

AGENDA

Environment and Economy Overview and Scrutiny Panel

Thursday, 15 June 2017 AT 10:00
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.

Minutes of Previous Meetings

5 - 16

To approve the minutes of the meeting held on 2 March 2017

[Copy minutes in Minute Book Volume 43(6)]

To note the minutes of the meeting held on 20 April 2017

[Copy minutes herewith)

PART A

To be considered when the Public and Press are present

A.1 CALL-IN OF DECISIONS

To consider any matter which has been the subject of call-in.

A.2 OVERVIEW REPORT AND WORK PROGRAMME

17 - 22

To consider a report providing an overview of matters related to the work of the Environment and Economy Overview and Scrutiny Panel, together with the latest version of the Work Programme and details of the Key Decision item relevant to this Panel as set out in the Notice of Executive Key Decisions.

(Copy Report OS.14/17 herewith)

A.3 KINGMOOR PARK ENTERPRISE ZONE – IMPLEMENTATION UPDATE

23 - 46

(Economy, Enterprise and Housing Portfolio)

The Corporate Director of Economic Development to submit an update on the progress made to date by partners relating to the operation of Kingmoor Park as an Enterprise Zone.

(Copy Report ED.23/17 herewith)

A.4 END OF YEAR PERFORMANCE REPORT 2016/17

47 - 60

(Finance, Governance and Resources Portfolio)

The Policy and Communications Manager to submit the fourth quarter performance against current service standards and a summary of the Carlisle Plan 2015-8 actions.

(Copy Report PC.10/17 herewith)

PART B

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

-NIL-

Members of the Environment and Economy Overview and Scrutiny Panel

Conservative – Christian, Mitchelson, Nedved (Chairman), Bloxham (sub), Mrs Parsons (sub), Mrs Mallinson (sub)

Labour – Burns, Bowditch (Vice Chairman), Mrs Coleman, McDonald, Birks (sub), McNulty, Ms Patrick (sub)

Independent – Betton, Paton(sub)

Enquiries, requests for reports, background papers, etc to Democratic Services Officer:

Rachel Plant 817039 or rachel.plant@carlisle.gov.uk

MINUTES OF PREVIOUS MEETING

ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL

THURSDAY 20 APRIL 2017 AT 10.00AM

PRESENT: Councillor Nedved (Chairman), Betton (from 10.55am), Bowditch, Christian, Mrs Coleman, McNulty (as substitute for Councillor McDonald) and Mitchelson.

ALSO
PRESENT: Councillor Glover – Leader
Councillor Mrs Bradley – Economy, Enterprise and Housing Portfolio Holder (until 11.50am)

OFFICERS: Deputy Chief Executive
Investment & Policy Manager
Neighbourhood Services Manager
Media & Communications Officer
Overview and Scrutiny Officer

EEOSP.22/17 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor McDonald, Councillor Southward – Environment and Transport Portfolio Holder and the Corporate Director of Economic Development.

EEOSP.23/17 DECLARATIONS OF INTEREST

There were no declarations of interest affecting the business to be transacted at the meeting.

EEOSP.24/17 PUBLIC AND PRESS

It was agreed that the items of business in Part A be dealt with in public and Part B be dealt with in private.

EEOSP.25/17 MINUTES OF PREVIOUS MEETINGS

Referring to minute EEOSP.21/17 – Performance Monitoring Options from 2 March 2017, a Member asked if the workshop to consider the proposals as detailed in report PC.06/17 had been arranged.

The Overview and Scrutiny Officer reminded the Panel that there were some potential changes to the remits of the Panels in the new civic year and the work on performance management would reflect any changes and as a result the workshop would take place in the next civic year.

RESOLVED – 1) That the minutes of the meeting held on 19 January 2017 be agreed as a correct record of the meeting and signed by the Chairman

2) That the minutes of the meeting held on 2 March 2017 be noted.

EEOSP.26/17 OVERVIEW REPORT AND WORK PROGRAMME

The Overview and Scrutiny Officer presented report OS.10/17 providing an overview of matters relating to the work of the Environment and Economy Overview and Scrutiny Panel.

The Overview and Scrutiny Officer reported that the most recent Notice of Executive Key Decisions, copies of which had been circulated to all Members, had been published on 10 March 2017; no items had fallen into the remit of the Panel.

The Panel's current Work Programme was attached to the report and Members were asked to begin thinking about the focus for the Panel's work in the next municipal year.

RESOLVED – That the Overview Report incorporating the Work Programme and Key Decision items relevant to this Panel (OS.10/17) be noted.

EEOSP.27/17 ST CUTHBERT'S GARDEN VILLAGE

The Investment & Policy Manager presented an overview of future opportunities to help shape the master planning process for St Cuthbert's Garden Village (ED.15/17).

The Investment & Policy Manager reminded the Panel of the background to the Garden Village as detailed in section 1 of the report. He explained that there would be four main strands to the work programme in order to deliver St Cuthbert's:

- master planning process
- planning process
- Southern Link Road
- delivery and implementation phase.

Work was underway completing the evidence base needed to advance concept planning and therefore the early stages of master planning. Gaps in knowledge of future economic growth sectors, detailed landscape and townscape of the area had been identified. Two studies were nearing completion and once received would enable the identification of key sectors which presented opportunities for investment and growth, and would also aid the identification of broad development parcels.

The Investment & Policy Manager gave a detailed presentation which outlined the background to the Garden Village along with an update on progress and the next steps. He reminded the Panel that St Cuthbert's Garden Village was set out in the Local Plan and would comprise of up to 10,000 new homes with strategic and local employment offers, supporting infrastructure and the new southern link road. The Garden Village had been included in the Government's Garden Village programme with 14 other areas.

The presentation included an indicative map of the proposed area along with the rationale for development. The Masterplan for the site would be embedded in a Carlisle South Local Plan which would guide decisions about important issues including location, quantity and type of development, design of buildings, open space and public realm, location of infrastructure and connectivity.

The Investment & Policy Manager outlined the progress to date which detailed the financial allocation to date and the receipt of the draft landscape/townscape character appraisal. He reported that the Council had received unprecedented attention following Carlisle's inclusion in the Garden Village programme and it had helped to put Carlisle on the map.

The St Cuthbert's Garden Village had buy in from a range of partners and organisations including support from the Local Enterprise Partnership, Cumbria County Council and local MPs. The Investment & Policy Manager added that it was crucial that the Garden Village had a robust vision and objectives, effective planning and Master Planning, showed innovation and quality and had clear Governance and delivery strategy.

The Investment & Policy Manager set out the vision for the Village and the Planning/Masterplanning Strategy and reported that the Council had to think of new innovative ways to engage with the local community which would include some facilitated sessions. He gave an overview of the risks and benefits of different delivery approaches adding that the Garden Village had to have a different planning approach to ensure delivery.

The Investment & Policy Manager concluded by informing the Panel that the project was a corporate project which would involve skills from across the authority. The Executive would be asked on 8 May to approve the release of funding and approve the proposed Governance arrangements which would include a Member Advisory Group, Project Board and Project Group.

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

- The Panel welcomed the Garden Village and, although it was in its infancy, there was real momentum for the development.
- The Panel asked that Members were involved in the Members Advisory Group at the earliest opportunity.
- How would engagement with landowners, developers and other key stakeholders be developed and carried out?

The Investment & Policy Manager responded that consideration was being given to how engagement would be carried out and officers would access information and support from the HCA. The traditional method of engagement had its place but there needed to be more innovative ways to engage with stakeholders. Facilitated sessions would give the Council the opportunity to ask thought provoking questions to help refine and develop the vision for the development. The Council needed to know what was important to people and what they perceived as a problem.

The Investment & Policy Manager had given a presentation to St Cuthbert's Without Parish Council as the proposed development site was within their Parish. They raised lots of interesting matters which affected people living in the area which needed to be considered as part of the master planning.

- A Member felt that the political direction for the development was unclear and there needed to be clarity that the development would be led by the Council.

The Leader agreed that it was important to have clear political direction for the development and reminded the Panel that the bid to move the master plan forward had come from the City Council. The concept was led by and embedded in the Local Plan and had been ready to move forward when the opportunity arose. The expression of interest was approved by Government and showed that there was confidence that Carlisle was capable of delivering the development. It was critical that the Council led the masterplan and the interest taken in

Carlisle by organisations and partners showed confidence in the City. He reiterated that the master plan must be and would be City Council led.

The Economy, Enterprise and Housing Portfolio Holder agreed that the City Council was in control of the masterplanning process but added that it was at a very early stage where details were not yet being determined. She was confident that, with strong Governance and the support of the HCA and partners, the Council would deliver the masterplan.

A Member commented that it was recognised that the masterplan was a long term project which was Council led and not a political project and it was important that the Council had the lead and managed the process.

- A Member asked for clarity regarding the relationship between the southern link road and the masterplan.

The Leader assured the Panel that Cumbria County Council had been involved in the masterplan discussion from an early stage along with the HCA. Options and concepts for the link road would be drawn up along with the impact of the proposals to ensure that the link road fit with the overall masterplan vision.

- In the masterplan process it was important to plan for the future with regard to the growing need for good fast internet connection and electronic communications.

The Leader agreed that the masterplan needed to be future proofed wherever it could be and the Garden Village needed to capture best practice from smart cities and implement or pilot the ideas. How internet connection was built into the masterplan was critical to ensure that the development attracted businesses, the masterplan had to be challenging and innovative and had to push boundaries.

- The development needed to be sustainable, at what stage would employment opportunities in the South of the City be looked at?

The Investment & Policy Manager responded that a Growth Sectors study had been undertaken by Regeneris and a key aspect had been to look at Carlisle South. The draft report had been received and the final report would be made public in the near future.

- Would the masterplan include affordable housing?

The Investment & Policy Manager confirmed that the masterplan would be for mixed tenure and type and had to push boundaries. Affordability and viability would be included and the masterplan would include a range of homes to enable residents to stay in the community for their entire lifecycle. He added that the size and scale of the development meant that there would be no excuse not to achieve a good mixture.

The Economy, Enterprise and Housing Portfolio Holder added that a meeting had taken place with Registered Social Providers who were interested in being involved in the masterplan.

The Leader commented that this was the beginning of an exciting journey which a lot of people would contribute to and influence. It was a new area which enabled the authority to be innovative with the concept which would include homes, infrastructure, employment and education. It was a real opportunity to create something special for Carlisle.

- The masterplan covered a 20-30 year period, would there be enough funding available to complete all the work that was required?

The Investment & Policy Manager explained that funding had already been allocated in the budget for the masterplan process. The funding received from the Government enabled some additional added value and some of the work to be accelerated. The Government had stated that there would be £3million available in 2018 but how that would be allocated was unknown.

A Member commented that he hoped to see continued support from Central Government to move the process forward.

- Would there be an opportunity to make a bid to the HCA to buy land?

The Investment & Policy Manager responded that it was too early in the process for consideration of land purchases but the Council would use the HCA for support and advice on the matter.

- Was there any indication of the role of Scrutiny in the masterplan process?

The Investment & Policy Manager explained that the Governance arrangements would be considered by the Executive on 8 May and confirmed that Scrutiny would be involved in the process at the appropriate time.

The Economy, Enterprise and Housing Portfolio Holder confirmed that Members would be involved in the Member's Advisory Group adding that the Group would need Members who had excellent planning knowledge, financial knowledge and local knowledge. The Group would be convened on an ad hoc basis and Members would need to ensure that they were available to attend the Group meetings.

The Investment & Policy Manager added that following approval by the Executive, the Group would likely be convened to discuss the concept of the masterplan, what would be required of the Group and draft terms of reference. Following that, the Group would be convened as and when required.

RESOLVED –1) That the overview of St Cuthbert's Garden Village (ED.15/17) be welcomed.

