which is usually associated with a revenue stream to support it, but Gemini Parking Solutions are lead suppliers and users of this equipment so may be able to provide it at low cost and risk;

Comment from Gemini. Gemini provide its systems and services on a cost neutral basis removing all capital outlay and maintenance costs from the client.

- they could be used for seeing if people park in a drop off only, no parking or bus parking area, but this may require manual determination to avoid customers receiving PCNs that are not valid (driving through or dropping off is acceptable, but staying for longer than a pre-determined period will require determination and confirmation manually);
- they cannot be used on Bruce Williams Way where customers do park on the verge if there is not enough parking because it is a private road owned by Rugby Borough Council. Even if enforcement was given to another company e.g. Gemini Parking Solutions, they would still have to issue tickets manually;

Comment from Gemini. Gemini have the capacity to monitor restricted parking areas and issue PCNs according should a vehicle park outside the terms and conditions.

- appeals against incorrect PCNs were not subject to the same level of control as local authorities. This is due to be remedied by the Parking (Code of Practice) Act 2019 which is now in force, but the Code of Practice has still not been drafted so it is unclear what controls it will put in place. The council has no data on the rate of incorrect PCNs issued by Gemini Parking Solutions and this information would be needed before any decision on ANPR is made to ensure that the reputation of the council is not affected by the actions of a private company.

Comment from Gemini. The private parking sector experiences closer scrutiny than local authority. Both accrediting bodies the BPA and the IPC have their own independent appeals body that allows motorists to make a second appeal should they feel a PCN has been issued unjustly. However, because of Gemini's values based model and commitment to demonstrating compassion across all touch points. Our rate of appeals acceptance is substantially higher than the industry standard as we always show compassion and leniency when investigating an appeal.

3.3 Future Policy

Free parking was discussed at the meeting on 1 March, e.g. for a set time period of four hours, with longer periods subject to a charge.

Currently parking is free, and the council has recently introduced free parking at weekends. It would be a fundamental change in policy to charge for parking and would need Cabinet approval. While it could be argued a charge may encourage modal shift to walking or cycling, it could also deter current users from using the facilities. Charging for e.g. over four hours, unless set at a disproportionate high level such as £10, may still allow or encourage the legitimate use of the car park by users of nearby facilities e.g. schools.

Restrictions could be introduced which did not include payment e.g. 'Parking limited to four hours. No return within one hour. Penalty charge issued for breach. For longer stays for users of the associated facilities please register at

Parking charges for shorter periods e.g. £1 for two hours, which would cover most leisure activities, would raise the issue of how the revenue is shared. While investment may be needed by GLL for obtaining and maintenance of an ANPR

system, with nearly 500,000 visitors per year, it could be a significant revenue source for GLL, and as a council asset, a significant proportion of this should be received by the council to support essential services.

Parking charges will also require a payment system either using money, which will require the purchase and installation of ticket machines, or alternative payment such as apps, but many do not have access to smart technology, so all transactions could not be by app.

Comment from Gemini. Gemini would propose implementing a system that combined both coin payments via a payment machine and a digital payment system.

If parking remains free with or without time limits clarification should be obtained from GLL about the revenue stream that will support ANPR, as given the type of customers using the car park, once enforcement starts, it is unlikely that significant numbers of PCNs will be issued. Therefore, unless they absorb the costs as part of the contract, charging will be needed to pay for and maintain the system.

Given the large number of users and the simplicity (subject to suitable controls to protect drivers from incorrect tickets) of ANPR which can be used without manning 24/7, ANPR does offer a potential cost effective solution if Committee and Cabinet decide that enforcement is required.

As Gemini Parking Solutions will be using ANPR, it is not anticipated they will have people on site for enforcement, if determined by Committee and Cabinet to be the best option, when major events occur and people park in Bruce Williams Way. It is anticipated that enforcement for this will remain with the Council's Community Wardens.

Comment from Gemini. Gemini are able to provide random patrols of the car park to ensure internal compliance, but they would not have a fixed presence.

