

AGENDA

Executive

**Tuesday, 07 April 2015 AT 16:00
In the Flensburg Room, Civic Centre, Carlisle, CA3 8QG**

Apologies for Absence

To receive apologies for absence and notification of substitutions.

Declarations of Interest

Members are invited to declare any disclosable pecuniary interests, other registrable interests and any interests, relating to any item on the agenda at this stage.

Public and Press

To agree that the items of business within Part A of the agenda should be dealt with in public and that the items of business within Part B of the agenda should be dealt with in private.

PART A

To be considered when the Public and Press are present

7 - 14

The Director of Local Environment to submit a report seeking the release of the Capital Budget provision for 2015/16 of £1,109,000 to provide for vehicle and plant replacements in accordance with the 5 year plan.
(Copy Report LE.09/15 herewith)

15 - 22

The Director of Economic Development to submit a report seeking Executive consent to proceed with a number of public realm projects within Carlisle.
(Copy Report ED.15/15 herewith)

23 - 34

The Director of Economic Development to submit a report outlining proposed improvements to the Durranhill Industrial Estate, related funding opportunities, proposals to restructure leases and current disposals.
(Copy Report ED.14/15 herewith)

**A.4 CARLISLE OLD TOWN HALL PHASE 2: EMERGENCY
REPAIRS AND ADDITIONAL WORKS**

35 - 44

(Key Decision - KD.09/15)

The Director of Economic Development to submit a report updating the Executive on the impact of unforeseen structural defects, and improvements to support increased usage of the Assembly Room and Tourist Information Centre.

(Copy Report ED.16/15 herewith)

Background Papers - previous reports; and Portfolio Holder Decision Notice PF.002/15 (published 04/03/15) are available on the Council's website - <http://cmis.carlisle.gov.uk/cmis/>

A.5 NOTICE OF EXECUTIVE KEY DECISIONS

(Non Key Decision)

The Notice of Executive Key Decisions, published on 9 March 2015, is submitted for information.

A.6 SCHEDULE OF DECISIONS TAKEN BY PORTFOLIO HOLDERS

45 - 46

(Non Key Decision)

A Schedule of Decisions taken by Portfolio Holders under delegated powers is attached for information.

(Copy Schedule herewith)

Background Papers - Executive Decision EX.108/13 (30 September 2013) is available on the Council's website - <http://cmis.carlisle.gov.uk/cmis/>

47 - 54

A Schedule of Decisions taken by Officers under delegated powers is attached for information.
(Copy Schedule herewith)

55 - 56

57 - 62

63 - 78

To consider the final report of the Litter Bin Task and Finish Group and respond to the recommendations contained therein.
(Copy Report OS.06/15 and Minute Excerpt herewith)

To be considered when the Public and Press are excluded from the meeting

B.1 DURRANHILL INDUSTRIAL ESTATE

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

(Key Decision - KD.08/15)

This report is not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as the report contains exempt information relating to the financial or business affairs of any particular person (including the authority holding that information)

The Director of Economic Development to submit a report outlining proposals relative to the Durranhill Industrial Estate.
(Copy Report ED.14/15 herewith)

Members of the Executive

Councillor C W Glover (Leader)

Councillor Mrs E B Martlew (Deputy Leader; and Environment and Transport Portfolio Holder)

Councillor Ms A Quilter (Culture, Leisure and Young People Portfolio Holder)

Councillor Mrs J Riddle (Communities, Health and Wellbeing Portfolio Holder)

Councillor Dr L Tickner (Finance, Governance and Resources Portfolio Holder)

Councillor Mrs H M Bradley (Economy, Enterprise and Housing Portfolio Holder)

Enquiries to:

Morag Durham - Tel: 817036

Notes to Members:

Decisions made at this meeting, if not subject to call-in, will

become live on 17 April 2015

Report to Executive

Agenda
Item:

A.1

Meeting Date: 7th April 2015
Portfolio: Environment and Transport
Key Decision: Yes: Recorded in the Notice Ref: KD.06/15
Within Policy and Budget Framework YES
Public / Private Public

Title: RELEASE OF CAPITAL FOR VEHICLE REPLACEMENT 2015/16
Report of: DIRECTOR OF LOCAL ENVIRONMENT
Report Number: LE09/15

Purpose / Summary:

This report seeks approval from the Executive, for the release of Capital scheme monies, in the sum of £1,109,000, for the Vehicle & Plant Replacement Programme for 2015/16.

Recommendations:

The Executive is asked to approve the release of the Capital budget provision for 2015/16, of £1,109,000, to provide for vehicle & plant replacements, in accordance with the 5 year plan.

Tracking

Executive:	7 th April 2015
Overview and Scrutiny:	n/a
Council:	n/a

1. BACKGROUND

- 1.1 In 2011/12, a revised 5 year vehicle replacement programme/plan was produced, based on historical knowledge and experience of the Transport Co-ordinator. The result of this exercise was the budget provision requirement for delivery.
- 1.2 These were presented within the Proposed Capital Programme, forming part of the Executive Budget Proposals 2015/16 in February 2015.
- 1.3 These budgets were approved by Council on 3rd February, subject to additional reports to Executive before expenditure is committed.
- 1.4 In respect of 2015/16 vehicle replacements, vehicles scheduled for replacement are identified in the attached Appendix A. Option appraisals will need to be undertaken for replacements of a specialist nature to ensure the optimum use of resources is achieved. This is delegated to the Director of Resources. If leasing or borrowing is determined as the most cost effective method of procuring the replacement vehicles this will impact on revenue budgets and further reports will be required to the Executive outlining the impacts of the preferred option.
- 1.5 It is the opinion of the Managers responsible for vehicle provision, that the 5 year vehicle replacement plan represents the very minimum requirements to maintain a safe efficient operational fleet, and ensures that maintenance revenue budgets are effectively used.
- 1.6 Local Environment has a pressing need to replace the three small refuse collection vehicles which are due in 2015/16. They suffer from a disproportionately high level of wear and tear due to the terrain over which they operate. These vehicles will still be required irrespective of the outcome of the 'Rethinking Waste' review. A decision on the replacement of the recycling vehicle however will only be made once the Council's preferred option is clear.
- 1.7 Full details of the current years replacement programme are set out in Appendix. A

2. PROPOSALS

- 2.1 The Executive is asked to approve the release of the Capital budget provision for 2015/16, of £1,109,000, to provide for vehicles & plant replacements, in accordance with the 5 year plan.

3. CONSULTATION

- 3.1 Internal consultation has taken place with the principle user groups across the Council and continuous dialogue will be maintained with user groups/Directors to ensure delivery requirements are met, and reflect any ongoing restructures or service changes.
- 3.2 Prior to ordering, there will be a final consultation with user groups and Directors to ensure any changes in resource requirements through efficiency/ restructures are accommodated.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 4.1 To ensure the City Council's fleet is in a safe and well maintained condition to provide effective service delivery.
- 4.2 To ensure those vehicles within our operational licence provision are of an operational standard.
- 4.3 To comply with the 5 year replacement plan.
- 4.4 To accommodate restructure reviews and maintain efficient operational delivery.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 5.1 To ensure council services are adequately resourced.

Contact Officer: Angela Culleton Ext: 7325

**Appendices Appendix A – 5 year replacement programme
attached to report:**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's -

Deputy Chief Executive's –

Economic Development –

Governance – Any purchase must be in line with the Council's contract procedure rules with relevant decisions properly recorded through Officer Decision Notices.

Local Environment –

Resources –

There is £1,109,000 within the 2015/16 Capital Programme for Vehicle and Plant Replacements. Appendix A to the report provides the detailed replacement programme and any purchases will be subject to ongoing discussions with the appropriate Director, especially given the timing of any necessary procurement processes and the lead in time for the acquisition of specialist items.

A full review of the vehicle replacement requirements for future years will be carried out as part of the 2016/17 budget process.

Appendix A
Capital Programme - Vehicles & Plant

DESCRIPTION	Code	2015/16 £	2016/17 £	2017/18 £	2018/19 £	2019/20 £
<u>Abandoned Vehicles</u>	-					
Replacement for NJ05 HXN	V0370				13,000	
<u>Building Cleaning</u>	-					
Replacement for WP11 FZX	V0439			12,000		
<u>Building Maintenance</u>	-					
Replacement for NL14 OOA	V0485				18,000	
Replacement for FE13 NKM	V0460				17,000	
Replacement for PX63 HYW	V0477				17,000	
Replacement for PX63 OXN	V0480				20,000	
Replacement for PX63 WDK	V0483				20,000	
<u>Car Parks</u>	-					
Replacement for NX13 UHY	V0466				14,000	
Replacement for PY13 GZU	V0471				13,000	
Replacement for PY13 GZV	V0472			13,000		
Replacement for NU63 EYZ	V0482				14,000	
<u>Environmental Services</u>	-					
Replacement for PX13 VYS	V0463				13,000	
Replacement for NX13 UHZ	V0465				11,500	
Replacement for NX13 AXC	V0467				14,500	
Replacement for NX13 AXD	V0468			14,000		
Replacement for NX13 AXF	V0469			14,500		
<u>Garage</u>	-					
Replacement for PX59 BUA	V0413		27,000			
<u>Green Spaces</u>	-					
Replacement for PX58 YTC	V0386					
Replacement for PX12 AYV	V0433			13,000		
Replacement for PX12 AYL	V0445			12,000		
<u>Grounds</u>						
Replacement for NX07 DWV	V0352					
Replacement for NX07 DWF	V0364					
Replacement for NX07 DWP	V0365					
Replacement for John Deere Electric Gator	V0379		12,000			
Replacement for NX08 CCD	V0382					
Replacement for NX08 FAO	V0390					
Replacement for PX09 AEZ	V0394	35,000				
Replacement for NX08 CHV	V0407	28,000				
Replacement for PX10 CLJ [Hayter Mower]	V0414	35,000				
Replacement for PX10 CLN [Hayter Mower]	V0415	35,000				

Replacement for PX10 CLO [Hayter Mower]	V0416	35,000				
Replacement for PX10 CLU [Hayter Mower]	V0417	35,000				
Replacement for PX10 CLF [Hayter Mower]	V0418	35,000				
Replacement for Hayter 7 Gang Mower	V0419	28,000				
Replacement for Timberwolf Chipper	V0420	25,000				
Replacement for PX10 CMV	V0421			40,000		
Replacement for PX10 CMY	V0422			40,000		
Replacement for PK12 KSZ	V0431			30,000		
Replacement for Wright Stander 48	V0434		9,000			
Replacement for NK12 GZO	V0438			25,000		
Replacement for PX62 CHH	V0448			75,000		
Replacement for PO13 AHL	V0453			25,000		
Replacement for Toro TM7490 Gang Mower	V0459					30,000
Replacement for NX13 UHV	V0470				17,000	
Replacement for NX63 RXV	V0474					
Replacement for PX09 CDZ	V0475			10,000		
Replacement for NX63 RXU	V0476					
Replacement for NU63 EYR	V0478			14,000		
Replacement for PX14 HGL	V0486					
Replacement for PX14 HGK	V0487					
Replacement for PY14 FLP	V0488					
Replacement for Gravemaster	V0489					
Replacement for Kubota ZD326	V0491	18,000				
Replacement for Kubota G23 Hi Dump	V0492	18,000				
Replacement for Kubota F3890	V0493	18,000				
Replacement for PX64 LYU	V0495					
Replacement for Jupiter Cylinder Grinder	N/A			20,000		
<u>Planning</u>	-					
Replacement for PX13 VYR	V0462				13,000	
<u>Plastics and Cardboard Recycling</u>	-					
Replacement for NX07 DXH	V0359					
Replacement for VN58 GFY	V0387	160,000				
Replacement for PX61 SNF	V0430			170,000		
Replacement for PO63 BLX	V0473					170,000
<u>Recycling</u>	-					
Replacement for NX62 EUH	V0452				14,000	
Replacement for NX13 UHW	V0464					15,000
<u>Green Waste</u>	-					
Replacement for PX09 RCZ	V0398			170,000		
Replacement for PX09 RDV	V0401			170,000		
<u>Refuse Collection</u>	-					
Replacement for PX09 RCY	V0397		170,000			

Replacement for PX09 RDY	V0400		170,000			
Replacement for PX09 REU	V0404		170,000			
Replacement for PX09 RFJ	V0405		170,000			
Replacement for PX09 RFK	V0406		170,000			
Replacement for VU59 JNO	V0408	170,000				
Replacement for VU59 JNX	V0409	170,000				
Replacement for VU59 JNV	V0410	170,000				
<u>Special Collections</u>	-					
Replacement for PJ63 EZU	V0479					50,000
<u>Street Cleansing</u>	-					
Replacement for RJ12 HZZ	V0435			120,000		
Replacement for KX12 LKK	V0436		70,000			
Replacement for NK12 GZP	V0437		20,000			
Replacement for PX12 AXF	V0441			40,000		
Replacement for PX12 AXG	V0442			32,000		
Replacement for PX12 AYN	V0443			32,000		
Replacement for PX12 AYM	V0444				14,000	
Replacement for BV62 DLN	V0446		110,000			
Replacement for BK62 TKO	V0447		110,000			
Replacement for SN62 CVX	V0449	55,000				
Replacement for SN62 CCO	V0450				25,000	
Replacement for SN62 CZV	V0451				25,000	
Replacement for PO13 UOP	V0457				45,000	
Replacement for PO13 OUR	V0458				45,000	
Replacement for SH64 YPT	V0497					
Replacement for Pressure Washer	V0461			10,000		
<u>Stores</u>	-					
Replacement for X354 SRM	V0314					
<u>IT</u>	-					
Replacement for WP11 GNV	V0440			12,000		
<u>Revenues and Benefits</u>	-					
Replacement for BT60 ZRN	V0427	13,000				
Replacement for BT60 ZRO	V0426	13,000				
Replacement for BT60 ZRP	V0428	13,000				
<u>Housing Services</u>	-					
Replacement for PY09 AEA	V0423		13,000			
TOTAL		1,109,000	1,221,000	1,113,500	383,000	265,000

Report to Executive

Agenda
Item:

A.2

Meeting Date: 7th April 2015
Portfolio: Cross Cutting
Key Decision: Yes: Recorded in the Notice Ref:KD07/15
Within Policy and Budget Framework YES
Public / Private Public

Title: PUBLIC REALM
Report of: Director of Economic Development
Report Number: ED 15/15

Purpose / Summary:

The purpose of this report is to seek Executive consent to proceed with a number of public realm projects within Carlisle.