2) That the Panel supported the proposal to establish a Members' Advisory Group.

3) That the Panel looked forward to seeing how it was proposed that this Scrutiny Panel be included in the ongoing Governance arrangements for the Garden Village.

The Panel adjourned for a short break at 11.15am and reconvened at 11.20am.

EOSP.28/17 DRAFT CARLISLE CITY COUNCIL STATEMENT OF COMMUNITY INVOLVEMENT

The Policy & Investment Manager submitted the draft Statement of Community Involvement (SCI) (ED.14/17).

The Policy & Investment Manager reported that the SCI was a statutory document which every planning authority was required to prepare and maintain and set out how, when and

where the Council would consult with the community and local and statutory stakeholders on all matters in the process of planning for the local area, both in producing development plan documents and in carrying out its development control function.

The current SCI had been in place since 2013 and it was considered that a refresh of content was required. In line with the current Local Development Scheme it was considered necessary to have a revised SCI in place which was relevant to the next wave of new plans and documents which the Council was committed to producing to ensure that its content remained relevant in providing guidance on how the Council would engage with stakeholders and in the production of the current and future work programme.

Key changes that had been made to the SCI:

- Updated to reflect changes in planning legislation
- Current practices in community engagement including the use of electronic communication and social media
- Detail in respect of the Community Infrastructure Levy consultation process
- Greater detail in respect of Neighbourhood Plans
- Refresh of the key stages in the preparation of Development Plan documents
- Update to the notification procedures for Development Management

The draft Statement of Community Involvement was attached as an appendix to the report.

In considering the draft document Members raised the following comments and questions:

- Why had the decision been taken to combine the three previous documents into one document?

The Investment & Policy Manager explained that the three documents had been combined to make the document more accessible and easier to use

- The SCI did not make reference to the opportunities for consultation through electronic means.

The Investment & Policy Manager responded that the SCI set out the minimum consultation that the authority had to undertake and the Council exceeded that minimum. He agreed that the section on Social Media should be broadened to ensure that the authority embraced innovative ways to maximise consultation.

- Why had the SCI not gone out to consultation when a number of other authorities had consulted on their SCI?

The Investment & Policy Manager reminded the Panel that there was no legal requirement to consult on the SCI and it was felt that there was no value in opening the SCI up to consultation as it would be difficult to manage expectations about the level of discretion and changes that were possible. He agreed that some Councils did go out to consultation but many did not and there was debate about how much value it would add.

The Economy, Enterprise and Housing Portfolio Holder felt that the authority already went beyond what was legally required of them and the SCI set out what the Council did and what it planned to do. Officers were open to suggestions and used Scrutiny as consultation on a highly technical document.

The Panel discussed the consultation process in some detail and felt strongly that some degree of consultation should take place for the SCI. They understood that the document was technical but felt that there would be opportunities to learn of different forms of consultation that the Council was missing out on. They stressed that consultation should take place with hard to reach groups, disability groups, parishes and young people.

The Deputy Chief Executive reminded the Panel that the SCI was a comprehensive document which detailed how the Council consulted, should the Panel have an issue with the document or feel that anything was missing then this was their opportunity to input into the SCI.

The Leader asked the Panel if there were any fundamental problems in the document which needed to be consulted on reminding the Panel that the document could be re-visited at any time. He added that too many consultations meant the Council ran the risk of not getting the responses they required and consultation became less effective.

- The report mentioned the development of an Energy from Wind Development Plan Document, what would be included in the document and was there a timescale for the production of the document?

The Investment & Policy Manager explained that the document was a recommendation from the Planning Inspector but there was no pressing need for the document and at this time was not a priority so the document would not be developed in the near future.

- The document was very technical and the Panel asked if it would be possible to produce a summary of the document.

The Investment & Policy Manager agreed that he would look at producing a summary document which would be more user friendly. He informed the Panel that the draft SCI would also be considered by the Local Plan Working Group.

RESOVLED – 1) That the draft Statement of Community Involvement be welcomed (ED.14/17).

2) That the section on Social Media in the Statement of Community Involvement be broadened to ensure that the Council engaged in the most innovative ways possible;

3) That the Executive be requested to carry out some degree of public consultation on the Statement of Community Involvement;

4) That a summary of the Statement of Community Involvement be produced to ensure the document is accessible to all.

EEOSP.29/17 FLOOD UPDATE REPORT

The Deputy Chief Executive submitted report CS.13/17 which provided the Panel with an update on flood recovery activities and future programmed work.

The report outlined the City Council's Asset Recovery Programme which had a final target date for all completion of all assets as June 2017 and the Deputy Chief Executive gave a detailed overview of progress on the Civic Centre and Customer Contact Centre, The Sheepmount and Bitts Park.

The Deputy Chief Executive set out the figures for the flood grants and household payments as set out in section 3 of the report and drew Members attention to section 4 of the report which detailed the ongoing work of the organisations involved in the flood recovery.

The Deputy Chief Executive reported that the insurance settlement figure had been agreed in principle and the final offer statement was due. When the final offer had been received recovery work on the remaining Council sites could progress.

In considering the Flood Update Members raised the following comments and questions:

- What was the timescale on the plans for the Civic Centre and Bitts Park to be considered by Scrutiny?

The Deputy Chief Executive confirmed that the design stage for the Civic Centre and Bitts Park would begin when the final settlement letter had been received from the insurers. It was expected to begin in July and would go through the Executive and Scrutiny process.

- The Environment Agency had previously discussed upstream flood management with the Panel, would they report back to the Panel on this work?

The Deputy Chief Executive suggested that the Panel invite representatives of the Environment Agency and Cumbria County Council back to the Panel for an update on their work and the work of the Cumbria Strategic Floods Partnership Board.

- The Panel thanked the Deputy Chief Executive for his detailed and informative reports and asked how future matters would be reported to Scrutiny.

The Deputy Chief Executive suggested that a final comprehensive report be submitted to this Panel then each of the matters included in the report be split into the relevant Scrutiny Panel remits in the future, adding that there would be no further value in providing updates on the grants.

- A Member commented that he had raised several issues over the last 18 months which he felt had not been addressed. He had attended a flood meeting at Cumbria County Council which had been arranged with the Environment Agency and had been poorly attended by City Councillors. The City Council had riparian ownership of the River Petteril and the banks had been narrowing and there was rubbish and debris in the river. Members of the public had complained about the issues and although he had raised the issue it had not been minuted or responded to.

He asked what the Environment Agency and the Council were actually doing, commenting that many people had not yet returned to their homes and questioned whether they were still receiving a Council Tax discount.

The Deputy Chief Executive referred the Member to an email conversation they had in February 2017 which he felt addressed the issues raised.

The Chairman stated that the Panel had taken steps in addressing issues by inviting representatives of the Environment Agency and Cumbria County Council to attend the Panel and answer Members questions. They gave very detailed presentations on their progress and the Section 19 report and answered Members questions thoroughly. Representatives would be asked to come back and update the Panel on resilience matters.

The Vice Chairman responded to the comments made reminding the Member that four very detailed reports had been submitted for consideration by the Panel and the Member had only attended two of the meetings due to his role as a dual hatted Member. He commented on the Member's attendance at meetings and his prioritisation of another authority over this one. He felt strongly that the minutes taken at meetings were an accurate reflection of the meeting and the Member's criticism of City Council officers was unfounded.

The Leader informed the Panel that the Council Tax relief scheme had been scheduled to end in December 2016, however, he had written to the Minister asking for an extension due to the number of people who had yet to return to their homes. The Minister had responded positively and agreed that the relief scheme would stay in place as long as it was needed.

RESOLVED – 1) That the Flood Update report CS.10/17 be welcomed.

2) That representatives of the Environment Agency and Cumbria County Council be invited to attend a future meeting of the Panel to provide an update on their work and the work of the Cumbria Strategic Floods Partnership Board.

3) That a final comprehensive Flood Update report be submitted to this Panel at a future meeting then each of the matters included in the report be split into the relevant Scrutiny Panel remits future for future scrutiny.

EEOSP.30/17 UPDATE ON CLEAN CARLISLE

The Neighbourhood Services Managers submitted an update on the Clean Carlisle initiative (CS.11/17).

The Neighbourhood Services Manager reported that the Clean Carlisle initiative had recently been re-branded as Keep Carlisle Clean and the branding would run through the Council's signs and posters as work was undertaken to change behaviour and attitudes.

The Neighbourhood Services Manager updated the Panel on enforcement action which had been taken as well as the various activities which were included in the initiative as detailed in the report. He added that the Council continuously looked to work in new innovative ways to keep the streets clean.

He gave a detailed overview of the Public Space Protection Orders (PSPO) which was designed to deal with a particular nuisance or problem in a particular area that was detrimental to the quality of life within the local community. The proposed content of the PSPO was set out in section 8 of the report subject to consultation.

The Panel were shown photographs of the new street cleaning equipment and the rebranding for the Keep Carlisle Clean initiative along with an example of the new dispensers that had been installed in Rickerby Park to give out free dog waste bags to dog owners.

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

- What was the criteria for the Neat Streets initiative?

The Neighbourhood Services Manager explained that the street had to be unadopted and there had to be a persistent problem there to warrant Council intervention.

- A Member was concerned that the number of fixed penalty notices (FPN) issued for dog fouling had decreased when the problems with dog fouling was on the increase.

The Neighbourhood Services Manager responded that the number of notices issued was not necessarily the best way to view the effort and commitment put in to tackling this stubborn problem; it was very difficult for enforcement officers to catch the dog owners who were responsible as they had to be caught with the dog. There was a perception that incidents of dog fouling was rising however evidence showed it was decreasing. Carlisle had very clean streets maintained to an exceptional standard and this meant incidents of dog fouling stood out. There were issues in taking the offences forward as people might complain but were not always prepared to sign a witness statement to support enforcement action for understandable reasons.

- Was there any out of hours patrols for dog fouling?

The Neighbourhood Services Manager responded that out of hours activity and plain clothes patrols had been use but they were not necessarily more effective as people's behaviour often changed when they knew they were being observed. There were five enforcement officers within the authority and they needed good intelligence to target areas. The focus was shifting to behaviour change and it was hoped that the new focus would encourage more people to clean up after their dog.

- Why had the rebranding been necessary and what were the cost implications of the changes?

The Neighbourhood Services Manager responded that there had been no cost implications and although it was stated that it was a re branding the only change was the 'Keep Carlisle Clean' slogan.

The Media & Communications Officer informed the Panel that the slogan would be used consistently in all Council campaigns including dog fouling, littering and fly tipping in a variety of ways. The designs were created internally and all connected together as one brand.

- When did the PSPO come into force?

The Neighbourhood Services Manager reported that the PSPO would come into force in September/October 2017 and he would confirm the date with the Panel.

- How would the PSPO be promoted?

The Neighbourhood Services Manager explained that there would be notices setting out the prohibition and fines.

- A Member asked for clarity on the restrictions to commercial waste within the City Centre.

The Neighbourhood Services Manager explained that the Council was trying to encourage responsible behaviour within the City Centre. The PSPO would ask commercial refuse collectors and businesses to stop putting rubbish out or collecting rubbish at times when it posed a risk to people or the reputation of the City.

RESOLVED – 1) That the update on Clean Carlisle be welcomed (CS.11/17)
2) That an update on the Keep Carlisle Clean initiative be brought to the Panel in September. That the report include an update on the consultation responses to the Public Space Protection Order and details of the final list for inclusion in the Order.

EEOSP.31/17 RETHINKING WASTE PROJECT

The Neighbourhood Services Manager submitted a report updating the Panel on the progress of the Rethinking Waste Project (CS.12/17).