It should be noted that while concerns have been raised about potential damage to tree roots from people parking in Bruce Williams Way, the view of the Council's Parking Team officers is that it does not cause any significant congestion, it meets a customer need and if parking there is stopped, the nearest public car parks are about ½ mile away (John Barford Car Park), and so enforcement is considered disproportionate and inconvenient for customers. Irresponsible parking can still be dealt with and the policy can be reviewed if there is evidence of damage to council assets.

Gemini have also submitted the following comments.

- *No activity, outside of full day events requires parking for any longer than three hours*
- *Parking limits and paid parking would create greater turnover of parking availability, increasing the number of locals able to access this public leisure facility*
- *The technology would be monitored by Gemini and GLL for the duration of our contract*

- *All income taken for parking at the centre, would be split with RBC via the existing contractual profit share agreement, no revisions to revenue agreement are required*

4. NEXT STEPS

The Committee is asked to consider the draft review report and agree on any additional medium or long-term recommendations prior to submission to Cabinet on 2 September 2019.

Name of Meeting: Environment and Growth Overview and Scrutiny Committee

Date of Meeting: 15 July 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



Appendix A

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

March 2019

CONTENTS

	Chair's Foreword	
1	Recommendations	5
2	Objectives	6
3	Methodology	7
4	Evidence	7
5	Conclusions	11
	Appendices	
	1 – Map of the site	
	2 – Survey figures	
	3 – Photographs of the car park area	

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

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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 Committee proposes the following recommendations to Cabinet:

SHORT TERM

1	Relocate cycle racks to patio area to improve accessibility and security – in doing so create an additional two parking spaces.
2	Improve markings, hatchings and signage to encourage more responsible parking.
3	Encourage event organisers to prepare more effectively for, and take responsibility for, peak traffic, in liaison with GLL.
4	Encourage modal shifts, such as increased walking and cycling to reduce burden on the car park.
5	Enforce against inappropriate parking in line with parking order.
6	Write to external organisations such as the Hospital of St Cross and Lawrence Sheriff School to request that they direct their service users to other parking areas.
7	GLL to look at times of peak activity (such as swimming lessons) and smooth those peaks throughout the day/ week.
8	Make the emergency drop off area clear, for example by using hatchings/ signage.

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 (automatic number plate recognition) 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:

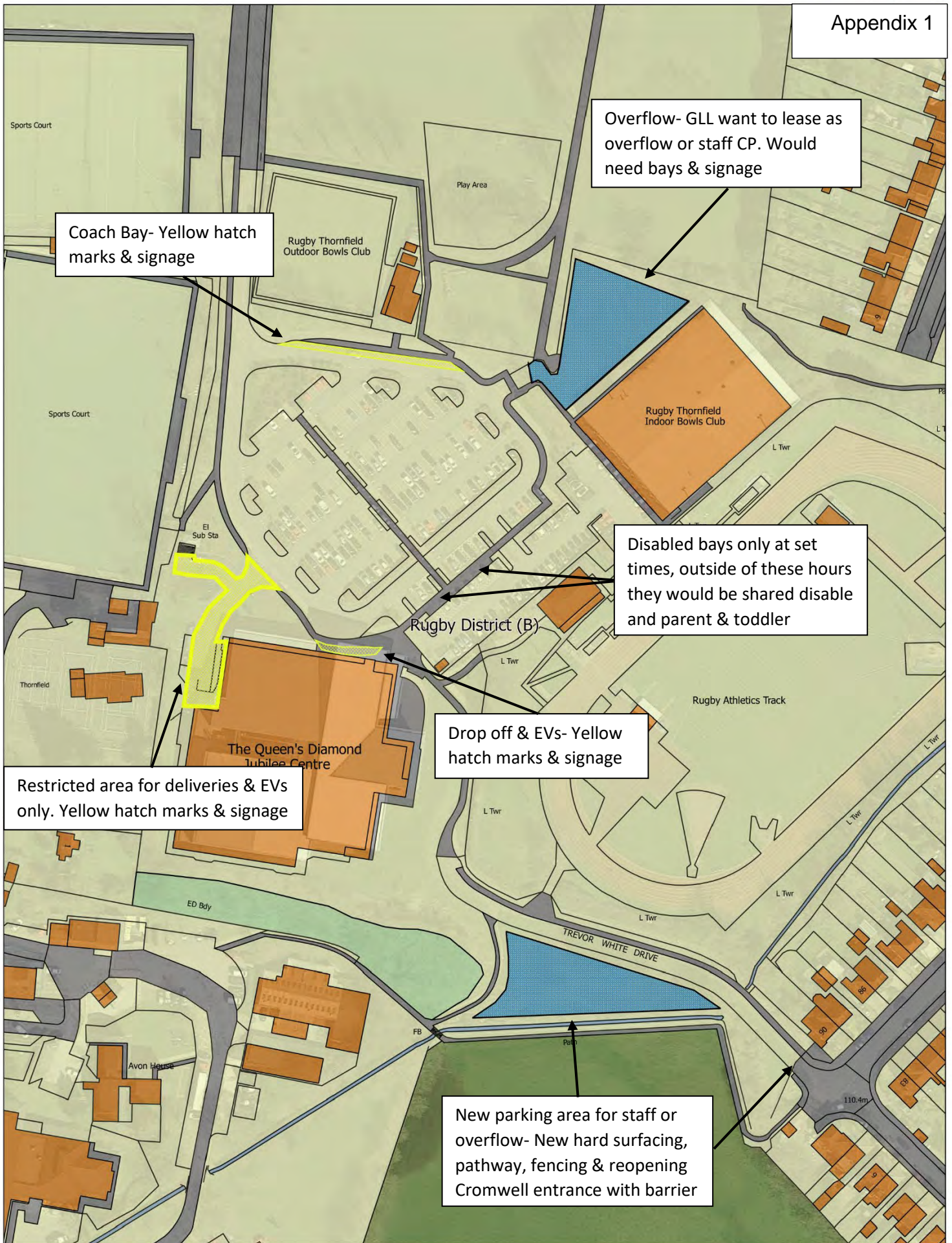
Comment	Number of comments
There are no parent and child spaces	5
The 'overflow' car park next to the indoor bowls club is not in use	2
Concern that the Council is planning on charging for parking	2
At peak times there are delays in entering or leaving the site due to traffic	1
There are issues with 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