Recommendations:

That the Executive

1. **Approve the programme of public realm projects proposed**
2. **Release £255,000 identified within the Capital Programme to fund the proposed works**
3. **Authorise the Director of Governance to amend any of the Car Park Orders as appropriate.**

Tracking

Executive:	
Overview and Scrutiny:	
Council:	

1. BACKGROUND

- 1.1 In March 2014 the Executive granted consent for the development of a comprehensive signage and interpretation package (ED 10/14) in order that public realm projects could be undertaken as part of the process of improving public realm in the City.
- 1.2 Over the last 12 months a City Centre Signage Audit & Strategy has been commissioned, an initial signage suite developed and subsequently cost engineered to provide cost effective signage solutions, and a procurement process has been completed to appoint a contractor to manufacture and install signage.
- 1.3 Now that the background preparation and design work is complete we are proposing to move forward a number of public realm projects outlined below. Costings for each project are contained in Table 1 under Section 2.6 below .

2. PROPOSALS

2.1 Gateway Signage

- 2.1.1 In order to improve the “Welcome to Carlisle” we propose to install gateway signage on all major vehicular routes into the City. Two concepts have been developed and are show in Fig 1 in the Appendices to this Report.
- 2.1.2 Initially 10 standard signs will be installed on the main cultural routes into the City.
- 2.1.3 A higher specification gateway sign has been developed to be used at key gateway locations, such as Motorway Junctions. These signs rather than being constructed of metal utilise stone and are significantly more expensive to produce, circa £15,000 + installation.

We propose to offer local businesses the opportunity to sponsor these key gateways and the signs will only be produced as and when sponsorship becomes available.

- 2.1.4 Further information on costings is contained in Table 1.

2.2 City Centre Orientation

- 2.2.1 The City Centre Signage Audit of Strategy highlighted that orientation around the City Centre is poor due to outdated and poor quality signage. The proliferation of signage evidenced creates a negative impression for visitors and residents alike.
- 2.2.2 Again, a suite of signs has been developed to improve orientation, these are shown in Figure 2.
- 2.2.3 Initially we looked at refurbishing the existing finger posts however this proved difficult as they are expensive to update and their design also offers limited space for text. It is proposed to install a new system of finger posts, 30 initially, within the City Centre area. They will offer greater flexibility for naming and colour coding areas, such as the Historic Quarter, Rickergate etc to aide navigation. Updating is also more cost effective than the existing system.
- 2.2.4 we also propose to install 10 Information Points at relevant locations (car parks, train and bus station, entrance to historic quarter, Rickergate etc) to improve the Carlisle Welcome and ease navigation around the City Centre. These Information Points will be combined with the Finger Posts where appropriate.
- 2.2.5 Again the Information Points are designed to be easily updateable as and when required.
- 2.2.6 The new City Centre orientation signage will help boost the visitor economy building on the improvements currently underway to the Tourist Information Centre at the Old Town Hall and will drive visitors to the Historic Quarter.
- 2.2.7 The new signage will also allow for the de-cluttering of the City Centre by the removal of outdated and superfluous signage.

2.3 Car Park Renaming

- 2.3.1 In line with the Signage Audit of Strategy we propose to rename several car parks to direct visitors to the most appropriate and make the names more relevant. The proposed changes are as follows:-

Current Name	Proposed Name
Devonshire Walk Car Park	Castle Car Park
Town Dyke Orchard Car Park	West Walls Car Park
Upper Viaduct Car Park	Viaduct Car Park
Lower Viaduct Car Park	Caldew Riverside Car Park
West Walls Car Park	Marks & Spencer Car Park

2.3.2 The Car Park renaming would be undertaken concurrently with the other City Centre navigation proposals to ensure a smooth transition to the new system. We intend to utilise the existing car park signage and rebrand accordingly.

2.4 Court Square

2.4.1 Carlisle Train Station is a key gateway into the City Centre. The current welcome is poor and it is particularly confusing for visitors as to a safe route of passage through Court Square. By removing the railings and copings around the former underground toilets and covering the steps this key gateway could be significantly enhanced. The works would be undertaken to allow re-use of the underground space should a future redevelopment of the Court Square area occur.

2.4.2 Discussions are ongoing with Virgin Trains regarding rebranding of the exit area on Platform 4 to re-inforce the Carlisle Welcome.

2.5 Replacement Bandstand

3.5.1 The current bandstand is nearing the end of its life-expectancy and needs replacing. Plans are being developed to replace the existing facility with a permanent solution. The new bandstand would be demountable and also provide a base which could be used to locate the Christmas tree. This would allow greater flexibility over the pedestrian area during the Christmas Events period.

2.6 Summary financial position

The costs of each project are outlined in the table overleaf along with the current budget available.

Proposal	Source of funding	Estimated cost
Gateway signs (10)	Existing public realm budget	£30,000
Car park renaming	Existing public realm budget	£10,000
Court Square	Existing public realm budget	£35,000
Sub total:		£75,000
City Centre Orientation (10 information points & 30 finger posts)	Old Town Hall/Greenmarket budget	£130,000
Replacement bandstand	Old Town Hall/Greenmarket budget	£50,000
Sub total:		£180,000

3. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 3.1 The projects outlined above will significantly enhance public realm in the City and improve the Carlisle Welcome. They will significantly improve visitor navigation and help drive the visitor economy.
- 3.2 A comprehensive signage package will also allow significant progress to be made in de-cluttering of the City Centre.

4. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 4.1 Improvements to Public Realm will help to promote Carlisle and help showcase City of Carlisle.

Contact Officer: Mark Walshe

Ext: 7427

**Appendices
attached to report:**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- **None**

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's -

Deputy Chief Executive –

Economic Development –

Governance –

- The Council has the legal power to carry out works for the environmental enhancement of its area. Appropriate consent must be obtained for the removal of existing street furniture which isn't in our ownership/control and also for the installation of new signage. Any procurement must be in accordance with the Contract Procedure Rules. The renaming of car parks may need to be reflected in the Council's car park regulation orders.

Local Environment –

Resources –

- There is £100,000 within the 2014/15 capital programme to fund Public Realm Improvement Works around the City Centre, Botchergate and Rickergate, subject to further reports to the Executive prior to any expenditure being incurred. The Executive has already approved the release of £25,000 and this report requests release of the remaining £75,000 of the budget provision to fund Gateway Signs, Car Park Renaming and Court Square public realm works.

There is also £702,000 within the 2014/15 capital programme to fund improvements to facilities, appearance and services of the buildings within the Old Town Hall/Greenmarket area of the city, subject to further reports to the Executive prior to any expenditure being incurred. This report requests release of £180,000 of the budget provision to fund City Centre Orientation improvement work and the replacement of the bandstand. This leaves a balance of £522,000 for other public realm works in this area, and Portfolio Holder Decision Notice PF.002/15 approved an additional £90,000 to be released to cover emergency repairs at the Old Town Hall, and report ED.16/15 considered elsewhere on this agenda requests the release of a further £52,000 from this budget for additional optimisation works at the Old Town Hall.

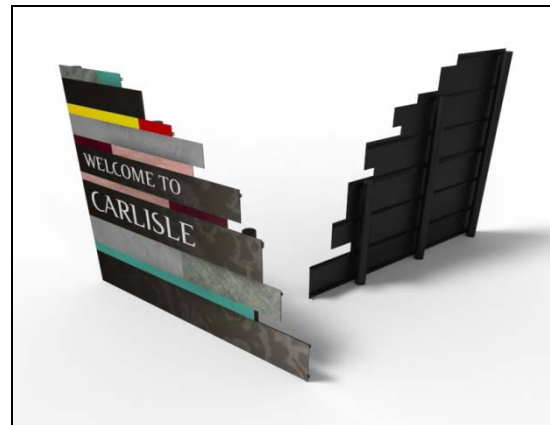
If both requests are approved, the remaining balance earmarked within the 2014/15 capital programme for further public realm works within the Old Town

Hall/Greenmarket area of the City would be reduced to £380,000. Further reports to Executive will be required prior to any expenditure being incurred against this remaining balance.

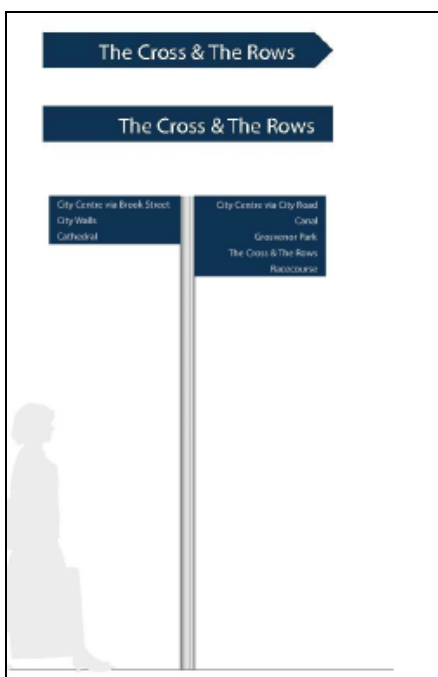
Appendix 1: Proposed Public Realm Signage



Gateway sign (stone)



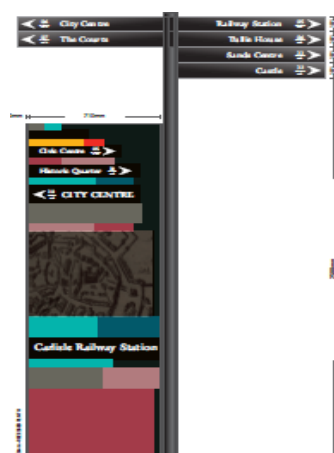
Gateway sign (metal)



Finger post



Information point



Combined information point/finger post

Report to Executive

Agenda
Item:

A.3

Meeting Date: 07 April 2015
Portfolio: Economy and Enterprise
Key Decision: Yes: Recorded in the Notice Ref:KD08/15
Within Policy and Budget Framework YES
Public / Private Public

Title: DURRANHILL INDUSTRIAL ESTATE
Report of: DIRECTOR OF ECONOMIC DEVELOPMENT
Report Number: ED14/15

Purpose / Summary:

The purpose of this report is to brief the Executive on the proposed improvements to Durranhill Industrial Estate, related funding opportunities, proposals to restructure leases and current disposals.

Recommendations:

That the Executive:

- 1). Accept the offer to vary the existing funding agreement from the HCA on final terms to be agreed by the Director of Governance and Director of Resources following consultation with the Director of Economic Development and the Portfolio Holder for Economic Development.
- 2). Accept the offer of grant funding from Cumbria LEP on final terms to be agreed by the Director of Governance and Director of Resources following consultation with the Director of Economic Development and the Portfolio Holder for Economic Development.
- 3). Authorise the Director of Governance to complete the associated Grant Funding Agreements.
- 4). Support the proposals to restructure the current leasing arrangements with existing tenants.
- 5). Approve the disposal of the former Border TV site on final terms to be agreed by the Property Services Manager.
- 6). Approve the addition of the grant funding from Cumbria LEP to the Capital Programme as outlined in the report.