The Neighbourhood Services Manager reported that the Rethinking Waste Project was approaching its end. Key target dates had been met and the service changes would be implemented from June 2017 when refuse and recycling collection arrangements would change. In light of the Internal Audit report on the project and as an important step in closing down the project the objectives, performance and outcomes from the project would be reviewed.

The report summarised the progress made since October and detailed the work officers would be undertaking from April.

The Neighbourhood Services Manager gave a detailed presentation on the changes made to the recycling collections which would come into force in June 2017.

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

- Member were pleased that recycling collection would be extended to new properties who previously did not have recycling facilities and asked if future new builds would be included.

The Neighbourhood Services Manager confirmed that capacity had been built in for future projected growth. If Carlisle continued to grow then the matter would be reviewed.

- The Panel welcomed a review of the recycling centres and asked that consideration be given to sites which were frequently full as well as those not used. Members asked that relevant Ward Members be involved in the discussions regarding recycling centres in their Wards.

The Neighbourhood Services Manager agreed to involve Ward Members and drew the Panel's attention to section 5 of the report which set out a timeline for the communication of the proposed changes. Officers would meet with Ward Members to ensure everyone had a clear understanding of the changes to enable a clear message for residents.

The Media & Communications Officer showed the Panel an example of the communications that would be used which had a key message that the change affected everyone. The promotional information included a newsletter to all households, revised refuse and recycling timetables, an article and advert in the Council's residents' magazine. There would also be posters, bill board and bus shelter adverts. Information would be sent to Members, Parishes and Community Centres. The Council had used every available resource including an email to everyone who had signed up to on line Council Tax billing.

In response to a Member's comment the Media & Communications Officer agreed to circulate promotional information to schools throughout the City.

- Was there any projected impact on recycling rates as a result of the changes?
The Neighbourhood Services Manager responded that the recycling rate was expected to increase as more households had facilities to recycle; he added that it would be closely monitored.

RESOLVED –1) That the update on the Rethinking Waste Project (CS.12/17) be welcomed;

2) That the Panel thanked the Neighbourhood Services Manager, his team and everyone involved in the Rethinking Waste Project and the promotion of the new service;

3) That relevant Ward Councillors be involved in the review of recycling centres;

4) That an update report be submitted to the Panel six months from the launch date.

EEOSP.32/17 SUSPENSION OF STANDING ORDERS

During consideration of the above item it was noted that the meeting had been in progress for 3 hours and it was moved,seconded and RESOLVED that Council Procedure Rule 9, in relation to the duration ofmeetings be suspended in order that the meeting could continue over the time limit of 3hours.

(The meeting ended at 1.20pm)

Environment and Economy Overview and Scrutiny Panel

Agenda
Item:
A.2

Meeting Date: 15 June 2017
Portfolio: Cross Cutting
Key Decision: No
Within Policy and
Budget Framework
Public / Private Public

Title: OVERVIEW REPORT AND WORK PROGRAMME
Report of: Overview and Scrutiny Officer
Report Number: OS 14/17

Summary:

This report provides an overview of matters related to the Environment and Economy O&S Panel's work. It also includes the latest version of the work programme.

Recommendations:

Members are asked to:

- Note the items (within Panel remit) on the most recent Notice of Key Executive Decisions
- Note and/or amend the Panel's work programme

Contact Officer: Dave Taylor

Ext: 0781 785 8167

Appendices attached
to report:

1. Environment and Economy O&S Panel Work Programme
2017/18

1. Notice of Key Executive Decisions

The most recent Notice of Key Executive Decisions was published on 5th May 2017. This was circulated to all Members. The following items fall within the remit of this Panel:

Items which have been included in the Panel's Work Programme:

None.

Items which have not been included in the Panel's Work Programme:

KD.13/17 England's Heritage Cities: Discover England Fund Round 2

2. References from the Executive

There are no references from the Executive 8th May 2017.

3. Work Programme

The Panel's current work programme is attached at **Appendix 1**. At present, this comprises mostly items for this meeting and the next one on 20th July.

It is proposed that Directors and Portfolio Holders be invited to the next meeting of the Panel, on 20th July to aid the Panel in defining their work programme for the year. Some possible areas of focus in the work programme will be included in the Overview Report for that meeting. As ever, it is important to stress that Scrutiny is a Member-led function and that the work programme items are chosen by Members themselves.

4. Training

As Members will be aware from the Scrutiny Annual Report, there is to be a renewed focus on effective member-led and policy focussed scrutiny this civic year. To assist with this, two training sessions are to be provided by Tim Young from the LGiU – Tim provided some very well-received scrutiny training here earlier this year and will return to provide these two sessions on **Tuesday 27th June 2017**. Members should contact Linda Mattinson to book themselves on either (or both) of these sessions.

BEING AN EFFECTIVE OVERVIEW AND SCRUTINY CHAIR

This workshop is aimed at being a refresher course for existing Chairs and Vice Chairs of Overview & Scrutiny Panels but will also be open to other Overview & Scrutiny Members who are interested in these skills.

The course will cover the practical aspects of chairing a panel along with key skills, approaches and tactics to help ensure that your panel is effective and engaged

Time: 27/06/17: 2.00pm to 5.00pm Venue: Committee Room B/C

Trainer: Tim Young, LGiU Associate

BEING AN EFFECTIVE ‘CRITICAL FRIEND’ – IMPROVING YOUR QUESTIONING SKILLS

As we know, scrutiny is all about robust and confident questioning – this session will help scrutiny Members enhance their questioning skills.

It will cover preparing for questioning, different strategies for questioning and a real world exercise to help develop your skills.

Time: 27/06/17: 5.30pm to 8.30pm Venue: Committee Room B/C

Trainer: Tim Young, LGiU Associate

NB. A buffet will be provided at 5.00 pm for all those attending either session.

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

Appendix 1 – Environment and Economy Overview and Scrutiny Panel Work Programme

Issue	Type of Scrutiny						Comments/status	Meeting Dates							
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Budget	Monitoring		15 Jun 17	27 Jul 17	07 Sep 17	19 Oct 17	30 Nov 17	18 Jan 18	01 Mar 18	05 Apr 18
Contact Officer															
CURRENT MEETING – 15th June 2017															
Future Flood Risk Management Jane Meek							Andy Brown and Jim Ratcliffe from the Environment Agency to report on the options. Chairs of Community and Resources Panels to be invited	✓							
Enterprise Zone Jane Meek							Update	✓							
Performance Monitoring Reports Gary Oliver	✓						Monitoring of performance relevant to the remit of Panel	✓	✓		✓		✓		
TASK AND FINISH GROUPS															

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Contact Officer																	
FUTURE ITEMS																	
Borderlands Report Jane Meek			✓				Possible agenda item to consider next steps for Borderlands		?								
Tourist Information Centre Gavin Capstick						✓	Business Plan and Marketing Plan			?							
Economic Strategy Jane Meek			✓				Draft Economic Strategy to be considered		?								
Update on Keep Carlisle Clean Colin Bowley	✓					✓	6 monthly update. Sept report to include draft PCPO and Enforcement Strategy			✓							
Tourist Information Centre Gavin Capstick						✓	Business Plan and Marketing Plan			?							
Rethinking Waste Project Colin Bowley						✓	Update on progress against objectives 6 months from launch					✓					

Appendix 1 – Environment and Economy Overview and Scrutiny Panel Work Programme

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	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Budget	Monitoring		15 Jun 17	27 Jul 17	07 Sep 17	19 Oct 17	30 Nov 17	18 Jan 18	01 Mar 18	05 Apr 18
Garden Village Project Garry Legg			✓				Scrutiny involvement to be determined	TBC							
Business Plan development for Carlisle Parks Phil Gray	✓						Business Plan for Bitts Park and a more overarching strategy for the remaining parks.	TBC							
Car Parking Gavin Capstick						✓	Update on car parking including income vs target income	TBC							
Flood Update Report Darren Crossley				✓		✓	Final comprehensive report	TBC							
Scrutiny Annual Report Dave Taylor							Draft report for comment before Chairs Group approval							✓	
COMPLETED ITEMS															

**Environment and Economy
Overview and Scrutiny
Panel**

Agenda
Item:
A.3

Meeting Date: 15th June 2017
 Portfolio: Economy, Enterprise and Housing
 Key Decision: No
 Within Policy and Budget Framework: YES
 Public / Private: Public

Title: Kingmoor Park Enterprise Zone – Implementation Update
 Report of: Corporate Director of Economic Development
 Report Number: ED 23/17

Purpose / Summary:

To provide the panel with an update on the progress made to date by partners, relating to the operation of Kingmoor Park as an Enterprise Zone.

Recommendations:

To note and scrutinise progress on the implementation of Kingmoor Park Enterprise Zone.

Tracking

Overview and Scrutiny:	15 th June 2017
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1. BACKGROUND

- 1.1 Enterprise Zones are an important part of the Government's programme to devolve responsibility for leadership of local growth and provide a powerful tool for Local Enterprise Partnerships to develop their local economy.
- 1.2 Kingmoor Park Enterprise Zone became operational on 1st April 2016 for a period of 25 years. Kingmoor Park has long been identified as a strategic investment site in Carlisle's and Cumbria's economic development strategies. Enterprise Zone status allows Kingmoor Park to continue to develop and indeed accelerate delivery momentum, allowing companies to benefit from Business Rates Relief and others from Enhanced Capital Allowances to help encourage investment.
- 1.3 The established objectives and priorities for Kingmoor Park Enterprise Zone are:
- To deliver approximately 200,000sqm of new employment related floor space, across 73ha, creating an additional 3,000 jobs and representing private sector investment of £190m;
 - Deliver an increase in the balance of B1 and B2 manufacturing spaces versus B8 storage, distribution and logistics uses;
 - Support Cumbria's target growth sectors and the LEP's strategies for advanced manufacturing growth and nuclear and energy excellence, through the combination of available land suitable for B2 uses, existing infrastructure and strategic connections;
 - Provide an important location for incoming and expanding supply chain companies associated with growth in the nuclear and energy, logistics and advanced manufacturing sectors; and
 - Deliver more new build opportunities and offer greater incentives for new private sector investment – particularly enhanced capital allowances.

2. PROGRESS TO DATE

DCLG Memorandum of Understanding

- 2.1 Carlisle City Council, Cumbria County Council and Cumbria LEP are each party to a Memorandum of Understanding with the Department for Communities and Local Government dated 20th May 2016. Under the conditions of this agreement, which appended as Appendix One, the local authorities and the LEP agreed to:

- Organise and promote a governance group for the Enterprise Zone which is able to make strategic and operational decisions.
- Enter into Memorandum of Understandings with each other which set agreed objectives and priorities for the Enterprise Zone as well as terms necessary to give effect to the DCLG MoU (for example, provisions covering the use of business rates retained by local authorities and how local authorities will use their general power of competence to support the Enterprise Zone, including but not limited to Compulsory Purchase Orders, simplified planning regimes, development orders, Joint Ventures and borrowing to support investment and arrangements for the provision of monitoring data).;
- To use government subsidies provided for the Enterprise Zone (including the subsidy provided under this MoU and the Regulations) for the objectives of the Enterprise Zone and in compliance with relevant laws;
- To design and submit to the Secretary of State a 5 year implementation plan (which sets out the major steps and the individual(s) and organisation(s) who will be responsible to set up, operate and deliver the objectives and priorities which have been agreed for the Enterprise Zone) no later than 31st March 2017 (subsequently extended to 31st May 2017).