Pedestrian footpath along Bruce Williams Way

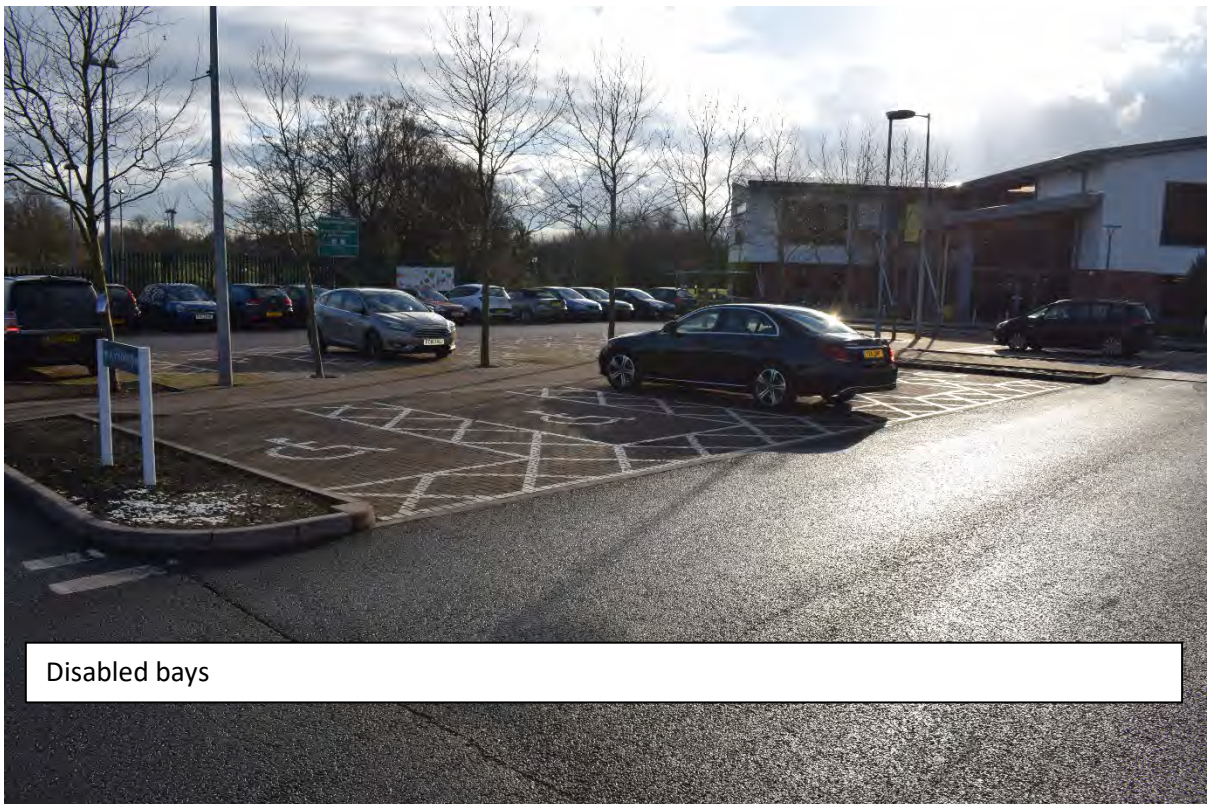


Gated access from Hillmorton Road





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





Weekend parking consequences on Bruce Williams Way

Parking Enforcement and Regulations

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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.

AGENDA MANAGEMENT SHEET

Report Title:	Review of Houses in Multiple Occupation
Name of Committee:	Environment and Growth Scrutiny Committee
Date of Meeting:	15 July 2019
Contact Officer:	David Burrows, Regulatory Services Manager
Summary:	Complaints have been received by elected members from residents near to HMOs about problems created by HMOs, e.g. increasing numbers, noise, waste, car parking, and asked officers to review what actions are available. This report summarises the current position.
Financial Implications:	None.
Risk Management Implications:	None.
Environmental Implications:	None.
Legal Implications:	None.
Equality and Diversity:	N/A.

Environment and Growth Scrutiny Committee - 15 July 2019

Review of Houses in Multiple Occupation

Public Report of the Head of Environment and Public Realm

Summary

Complaints have been received by elected members from residents near to HMOs about problems created by HMOs, e.g. increasing numbers, noise, waste, car parking, and asked officers to review what actions are available. This report summarises the current position.

Background

On 1 October 2018 the legislation regarding Houses in Multiple Occupation changed. The Housing Act 2004 was amended by the Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018.

A house in multiple occupation (HMO) is a property rented out by at least 3 people who are not from one 'household' (e.g. a family), but share facilities such as the bathroom and kitchen.

Before October 2018 an owner had to have a licence if renting out a large HMO. A property is defined as a large HMO if all of the following apply:

- It is rented to 5 or more people who form more than 1 household
- It is at least 3 storeys high
- Tenants share toilet, bathroom or kitchen facilities

From 1 October 2018, the definition of an HMO for licensing purposes is any property occupied by five or more people, forming two or more separate households.

A report was sent to Cabinet at their meeting on 25 June 2018 to advise of the change in legislation and make a bid for an additional officer as existing resources would not be able to manage the estimated number of new HMOs.

At that time there were 54 licensed HMOs and it was anticipated based on local and national intelligence that there would be a further 300 that needed licensing because of the legislation change.

The legislation allows costs recover and based on existing fees it was anticipated that the income would fund the post.

The additional post was agreed.

However, questions were raised by elected members about the increases locally in HMOs which had resulted in complaints from concerned local residents e.g. insufficient car parking spaces (many are in residential areas with no off street parking), bins being misused or waste being dumped in gardens and alleys, and noise from the increased number of often young males in the HMOs.

Traditionally these HMOs tended to be in high density Victorian and Edwardian terraced property areas, but there is evidence now of landlords buying new build properties including detached properties with high bedroom numbers. Complaints had been received from local residents in both types of area, mainly relating to the fact they have spent large sums of money on their properties and the HMOs were having a detrimental affect on them and lowering property values.