Tracking

Executive:	
Overview and Scrutiny:	
Council:	

1. BACKGROUND

- 1.1 Durrhill Industrial Estate was developed by Carlisle City Council in the 1950's. All of the estate is owned by the City Council apart from the two frontage sites occupied by Cumbria Fire & Rescue and Thompson Accident Repair Centre along with the Jewsons site located on Stephenson Road. A plan of the estate is attached for identification purposes with the City Council owned land outlined in red, see Fig 1 in the appendices. The City Council owned sites were leased on 99 year ground leases at fixed low rents without review and comprise of approximately 30 leases with a total rent roll of around £80,000. Over time eight of the original leases have been replaced by modern ground leases and these account for 99% of the current rental income. The remainder of the original leases, with restrictive user clauses and no provisions for rent review, have significant value which can only be released by renegotiating the lease terms.
- 1.2 In reality, the estate has come to the end of its current life cycle, the estate infrastructure is poor (poor road layout, lack of landscaping and parking, inadequate signage), many of the buildings have reached the end of their life expectancy and are not fit for purpose, as evidenced by long term voids. The current lease structures, with restrictive user clauses and short unexpired lease terms, restrict redevelopment opportunities.
- 1.3 In 2008 the site was included in the NWDA's Cumbria Sub Regional Employment Sites Programme (SCRES) and the City Council were given a grant of £1.8m to acquire and demolish the former Border TV and part of the Hewden's frontage sites, with the intention of providing employment sites.
- 1.4 In January 2014 the Executive accepted £265,000 additional funding from the HCA to allow environmental improvements to be undertaken to the estate to assist in the disposal of the Border TV site (Report ref: ED02/14).
- 1.5 A scheme was subsequently developed to undertake the following:
 - Improved signage, including entrance signage & tenant signboards
 - Soft landscaping & fencing to Brunel Way
 - Redesigned site entrances to key Brunel Way sites
 - Enhanced footpath provision
 - Further site investigations to assist with the disposal of the Border TV site
 - Finalise proposals for second road access from Eastern Way
 - Implement marketing plan for disposal of Border TV site
- 1.6 The intention was that the improvements would not only assist the disposal process but also enhance the visual appearance of the estate.
- 1.7 By working up proposals for the second access road we hoped to be in a position to maximise future funding opportunities and this has proved to be the case with an offer of £2m from Cumbria LEP to fund the proposed road improvements.

2. PROPOSALS

2.1 HCA funding

- 2.1.1 Initially it was anticipated that the HCA funded improvements would be completed by December 2014 with the Border TV site sold by March 2015 and the £250,000 repaid to the HCA.
- 2.1.2 Following the offer of LEP funding we approached the HCA to seek agreement to vary the timescale of the current funding agreement. Had we proceeded with the original timescale and programme of works we ran the risk of duplicating work and we concluded a better scheme could be developed by merging the two projects.
- 2.1.3 In addition to the environmental improvements the marketing of the former Border TV site had failed to generate a purchaser for the whole however interest had been received in a number of smaller plots. Consequently a scheme was developed to split the site into four along with a new access road.
- 2.1.4 The HCA have agreed with our proposals and have agreed to vary the existing funding agreement by extending the long-stop date from 31 March 2015 to 31 March 2018 along with the following key milestones:
- Access road to Border TV site to be complete by March 2016
 - Complete disposal of Border TV site by March 2018
 - Complete phase 2 delivery plan March 2016

2.2 Cumbria LEP funding

- 2.2.1 Cumbria LEP have offered £2m funding additional to the HCA funding to undertake road improvements as highlighted in Fig 2 and comprise the following:
- New access road from Eastern Way linking with Stevenson Road and linking into the land to the rear of Cavaghan & Gray's Riverbank site.
 - Widen the existing Brunel Way entrance.
- 2.2.2 The road improvements will significantly improve access to the estate and unlock 8 acres of additional employment land at the Riverbank site.
- 2.2.3 Design work on the proposals is complete, planning permission has been secured and we are currently undertaking a procurement exercise to appoint a contractor and concluding legal agreements with the associated parties with land interests. It is anticipated that the works will commence in July 2015 and be completed within 12 months.
- 2.2.4 The LEP funding is conditional on having planning permission and land agreements in place.
- At this stage it is anticipated that the funding will be spread over the two financial years of the project, with £1m allocated per year. The existing spend profile indicates that our actual spend may exceed £1m in this financial year. This may necessitate the City Council having to finance this additional spending during this financial year which will be recovered in 2016/17.

- 2.2.5 In terms of risk Central Government only release funding to the LEP's on an annual basis and the LEP will not guarantee that the second instalment of funding will be available in 2016/17. Although the likelihood is considered low the impact would be significant and would result in the City Council having to fund the £1m required to complete the project. However this risk needs to be weighed up against failure to complete the project which would result in the Phase 2 Delivery plan not being delivered and leave the Council at risk of default to the HCA who could demand repayment of the original £1.8m grant.
- 2.2.6 Discussions are on-going with the LEP and the HCA to look at mitigation measures. Subject to HCA agreement the surplus sale proceeds from both the Border TV site and Hewden's site could be used to reduce the City Council's net liability.

2.3 Phase 2 Delivery plan

- 2.3.1 It is a condition of the HCA funding agreement that the City Council prepares a Phase 2 Delivery plan. As discussed previously, failure to complete the delivery plan could result in the City Council being in breach of the GFA and potentially the HCA could ask for repayment of the original £1.8m investment.
- 2.3.2 The road improvements will form part of the plan along with the disposal of the remaining site acquired as part of the original SCRES programme, the former Hewden plant hire site, which will be brought to the market in due course.
- 2.3.3 Another key component is the redevelopment and enhancement of the remaining estate. The proposed improvements will remove major impediments to the redevelopment of the estate. However one remains – the existing lease structure. The vast majority of the estate is still leased on the original fixed ground leases with no rent review provisions and strict user clauses. These leases now have unexpired terms of less than 50 years which is not acceptable to most lenders.
- 2.3.4 We propose to offer tenants the opportunity to surrender their existing ground leases and grant new ground leases at current market value on the following key terms:
- Lease Term: 125 years
 - Rent Review pattern: 5 yearly upward only
 - User Clause: B1, B2, B8 – Town and Country Planning (Use Classes) Order 1987 (as amended).
- 2.3.5 Consideration was given to including service charge provisions however this was discounted on the basis that all roads are adopted, the additional landscaping proposed will be the responsibility of the tenants to maintain. The only on-going maintenance for the City Council will be the entrance signage and tenants signboards.
- 2.3.6 Lease renewals will not only allow sites to be redeveloped but also unlock significant value within the asset generating additional rental income for the City Council.

2.4 Border TV site disposal

- 2.4.1 It was a condition of the HCA funding agreement that the former Border TV site was sold and the proceeds used to repay the £250,000 grant with any surplus being held in the ring-fenced account and be used to further enhance the estate as part of the phase 2 Delivery plan.
- 2.4.2 Marketing of the former Border TV site has indicated demand for smaller plots rather than the whole. A scheme has been designed to accommodate this market demand as shown in Fig 3.
- 2.4.3 It is proposed to dispose of the plots by way of building agreement / premium lease arrangement to ensure that the sites are developed within a fixed timescale. The financial details are contained within the part B report.

3. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 3.1 In order to deliver a comprehensive package of improvements to Durranhill Industrial Estate and maximise the current funding opportunities available it is recommended that the Executive accept the funding offer from Cumbria LEP and vary the existing HCA funding agreement.
- 3.2 The proposed works will not only enhance the attractiveness of the estate for both current and prospective occupiers, but also unlock an additional 8 acres of employment land.
- 3.3 Preparation of the Phase 2 Delivery Plan will satisfy the HCA's funding requirements and reduce the risk of default.
- 3.4 The sale of the Border TV site will also allow for the vacant site to be redeveloped, creating employment opportunities and comply with the HCA funding agreement.
- 3.5 The option to surrender/renew leases will create further opportunities for private sector investment into the estate and also generate additional rental income for the City Council.

4. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 4.1 Redevelopment of Durranhill Industrial Estate will create employment opportunities and allow for future business growth.

Contact Officer: Mark Walshe

Ext: 7427

Appendices **Site plans**
attached to report:

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- None

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's -

Governance – The report outlines the conditions attached to grant funding. If the Council signs the Grant Funding Agreements it will be bound by these conditions and the Executive, therefore, needs to be satisfied that it will be in a position to comply. The report outlines the risk attached, in particular, to the LEP funding and Members should decide whether they are prepared to accept this risk having weighed it against the risk of defaulting on the earlier HCA Agreement if the planned improvements do not go ahead.

If Members resolve to agree the officer's recommendation the Council will need to enter into licences to occupy adjacent land in order that the works can be carried out and, following the procurement process, enter into contracts with the appointed contractor.

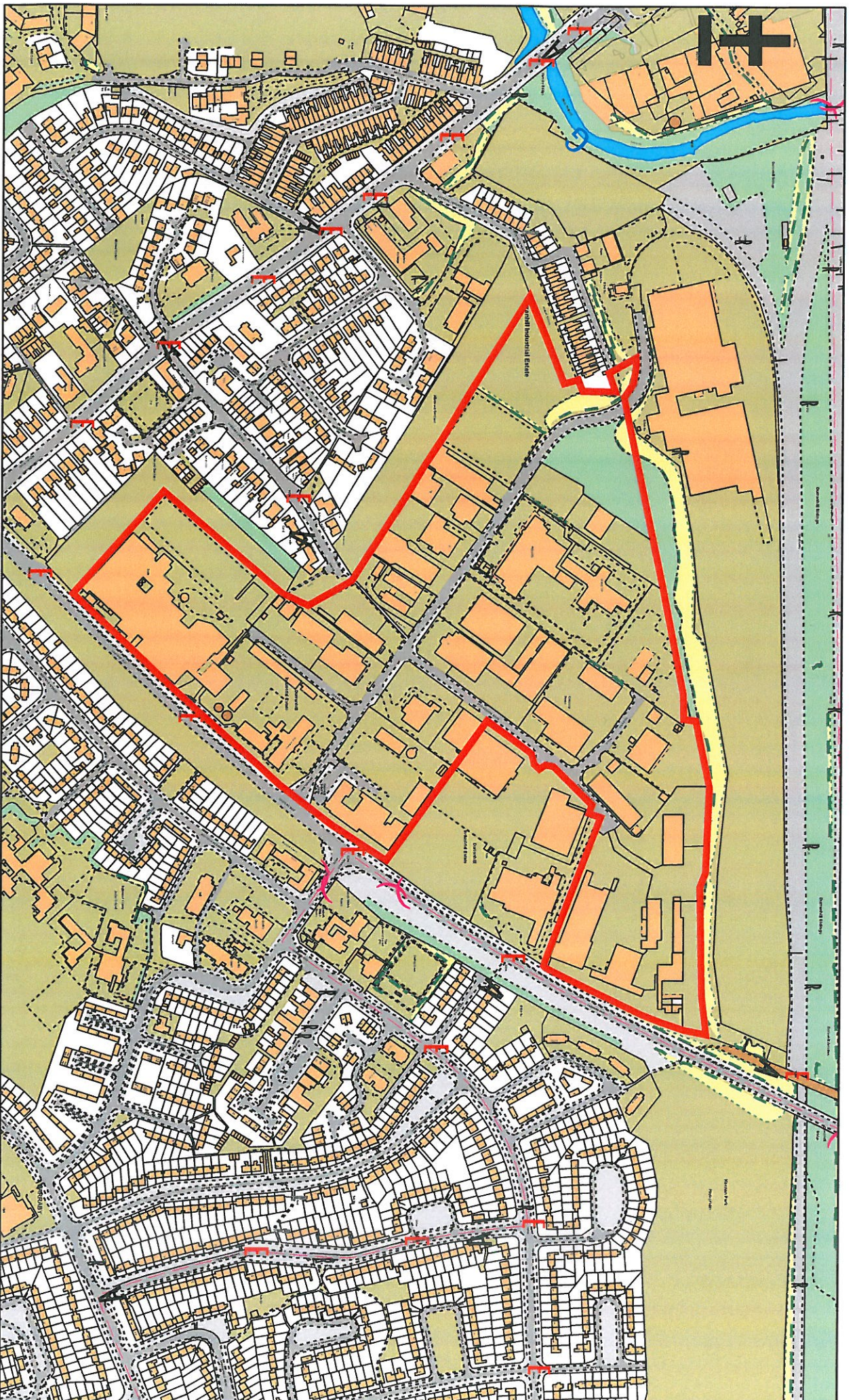
Local Environment –

Resources – The proposed scheme for Durranhill will need to be added to the capital programme and the Council will be responsible for drawing down the funding from the LEP (£2m). It is likely that due to timing of the grant receipt, the Council will have to cash-flow some of the spend in 2015/16 as the grant is to be split £1m in 2015/16 and £1m in 2016/17. There is also a risk that the 2016/17 allocation could be withdrawn and this needs to be carefully considered.