2.2 Since the Enterprise Zone became operational last April, much progress has been made to secure the necessary local arrangements in line with the DCLG MoU as follows:

Enterprise Zone Board Established

2.3 The governance group is operational and is known as the EZ Board who meet bi-monthly. The work and recommendations of the EZ Board is reported to the Cumbria LEP Board. The EZ Board is responsible for:

- Overseeing strategic decision making, stewardship and operational delivery of the Enterprise Zone;
- Determining phasing priorities and agreeing where public funding/other resources can be used to support private sector investment to accelerate on site delivery and development;
- Approving business case proposals for investment in the Enterprise Zone prior to submission to the LEP Panel and make recommendations relating to business cases for investment into the Enterprise Zone utilising the retained business rates achieved by the EZ; and
- Reviewing decisions and provide guidance in respect of application of the enterprise Zone policy tools (Business rate relief/enhanced capital allowances)

where required and shall be responsible for determining any appeals relating to the determination of applications for Business Rate Relief.

- 2.4 The Leader of Carlisle City Council and the Corporate Director of Economic Development are on the EZ Board. In addition to the EZ Board, an EZ Delivery Team has been set up to enable officers to work on creating the internal parameters and agreements to allow the Enterprise Zone to function. This team includes officers from the City Council.

Enterprise Zone Memorandum of Understanding Agreed

- 2.5 A Memorandum of Understanding has been developed between the key partners and was agreed by the EZ Board on 31st May 2017. It is now in the process of being signed by Carlisle City Council, Cumbria County Council, Cumbria LEP and Kingmoor Park Properties Limited. This MoU confirms that partners are agreeing to work together to support and deliver the Implementation Plan ('the Project') and records the basis on which they will collaborate with each other, clarifying partner roles and responsibilities.

Business Rates Policy Agreed by Enterprise Zone Board

- 2.6 The Kingmoor Park Enterprise Zone MoU clarifies roles and responsibilities in relation to the collection and use of retained business rates within the Enterprise Zone. Carlisle City Council has led on the creation of Business Rate Relief Eligibility Guidance (Appendix Two), which was approved by the EZ Board on 31st May 2017. This guidance outlines the sectors that are compatible with the EZ designation and the growth test that must be applied, to safeguard against displacement of existing businesses across the District.
- 2.7 Carlisle City Council will assess all applications for Business Rate Relief, with any appeals being determined by Carlisle City Council in consultation with the EZ Board.

Simplified Planning Regime

- 2.8 The EZ Board agreed on 31st May 2017 to implement a simplified planning regime for Kingmoor Park EZ. This is a mechanism or range of measures put in place to speed up development and provide a greater degree of developer and investor certainty to encourage investment, economic growth and development. The key instrument in implementing a simplified planning regime is the use of a Local

Development Orders (LDO) alongside which the use of other measures such as Planning Performance Agreements (PPAs) can be used to speed up decision making on development which falls outside the parameters of LDOs.

- 2.9 LDOs remove the need to apply for planning permission for specific types of development within a defined area. They enable the management of development without the need for individual planning permissions, where proposals meet criteria set out in the LDO. The criteria are usually based on development type/use class, location and design. With an LDO in place the planning process should be simplified, less expensive, less risky and faster. For developers there is no need to prepare a planning application, establish the principle of development, pay fees or wait for a decision (though a prior approval process may remain to sign off necessary conditions).
- 2.10 Carlisle City Council has the responsibility for leading on the final content and production of a Local Development Order at Kingmoor Park Enterprise Zone. However the process involved in drawing up a LDO is based around partnership working and consultation. This process is underway and will formally begin in August 2017 once site masterplanning has completed.

Capacity Funding Secured

- 2.11 Capacity Funding of £50,000 was secured from DCLG in April 2017, with further funding of £30,000 provided by local partners. This funding has assisted with the Implementation Plan and will contribute towards the Marketing Strategy, Infrastructure analysis and masterplan layouts going forward.

Submission of Implementation Plan

- 2.12 As set out in the DCLG MoU, the LEP is required to submit to the Secretary of State a five-year Implementation Plan. This sets out the major steps and responsibilities for the operation and delivery of the Enterprise Zone in accordance with the agreed objectives and priorities. A draft version of the Implementation Plan was submitted to DCLG at the end of September 2016. An updated final version was submitted at the end of May 2017. The Implementation Plan outlines the following:
- An introduction to the Enterprise Zone to cover site details, commercial proposition and/or sectoral target markets, and delivery outputs by 2020/21. This Implementation Plan is covering the period 2017 – 2022;

- The project plan to 2021/22 to cover: investment plan; delivery risks; formal management, governance and delivery arrangements; scope of marketing and communications plan; and delivery monitoring mechanisms;and
- Baseline business rates data – a snapshot of the estimated net rates income on 31 December 2015.

Interest to Date

- 2.13 Kingmoor Park has experienced significant and growing interest since the designation of Enterprise Zone status. There has been considerable and renewed interest in the hub in terms of ancillary retail and leisure facilities to support the location. Current interest has been shown from a national petrol station forecourt operator, prestige marque car dealership and service centre, and national pub chain operator.
- 2.14 Verus Energy Limited secured planning permission in October 2016 to develop land in Zone D for an Energy from Waste Plant. This is an estimated £80m development and would be the first occupier to benefit from Enhanced Capital Allowance benefits on the Enterprise Zone. An application has now been lodged with Government for Contract for Difference with a decision expected later this year. It is considered that securing consent for the Verus EfW plant presents a significant opportunity to target large-scale energy users, ranging from advanced manufacturers to chilled food production/storage and data centres.

3. NEXT STEPS

Masterplan

- 3.1 The EZ Board has recognised that there is a need to undertake further masterplanning for the site to better articulate the vision for the site. This masterplanning/layout and use options work is a key action of the Implementation Plan, and is currently underway, anticipated to be completed by Autumn 2017. Carlisle City Council will play a critical role in informing the Masterplan alongside key partners.

Marketing and Communications Strategy

- 3.2 The Implementation Plan also commits to a strategy to better articulate the commercial proposition and to refine the offer to target sectors and occupiers into a set of unique selling propositions. Building on existing activities it will set out clear

marketing objectives linked to target outcomes, define key messages and benefits to target occupiers and establish the appropriate marketing channels, mechanisms and materials (website, brochures, direct marketing, events etc.) which will be utilised to generate leads and enquiries.

- 3.3 As part of this process the partners will need to determine their specific roles in marketing and communications, particularly the relationship between place marketing at a local authority/LEP level and interaction/engagement with the Department for International Trade and other strategic marketing partners - including retained commercial agents and intermediaries such as sector/employer organisations and potential ambassadors for the EZ.
- 3.4 The marketing and communications plan is expected to include a national launch in late 2017 together with a unified marketing push (with all the agents and partners engaged and driven locally by KPPL), as well as activities such as improved signage and refreshed marketing materials, representation at events etc.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 4.1 Carlisle City Council will continue to work with partners to ensure the success of Enterprise Zone status at Kingmoor Park, acknowledging the benefits this will bring to Carlisle District. The key tools that have been put in place will help to move the delivery of the site forward with further momentum being generated as masterplanning; the LDO and full marketing strategy come on board.

5 CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 5.1 The implementation of Enterprise Zone status at Kingmoor Park contributes directly towards achieving the Vision of the Carlisle Plan 2015-2018 – ‘To improve the...economic prosperity of the people of Carlisle’, and ‘further establish our position as the regional centre and focus for investment’. It also contributes towards its Priority ‘Support business growth and skills development to improve opportunities and economic prospects for the people of Carlisle’.

Contact Officer: Angela McDougall **Ext:** 01228 817172
Economy & Enterprise Officer

Appendices
attached to report: **Appendix 1: DCLG Memorandum of Understanding**
Appendix 2: Business Rate Relief Eligibility Guidance

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:

- Non

CORPORATE IMPLICATIONS/RISKS:

N/A

Enterprise Zone Memorandum of Understanding

THIS AGREEMENT is dated 20th May 2016

PARTIES

1. **THE SECRETARY OF STATE FOR COMMUNITIES AND LOCAL GOVERNMENT** whose principal address is 2 Marsham Street, London, SW1P 4DF (**Secretary of State**);
2. Each of the local authorities for the area of the Enterprise Zone, whose names and principal addresses are listed at Schedule 1 (together the **Relevant Local Authorities**)
3. The Local Enterprise Partnership for the area of the Enterprise Zone, whose names and principal addresses are listed at Schedule 2 (where a local enterprise partnership does not have corporate status then the Accountable Body who acts as the representative is listed) (together with the **Local Enterprise Partnership**)

BACKGROUND

- A The Secretary of State has the power to declare an area to be an Enterprise Zone.
- B. Enterprise Zones are single or multiple sites designated for business development which may offer business rate discounts or enhanced capital allowance for new businesses locating on the sites. Enterprise Zones are on sites which would ordinarily not be expected to generate significant business growth nor generate any business rates without incentives and /or dedicated local stakeholder support. Any increase from business rates income which arise from the development of an Enterprise Zone site will not be affected by business rates reform, reset or redistribution for a period of 25 years.
- C. A local enterprise partnership is a voluntary partnership between local authorities and businesses to help determine local economic priorities and lead economic growth within their local area. This includes arrangements for the establishment and operation of Enterprise Zones. As some local enterprise partnerships are not corporate bodies, a local authority may act as an accountable body on their behalf.
- D. In agreement with the Local Enterprise Partnership local authorities responsible for all or part or all of an Enterprise Zone use any increase in business rates they collect from each Enterprise Zone site to support the further development of the Enterprise Zone and neighbouring areas.
- E. Taking account of the application included within the attached schedule and other representations made by the Local Enterprise Partnership, the Secretary of State with the agreement of the Chancellor of the Exchequer offers the Local Enterprise Partnership and Relevant Accountable Bodies the right to set up and establish arrangements for the operation of the Enterprise Zone subject to the terms and conditions set out within the other paragraphs of this Memorandum of Understanding. To allow all parties to review their interests, in the first instance this Memorandum of Understanding extends to 2020.

IT IS AGREED THAT:

1 DEFINITIONS

In this Memorandum of Understanding the following words and phrases shall have the following meanings:

“Accountable Body” means a local authority organisation(s) responsible for one or more aspects of the operation of the Enterprise Zone in line with plans agreed with the Local Enterprise Partnership.

“Application” means the application for enterprise zone status submitted to the Secretary of State by the Local Enterprise Partnership on 18th September 2015 (which may be amended from time to time after the date of this Memorandum of Understanding) and includes each of the representations at Schedule 3 of this Memorandum of Understanding (in the event of conflicting statements, Schedule 3 and then the latest validly made variation shall take priority).

“Enterprise Zone” means one or more sites which under the Regulations (as amended from time to time) are able to offer specific business incentives and permitted by the Secretary of State to market themselves as such.

“Regulations” means 'Capital Allowances (Designated Assisted Areas) Order 2016', 'Non-Domestic Rating (Designated Areas) Regulations 2016', and 'Non-Domestic Rating (Rates Retention) Regulations 2013'.

“Relevant local authorities” means a local authority on which all or part of an Enterprise Zone is situated and as a consequence collects business rates from businesses in operation on that site.

“Term” means the earlier of 31 March 2020 or the date of the Secretary of State, each of the Local Enterprise Partnership or each of the Relevant Local Authorities giving written notice to the other parties to this Memorandum of Understanding of its intention to terminate the Enterprise Zone status under clause 5.