While there is an argument that HMOs provide much needed affordable accommodation, and many landlords and tenants take advantage of this, it is unlikely that the majority of occupiers would choose to live in an HMO if they had good quality affordable accommodation of a better standard e.g. a flat or house. The current problems with meeting housing needs in the UK makes HMOs more likely and exploitation of tenants more likely.

The council (Communities and Homes) does use HMOs for temporary accommodation.

This issue is one that only very recently came up at a meeting with a community residents association. Residents advised that the increase in HMO's was having a big impact on the availability of on-street parking, resulting in disputes between residents. The transient nature of people living in the HMO's was perceived as having a negative impact on the community as they allegedly do not perceive or treat the area as home.

While this is anecdotal evidence, it is typical of concerns that have been mentioned.

In terms of the need for HMO's, with an ever increasing temporary accommodation bill, the Council have had to secure more HMO's to meet need – either through direct purchase or leasing. The difference in our model of provision is that there are proper management arrangements in place to oversee them. Some private-landlords do not take this approach.

The housing benefit rules for under 35's in particular mean that the availability of alternative accommodation is lacking. The only real answer to this is an increase in supply of single-persons accommodation. This is something that is expensive and unattractive to developers. The increasingly risk adverse nature of the registered providers of social housing means that single people is a cohort that they are less willing to take on in any numbers.

This report considers current progress in licensing the main controls available, and the problems with enforcement.

There are 4 main controls available to the council:

- Development Control
- Building control
- HMO Licensing
- Additional powers e.g. statutory nuisance, waste enforcement

Local Plan and Development Control

A family home or a home used by a single person is classed as C3 (Dwelling House/Flat) whereas a small shared house of up to six unrelated individuals is classed as C4 (HMO) and a house for more than six unrelated individuals is known as Large HMO.

Permitted development is permission granted from the government only when the changes you wish to make comply with its regulations. Changes made to the order allow landlords to pursue the changes between certain use classes without a planning permission subject to conditions.

Class C4 of the Town and Country Planning (Use Classes) Order 1987 (as amended) (UCO) provides for the use of a dwelling house as an HMO by not more than 6 residents; that is up to 6 unrelated individuals who share basic amenities.

Although the Town and Country Planning (General Permitted Development) Order 2015 (GPDO) grants planning permission under Class L for a change from Use Class C3 (use as a dwelling house for up to 6 peoples living as a single household) to Class C4, many local authorities are putting in force Directions under Article 4 of the Town and Country Planning Act 1990 (as amended) (TCPA) that removes the permitted development rights for change of use from C3 to C4.

Consequently, unless authorised through the passage of time, planning permission would now be needed for the change of use. In other words, this doesn't allow flexibility for property owners to change the use between C3 and C4, and convert the property into an HMO.

Rugby Borough Council does not currently have in force Directions under Article 4 regarding HMOs.

Whilst planning permission is required for those HMO's with more than 6 occupants the vast majority of HMOs are not subject to the scrutiny of a planning application. This can lead to a proliferation of HMOs in certain areas which can in turn have a detrimental impact upon the amenity of existing residents.

Some local authorities have sought to address this issue by issuing what is known as an Article 4 Direction. This measure ensures that the creation of an HMO, regardless of the number of occupants, automatically requires planning permission. It does not mean that permission will not be granted but it does ensure that the merits of each HMO are properly considered.

It also allows the council to monitor the location of all new HMOs and assess the cumulative impact of such uses in a particular area. Supplementary planning guidance could then be created to help officers and members assess such applications.

An Article 4 Direction is a statement made by the Town and Country Planning Acts which allow local authorities to remove permitted development in some circumstances. An Article 4 must be accompanied by a plan that clearly shows the area that is subject to the Direction and the extent of the area needs to be based upon evidence.