The proceeds from the sale of the Border TV site will be required to repay the funding received from the HCA, and any surplus will be allocated to the ring fenced account that will be used for the wider redevelopment scheme.

Renegotiating existing lease terms will unlock potential for additional income to be generated by the City Council in the longer term.

There is also a risk that if the redevelopment does not proceed that the original funding for the demolition of the Border TV site from NWDA of £1.8million will have to be repaid by the Council.



DURRANHILL INDUSTRIAL ESTATE **Eastern Way, CARLISLE, Cumbria**

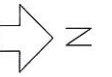
Scale: 1:4,500 Date: 06/10/2009

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 Carlisle City Council LA 0100024459. 2006.

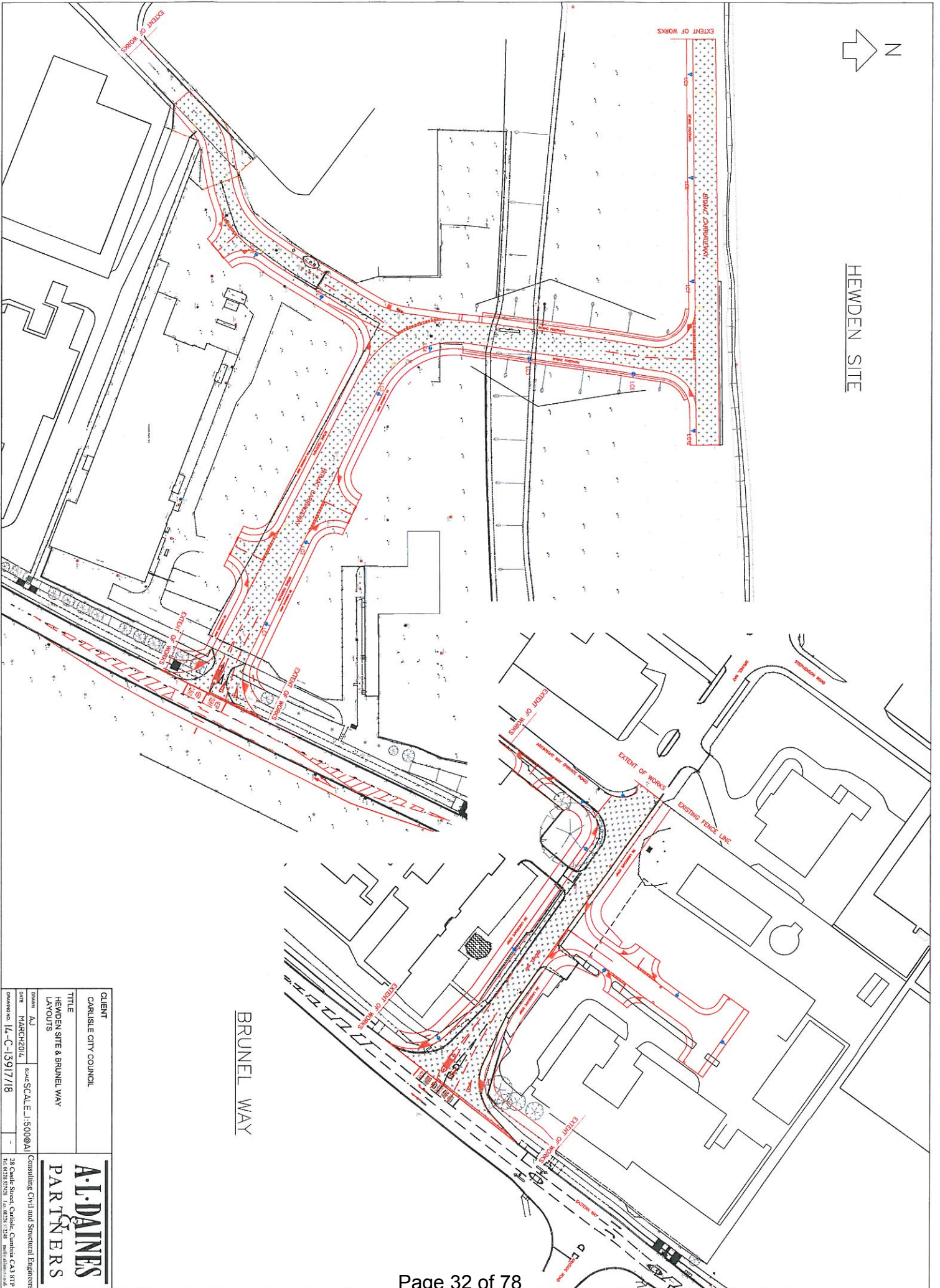


Civic Centre
Rickergate
Carlisle
CA3 8QG

www.carlisle.gov.uk

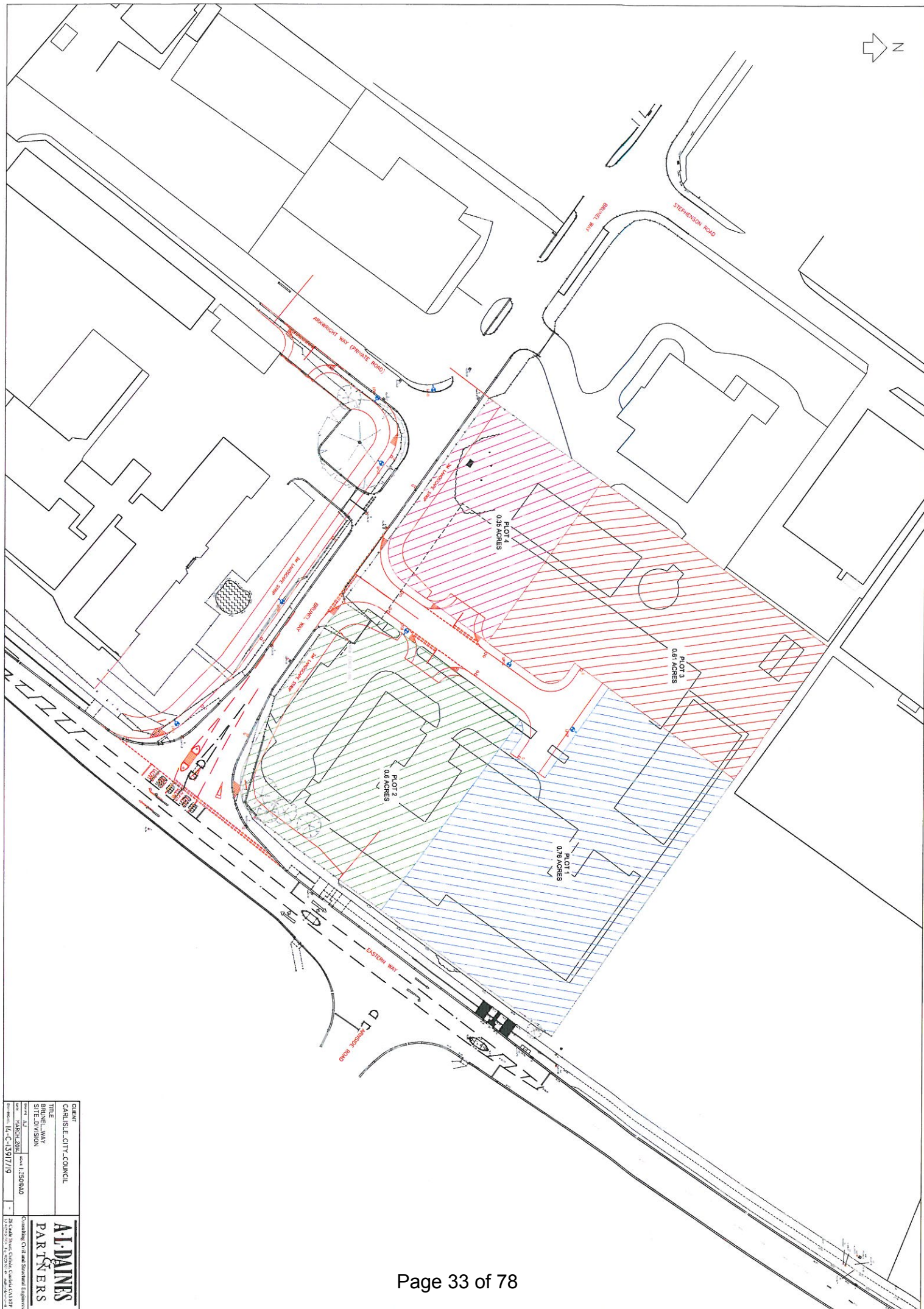


HEWDEN SITE



BRUNEL WAY

CLIENT		CARLISLE CITY COUNCIL	
TITLE		HEWDEN SITE & BRUNEL WAY LAYOUTS	
DATE	14-MAR-2016	SCALE	1:500 @ A1
DRAWN BY	14-C-13917/18		
DRAWN BY		A.T. DAINES PARTNERS	
DATE		28-CARLISLE STREET, CARLISLE, CUMBRIA, CA3 8TP	
DRAWING NO.		14-C-13917/18	



Report to Executive

Agenda
Item:

A.4

Meeting Date: 7th April 2015
Portfolio: Economy, Enterprise and Housing
Key Decision: YES
Within Policy and
Budget Framework YES
Public / Private PUBLIC

Title: CARLISLE OLD TOWN HALL PHASE 2 - EMERGENCY REPAIRS
AND ADDITIONAL WORKS
Report of: Jane Meek
Report Number: ED 16/15

Purpose / Summary:

To update the Executive on the impact of unforeseen structural defects uncovered following progression of strip out and demolition works and to identify potential 'fit-out' improvements to support increased usage of the Assembly Room and Tourist Information Centre.

Recommendations:

The Executive is asked to:

- i. Note the recent portfolio holder decision to approve an additional draw down, of £90k, from the allocated capital budget, required to address unforeseen structural problems which required immediate emergency repair to stabilise the building, protect its future usage and which were critical to the project being able to proceed.
- ii. Approve an additional draw down, of £52k, from the allocated capital budget for progression of optional 'fit-out' improvements to the Assembly Room and Tourist Information Centre in order to maximise future usage of the building.

Tracking

Executive:	7 th April 2015
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1. BACKGROUND

- 1.1 The Phase 2 project follows on from the Phase 1 Restoration and Repair works completed in June 2013. The focus of the Phase 2 works is a remodelled access at street level, improved lift and stair access to the TIC and Assembly Room, improvements to and increased use of the Assembly Room and a full modernisation of both the fit-out, services and merchandising offered within the Tourist Information Centre.
- 1.2 In September 2013, the Council approved release of £798K capital funding, against an overall budget of £1,500k for works to the Old Town Hall and Greenmarket, to facilitate appointment of a Main Contractor to complete recommended site works, as agreed by the Project Steering Group and Members, under the leadership of the Director of Economic Development. The Group comprises officers from Tourism Support, Property Services, Economic Development, ICT and Building Facilities supported by an externally appointed specialist building conservation and fit-out team led by Johnston and Wright Chartered Architects. As part of the development of the project, it was further proposed that options would be drawn up which would form the basis for discussion at a Member / Officer Workshop. Items for discussion included access, IT, signage and use of the Assembly Room.
- 1.3 Following a two stage tender exercise undertaken by Johnston and Wright using the City Council's CHEST system, Cubby Construction Ltd was appointed as the Main Contractor. Contract award was subject to implementation of agreed reductions to the specification, scope of works and contingency in order to remain within the approved budget of £798k. Work started on site on 7th January 2015 and completion is currently forecast for August 2015.
- 1.4 Whilst an original contingency of £51,831 was allocated, this was reduced to £11,361 based upon additional items requested by Members, following a workshop to review options for improvements to the project. Variations included amendments to the unit occupied by Alternatives to accommodate the requested street level access arrangement and essential upgrades of mechanical, electrical and incoming water services based upon agreed usage of the Assembly Room. A full breakdown of these costs is provided in Appendix 1.

2.0 EMERGENCY REPAIRS

- 2.1 Works have progressed to strip out and demolish part of the ground floor of the building to accommodate the new street level access, lift shaft and staircase. During this phase a number of unforeseen structural problems were however identified which required immediate repair in order to stabilise the structure. All such works have had (or will need) to be carried out in an appropriate manner to protect the Grade 1 listing heritage status of the building.

- 2.2 A summary of the required works is provided below in Table 1. A more detailed breakdown of these costs is provided in Appendix 1.