2 AGREEMENT TO SET UP AND OPERATE AN ENTERPRISE ZONE

Having relied upon the representations made by the Local Enterprise Partnership in the Application, the Secretary of State offers the Local Enterprise Partnership and the Relevant Local Authorities the right to set up and operate the Enterprise Zone for the Term, subject to the terms of this Memorandum of Understanding, including the right to benefit from the following business incentives:

- Permitting the Relevant Local Authorities to retain 100% of any business rate increase which accrues for a period of 25 years from the commencement date (this being 1st April 2016) of the Enterprise Zone, providing that such sums are directed towards the development of the Enterprise Zones and thereafter towards the Local Enterprise Partnership's other identified growth priorities;
- Central government will reimburse the cost incurred by Relevant Local Authorities in providing a 100% business rates discount for a period of up to five years, to any business which sets up operations within the Enterprise Zone site before 31 March

2022, and is able to receive the support within the State Aid De Minimis threshold (or other limitation applicable by law);

- As an alternative to the reimbursement of business rates, and up until 31st March 2020, Central Government will reimburse the Relevant Local Authorities the cost of allowing businesses occupying an Enterprise Zone sites within an Assisted Area to count 100% up to €125 million of their first years' expenditure on qualifying plant and machinery assets against taxable income as an Enhanced Capital Allowance (**ECAs**)
- The Local Enterprise Partnership and Relevant Local Authorities can together agree to other local authorities benefitting from the benefits of the Enterprise Zone during the Term provided they have entered into an inter-party agreement as set out in 3.2 (a) and meet the relevant requirements in the regulations. In this situation, notice shall be given to the Secretary of State of the arrangement.

3. TERMS AND CONDITIONS

3.1 The Relevant Local Authorities and the Local Enterprise Partnership agree, having undertaken due investigation, that at the date of this Memorandum of Understanding:

- (a) The statements within the Application are accurate;
- (b) they are not aware of any information which is likely to materially undermine the ability of the Local Enterprise Partnership and the Relevant Local Authorities to deliver the Enterprise Zone in accordance with the Application and achieve the outputs; and
- (c) they are not aware of any information, which is likely to significantly delay the Local Enterprise Partnership in delivering the Enterprise Zone in accordance with the Application or achieving the outputs.

3.2 The Relevant Local Authorities and Local Enterprise Partnership confirm, having undertaken due investigation, that:

- (a) they have obtained or shall use all reasonable endeavours to promptly obtain necessary approvals, authorisations, consents, exemptions, licences, permits, permissions (including planning permission) or registrations necessary to deliver the Enterprise Zone in accordance with the Application;
- (b) they have or will secure the expertise and capacity to set up and operate the Enterprise Zone in accordance with the Application;
- (c) they will undertake all the steps to set up and operate the Enterprise Zone and confirm that each of these shall be achieved compliantly (including but not limited to achieving compliance with applicable procurement, state aid, planning law and all rules relating to the collection and distribution of business rates, discount, and use of business rates for investment); and

- (d) they will deliver the relevant incentives at Schedule 4 for the period set out in the Application and this Memorandum of Understanding.

3.3 The Relevant Local Authorities and the Local Enterprise Partnership agree to:

- (a) organise and promote a governance group for the Enterprise Zone which is able to make strategic and operational decisions. This shall include representatives of each relevant local authority and shall meet at least quarterly ("**Governance Group**"); and
- (b) enter into Memorandum of Understandings with each other which set agreed objectives and priorities for the Enterprise Zone as well as terms necessary to give effect to this Memorandum of Understanding (for example, provisions covering the use of business rates retained by local authorities and how local authorities will use their general power of competence to support the Enterprise Zone, including but not limited to Compulsory Purchase Orders, simplified planning regimes, development orders, Joint Ventures and borrowing to support investment and arrangements for the provision of monitoring data). Where during the Term, new local authorities become involved in the Enterprise Zone or the legal status of Local Enterprise Partnerships and local authorities involved in the Enterprise Zone changes, the Secretary of State requires that the Local Enterprise Partnership uses all reasonable endeavours to enter into new Memorandum of Understandings under this clause. Copies of these Memorandum of Understandings should be sent to the Secretary of State within 50 days of execution.
- (c) to use government subsidies provided for the Enterprise Zone (including the subsidy provided under this Memorandum of Understanding and the Regulations) for the objectives of the Enterprise Zone and in compliance with relevant laws.

3.4 **Implementation Plan**

The Local Enterprise Partnership in consultation with the Relevant Local Authorities shall design and submit to the Secretary of State a 5 year implementation plan (which sets out the major steps and the individual(s) and organisation(s) who will be responsible to set up, operate and deliver the objectives and priorities which have been agreed for the Enterprise Zone) no later than 31st March 2017.

3.5 The **Cities and Local Growth Unit** shall support:

- (a) the set up and delivery of the Enterprise Zone (in particular through the contact for the Enterprise Zone, which is Ian Hanley E-mail: ian.hanley@bis.gsi.gov.uk Telephone: 07768855594 who shall advise on the procedures for establishing the zones and resolving issues, which may arise in relation to government funding or legal arrangements. The Local Enterprise Partnership and Relevant Local Authorities shall be informed if there is a change in the Cities and Local Growth Unit team contact.

- (b) Enterprise Zones by providing information on the Enterprise Zone to the market via press releases, its national Enterprise Zone website, Twitter account and other media; and
- (c) Collaboration, by inviting senior leaders from all England's Enterprise Zones to meet to discuss progress, challenges and good practice with senior government officials and Ministers

this support shall be provided up until 31 March 2020 and may be renewed or subject to alteration after that date.

3.6 The Relevant Local Authorities and Local Enterprise Partnership shall:

- (a) send the Cities and Local Growth Unit contact the details of the primary point of contact ("**Local Enterprise Zone Contact**", a named representative agreed with the Local Enterprise Partnership) for the Enterprise Zone within 20 Working Days of entering into this Memorandum of Understanding. The Cities and Local Growth Unit contact shall be informed if there is a change in the Local Enterprise contact.
- (b) authorise the Local Enterprise Contact to discuss progress of the Enterprise Zone with the Cities and Local Growth Unit contact either in face-to-face or telephone meetings at least once a quarter. Such meetings shall be two-way enabling both parties to understand progress of the Enterprise Zone. Share information about the wider Enterprise Zone network and any issues which might adversely affect the planned progress of the Enterprise Zone.
- (c) take all reasonable steps to allow the Cities and Local Growth Unit team contact (or another team member in their place) to attend the Governance Group meetings (as mentioned at clause 3.5(a) including providing information on the date and location of meetings and sending papers which will be discussed. The Cities and Local Growth Unit team contact shall be entitled to decide whether they attend in an observer capacity or as a participant at the Governance Group meeting.

3.7 Marketing

The Relevant Local Authorities and the Local Enterprise Partnership agree to use all reasonable endeavours to

- (a) promote the Enterprise Zone;
- (b) share with the Secretary of State a marketing plan for the Enterprise Zone within six months of entering into this Memorandum of Understanding; and
- (c) use DCLG and Enterprise Zone logos within marketing communications and signage.

3.8 Monitoring

The Relevant Local Authorities and the Local Enterprise Partnership agree to use all reasonable endeavours to complete the management information at

Schedule 5 within 21 Working Days of the commission from DCLG, which will be quarterly at the end of January, April, July and October.

4. CHANGES

All changes to the text of the application or this Memorandum of Understanding must be approved by the Secretary of State in writing prior to the relevant change being deemed to be effective. Until such time as a change is made in accordance with this clause, the parties shall, continue to perform this Memorandum of Understanding in compliance with its terms before such change.

5. TERMINATION

- (a) The Secretary of State shall be entitled to suspend or withdraw the right of any or all of the Local Enterprise Partnership and / or the Relevant Local Authorities to market an Enterprise Zone if, acting reasonably, the Secretary of State is of the view that a party has acted in a way which significantly damages the reputation of the Enterprise Zone Programme or if there has been a material breach of this Memorandum of Understanding.
- (b) The Relevant Local Authorities and Local Enterprise Partnership with the Memorandum of Understanding involved in delivering the Enterprise Zone is entitled to ask for the Enterprise Zone status to be rescinded by submitting notice in writing.

6. GOOD FAITH AND COOPERATION

Each party covenants with the others that they shall act with the utmost good faith towards the other, shall comply with reasonable requests for information in relation to the Enterprise Zone submitted from time to time and will not do anything which would deliberately put the other in breach of its obligations under this Memorandum of Understanding.

7. MISCELLANEOUS

Nothing in this Memorandum of Understanding shall constitute a partnership or joint venture between any of the parties.

ACCEPTANCE

This Memorandum of Understanding has been entered into on the date stated at the beginning of it.

Signed for and behalf of

**SECRETARY OF STATE FOR)
COMMUNITIES)
AND LOCAL GOVERNMENT)**

Authorised Signatory: _____

Print Name: _____

1. Local Enterprise Partnership Accountable body signs here

Signed for and in agreement with

**LOCAL ENTERPRISE PARTNERSHIP BY THE ACCOUNTABLE BODY
CUMBRIA COUNTY COUNCIL**

Authorised Signatory: _____

Print Name: GEORGE BEVERIDGE, CHAIR.

(Add more as required)

Signed for and in agreement with

Name of Local Authority

CARLISLE CITY COUNCIL

Authorised Signatory: _____

Print Name: D WOODSLEY

.....

Signed for and in agreement with

Name of Local Authority

CUMBRIA COUNTY COUNCIL

Authorised Signatory: _____

Print Name:

DOMINIC DONNINI

.....

The following parties are aware of the requirements of this Memorandum of Understanding (including the Application) and shall support and assist development and delivery of the Enterprise Zone throughout the Term, but due to not having the required legal personality

CUMBRIA LOCAL ENTERPRISE PARTNERSHIP

Authorised Signatory: _____

Print Name:

GEORGE BEVERIDGE, CHAIR

SCHEDULE 1 - RELEVANT LOCAL AUTHORITIES

CARLISLE CITY COUNCIL

CUMBRIA COUNTY COUNCIL

SCHEDULE 2 – LOCAL ENTERPRISE PARTNERSHIP

CUMBRIA LOCAL ENTERPRISE PARTNERSHIP

SCHEDULE 3 KEY INFORMATION ON CARLISLE KINGMOOR PARK ENTERPRISE ZONE FROM CUMBRIA LOCAL ENTERPRISE PARTNERSHIP APPLICATION]

General	
Name of Enterprise Zone	CARLISLE KINGMOOR PARK
Name of Local Enterprise Partnership	CUMBRIA LOCAL ENTERPRISE PARTNERSHIP
Relevant local authorities	CARLISLE CITY COUNCIL AND CUMBRIA COUNTY COUNCIL

Fill out information from the application form Q C.8 What is the Local Enterprise Partnership's agreed approach, with the relevant local authorities, about how the retained rates will be used to support development on the Enterprise Zone?

Briefly explain your financial or investment plan for how (for example, through borrowing or development of a recycling fund) and when the retained rates will be used.

The agreed approach is that in the Implementation Plan the Developer will identify investment requirements for the first five years and it is anticipated that c. £9-10m will be required for infrastructure/ servicing cost of which c. £5m will be funded from Retained Business rates or borrowing against the anticipated Retained Business rates, subject to the Relevant Local Authorities obtaining all necessary consents from their relevant committees.

Fill out information from the application form Q E 1. Please describe the governance arrangements for the proposed Enterprise Zone, clearly setting out the name and job title of the Senior Responsible Officer for delivery of the Zone, the governance structure and explain how progress will be owned by the Local Economic Partnership Board.

The Enterprise Zone Board has already been formed by the LEP and is chaired by the LEP Chair. The LEP has 2 other representatives on the Board plus one representative each from Cumbria County Council, Carlisle City Council and Kingmoor Park Developer. The Board has met on the 25th January and the 21st March 2016 with representatives of DCLG and BIS present.

The Senior Responsible Officer is Graham Haywood, LEP Director.

Fill out information from the Application form from Q E.2 capacity and skills you will make available to deliver the Enterprise Zone on a day-to-day basis, including the job titles and names of each of the staff members in the Local Enterprise Partnership and the relevant local authorities and the total costs of this staff team.

The LEP Director and a Programme Manager with appropriate Technical/Admin support will be the capacity provided by the LEP – plus Senior Economic Development Officers from the Cumbria County Council and Carlisle City Council. The profiled support is valued at £80k per annum.