Councils are aiming to manage House in Multiple Occupations (HMOs) to improve the living standards of residents and maintain mixed communities. The reason behind this is that the studies show House in Multiple Occupations (HMOs) and their concentration can be associated with the following issues:

- poor standards of accommodation
- loss of local character
- reduction in environmental quality
- increased noise complaints
- increased anti-social behaviour
- loss of single family dwelling houses
- increased levels of crime
- increased pressures on car parking
- dominance of private renting
- increased pressure upon local services
- changes to local retail provision

Supplementary Planning Documents (SPDs) are material considerations to the Local Plan as they add further details to policies in the Local Plan. The National Planning Practice Guidance is clear that they must form part of the development plan and they cannot introduce new planning policies into the development plan. The new Local Plan does not contain a specific HMO policy. It would therefore not be lawful to pursue an SPD on HMOs as there is no Local Plan policy which this could support and it would in effect be creating new policy which SPDs cannot do. A specific HMO SPD cannot be pursued for this reason.

With regards to Article 4s the National Planning policy Guidance (NPPG) is clear that Article 4s should be limited and strong justification will be needed before withdrawing permitted development (PD) rights and that the local planning authority (LPA) might have to pay compensation in certain circumstances.

The view of the Development and Enforcement Unit is that both SPDs and Article 4s are not viable options.

Building Control

Conversions are subject to the current Building Regulations. This ensures compliance with current regulations which consider safety and nuisance (e.g. sound insulation), but do not control the numbers of HMOs or the behaviour of their landlords or tenants.

HMO Licensing

Similar to development control and building control, licensing is not really a means of controlling where HMOs are or the problems they cause.

Issue of a licence is based on two main determinations:

- Does the property meet the minimum safety and amenity standards?
- Is the licence holder or their representative (property manager) 'fit and proper'?

If these two criteria are met, the licence is issued.

Some conditions can be applied regarding management, e.g. bin management, but these do not cover the major issues that local residents may be affected by.

With regards to current progress on the new HMOs, the Neighbourhoods Team, which is part of Regulatory Services, has received applications, identified unlicensed HMOs and had enquiries from approximately 100 landlords. This is far short of the originally predicated 300, but it is now estimated that there are likely to be another 20 – 50 unlicensed HMOs which will need to be identified.

Officers are currently working on licensing these new HMOs and at the time of writing this report it was predicted that the current applications would be processed by September 2019 freeing the officers to then look for more unlicensed HMOs and continued inspections of the licensed HMOs.

While the shortfall could have an impact on the sustainable funding of the new HMO licensing officer post, the licensing is subject to cost recovery, so fees can be adjusted to cover the cost. In addition, if enforcement action is needed under the Housing Act 2004, this is also subject to cost recovery and civil penalties under the Housing and Planning Act 2016 may also help to make the post sustainable.

Officers from the Neighbourhoods Team which have been involved in licensing HMOs have the following comments:

- From discussions between landlords and tenants during visits the car parking issue is more of a neighbourhood issue and not necessary relating to the number of HMOs rising throughout the borough. Albeit complaints have been received relating to parking, these complaints are within the Urban area. However, the parking issue is also a concern to families with many children/adults choosing to live at home due the unaffordability of housing. New 4-5 bedroom houses are typically built with 1 – 2 car spaces for a whole household.
- From inspections the HMO accommodations are generally in excellent condition and are considered to be a home to those tenants and not generally seen as temporary. Albeit this is not with every home, but a vast majority of landlords do have long term tenants.
- When an HMO landlord makes contact the discussion of Article 4/selective licensing often comes up and what the council's current plans/views are.

- An option that is being monitored by officers but has not been suggested to elected members is an area may be designated for selective licensing either (i) if the area is (or is likely to be) an area of low housing demand or (ii) the area is experiencing a significant and persistent problem caused by anti-social behaviour and some or all of the private sector landlords are failing to take action to combat the problem that it will be appropriate for them to take. A designation can last for five years.
<https://www.gov.uk/government/publications/selective-licensing-in-the-private-rented-sector-a-guide-for-local-authorities>. The current view of officers is that we need to concentrate on HMOs and there is insufficient evidence at the moment to justify selective licensing.
- Waste – officers do have discussions with landlords and tenants about these issues and discuss with both that additional bins can be requested to the property depending on the existing number of bins. Officers discuss with landlords on the education to the tenants to ensure recycling and waste is managed appropriately. There are mandatory conditions within the licence once issued that ensure such concerns can be addressed accordingly if we feel the landlord/manager does not have a hands-on approach in managing tenants concerns i.e. waste and noise.
- Officers are of the view there are neighbours that understand the need for HMO's with the current crisis and the lack of affordable housing available. However, there are genuine concerns to the amount of HMO's rising and the number of tenants within these properties.
- Officers are of the view that close working between the relevant teams is important in developing policy and providing high quality, coordinated and consistent service to landlords and tenants. It is often confusing for landlords that planning permission, building regulations and HMO licenses can often require different controls.