Table One:

Item description	Cost(s) £
1. Additional works to mitigate unforeseen decay and structural problems uncovered as demolition of the existing shop front, lift and staircase progressed.	25,000
2. Additional works to repair defects identified with the structural condition of the Assembly Room floor, to address load bearing restrictions which would impact on future use of the room.	10,000
3. Contract extension to accommodate additional building repairs including extension to lease for 40 Scotch Street (TIC temporary accommodation)	13,000
4. Additional Consultant services to carry out historical and destination research to provide graphics and text for the Discovery Wall and AV screens; design and implementation of appropriate mitigation works to stabilise the building and address unforeseen site issues uncovered during the strip out and demolition phase(s); adjustment of base fee in line with the increased contract value.	25,200
Total of Committed Works:	73,200

- 2.3 The costs of the emergency repairs are in excess of the remaining contingency. Further reductions in specification elsewhere within the project, to potentially generate savings to offset the unforeseen costs, were discounted on the basis that they would have had a visible impact on the quality of the Tourist Information Centre interior and visitor experience, and thus compromise the overriding objective of the project. Consequently it can be seen that there was a clear need to draw down additional money from the allocated overall capital budget to cover the additional works whilst retaining a small contingency balance under the Contract.
- 2.4 Owing to the emergency need to undertake the majority of the above repairs without delay, Councillor Bradley exercised, on the 3rd March 2015, in consultation with Councillor Glover in his capacity as Leader, delegated authority (see Portfolio Decision Notice Ref. PF.002/15) to approve the draw down of an additional £90k from the overall capital budget. Doing so has covered the costs of the emergency repairs and has left a balance contingency of £28,161 for progression of remaining

works under the Contract on the basis that risk of further emergency repairs are considered unlikely.

3. ADDITIONAL OPTIMISATION WORKS

- 3.1 In addition to critical repairs, the strip out works to the first floor have identified a number of inconsistencies in structure and detail which relate to previous configurations and historical use(s) of the building. Whilst careful consideration must be given to conservation priorities, a number of optional 'fit-out' improvements requiring an additional draw down of £52k from the allocated capital budget would help to better unify presented spaces and ultimately support increased usage of the Assembly Room and Tourist Information Centre. A summary of these proposed additional works are provided in Table 2.

Table 2 - Suggested improvements.

Item description	Benefits	Additional cost(s)
1. Assembly Room		
<ul style="list-style-type: none"> Replacement traditional wall panelling to match retained existing, in lieu of recent plywood dado wall panels which have been revealed following removal of radiators in the room 	Unified detail will better present the space; improving marketability and usage.	10,000
<ul style="list-style-type: none"> Include for enhanced client fixtures and fittings: replacement furniture, furnishings, window blinds projector and screen. 	Comprehensive upgrade will improve marketability and income potential.	30,000
Assembly Room : Sub Total		40,000
2. Tourist Information Centre		
<ul style="list-style-type: none"> Incorporation of interpretative display to the stage area showcasing Carlisle with a focus on the Historic Quarter providing an introduction to local attractions, walks and tours. 	Opportunity to work with third party businesses to promote Carlisle as a visitor attraction, increasing visitor spend and supporting job creation.	12,000
Tourist Information Centre: Sub Total		12,000
Total Additional Works		52,000

4. REVISED BUDGET POSITION

- 4.1 An overall capital budget of £1,500,000 was earmarked in the 2013/14 budget for works to the Old Town Hall and the surrounding area of the Greenmarket.
- 4.2 Decision EX.108/13 dated 30th September 2013 approved release of £798k capital funding against this budget leaving a potential balance of £702k for works to the Greenmarket.
- 4.3 A summary of the revised 'capital' budget position based upon further 'committed' and recommended additional expenditure is detailed in Table 3:

Table 3 - Summary of Revised Budget

Option(s)	Budget	Total(s)
Approved capital funding based on tender	798,000	
Committed expenditure for project variations and structural repairs partly set against contract contingency.	90,000	888,000(1)
Optional expenditure:		
Assembly Room	40,000	928,000(2)
Tourist Information Centre	12,000	940,000(3)

- 4.4 As can be seen from the above, the revised budget, when combined with existing commitments related to the Greenmarket public realm works, is still within the originally allocated £1.5million.

5. FORWARD PROGRAMME

- 5.1 The Project Steering Group will continue to monitor progress against the key activities as set out below:

Table 4 - Summary of Forward Programme

Programme Activities	Period
Tourist Information Centre relocate to alternative accommodation	January to July 2015
Site Works – Building Construction. Administration and Inspections.	January to April 2015
Site Works – Fit Out. Administration and Inspections	April to July 2015
Estimated Contract extension to accommodate additional works – 4 weeks	
Estimated revised date for Completion and Handover	7 th August 2015
Tourist Information Centre and Assembly Room re-open to the public.	17 th August 2015
Defects Resolution	August 2015 to July 2016

Release of Final Certificate	September 2016
Final Account – Target date	March 2016

- 5.2 It is currently forecast that progression of the additional works will add 4 weeks to the contract programme resulting in a revised completion date of 7th August 2015.

6. CONCLUSION AND REASONS FOR RECOMMENDATIONS.

- 6.1 Members are asked to note the recent portfolio holder decision to approve an additional draw down of £90k from the allocated capital budget in order that they are aware of and understand the reasoning for this.
- 6.2 Approval is sought from the Executive for an additional draw down of £52k from the allocated capital budget given that, unless relating to critical or emergency items, such a level of approval is necessary. Whilst the recommended additional works are not regarded as critical and in this regard can be seen to be optional, they are nevertheless considered important in terms of optimising the future success of the Old Town Hall in its capacity as both a Tourist Information Centre and as a function space.

7. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 7.1 The Old Town Hall project supports the priority to **‘develop vibrant sports, arts and Cultural facilities, showcasing the City of Carlisle’** by enhancing the attractiveness of the Old Town Hall to tenants, visitors and users.

Contact Officer: Jane Meek

Ext: 7190

Appendices

attached to report: Appendix 1 – Committed expenditure details.

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- **Previous reports to Council available on CMIS**
- **Portfolio Decision Notice PF.002/15 (published 04/03/15) available on CMIS**

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's -

- Risk Management – A Risk Register for the project has been developed as part of the overall project management process and will be updated as the project proceeds.

Economic Development –

- Whilst the primary object of this project is to modernise the service(s) offered by the Tourist Information Centre and Assembly Room, the associated alterations to the fabric of the Old Town Hall as a Grade1 Listed Building, will provide indirect positive benefits for all equality groups through conservation and enhancement of the built environment.

Governance –

- The additional funds should be spent in accordance with the Council's contract for the works being carried out or with its Contract Procedure Rules. Expenditure, as appropriate, should be recorded via Officer Decision Notices.

Local Environment –

- Environmental – The outcome of the project will result in a more energy efficient and sustainable building within the custodianship of the City Council.

Resources –

- Funding of £1.5 million was approved as part of the 2013/14 budget process for the Old Town Hall and Greenmarket public realm works, to improve facilities, appearance and services to the buildings in this small part of the city. £798,000 of this allocation has been released by Executive to progress Phase 2 Improvements to the Old Town Hall. Portfolio Holder Decision Notice PF.002/15 approved an additional £90,000 to cover required emergency repairs, and this report requests the release of a further £52,000 for additional optimisation works, resulting in an overall budget of £940,000 for Phase 2 Improvements to the Old Town Hall. This leaves a balance of £560,000 for other public realm works in this area, and report ED.15/15 considered elsewhere on this agenda requests the release of a further £180,000 from this budget to fund City Centre Orientation improvement work and the replacement of the bandstand.

If both requests are approved, the remaining balance earmarked within the 2014/15 capital programme for further public realm works within the Old Town Hall/Greenmarket area of the City would reduce to £380,000. Further reports to Executive will be required prior to any expenditure being incurred against this remaining balance.

Appendix 1: Committed expenditure details

Item description	Benefit(s)	Cost(s) £
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<p>1. Inclusion of items requested by Members and agreed with the Steering Group which are a variation to the scope of work and cost estimate approved by the Executive on 30th September 2013:</p> <ul style="list-style-type: none"> • Incorporation of actions to reconcile issues raised by 'Alternatives' (ground floor tenant) which included (1) a deferred site start date to January 2015 to avoid the critical pre Christmas trading period and (2) revised storage arrangements for Alternatives to facilitate the new DDA compliant access and toilet arrangements. • Extra – over cost for partial replacement and upgrade of the existing mechanical and electrical services to the first floor landing / lobby / Assembly Room which on inspection are passed their useful life for alteration and repair? • Rationalisation of incoming water service(s) to provide a single landlords supply with sub metering to leased areas. 	<p>Reconfigured ground floor plan optimises lease arrangements with tenant whilst accommodating new DDA compliant ground floor access, stair, lift and toilet to serve the first floor of the building.</p> <p>Separate control zones provided for TIC and Assembly Room. More energy efficient. Planned rather than reactive maintenance.</p> <p>Addresses high landlord water cost(s) by providing a basis for sub charging to lease areas.</p> <p style="text-align: right;">Sub Total</p>	<p>20,970</p> <p>15,000</p> <p>4,500</p> <p>40,470</p>
<p>2. Additional works to mitigate unforeseen decay and structural problems uncovered as demolition of the existing shop front, lift and staircase have progressed.</p> <ul style="list-style-type: none"> • Additional structural, strengthening and fire protection works to stabilise the external wall, first floor and roof structures including realignment and underpinning of internal support walls. 	<p>Building 'fit for purpose', safeguarding investment into its longer term usage</p> <p style="text-align: right;">Sub Total</p>	<p>25,000</p>

<p>3. Additional works to repair defects identified with the structural condition of the Assembly Room floor, to address load bearing restrictions which would impact on future use of the room.</p> <ul style="list-style-type: none"> • Refurbish the fixings of existing structural timbers and joists including replacement of damaged tongued and grooved floorboards with 25mm plywood glued and screwed to existing joists. 	<p>Minimum disturbance of existing structural timbers. Full inspection and repair of supporting structure will address structural deficiency with the existing floor. Permitted floor loading increased from 3 Kn/m2 to 5 Kn/m2 in line with proposed use.</p> <p style="text-align: right;">Sub Total</p>	<p style="text-align: right;">10,000</p>
<p>4. Contract extension to accommodate additional building repairs:</p> <ul style="list-style-type: none"> • 4 weeks at £2,500 per week. Revised completion 7th August 2015. • Extension to lease for 40 Scotch Street (TIC temporary accommodation). 	<p style="text-align: right;">Sub Total</p>	<p style="text-align: right;">10,000</p> <p style="text-align: right;">3,000</p> <p style="text-align: right;">13,000</p>
<p>5. Additional Consultant services to:</p> <ul style="list-style-type: none"> • Complete Main Contractor Pre Qualification Questionnaire evaluation(s) • Redesign of site establishment arrangements to accommodate the Ice Ring including the later incorporation of additional signage for TIC, Alternatives and Peter Fletcher Jewellers as part of the project graphics. • Design and implementation of appropriate mitigation works to stabilise the building in response to unforeseen site issues uncovered during the strip out and demolition phase(s). • Carry out additional historical and destination research to supply 'optional' interpretation graphics and text for the Discovery Wall and AV screens. 	<p>Adoption of two-stage tender provided a more informed basis for contractor selection.</p> <p>Incorporation of signage and project details as a combined graphics presentation. Public better informed about the project.</p> <p>Proactive response will ensure that the building is 'fit for purpose' ensuring that the City Council can provide a sustainable future for the Old Town Hall.</p> <p>Facility to 'mix and match' presentation materials in response to visitor requirements.</p>	<p style="text-align: right;">789</p> <p style="text-align: right;">676</p> <p style="text-align: right;">3,000</p> <p style="text-align: right;">10,000</p>

<ul style="list-style-type: none"> • Adjustment of basic fee in line with increased contract value: £85,470 x 12.56% 		10,735
	Sub Total	25,200
Committed Works: Total		113,670

Below is a list of decisions taken by Individual Portfolio Holders acting under delegated powers, full details can be viewed on the Council's website www.carlisle.gov.uk:

PF.002/15 Carlisle Old Town Hall Phase 2: Emergency Repair Work

Portfolio Holder who made Decision: Cllr Bradley in consultation with Cllr Glover as Leader of the Council.

Portfolio Area: Economy, Enterprise and Housing

Subject Matter:

To seek further draw down against the EX.108/13 (dated 30th September 2013) which approved release of £798K capital funding against an overall budget of £1,500K for works to the Old Town Hall and Greenmarket. An additional capital budget of £90K is now required to address unforeseen structural problems which have required immediate emergency repair to stabilise the building, protect its future usage and which are critical to the project being able to proceed.

Summary of Options rejected: Nature of defects require immediate remedial works to enable the project to proceed.

DECISION

The release of an additional £90K taking the total release for the project to £888K out of a total £1,500K.

Reasons for Decision

As set out above to enable the project to proceed as previously agreed without minimal delay.