Q E3 will you gather data that will allow the Local Enterprise Partnership and local authorities to monitor progress of the Enterprise Zone, for example this could include on delivering new jobs, business, and investment?

Schedule 5 Management Information will be reported quarterly to the Enterprise Zone Board and LEP

Q E5 Briefly set out your plan for marketing the sites to occupiers and/or investors, in the case of multiple site zones being clear if they will be marketed in clusters or in stages.

Marketing Plan will be prepared and agreed by 30/06/2016

SCHEDULE 4 – SITES AND INCENTIVES

Proposed Sites	EZ District Local authority Ward	ECA	BRD	BRR
CARLISLE KINGMOOR PARK	CARLISLE CITY COUNCIL CUMBRIA COUNTY COUNCIL	YES - PART	YES - PART	WHOLE SITE – ABOVE BASELINESUBMITTED TO DCLG

SCHEDULE 5 – MANAGEMENT INFORMATION

Q1* What was the value of the retained rates that were reinvested in the Enterprise Zone in the last financial year?

Q2* What was the value of the retained rates that were reinvested in the LEP area in which the Enterprise Zone is situated, including the amount in Q1, in the last financial year?

Q3* What was the value of the borrowing against retained rates undertaken by the LEP accountable body or the EZ local authority in the last financial year?

Q4 What was the change in the number of newly created jobs, excluding construction jobs, on the Enterprise Zone in this quarter?

Q5 What was the change in the number of newly created construction jobs on the Enterprise Zone in this quarter?

Q6 What was the change in the number of jobs that were safeguarded on the Enterprise Zone in this quarter?

Q7 Was a Local Development Order introduced on the zone or a part of the zone this quarter?

Q8 What was the change in the number of businesses that started trading on the zone this quarter?

Q9 What was the value of any new public sector capital investment on the zone this quarter? Do not include borrowing against retained rates.

Q10 What was the value of any new public sector revenue investment on the zone this quarter?

Q11 What was the value of any new private sector investment on the zone this quarter (excluding non-monetary investment)?

Q12 What was the value of any new private sector non-monetary investment on the zone this quarter, e.g. use of facilities, staff?

Q13 What area of land was reclaimed and made ready for development on the zone this quarter?

Q14 What commercial floorspace was constructed on the zone in this quarter?

Q15 What commercial floorspace was refurbished on the zone this quarter?

Q16* "What was the market rate for leasing commercial floorspace on the Enterprise Zone as of the current date?"

Q17 What land sales were there on the zone this quarter?

Carlisle Kingmoor Park Enterprise Zone

Business Rates Relief Eligibility Guidance

Introduction to the BRR incentive

Carlisle City Council is able to provide Business Rate Relief (BRR) to eligible occupiers within defined areas (see appended map) of Carlisle Kingmoor Park Enterprise Zone (EZ) in accordance with approved Department of Communities and Local Government (DCLG) financial incentives.

The BRR incentive enables eligible businesses that occupy property within the BRR designated areas of Carlisle Kingmoor Park EZ to a discretionary relief of up to 100% of the business rates payable, up to a limit of £55,000 per year and a maximum of £275,000 in any 5 year period, subject to meeting the criteria set out within this Eligibility Guidance Paper. To be eligible, businesses must occupy premises before 31st March 2021 and can then benefit from the discount (subject to the EU State Aid De Minimis threshold) to 31st March 2026.

Further information on the De Minimis EU State Aid regulation is available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/443742/IS-15-148-state-aid-manual.pdf

New business locating to the defined Enhanced Capital Allowance (ECA) areas of Kingmoor Park (see appended map) can qualify for 100% ECA for plant and machinery assets up to a capped limit of €125 million. Where ECA applies, the premises are outside of the BRR incentive and relief cannot be granted.

In order to qualify for the BRR incentive in the EZ, businesses must align with one of the EZs **target sectors** and if necessary also satisfy a **growth test**. Businesses which do not accord with these requirements may not be excluded from locating on the EZ, subject to conforming to planning requirements, but will not automatically benefit from the BRR incentive.

The purpose of this guidance is to establish a degree of certainty as to when BRR will apply or not. Ultimately however the decision to award BRR is discretionary and will be on a case by case basis which affords some flexibility.

Sector criteria

The basis upon which the EZ designation was granted was in recognition of the sites ability to support Cumbria's target growth sectors as follows:

- Nuclear engineering and energy;
- Advanced Manufacturing; and
- Storage, distribution and logistics.

To qualify for BRR businesses must be able to demonstrate direct alignment with one of these key sectors, or demonstrate how they will indirectly support growth in these sectors i.e. through playing a key role in the supply chain. The onus will be on the applicants to demonstrate alignment through the application process, including evidencing assertions. In assessing alignment regard will be had to Standard Industrial Classification codes. From a planning perspective the above uses would ordinarily fall within Use Class B1(a), B1 (b), B1(c), B2 and B8.

Growth Test

Businesses already located in the District of Carlisle, and which satisfy the sector criteria test, must also satisfy a 'growth test' to be eligible for BRR. If the business is wholly new to the District of Carlisle then it will be exempt from the below 'growth test'.

The growth test is intended to ensure that the focus of the EZ and its incentives remain on supporting additional inward investment and net economic growth, which is the clear intention of Government EZ policy. It therefore acts to deter displacement and to determine if relocation is in the best interests of the local area, to prevent any detrimental impacts.

As a minimum, businesses are expected to be able to demonstrate their ability to achieve and sustain at least one of the following criteria over a 5 year period to meet the objectives of the 'growth test':

- To occupy larger business premises where it can be demonstrated that these are required to accommodate a planned expansion of the business and where the new premises represent a 30% increase in size (sqm) compared to the existing premises; OR
- To increase permanent employment by 30% FTE in comparison to the existing number of FTE employees; OR
- The need for the premises relates to the introduction of a business operation not currently present in the District of Carlisle and therefore a diversification of an existing business' interests e.g. a new logistics centre in an example where a

business already has a presence in the area but this is confined to a head office function; OR

- It can be genuinely demonstrated that in the absence of relocation the business and its benefits would be lost to a location outwith the District of Carlisle.

Application process

Businesses seeking BRR within the approved Kingmoor Park Enterprise Zone must complete and submit the Carlisle Kingmoor Park Enterprise Zone Business Rate Relief Application Form.

Applications will be assessed by Carlisle City Council and the applicant will be notified of the outcome in writing. We will endeavour to respond within 21 working days of receipt of a fully completed application submission.

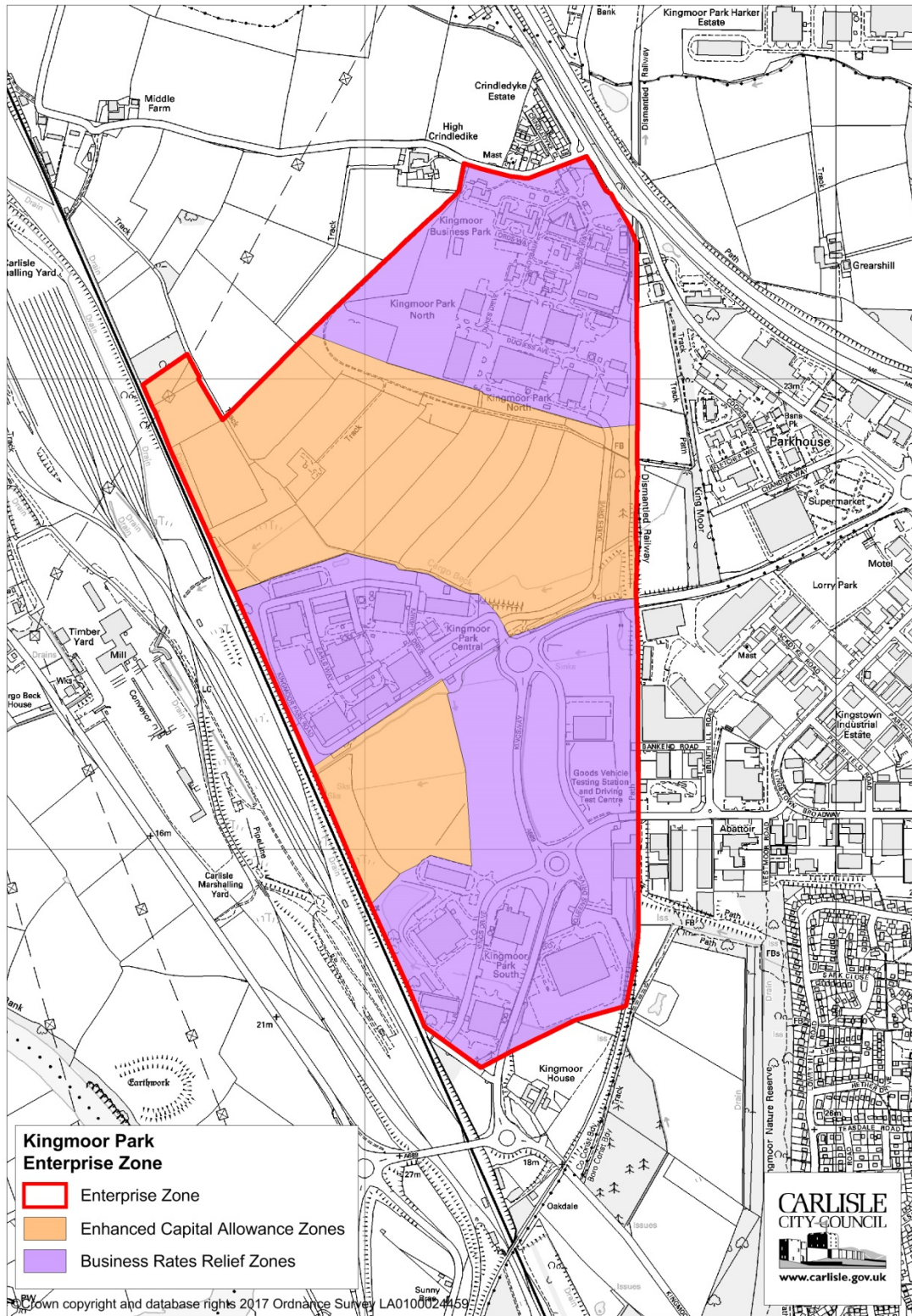
The decision to award a BRR is discretionary on a case by case basis. Requests for appeal should be made in writing to Carlisle City Council no later than one month after the date of the determination. Appeals will be considered by Carlisle City Council in consultation with the EZ Board. The decision will be final with no right of further appeal.

The award of BRR will be made on an annual basis and the businesses will be required to confirm continued eligibility each year. The business premises must be occupied in accordance with section 43 of the Local Government Finance Act 1988.

Further Information

Enquiries on eligibility for relief can be directed towards Angela McDougall, Economy & Enterprise Officer, Carlisle City Council via angela.mcdougall@carlisle.gov.uk or 01228 817172.

Appendix One:



Guidance agreed by the EZ Board on 31st May 2017

Report to Economy & Environment Overview and Scrutiny Panel

Agenda
Item:
A.4

Meeting Date: 15 June 2017
Portfolio: Finance, Governance and Resources
Key Decision: No
Within Policy and Budget Framework YES
Public / Private Public

Title: END OF YEAR PERFORMANCE REPORT 2016/17
Report of: Policy and Communications Manager
Report Number: PC.10/17

Purpose / Summary:

This report contains the 4th quarter performance against the current service standards and a summary of the Carlisle Plan 2015-18 actions as defined in the 'plan on a page'. Details of the service standards are in the table in Section 1. The tables illustrate the annual figure, a month-by-month breakdown of performance and, where possible, an actual service standard baseline that has been established either locally or nationally. Only the service standards relevant to the Panel are included in this report. The updates against the actions in the Carlisle Plan follow on from the service standard information in Section 2.