Additional Powers

Although not specific to HMOs, with the increased risk of certain issues, they can be priorities for action by the Neighbourhoods Team and the Community Wardens, both part of Regulatory Services.

These actions can include statutory nuisance (e.g. noise) abatement notices under the Environmental Protection Act 1990; anti-social behaviour (e.g. dumping of waste) using Community Protection Warning/Notice under the Anti-social Behaviour, Crime and Police Act 2014; and waste powers under the Environmental Protection Act 1990.

While these are available and are used, including what is know as Community Pride where action is concentrated on certain areas with high levels of problems (and usually HMOs), they do not prevent the problems occurring.

Only national guidance and housing polices could reduce the risks from HMOs.

Name of Meeting: Environment and Growth Scrutiny Committee

Date of Meeting: 15 July 2019

Subject Matter: Review of Houses in Multiple Occupation

Originating Department: Environment and Public Realm

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
1	Agenda and minutes of meeting of Cabinet 25 June 2018 https://www.rugby.gov.uk/meetings/meeting/911/cabinet
2	Council policies on HMOs https://www.rugby.gov.uk/info/20078/houses_in_multiple_occupation_hmos/162/houses_in_multiple_occupation_hmos
3	Council Article 4 Directions https://www.rugby.gov.uk/info/20084/planning_control/70/article_4_directions

AGENDA MANAGEMENT SHEET

Report Title:	Overview and Scrutiny Work Programme 2019/20
Name of Committee:	Environment and Growth Scrutiny Committee
Date of Meeting:	15 July 2019
Contact Officer:	Linn Ashmore, Democratic Services Officer, Tel: 01788 533522
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 2019/20.
Financial Implications:	There is a budget of £500 available in 2019/20 to spend on the delivery of the overview and scrutiny work programme.
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:	No new or existing policy or procedure has been recommended.

Environment and Growth Scrutiny Committee - 15 July 2019

Overview and Scrutiny Work Programme 2019/20

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 2019/20.

1. SCRUTINY REVIEWS

1.1 Current Reviews

Parking at the Queen's Diamond Jubilee Leisure Centre – this topic has been covered by a separate item on this agenda.

1.2 Future Review Topics

At a meeting of the committee chairs' and the Executive Director the following review topics were included in the 2019/20 work programme:

Communities and Homes Overview and Scrutiny Committee

Topic	Comments
<i>Special Expenses Scheme – Council Tax</i>	The inaugural meeting of the task group was held on 11 June 2019 and it has agreed a programme of work and dates of future meetings. A questionnaire has been circulated to all parish councils as part of the evidence gathering for the review.
<i>Review of Housing Maintenance/Repairs</i>	Light-touch review to be scheduled.

Environment and Growth Overview and Scrutiny Committee

Topic	Comments
<i>Parking at the Queen's Diamond Jubilee Leisure Centre</i>	Included on the agenda at item 5.

Topic	Comments
<i>Public Spaces Protection Orders (PSPOs) - Policy relating to the closing of alleyways and Gating Orders.</i>	The topic will be included in the work programme once the outcomes of a public consultation relating to a specific anti-social behaviour issue, yet to be approved by Cabinet, are known. The review will consider this evidence and the options available to help tackle anti-social behaviour issues in relation to alleyways.

Joint Overview and Scrutiny Committee

Topic	Comments
<i>Commercialisation, Collaboration and Partnerships</i>	Commercialisation Strategy. Exploring commercial activity, subscription packages of services, collaboration with other public-sector bodies, shared service and trading. Rugby Borough Council relationships with partners and their value. A provisional date has been set for the joint meeting on 18 November 2019.