Date Decision Made: 03/03/2015 **Implementation Date:**

Officer Decisions

A.7

Below is a list of decisions taken by Officers which they have classed as significant, full details and supporting background documents can be viewed on the Council's website www.carlisle.gov.uk/CMIS/

Decision Ref No	Subject Title	Subject Matter:	Reports and Background Papers considered:	Date Decision Taken	Decision Maker
OD.024/15	CVS Presentation Skills Course - Elected Member Training	To allow Councillor Allison to attend the CVS Presentation Skills Course at CREA on 19 March 2015 at a cost of £85.	Not Applicable	17-Feb-15	Organisational Development Manager
OD.025/15	Caravan Sites Control and Development Act 1960, as amended by the Mobile Homes Act 2013.	The Private Sector Housing Technical Team Manager at Carlisle City Council has considered the application for a site licence at Hadrian's Park, Brampton Old Road, Carlisle, CA6 4RH.	Application form for site licence and application fee - Private * Not for publication by virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972	19-Feb-15	Private Sector Housing Technical Team Manager
OD.026/15	Licensing Decisions between 13 February and 20 February 2015	The Licensing Manager of Carlisle City Council has considered the attached applications for licences and permissions. (can be viewed on the Council website http://cmis.carlisle.gov.uk/cmisis/CouncilDecisions/OfficerDecisions.aspx)	Applications for various licences	20-Feb-15	Licensing Manager
OD.027/15	Provision of Mechanical and Electrical Maintenance at Various Properties in the area administered by the City Council of Carlisle.	Contract CPU 201418	Not Applicable	18-Feb-15	Director of Governance
OD.028/15	Flat Roof Works at the Enterprise Centre, Carlisle, CA2 5BB	Contract CPU 201425	Not applicable	18-Feb-15	Director of Governance

Decision Ref No	Subject Title	Subject Matter:	Reports and Background Papers considered:	Date Decision Taken	Decision Maker
OD.029/15	Cecil Street Car Park - Permit Sales	Saver Car Park Permits for Cecil Street Car Parks.	LE.03/14 - Review of Charges Local Environment at Executive 10/11/14 and amendment report at Executive 15 /12/14. Management Agreement dated 24/09/12 relating to William Street and Cecil Street Car Parks between City of Carlisle and Cumbria County Council	23-Feb-15	Director of Local Environment
OD.030/15	Hallbankgate Co-operative Store	Recommendation to list Co-operative Store, Hallbankgate as a community asset under the Localism Act 2011.	Report PC.15/14 - Community Right to Bid report at Executive 15/12/15. Application form for Community Right to Bid - Private* Not for publication by virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972	20-Feb-15	Town Clerk and Chief Executive
OD.031/15	Caravan Sites Control and Development Act 1960, as amended by the Mobile Homes Act 2013.	The Private Sector Housing Technical Team Manager at Carlisle City Council has considered the application for a site licence at Low Harker Dene, Low Harker, Carlisle, CA6 4DH	Previous site licence	25-Feb-15	Private Sector Housing Technical Team Manager
OD.032/15	Licensing Decisions between 20 February 2015 and 26 February 2015	The Licensing Manager of Carlisle City Council has considered the applications for licences and permissions received between 20 February 2015 and 26 February 2015. (can be viewed on the Council website http://cmis.carlisle.gov.uk/cmisis/CouncilDecisions/OfficerDecisions.aspx)	Applications for various licences	26-Feb-15	Licensing Manager
OD.033/15	Disabled Facilities Grant (DFG) Framework Agreement Provision of Building Construction and Adaptation Works	Extension of Contract	Not applicable	27-Feb-15	Director of Economic Development

Decision Ref No	Subject Title	Subject Matter:	Reports and Background Papers considered:	Date Decision Taken	Decision Maker
OD.034/15	E-PURCHASING	To progress the full implementation of Electronic purchasing (E-Purchasing) for orders and invoice processing to improve efficiency and controls. This requires the purchase of intelligent scanning software which will sit alongside the e-purchasing software already within the core Financial ledger system. The cost of this implementation will be £25,000 and includes software and set up costs. This is to be funded from a virement by the Director of Resources as per Financial Procedure Rule A24 from the underspend in external audit fees.	None	26-Feb-15	Director of Resources
OD.035/15	FINANCIALS WEB IMPLEMENTATION	<p>In order to achieve the full functionality of the e-purchasing system it will also be necessary to make improvements to the overall Financial System. The additional functionality of the latest modules within the Financial System will allow web access to all users for viewing and interrogating the system, and will allow for automatic alerts to be sent when invoices are scanned and registered, which will enable more self-service and real time queries to be carried out by Managers. The one off cost is £41,500 and is proposed to be funded from a previously carried forward for IT Software and will be required to be carried forward to 2015/16 when the work will be carried out. This will be repaid through savings in the annual maintenance costs of the old Contractor Plus system which is no longer used. This will be £10,000 per year, and once the initial investment is repaid will be a recurring saving.</p> <p>Enabling the WEB financials will fit in with the Council's aims of having more up-to-date and easily accessible information available to Managers as part of the PRISM project.</p>	None	26-Feb-15	Director of Resources

Decision Ref No	Subject Title	Subject Matter:	Reports and Background Papers considered:	Date Decision Taken	Decision Maker
OD.036/15	Infrastructure Capacity Funding - 2014/15 Allocation	<p>In April 2014 the Government (Communities and Local Government) announced that they were making available a small amount of 'seedcorn' resource funding for Local Authorities for 2014/15 and 2015/16, where in house resources are limited, to help them to put in place the skills and capacity and undertake the related complex studies that may be needed to take locally-led large housing schemes through the planning and consent process.</p> <p>Following the submission of a bid prepared jointly with Cumbria County Council, Carlisle City Council was subsequently awarded up to £250K of funding over a two year period.</p> <p>The City Council are now in receipt of the £83,334 for the financial year 2014/15. Milestones are yet to be agreed with Government regarding the expenditure and draw down of any funds relating to spend in 2015/16 with the availability of this funding in any event subject to the agreement of any new Government post the general election.</p> <p>In accordance with the successful bid there is a need to act to expend the grant relating to the current financial year (2014/15) in order to support accelerating and bringing forward land allocated for housing within the emerging Local Plan, in accordance with the intentions of the award.</p>	Bid submission document	26-Feb-15	Director of Economic Development
OD.037/15	The Future of On Street Parking Enforcement - Back Corporation Road	The future management of the Parking Area of Back Corporation Road	LE.23/14 - The Future of On Street Parking Enforcement	27-Feb-15	Director of Local Environment
OD.038/15	Licensing Decisions between 27 February 2015 and 6 March 2015	<p>The Licensing Manager of Carlisle City Council has considered the applications for licences and permissions received between 27 February 2015 and 6 March 2015. (can be viewed on the Council website http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.aspx)</p>	Applications for various licences	06-Mar-15	Licensing Manager

Decision Ref No	Subject Title	Subject Matter:	Reports and Background Papers considered:	Date Decision Taken	Decision Maker
OD.039/15	The Housing Act 2004, Part 2 Licensing of Houses in Multiple Occupation	The Private Sector Housing Technical Team Manager at Carlisle City Council has considered 7 applications for HMO licences in January and February 2015.	Application form for site licence and application fee	05-Mar-15	Director of Economic Development
OD.040/15	Caravan Sites Control and Development Act 1960, as amended by the Mobile Homes Act 2013.	The Private Sector Housing Technical Team Manager at Carlisle City Council has considered the application for a site licence at Ghyll Bank House, Low Harker, Carlisle, CA6 4DG	Application form for site licence and application fee	27-Feb-15	Director of Economic Development
OD.041/15	Carlisle City Council Network PSN WAN upgrade	<p>To upgrade the Council's Wide Area Network (WAN) between all sites from a now legacy, slow, obsolete network, and to increase connectivity speeds. The solution needs to be a Public Services Network (PSN) 21CN compliant network and reduce annual rental costs on the council's existing budgets.</p> <p>The WAN network covers Carlisle City Council site's, RBS shared service, Community Centres, Cumbria Action and Cumbria Council for Voluntary Services. GLL are presently migrating CLL sites onto their own network.</p> <p>The annual spend for the council sites including community centres is £47,578. For RBS the WAN costs are £94,530 per annum split down as £45,894 (Carlisle), £39,636 (Allerdale) and £8,999 (Copeland). This gives an annual spend total for Carlisle of £93,472.</p> <p>Using an existing Government framework for procurement a competitive tender was issued in October 2014 which also allows the other local authorities in Cumbria to use the framework over the 5 year period of the contract for procuring network WAN links.</p>	PSN WAN Tender - CPU201420	02-Feb-15	Deputy Chief Executive

Decision Ref No	Subject Title	Subject Matter:	Reports and Background Papers considered:	Date Decision Taken	Decision Maker
OD.042/15	Carlisle City Council Network PSN WAN upgrade	<p>To upgrade the Council's Wide Area Network (WAN) between all sites from a now legacy, slow, obsolete network, and to increase connectivity speeds. The solution needs to be a Public Services Network (PSN) 21CN compliant network and reduce annual rental costs on the council's existing budgets.</p> <p>The WAN network covers Carlisle City Council sites, RBS shared service, Community Centres, Cumbria Action and Cumbria Council for Voluntary Services. GLL are presently migrating CLL sites onto their own network.</p> <p>The annual spend for the council sites including community centres is £47,578. For RBS the WAN costs are £94,530 per annum split down as £45,894 (Carlisle), £39,636 (Allerdale) and £8,999 (Copeland). This gives annual spend total for Carlisle of £93,472.</p> <p>Using an existing Government framework for procurement a competitive tender was issued in October 2014 which also allows the other local authorities in Cumbria to use the framework over the 5 year period of the contract for procuring network WAN links.</p>	PSN WAN Tender - CPU201420	02-Feb-15	Deputy Chief Executive
OD.043/15	Licensing Decisions between 6 March 2015 to 13 March 2015	The Licensing Manager of Carlisle City Council has considered the applications for licences and permissions received between 6 March 2015 and 13 March 2015. (can be viewed on the Council website http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.aspx)	Applications for various licences	13-Mar-15	Licensing Manager
OD.044/15	The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002, adopted Housing Assistance Policy July 2013	The Private Sector Housing Technical Team Manager at Carlisle City Council has considered applications for 10 Disabled Facility Grants in the period 12 January to 23 February 2015 for a totalling a approved grant sum of £39,664.17	Housing Renewal Assistance Policy 2013 Occupational Therapist referral for each client and 10 individual DFG applications - Private * Not for publication by virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972	17-Mar-15	Private Sector Housing Technical Team Manager

Decision Ref No	Subject Title	Subject Matter:	Reports and Background Papers considered:	Date Decision Taken	Decision Maker
OD.045/15	Centurion Inn, Walton	Recommendation to list the Centurion Inn, Walton, as a community asset under the Localism Act 2011.	PC.15/14 - Community Right to Bid report at Executive 15/12/14 Application form for Community right to Bid - Private *Not for publication by virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972	10-Mar-15	Town Clerk and Chief Executive
OD.046/15	Licensing Decisions between 13 March and 20 March 2015	The Licensing Manager of Carlisle City Council has considered the applications for licences and permissions received between 13 March 2015 and 20 March 2015. (can be viewed on the Council website http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.aspx)	Applications for various licences	20-Mar-15	Licensing Manager

JOINT MANAGEMENT TEAM

2nd February 2015

MINUTES

Present:	Councillors Colin Glover (chair), E Martlew, A Quilter, J Riddle, H Bradley and L Tickner. A Culleton, D Crossley, M Lambert, P Mason, J Meek.
Apologies:	J Gooding

JMT – JMT Minutes of previous meeting	Action
The minutes of the previous meeting were agreed.	
JMT – Clinical Options Appraisal - Ann Farrar and Jeremy Rushmer	Action
Ann Farrar and Jeremy Rushmer joined the meeting and gave a presentation on the way forward for services provided at both the West Cumberland Hospital and the Cumberland Infirmary. JMT were given the opportunity to ask questions and a discussion followed.	
JMT – Members IT	
The Director of Resources presented a paper on members IT and outlined the current position. A discussion took place and it was agreed that an action plan would be drafted in due course.	
JMT – Lanes update	
The Director of Governance gave an update to JMT on The Lanes. A discussion took place.	
JMT– Forward Plan of JMT	Action
The Forward plan was discussed and it was agreed it would be useful for Dean Butterworth, Riverside, to attend a JMT meeting in the near future.	

Meeting end: 6:20

Report to Executive

Agenda
Item:

A.9

Meeting Date: 7th April 2015
Portfolio: Environment and Transport
Key Decision: No
Within Policy and Budget Framework YES
Public / Private Public

Title: CHANGES TO REVIEW OF CHARGES 2015/16 IN RELATION TO DOG WARDEN SERVICE
Report of: The Director of Local Environment
Report Number: LE 07/15

Purpose / Summary:

This report sets out the proposed changes to the fees and charges for 2015/16 relating to Dog Warden service falling within the Local Environment Directorate

Recommendations:

The Executive is asked to agree the charges as set out in the body of this report and relevant appendices noting the impact these will have on income generation as detailed within the report.