Recommendations:

1. Consider the performance of the City Council presented in the report with a view to seeking continuous improvement in how the Council delivers its priorities.

Tracking

Executive:	3/7/17
Overview and Scrutiny:	Community Overview & Scrutiny 1/6/17 Resources Overview & Scrutiny 13/6/17
Council:	N/A

1. BACKGROUND

Service standards were introduced at the beginning of 2012/13. They provide a standard in service that our customers can expect from the City Council and a standard by which we can be held to account. The measures of the standard of services are based on timeliness, accuracy and quality of the service we provide in areas that have a high impact on our customers.

Regarding the information on the Carlisle Plan, the intention is to give the Panel a brief overview of the current position without duplicating the more detailed reporting that takes place within the Overview and Scrutiny agendas and Portfolio Holder reports. Only the actions relevant to the Panel are included in this report.

2. PROPOSALS

None – Performance reporting options workshop for Members planned for 20 June 2017.

3. CONSULTATION

The report was reviewed by the Senior Management Team on 9 May 2017 and was considered at the other Overview and Scrutiny Panels on the following dates:

Resources Overview & Scrutiny 13/6/17

Community Overview & Scrutiny 1/6/17

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

1. The Panel are asked to comment on the End of Year Performance Report prior to it being submitted to Executive.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

Detail in the report.

Contact Officers:	Steven O’Keeffe	Ext: 7258
	Gary Oliver	7430

**Appendices
attached to report:
None**

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:

Corporate Support and Resources – Responsible for monitoring customer satisfaction, financial management and for managing high level projects.

Community Services– Responsible for monitoring and reporting on service standards, progress in delivering the Carlisle Plan and for working with teams to develop team service standards for operational use.

Economic Development – Responsible for managing high level projects and team level service standards on a day-to-day basis.

Governance and Regulatory Services – Responsible for corporate governance and managing team level service standards on a day-to-day basis.

SECTION 1: 2016/17 SERVICE STANDARDS

Number of missed waste or recycling collections

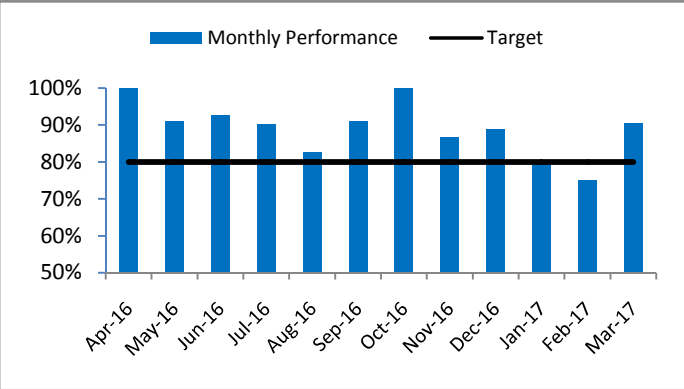
Service Standard	2016/17 to end February	Performance by Month																																																				
<p>40 missed collections per 100,000 (Industry standard)</p>	<p>Average of 25 'valid' misses per 100,000 collections per month (2015/16:26)</p>	<table border="1"> <caption>Performance by Month Data (Estimated)</caption> <thead> <tr> <th>Month</th> <th>Valid misses per 100k Collections</th> <th>Non Valid misses per 100k Collections</th> <th>Total misses per 100k Collections</th> </tr> </thead> <tbody> <tr><td>Apr-16</td><td>28</td><td>8</td><td>36</td></tr> <tr><td>May-16</td><td>30</td><td>15</td><td>45</td></tr> <tr><td>Jun-16</td><td>33</td><td>10</td><td>43</td></tr> <tr><td>Jul-16</td><td>23</td><td>12</td><td>35</td></tr> <tr><td>Aug-16</td><td>28</td><td>18</td><td>46</td></tr> <tr><td>Sep-16</td><td>26</td><td>8</td><td>34</td></tr> <tr><td>Oct-16</td><td>20</td><td>5</td><td>25</td></tr> <tr><td>Nov-16</td><td>23</td><td>8</td><td>31</td></tr> <tr><td>Dec-16</td><td>30</td><td>10</td><td>40</td></tr> <tr><td>Jan-17</td><td>25</td><td>10</td><td>35</td></tr> <tr><td>Feb-17</td><td>13</td><td>7</td><td>20</td></tr> <tr><td>Mar-17</td><td>16</td><td>6</td><td>22</td></tr> </tbody> </table>	Month	Valid misses per 100k Collections	Non Valid misses per 100k Collections	Total misses per 100k Collections	Apr-16	28	8	36	May-16	30	15	45	Jun-16	33	10	43	Jul-16	23	12	35	Aug-16	28	18	46	Sep-16	26	8	34	Oct-16	20	5	25	Nov-16	23	8	31	Dec-16	30	10	40	Jan-17	25	10	35	Feb-17	13	7	20	Mar-17	16	6	22
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Mar-17	16	6	22																																																			

Contextual Information:

Valid misses are where the waste crews have genuinely missed collections despite customers correctly presenting their waste receptacle(s). Non valid reasons are where the customer has reported a missed collection but the Council is actually not at fault e.g. receptacle was not presented at the time of collection, the crew was still on the round, recycling was contaminated and so on.

The Council was scheduled to make 1.12million collections during Quarter 4 (January – March 2017) and 4.8million throughout 2016/17. 25 valid misses per 100,000 equates to 0.025% of all collections.

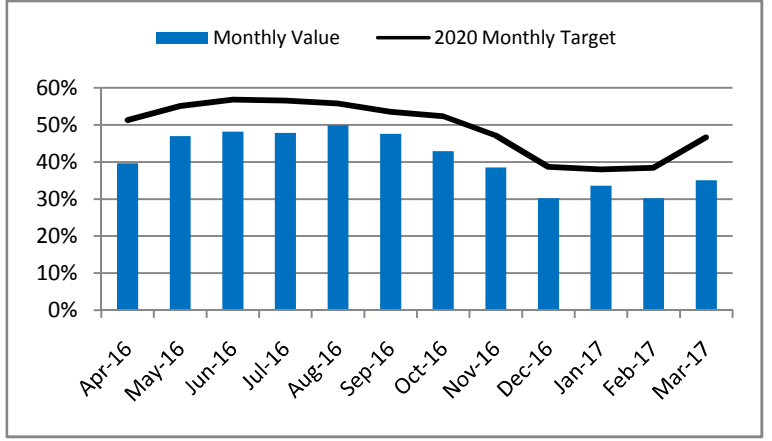
Percentage of Household Planning Applications processed within eight weeks

Service Standard	2016/17	Performance by Month																										
<p style="text-align: center;">80% (Nationally set target)</p>	<p style="text-align: center;">89.8% (2015/16: 93.5%)</p>	 <table border="1" data-bbox="1429 347 2110 737"> <caption>Monthly Performance Data (Estimated from Chart)</caption> <thead> <tr> <th>Month</th> <th>Monthly Performance (%)</th> </tr> </thead> <tbody> <tr><td>Apr-16</td><td>100</td></tr> <tr><td>May-16</td><td>90</td></tr> <tr><td>Jun-16</td><td>92</td></tr> <tr><td>Jul-16</td><td>90</td></tr> <tr><td>Aug-16</td><td>82</td></tr> <tr><td>Sep-16</td><td>90</td></tr> <tr><td>Oct-16</td><td>100</td></tr> <tr><td>Nov-16</td><td>85</td></tr> <tr><td>Dec-16</td><td>88</td></tr> <tr><td>Jan-17</td><td>78</td></tr> <tr><td>Feb-17</td><td>75</td></tr> <tr><td>Mar-17</td><td>90</td></tr> </tbody> </table>	Month	Monthly Performance (%)	Apr-16	100	May-16	90	Jun-16	92	Jul-16	90	Aug-16	82	Sep-16	90	Oct-16	100	Nov-16	85	Dec-16	88	Jan-17	78	Feb-17	75	Mar-17	90
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Contextual Information:

265 household planning applications were processed in 2016/17 compared with 279 for the same period last year. Three out of twelve applications were determined beyond the eight week target in February. Each of these three applications had agreed extensions with the applicant and were a consequence of either requiring further information or technical issues which only became apparent midway through the application process.

Percentage of household waste sent for recycling (from kerb-side collections and City Council bring sites)

Service Standard	2016/17	Performance by Month																																							
<p>Nationally set target of 50% by 2020.</p>	<p>41.9% (2015/16: 42.7%)</p>	 <table border="1"> <caption>Monthly Performance Data</caption> <thead> <tr> <th>Month</th> <th>Monthly Value (%)</th> <th>2020 Monthly Target (%)</th> </tr> </thead> <tbody> <tr><td>Apr-16</td><td>38</td><td>50</td></tr> <tr><td>May-16</td><td>45</td><td>52</td></tr> <tr><td>Jun-16</td><td>48</td><td>54</td></tr> <tr><td>Jul-16</td><td>48</td><td>54</td></tr> <tr><td>Aug-16</td><td>48</td><td>53</td></tr> <tr><td>Sep-16</td><td>48</td><td>52</td></tr> <tr><td>Oct-16</td><td>42</td><td>50</td></tr> <tr><td>Nov-16</td><td>38</td><td>45</td></tr> <tr><td>Dec-16</td><td>30</td><td>38</td></tr> <tr><td>Jan-17</td><td>32</td><td>38</td></tr> <tr><td>Feb-17</td><td>30</td><td>38</td></tr> <tr><td>Mar-17</td><td>35</td><td>45</td></tr> </tbody> </table>	Month	Monthly Value (%)	2020 Monthly Target (%)	Apr-16	38	50	May-16	45	52	Jun-16	48	54	Jul-16	48	54	Aug-16	48	53	Sep-16	48	52	Oct-16	42	50	Nov-16	38	45	Dec-16	30	38	Jan-17	32	38	Feb-17	30	38	Mar-17	35	45
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Contextual Information:

As mentioned in the Quarter 3 report, as new build properties and remaining rural properties begin to receive a full recycling collection service in the early summer of 2017, it is expected that recycling will increase and refuse will decrease. Garden waste was extended to the majority of new build properties in September 2016 but the full benefit of this will not be realised until 2017/18.

The decrease in recycling rates in 2016/17 compared to 2015/16 is predominantly due to a 13% reduction in paper recycled (via green box), 6% reduction in cans recycled (via green box), 3% reduction in green waste recycled and a 5% reduction in waste being recycled at bring sites. Overall, the tonnage of household waste sent for reuse, recycling and composting reduced by over 3% whereas the total household residual waste increased marginally.

Section 2: Carlisle Plan Nov 16 – Mar 18 Delivery [EEOSP Actions]

Priority	Key Action/Project	Directorate	Progress in Quarter 4 2016/17
Support business growth and skills development to improve opportunities and economic prospects for the people of Carlisle	<i>Business Property & Infrastructure</i>		
	Complete the Durranshill Industrial Estate infrastructure improvements (November 2016)	Governance and Regulatory Services	The road and electrical infrastructure improvements are complete.
	Promote development opportunities for City Council property assets at Caldew Riverside and English Street, with Cumbria County Council (ongoing)	Economic Development	Discussions with the County Council and other interested parties are continuing regarding the redevelopment potential of these sites.
	Support the delivery of a Carlisle Enterprise Zone at Kingmoor Park (ongoing)	Economic Development	The City Council have lead on a draft Memorandum of Understanding to formalise partnership working with the County Council, Kingmoor Property and the LEP; a draft Business Rate Relief Policy which sets out the circumstances in which 100% rate relief will apply within the Enterprise Zone; and a paper setting out the benefits of a Local Development Order requesting a steer from partners whether they wish to see one progressed. These papers were considered at the next EZ Board meeting on the 8 th May. Kingmoor Property are also busy leading on the finalisation of the Implementation Plan for the site, which has to be submitted to Government by the end of May.
	Support the development of Carlisle Airport as a regional gateway (ongoing)	Economic Development	A LEP funding package which will support the delivery of passenger and improved wider infrastructure at the Airport is now approved and awaiting state aid clearance.
	<i>Strategy & Planning</i>		
	Identify and deliver further projects aligned with the Cumbria Local Enterprise Partnership's Strategic Economic Plan (ongoing)	Economic Development	The LEP is leading and work is ongoing on developing an M6 Prospectus as an important promotional and lobbying tool for this important corridor of economic opportunity. The City Council are inputting into and therefore influencing content.