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

2.1 Joint Meeting with the Leader and Executive Director

A joint meeting has been arranged on 27 January 2020 with the Leader and Executive Director that will take the form of the usual question and answer style meeting.

In line with the new overview and scrutiny arrangements, approved by Council on 23 April 2019, there will be no joint meeting with the portfolio holders but each portfolio holder will be invited to attend at least one committee meeting during the year to discuss performance and future strategy, or any relevant topics on the committee agenda.

2.2 Development of the Work Programme

In late 2018, a decision was made by the scrutiny chairs not to hold the annual scrutiny work programme workshop. The workshop was not well attended and in response to this a fresh way of approaching the work programme and engaging with the public and external partners was explored.

The key aim of this new approach is to engage with stakeholders throughout the year via platforms such as the Council's website, Facebook, listening posts and appropriate events such as WCAVA's Our Rugby, Our Future. This will provide scope within the work programme for scrutiny to be more reactive and timelier by addressing matters as they come to light.

A programme of reviews will still be considered. Members of the public, external partners and councillors have been consulted and invited to submit suggestions for possible review topics for the 2019/20 municipal year and approximately 30 review topic suggestions have been received.

A review checker has been produced and will be used as a tool to narrow down suggestions prior to the shortlist being discussed with Heads of Service before any topics are added into the work programme. A copy of the review topic selector flowchart is attached at Appendix 2.

3. FORWARD PLAN

At the joint meeting of Brooke and Whittle Overview and Scrutiny Committees held on 5 March 2019 regarding a review of the Council's overview and scrutiny arrangements, it was decided that to support pre-decision scrutiny the Forward Plan would be included on future committee agendas.

The following topics are currently listed or scheduled for inclusion in the Forward Plan:

18 July 2019 – Council
Overview and Scrutiny Annual Report
LGBT+ Report and Action Plan
Review of Members' Allowances Scheme

2 September 2019 – Cabinet
Light-Touch Review of Parking at the Queen's Diamond Jubilee Leisure Centre
Tree Policy for Rugby Borough
Commercial Waste
Future Recycling Options

4 November 2019 – Cabinet
Voluntary and Community Sector Funding 2020-2022

4. CONCLUSION

The committee is asked to:

- note the progress in the task group reviews; and
- agree the future work programme for the committee.

Name of Meeting: Environment and Growth Scrutiny Committee
Date of Meeting: 15 July 2019
Subject Matter: Overview and Scrutiny Work Programme 2019/20

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

Overview and Scrutiny Work Programme 2019/20

Communities and Resources 5 September 2019

Topic	Description
Finance and Performance Monitoring 2019/20 Q1	Monitoring of finance and performance
Employee Wellbeing	Progress report

Environment and Growth 3 October 2019

Topic	Description
Air Quality Monitoring	Annual review
Notice of Motion – Reduce Plastic Waste at the Council	Progress report

Communities and Resources 24 October 2019

Topic	Description
Special Expenses Scheme	Draft review report on the conclusions and recommendations

Joint Overview and Scrutiny Committee 18 November 2019

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.

Environment and Growth 9 December 2019

Topic	Description
Finance and Performance Monitoring 2019/20 Q2	Monitoring of finance and performance

Joint Overview and Scrutiny Committee 27 January 2020

Topic	Description
Leader and Executive Director	Discussion on performance and future strategy with Leader and Executive Director

Environment and Growth 24 February 2020

Agenda to be agreed.

Communities and Resources 19 March 2020

Topic	Description
Communities and Homes Portfolio Holder	Discuss performance and future strategy in relation to the portfolio

Environment and Growth 2 April 2020

Topic	Description
Crime and Disorder	Annual review

ITEMS TO BE ALLOCATED**Communities and Resources**

Topic	Description
Review of Housing Maintenance/Repairs	Light-touch review

Environment and Growth

Topic	Description
Materials Recovery Facility	Pre-decision scrutiny of options

Overview & Scrutiny Topic Selection Flowchart