Tracking

Executive:	
Overview and Scrutiny:	
Council:	

1. BACKGROUND

- 1.1** Each Directorate is required to notify any changes to the approved fees and charges report.
- 1.2** This report proposes changes to the dog warden fees and charges within the Local Environment Directorate. The report has been prepared in accordance with the principles approved under the Council's Corporate Charging Policy.
- 1.3** The charges, which have been amended, are detailed below.

2. CORPORATE CHARGING POLICY 2015/16 TO 2019/20

- 2.1** The Corporate Charging Policy, which is part of the Strategic Financial Framework, was approved by the Executive on 18th August 2014 and Full Council on 9th September 2014 and set out the City Council's policy for reviewing charges. The principal objective for amending the dog warden charge fits in with the objectives of the charging policy set out below.-

- Recovering the cost of service provision
- Generate Surplus Income (where permitted)
- Maintain existing service provision
- Fund service improvements or introduction of new services(s)
- Manage demand for service(s)
- Promote access to services for low-income households
- Promote equity or fairness
- Achieve wider strategic policy objectives (e.g. encouraging Green Policies)

3. DOG WARDEN SCHEME

- 3.1** The Dog Warden charges were incorporated into the 2015/16 Charging Scheme before the new Dog Warden Scheme had been completed. Thus charges and how the system would work have only just been formulated, and therefore some minor changes and additions are proposed to the charges that were initially submitted for 2015/16 which will be necessary to enable the new dog warden scheme to function efficiently.
- 3.2** For 2015 / 16 the Council has revised its processes for the collection and detention of stray dogs. The 2015/16 charge currently includes kennelling, administration costs and the £25.00 statutory fine set by the Environmental Protection (Stray Dogs) Regulations 1992. The kennelling charge is recovered for each day that the dogs are detained, up to the maximum 7 day responsibility placed on the Council.

However as the facility for claiming the stray dog is only available to the owner Monday to Friday, it is deemed reasonable to only charge, a weekend fee for the period from 4pm on a Friday to 8 am on a Monday where the owner has notified the council that he/she wishes to claim back their dog. Therefore a new weekend discretionary fee is proposed of £15.

Where a dog is claimed before it is taken to kennels, a reduced fee will be charged, and this will cover the council's costs but will not include the full administration charge or kennelling costs. It is estimated that approximately 50 dogs will be returned home before kennelling takes place. This would increase the council's income to off set the income lost by giving a discretionary week-end rate.

4. CHANGES TO DOG WARDEN CHARGES PROPOSALS 2015/16

<u>STRAY DOGS (Inclusive – VAT not applicable)</u> <u>current charges</u>		
Day 1 (£25 fine; £20 collection and administration; £15 kennelling)		£60.00
Day 2		£75.00
Day 3		£90.00
Day 4		£105.00
Day 5		£120.00
Day 6		£135.00
Day 7		£150.00
Discretionary Weekend charge for kennelling (Friday 4 pm to Monday 8am)	NEW	£15
Where dogs are returned home without being kennelled	NEW	£30

4.1 The arrangements up to 2014/15 meant that any dog owners paid fees to both animal refuge (the council's contractor) and the council and the council received £33 towards their costs which included a fine of £25. Income targets have been challenging to achieve despite the high number of stray dogs collected and kennelled as many of the dogs go uncollected by their owners and have to be rehomed.

4.2 On average over a number of years only 50% of stray dogs were claimed and paid for. This year only 175 out of 344 dogs were collected and paid the dog warden charges achieving £5,406 income up to 28Th February 2015. The income is therefore falling short of meeting the £8,100 income target.

3.1 The operation of the new service follows a different model of service delivery and there are a number of unquantified additional costs such as vet fees, operational costs and the take up of the new service by dog owners. The income target for 2015/16 has been increased in line with the MTFP and the new discretionary rates will have no negative effect on the income target of £8,400. The income target will be reviewed as part of the budget setting process for 2016/17, once the service is in operation.

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

5.1 The Executive is asked to agree the changes to the charges as set out in the body of the report

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

6.1 To ensure that the City Council's Corporate Charging Policy is complied with.

Contact Officer: Angela Culleton

Ext: 7325

**Appendices
attached to report:**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- None

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's -

Deputy Chief Executive –

Economic Development –

Governance – The Council's Constitution requires that charges such as these are approved by the Executive.

Local Environment –

Resources - The charges outlined in this report will generate income of £8,400 in 2015/16 which is in line with the income target for the year.

Report to Executive

Agenda
Item:

A.10

Meeting Date: 7th April 2015
Portfolio: Environment & Transport
Key Decision: No
Within Policy and Budget Framework: No
Public / Private: Public

Title: Litter Bin
Report of: Litter Bin Task and Finish Group – Economy & Environment
Overview and Scrutiny Panel
Report Number: OS 06/15

Summary:

This provides the final report of the Litter Bin task and finish group, which was endorsed by the E&E Overview and Scrutiny Panel on 12th March 2015. The Panels supported the recommendations of the task group, which are contained in page 3 within the attached report. The minute extract from the Panel meeting is also provided for information. The Panel agreed to forward the report to the Executive for a formal response to this Panel on the recommendations made.

Recommendations:

The Executive is asked to:

- Consider the attached Litter Bin scrutiny report.
- Provide their response to each recommendation made within the report to the next meetings of the E&E O&S Panel on 23rd April 2015.

Tracking

Executive:	7th April 2015
Overview and Scrutiny:	12th March 2015 & 23rd April 2015
Council:	

Contact Officer: Nicola Edwards

Ext: 7122

**Appendices Litter Bin - Report of the Task and Finish Group
attached to report:**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- **None**

Economy & Environment Overview and Scrutiny Panel

Litter Bins



Recommendations

The Task Group make the following recommendations:

1. That following the completion of the audit of public litter bins and GIS mapping, each bin should be individually numbered with disc (similar to street lighting columns throughout the district) so that location of bins is easily identifiable.
2. That the Litter Bin Guidelines which have recently been drafted include information and guidance on how the Council address the issue of what service will be provided to large new housing developments and employment sites.
3. That the education and enforcement undertaken by the Directorate continues and that action is taken against those members of the public and businesses who misuse public litter bins.
4. That the use of Big Belly Solar Bins is further explored for areas of high useage.
5. That income generation by advertising on litter bins should be further explored if the barrier to maximising income is due to costs of planning applications that a full explanation is provided to Members along with potential solutions.
6. That Ward Councillors should be sent a GIS map of the location of litter bins in their ward and are kept involved, consulted with and informed of changes.

Backgrounds and aims

The Council is currently responsible for over 700 litter bins throughout the Carlisle District. Public litter bins are important in supporting the Council's vision that "Together we will make Carlisle clean and tidy".

The Neighbourhood Services Manager asked the Environment and Economy O&S Panel in the Summer of 2014 to be involved in the project to review the provision in the district. The aim was to look at all aspects of work relating to litter bins and to analyse the locations of street bins within wards looking to see whether they are located correctly according to footfall and litter accumulation.

Cllrs Bloxham, Nedved and Wilson were appointed to the Task Group and agreed the following terms of reference:

- To gather evidence on the number, location, type and usage of public litter bins in the District.
- To consider the resources available and whether they are maximised.
- To look at best practice and new technology in the field.

This report presents the findings of the Task Group.

Task Group Members would like to sincerely thank the officers within Local Environment who assisted and supported them during this work.

Methodology

Meetings of the Task Group were held on:

Date	Purpose
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24th July 2014	Scope review and determine Terms of Reference
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The Task Group was due to meet again on 13th August 2014 to look at the mapping exercise, however due to a change in staffing and problems in collating the audit data the information was not available and the meeting therefore postponed.

4th September 2014	Big Belly Demonstration followed by Task Group meeting with Local Environment staff to look at the results of the audit of litter bins.
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7th October 2014	Cllr Nedved joined street cleaning round
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8th October 2014	Cllr Bloxham joined street cleaning round
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9th October 2014	Cllr Wilson joined street cleaning round
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16th October 2014	Task Group meeting to discuss their experience on the rounds and issues arising. Further information provided to group on update on actions following the Audit, update on Big Belly pilot, information on enforcements and complaints relating to litter bins.
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The Group were awaiting the feedback from an event hosted by Big Belly Smartbin on 13th November, however this was postponed and therefore the Task Group provided the Panel with an interim report at its meeting on 27th November 2014.

11th December 2014	Update of information from Local Environment Officers and agreed to meet again in February when more information was available.
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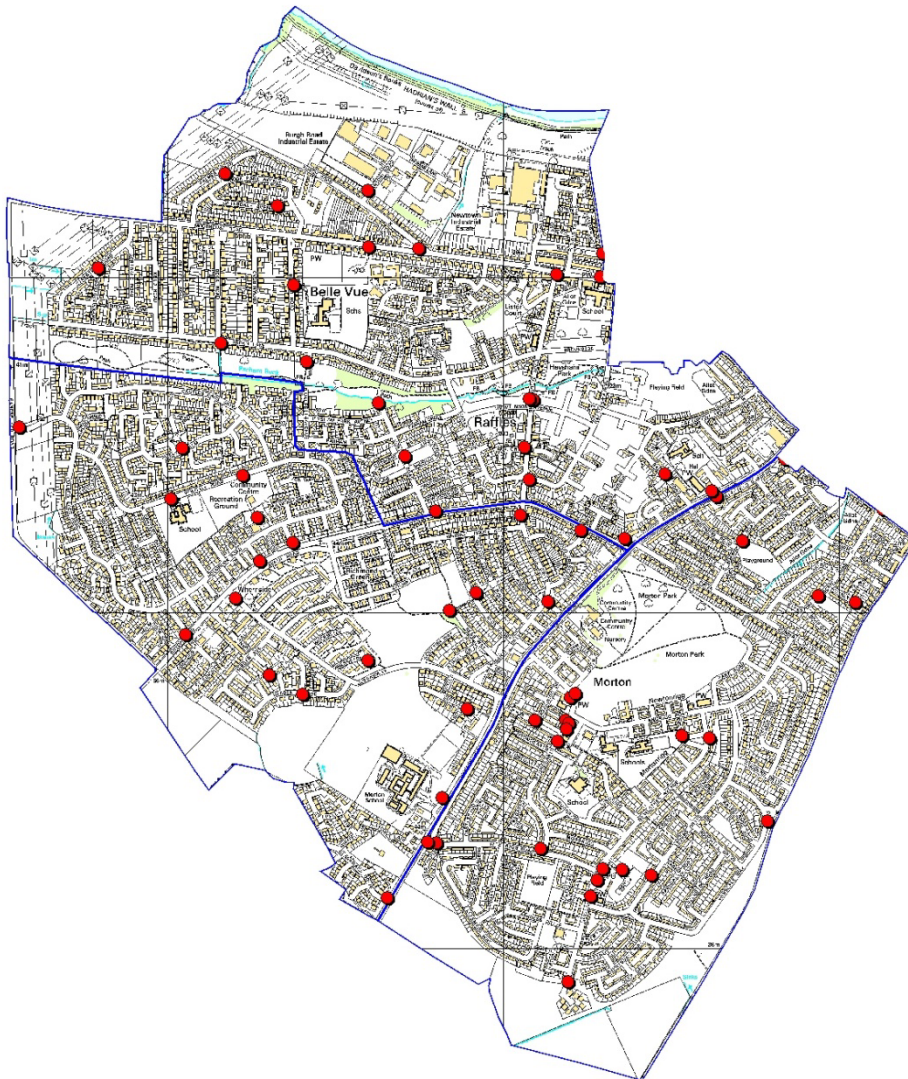
10th February 2015	Agree conclusions and recommendations
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Findings

1. Audit of Litter Bins

- 1.1. There are over 700 bins throughout the borough, and each of these bins has been spread throughout the city. There is no evidence to suggest that the location of each bin evolved as part of predetermined criteria according to litter, usage or location. Historically litter bins were installed at the request and needs of the local wards as identified by the elected councillor in conjunction with agreement of officers.
- 1.2. In 2011 a decision was made that the replacement of litter bins would be controlled in a manner that prevented any additions to the number of bins within the council without due course and would only be done so as part of a replacement policy of old and ill repair bins, or if a location within a ward was identified by a councillor, then that location would be considered if another underused bin within the ward could be used as a replacement.
- 1.3. The review of litter bins within the wards of Carlisle initially started in 2011, whereby each litter bin already in location was accurately mapped and logged according to each ward within Carlisle. This work stalled and was to be picked up again at the start of this review and would provide the main evidence for the Task Group.
- 1.4. All of the street litter bins within wards would be mapped and reviewed looking to see whether they are located correctly according to footfall and litter accumulation. This would include an exercise to determine the use (and misuse) of litter bins
- 1.5. A full audit of litter bins in the District has been undertaken with the assistance of the Street Cleaning Team. Operatives have mapped and detailed the condition of every bin in the area, many of which required maintenance or replacement. This work is ongoing by officers and the Task Group have been updated of progress.
- 1.6. All litter bins have been mapped on GIS and Officers are able to identify gaps or over provision. An example map is show below of litter bin locations in the Belle Vue, Morton and Yewdale wards.
- 1.7. A full GIS of the Carlisle District is attached at Appendix 1.
- 1.8. Members were informed at the start of this work that Officers would look to change locations according to footfall and/or litter need if required. Several bins have been identified as having little or no litter use and therefore have been, or will be removed.
- 1.9. Members of the Task Group have been consulted on this work over the course of this review and note that this work is still ongoing and will be for the near future. .
- 1.10. The Audit was expected to detail the amount of litter in each bin (whether full, half full or empty) and whether there was evidence of trade, household or garden waste.