	Progress the Borderlands Initiative (ongoing)	Economic Development	Interest in this innovative cross boundary partnership remains high particularly at a national political level. The Executive recently considered a growth framework report and importantly agreed to continue advancing the partnership working including a £20k contribution to help fund a two year fixed term project officer.
	Maintain an up to date Infrastructure Delivery Plan and develop proposals to address identified issues (ongoing)	Economic Development	Infrastructure needs continue to be kept under review and funding opportunities explored, often jointly with partners, to overcome currently identified gaps. This process is reported annually within the Council's Local Plan Authority Monitoring Report.
	Develop a Carlisle South Masterplan covering housing, urban design, employment land, transport and infrastructure (ongoing)	Economic Development	Inclusion within the Governments Garden Village Programme was confirmed on the 2 nd January with development funding of £228K awarded and now received. The Executive will consider a report on 8 th May setting out and seeking approval for a series of next steps to progress the project including a draft outline programme drawing down the approved budget and setting out governance arrangements.
	Work with the Environment Agency and partners on future flood plans (ongoing)	Economic Development	Ongoing. A Carlisle Strategic Flood Working Group is being established. The City Council continue to be involved in discussions and support localised solutions including those being identified at Rickerby.
<i>Skills Development</i>			
	Continue to support the delivery of the city region Skills Plan aligned to business growth, sustainability requirements and the LEP Skills Strategy (ongoing)	Economic Development	The Council's emerging Economic Strategy will consider what actions the Council can and should take to support the skills agenda, including interpretation of existing evidence to help better identify any current issues.
<i>Working with Business</i>			
	Proactively develop business support through supporting the Growth Hub (ongoing)	Economic Development	The Council recently supported the Growth Hub through the award of £50k grant funding as match to draw down EU funding to support businesses in Carlisle through the Growth Hub and Business Start Up and Support Programmes.

Priority	Key Action/Project	Directorate	Progress in Quarter 4 2016/17
<p>Continue to improve the quality of our local environment and green spaces so that everyone can enjoy living, working in and visiting Carlisle</p>	<p>Modernise the fleet of waste and recycling vehicles to improve services to residents and reduce the environmental impact of our collection service (May 2017)</p>	<p>Community Services</p>	<p><i>Rethinking Waste</i></p> <p>The Council took delivery of five new collection vehicles this quarter (4 x recycling and 1 x refuse). These were key in the Project Plan for Rethinking Waste and vital for successful transition of the green box collection that was brought in-house from 01 March 2017. New vehicles are rated at Euro VI and produce cleaner exhaust emissions compared to the older vehicles (Euro V) being removed from service. Additional collection vehicles are scheduled for delivery next quarter in time for the service changes from 12 June 2017. The round review will also lead to efficiencies in collections contributing further to reduced carbon emissions.</p>
	<p>Optimise income achieved from the sale of recyclable materials collected (October 2017)</p>	<p>Community Services</p>	<p>Following a competitive tendering process, a new five (+2) year contract is now in place from 01 April 2017 for the sale of recycling collected from households and from our local recycling sites. The recycling markets remain changeable but we are positive that this will generate income to meet our budget targets; we expect to see increased levels of participation as we extend the kerbside collection schemes to more households from 12 June 2017.</p>
	<p>Complete a comprehensive waste collection round review for all streams of waste, taking into account new housing developments (Summer 2017)</p>	<p>Community Services</p>	<p>The Rethinking Waste Project is drawing to its conclusion. All collection rounds have been reviewed and where possible and practical from 12 June 2017 the new service will start. A planned awareness raising campaign will start from May to outline the changes for residents and elected members.</p>
	<p>Provide quality, clean local environments for people to enjoy with the involvement of local communities, supported by robust enforcement action against those who drop litter, fly-tip or allow their dogs to foul</p>	<p>Community Services</p>	<p>The Street Scene and Enforcement Team are currently drafting an Enforcement Strategy to highlight the key actions needed to tackle 'enviro-crime'. A trial has started, with two dog poo bag dispensers to encourage responsible dog ownership with the dispensers maintained by local community representatives. After evaluation, we expect to roll the dispensers out to other areas.</p>

(ongoing)		
<i>City Centre Public Realm</i>		
Complete the delivery of a programme of public realm improvements throughout the city: fingerpost signage; interpretation boards and gateway signage (2017)	Governance and Regulatory Services	Preparatory work ongoing, currently completing the consents process in anticipation of a summer installation programme.
Complete the capital improvements to the public realm along Castle Way (Summer 2017)	Governance and Regulatory Services	The works have commenced and are scheduled for completion in June 2017.
<i>Quality of our Local Environment</i>		
Annually review the air quality in Carlisle and work with partners to deliver an Air Quality Action Plan to reduce outdoor air pollution to a safe level (March 2018)	Governance and Regulatory Services	Air quality status reported submitted to DEFRA and accepted July 2016. Revised monitoring scheme agreed by Executive in February 17.
<i>Parks and Open Spaces</i>		
Continue to implement the Green Infrastructure Strategy to make our green spaces safe and exciting for our residents and visitors, enhancing Carlisle's reputation as a green, welcoming city for people and business that encourages inward investment, raise property values and increase productivity (ongoing)	Community Services	Crindledyke cycleway – Construction phase 1. Work started on 27 March on the construction of the first phase of the new cycleway linking the Story Homes development at Crindledyke with the city centre via Kingmoor nature reserve. This will provide a traffic-free route for commuters and access to natural green space for recreation.
Encourage uptake and better	Community	A new self-service system for allocation and booking of allotment

	management of allotments to provide space for growing fresh and healthy food (ongoing)	Services	plots was introduced in the new year with customers going on-line to choose and reserve their plot from the list of vacancies. Occupancy 85% at March 2017
	Deliver the Play Area Strategy to encourage outdoor play through the provision and access to high quality play facilities for our children (ongoing)	Community Services	New play area at Belah installed in March. Partnership project between the City Council and Belah SPARKS residents group. Unsafe equipment removed from St Martin's Field, Brampton. A residents group is emerging with the aim of raising funds for new equipment on the site.
	Maintain the 'Gold' standard achieved by our Bereavement Services for quality in crematorium and cemetery management (August 2017)	Community Services	To be assessed in August. Staff are working to maintain the standards that will result in another Gold award. 2016-17 saw increases of 7.5% (cremations) and 16% (burials) in the numbers of funeral services conducted by Carlisle Bereavement Services.

Priority	Key Action/Project	Directorate	Progress in Quarter 4 2016/17
Address current and future housing needs to protect and improve residents' quality of life	<i>Housing Strategy</i>		
	Prepare and publish an updated Housing Strategy (June 2017)	Economic Development	Work currently ongoing on updating draft Housing Strategy following Initial consultation with internal colleagues.
	Develop and implement a Housing Delivery Action Plan (June 2017) [Economic Development	The Housing Delivery Action Plan will now be incorporated within the Housing Strategy.
	<i>Housing Quality/Access</i>		
	Work with landowners, developers, and partner agencies (e.g. HCA) to accelerate the delivery of sites (ongoing)	Economic Development	Discussions with the HCA is ongoing regarding required interventions to support specific sites in Carlisle beyond St. Cuthberts. The City Council also hosted a useful Registered Provider forum on 12 th April. Proposals within the Government's Housing White Paper, which are intended to support increased delivery, are being considered and will be responded to as necessary to help influence and promote those interventions which would cater for Carlisle's circumstances.

Priority	Key Action/Project	Directorate	Progress in Quarter 4 2016/17
Promote Carlisle regionally, nationally and internationally as a place with much to offer - full of opportunities and potential	<i>Tourism</i>		
	Redevelop the Discover Carlisle website (Nov 2017)	Community Services	Work has commenced on the redesign of Discover Carlisle. A project team is in place and a wireframe of the new site has been developed.
	Continue to support the delivery of a high quality events programme (2016/17/18) across Carlisle to raise the profile of the city, attract more visitors, celebrate diversity and increase pride in the city (ongoing)	Community Services	A programme of events has been established for 2017/18, with detailed planning for individual events ongoing. The events panel continues to meet routinely to review grant applications and support third party events. The option of a 1 year extension on the Fireshow contract has been exercised and Officers have begun discussions with the contractor regarding the 2017 event.
	Deliver the Heritage Cities Visit Britain Project to provide an augmented reality Roman themed experience in Bitts Park (July 2017)	Economic Development	<p>Carlisle City Council acted as Accountable body for the project and worked closely with England's Heritage Cities Consortia, HEX Digital and partners from Hadrian's Wall and Tullie House to develop a technology product to enable visitors to interact with heritage and bring it to life. The focus for Carlisle content was the story of Roman Cavalry in Carlisle which fitted well with the 30th anniversary of Hadrian's Wall as a World Heritage site and the planned celebrations across the Wall, in particular the Hadrian's Cavalry project and Turma to be held in Bitts Park in July 2017.</p> <p>The ground-breaking new augmented reality experience was launched in April. The App 'England's Historic Cities' is available to download free in google play and the app store. To enjoy the full extent of the offer and download additional content, visitors must visit Tullie House, Roman Gallery.</p>
	<i>Business Growth</i>		
Work with Carlisle Ambassadors to raise the profile of Carlisle through business engagement.	Economic Development	Carlisle Ambassador meetings continue to provide businesses with the opportunity to network with other businesses and the Council. They have the opportunity to hear from other businesses and showcase their own. In addition they have access to a range of	

	(ongoing)		<p>resources which they can use as part of their marketing strategy. Businesses also commend that the Ambassadors has enabled them to give something back to the Community for instance 'Give a day to the City' which brought businesses together to deliver community projects.</p> <p>The latest meeting was held on 6 April at the Halston and was themed around the visitor economy. Speakers included Emirates, Hadrian's Wall, Cumbria Tourism and Carlisle City Council. The event provided an opportunity for 14 businesses to showcase at the event. These included: Tullie House, Sally's Cottages, Museum of Military Life, Reays Coaches, Carlisle Cathedral, Old Fire Station and Virgin Trains. The event was fully booked with a delegate waiting list for cancellations.</p>
	Encourage Carlisle Ambassadors to engage partners in promoting the Carlisle story/offer (ongoing)	Economic Development	<p>The Ambassadors continue to support local initiatives such as GP recruitment events which include special offers from local businesses for medical professionals relocating to Carlisle. Carlisle Ambassadors also continue to use the place branding resources available to promote the City for instance helping in Cannes and the Northern Powerhouse event in Manchester.</p> <p>Media coverage has included articles in a range of publications including Ambassadors own newsletters which have a national circulation e.g. David Allen and Story Homes. Carlisle Ambassadors has only been running since 2013 and has tripled in size with membership now at 152.</p>
	Deliver the Cumbrian "Better Business for All Programme" in 2017 through the Cumbria Public Protection Group (March 2018)	Governance and Regulatory Services	Being progressed Cumbria wide. Update was scheduled for the 21 st April 2017.