Litter Bins - Belle Vue, Yedale, and Morton Wards



- 1.11. It is possible to identify from the exercise that municipal litter bins are misused occasionally and used for the disposal of trade and household waste. Members were informed that Officers endeavour to identify business and households from the waste and if this is possible will take relevant enforcement action.
- 1.12. Members identified early in the review that the Council did not have a prescriptive Litter Bin policy which details the aims of the policy, the types of bins available for waste including recycling, where the bins are or should be located, what the criteria and implications of issuing new bins (including within new developments) and the process for maintenance and replacement of existing bins.
- 1.13. Officers have taken this on board and have drafted operational guidance which covers the above.

2. Shadowing of Street Cleaning Round

- 2.1. Each of the Councillors on the Task Group joined the operatives for a morning on their rounds. Both urban and rural areas were covered.

- 2.2. Members of the group discussed their observations and concerns at length with Waste Officers. This included the amount of damaged bins, for example doors that would not shut leading to litter falling outside of liners. Members agreed that the poor repair of some receptacles hindered the work of the operatives and were pleased that the ongoing replacement and repair programme should ease this problem.
- 2.3. As noted above in the audit, Members identified that it was apparent that some public bins were being used for household waste.
- 2.4. Members picked up that in places there were unnecessary close location of bins, for example there are two bins in Longtown at either side of a bench.
- 2.5. Members were also concerned that street operatives were called away from their job several times to deal with tasks such as clearing fly tipping across the other side of town. Members questioned whether this should be the task of the Rapid Response Team.

3. Big Belly Pilot

- 3.1. Members were informed that there were solar smart bins available on the market which compressed litter, increasing the bin's effective capacity by five. Wireless technology enables units to report their status by email to the host Authority (Green – less than 85% full, Orange - 85% full, Red - 99% Full and Bin Emptied). The bins would therefore hold much more litter and operators would not make unnecessary trips to bins which do not require emptying.
- 3.2. A month pilot was arranged and three Big Belly Solar Bins were placed in the city centre – one at the Civic Centre, one in Scotch Street outside Mothercare and one at The Crescent.
- 3.3. The full trial report is attached at Appendix2. The collections summary for the period 5th – 28th September is as follows:

Big Belly Location	Bin Empties at Fullness Level			Total Collections	Current Collection System	Big Belly Collections	% Reduction in Collections
	Green	Orange	Red				
The Crescent,	0	8	1	9	48	9	81.25
Civic Centre	0	1	0	0	24	1	95.83
Market Cross, Mothercare	0	7	1	8	48	8	83.33

- 3.4. It is evident that less collections were needed during the pilot period with a reduction in collections between 81%-95%.
- 3.5. Feedback from the operatives was mixed however and emptying the bins was more difficult due to the weight of the compacted litter.
- 3.6. The cost to lease one of the Bins is £21 per week which calculated to £1092.00 per annum. There is also a minimum term contract of 3 years which equates to £3276.00 per solar powered bin over the lease term.

- 3.7. It is unfortunately difficult for the Council to quantify what, if any, savings the bins would generate as emptying the public bins are only one task for the Street Operatives.
- 3.8. The City of Bath who have leased the bins for their city centre claim that they generate income through advertising and wi-fi and their waste and cleaning operations are more efficient and therefore argue that the cost for them is cost neutral.¹

4. Advertising

- 4.1. Members of the Task Group were informed that officers within Local Environment explored the issue of advertising on waste bins (Big Belly or otherwise) and the new bins which had been ordered to replace those in a poor state of repair have A4 and A3 advertising frames.
- 4.2. However external advertising which would create income is subject to Carlisle City Council planning policy. Each bin would require a planning application and the cost to Local Environment would be in excess of £30,000 for all of the bins in the district.
- 4.3. Officers informed the Task Group that primarily bins within the City Centre would be the target for advertising and several approaches have been made to the Council by potential customers.

¹ The West Country Tonight 25/2/2013

Conclusions

1. Unlike many other scrutiny reviews, Members have worked alongside operational officers on the project and have been able to feed into changes as they happen, much like a working group approach. Task Group Members have found this piece of work eye-opening and interesting and hope that officers have valued their input along the way.
2. It is time for the Members to take a step back and let the work continue and report their work to the Economy & Environment Overview and Scrutiny Panel and based on the evidence gathered throughout this work the Task Groups conclusions area as follows:
3. Litter bin provision is a very important Council service which has a positive effect on improving Carlisle's environment. Following a stalled audit in 2011 the 2014 exercise has identified the location of each municipal litter bin and this continues to be mapped on GIS. Officers are to provide a mechanism whereby an audit is undertaken to determine the usage of litter bins and Members urge that this is undertaken as soon as possible as this will prove invaluable evidence to maximise the effectiveness of rounds on a service under financial pressure.
4. Task Group Members referred to the system of numbering lighting columns which facilitates easier reporting, repair and maintenance. Existing litter bin arrangements mean that if a report is received in respect of a bin in a particular street the location is not always clear. Members recommend then that following the completion of the GIS mapping that each litter bin is numbered.

Recommendation 1 - That following the completion of the audit of public litter bins and GIS mapping, each bin should be individually numbered with disc (similar to street lighting columns throughout the district) so that location of bins is easily identifiable.

5. As noted earlier in the report, the Task Group identified that the Council had no policy or guidelines for litter bins. There was no clear criteria for replacement, removal or relocation and no standardisation of the preferred type of bin. Task Group Members were pleased to note that this guidance has now been drafted and have fed their comments into the draft.
6. Task Group Members do question the policy of no additional bins and recommend that the guidelines include information on what service the Council will provide to new developments and employment sites.

Recommendation 2 - That the Litter Bin Guidelines which have recently been drafted include information and guidance on how the Council address the issue of what service will be provided to large new housing developments and employment sites.

7. During their time shadowing the rounds with the Street Operatives, Task Group Members noted incidents of misuse of public bins with rubbish disposed which is clearly household or trade waste. Officers provided information during this work of businesses and households that had received warning letters following evidence of disposal of household/trade waste in public bins and Task Group Members urge that this work continues and the Council uses its enforcement powers to prosecute those who continue to misuse this public service.

Recommendation 3 - That the education and enforcement undertaken by the Directorate continues and that action is taken against those members of the public and businesses who misuse public litter bins.

8. With regard to the Big Belly Solar powered bin, Task Group Members were extremely impressed with the results of the pilot which proved that the collections were greatly reduced. Task Group Members recognise that there is a cost involved but agree that there is a potential opportunity for the Council that needs further exploration. Task Group Members believe that the compactor bins in areas of high density would relieve operatives to undertake other tasks. Members ask the potential costs are considered alongside potential for income generation through advertising (see Recommendation 5).

Recommendation 4 - That the use of Big Belly Solar Bins is further explored for areas of high usage.

9. Task Group Members are aware that many local authorities use their assets for advertising purposes and agree that the litter bins should also be used to raise income for the Council to regenerate back into its services. Therefore Members were disappointed to learn that the barrier to this was provided by the Council itself. Members were informed that it would cost over £30,000 to apply for the appropriate planning permission to advertise on litter bins and agreed that this needed further exploration and explanation. Therefore the Task Group will make the following recommendation.

Recommendation 5 - That income generation by advertising on litter bins should be further explored and if the barrier to maximising income is due to costs of planning applications that a full explanation is provided to Members along with potential solutions.

10. As noted earlier the success of this work between officers and Councillors has been the bringing together of local and historical knowledge of Councillors and the technical and expert knowledge of Officers. The Task Group have not hindered the ongoing work which has continued in parallel to the review and Members have been consulted and have also advised officers during this work which has been most beneficial to both parties. Task Group Members would like all Members to be involved in the ongoing work within their wards and therefore make the final recommendation.

Recommendation 6 - That Ward Councillors should be sent a GIS map of the location of litter bins in their ward and are kept involved, consulted with and informed of changes.

EXCERPT FROM THE MINUTES OF THE ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL HELD ON 12 MARCH 2015

EEOSP.14/15 LITTER BIN TASK GROUP

Councillor Bloxham, Lead Member of the Litter Bin Task Group, presented the draft final report which made a number of recommendations for action to the Executive. Councillor Bloxham thanked all Members and staff who had been involved in the Group. As a result of the work undertaken by the Group a number of recommendations would be made to the Executive.

Members of the Group had shadowed members of staff on their rounds which had been very worthwhile. Members were able to see first hand the condition and content of the bins and identify those which were damaged. A damaged bin could cause problems for staff trying to remove the waste. Some bins also contained household and/or commercial waste.

The Group noted that there was no policy in place with regard to litter bins. Work had been undertaken to identify unused litter bins but that work had been put on hold until the recommendations from the Task and Finish Group were known.

There had been a pilot using Big Belly Solar bins which could provide a report on usage. Compactor bins required emptying less frequently than normal litter bins and the Councillor suggested that further work could be undertaken to determine their effectiveness in areas of greater use.

If a policy was developed it would provide guidance to the Director of Local Environment and her team about how to deal with litter bins and replacement bins in future.

The Task and Finish Group were disappointed to find that planning permission would be required for external advertising on litter bins in the district. That could cost the Council £30,000.

In considering the report Members raised the following comments and questions:

- *One of the suggestions from the Group was to give all litter bins an identification number so if a bin was damaged it would be easier to see which bin needed to be replaced.*

The Environment and Transport Portfolio Holder thanked the Members of the Task and Finish Group for their work and advised that the Council would look at the use of the Big Belly Solar bins. Such bins would be positioned in locations such as Talkin Tarn in summer which would avoid the need to be emptied on a daily basis. One of the advantages of the Big Belly Solar

bins was that they could be moved to different locations where they could be used most effectively.

With regard to planning fees for advertising on litter bins the Director of Economic Development advised that the matter would be covered by legislation and that she would speak with the Planning Officers to assess the situation. As well as costs for planning applications there could also be implications for Council Tax in the form of Business Rates.

The Environment and Transport Portfolio Holder confirmed that the matter would be investigated.

- *A Member believed that the Task and Finish Group were going to look at the usage of litter bins as part of the work.*

Councillor Bloxham advised that the Group had recommended that there should be a policy for the replacement of bins. If a Councillor requested a new bin within their Ward Officers would look to see from where another bin could be removed.

The Environment and Transport Portfolio Holder explained that a review would be undertaken looking at where bins were being underused and move them to where they were needed. An inventory was being undertaken to gather accurate information.

- *The report stated that GIS could be used to identify the location of numbered bins. The Member requested that Ward Councillors should be informed if a bin was going to be removed.*
- *It was important to have the right number of bins if the Council wanted the public to use them.*
- *There were a lot of new developments within Carlisle which would require additional bins and a disposal service. Because of a new contract in respect of green waste there was money available. Could that be used to assist with the cost of emptying new bins?*

The Deputy Chief Executive advised that the issue of litter bins would be part of the Re-Thinking Waste programme. The Re-Thinking Waste Group would look at the collection and recycling of waste and would be more flexible with budgets. There would be large scale debate with the County Council and Re-Thinking Waste would be included on the agenda for a future meeting of the Panel.

The Environment and Transport Portfolio Holder advised that the Council would be more strategic in respect of waste collection as there would be more houses from which refuse would need to be collected. Re-Thinking Waste was a massive project which would take account of the additional houses and capacity.

Councillor Bloxham stated that the Task and Finish Group were conscious that the number of houses was increasing and suggested that residents could be consulted on the position of bins. The Councillor hoped that the Panel would have sight of the policy when drafted.

In response to a query from a Member the Technical Officer advised that bins specifically for dog waste were not provided and dog waste could be disposed of in normal litter bins.

In response to a query from a Member the Technical officer advised that there had been a provisional audit of the usage of litter bins which could be circulated to Members.

RESOLVED: 1. That the recommendations from the Task and Finish Group be submitted to the Executive for consideration and await feedback to this Panel.

2. That the Technical Officer circulates details of the audit in respect of the usage of litter bins.

