



ENVIRONMENT & ECONOMY OVERVIEW AND SCRUTINY PANEL

Panel Report

Public

Date of Meeting: 13th September 2012

Title: Overview Report and Work Programme

Report of: Overview and Scrutiny Officer

Report reference: OS 24/12

Summary:

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

Recommendations:

Members are asked to:

- Decide whether the items on the Leader's Forward Plan should be included in the Panel's Work Programme for consideration. (para 1 & Appendix 1)
- Note and/or amend the Panel's work programme (Appendix 3)

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1. Forward Plan Items

The Forward Plan of the Executive covering the period 1st September – 31st December 2012 was published on 17th August 2012. The following issues contained in this Forward Plan that fall into the remit of this Panel are as follows and full details can be found at **Appendix 1**:

KD.026/12 Public Realm Works (as referred to in Sainsbury Section 106-687 document)

– the Executive are to consider this report at their meeting on 3rd September 2012. The decision is to agree the release of funds and include the project in the Capital Programme. The Panel agreed at their last meeting that they did not wish to scrutinise this report.

KD.027/12 Highways Claimed Rights Review – to be considered at this meeting of the Panel.

KD.031/12 Old Town Hall – this report was to be considered at the meeting of the Executive on 3rd September 2012. The decision was to approve additional capital to ensure delivery of preferred repair and improvement programme.

KD.028/12 Future Use of Council Property at Paternoster Row and Castle Street – this report is to be considered by the Executive at their meeting on 3rd October when they will make their decision.

KD.032/12 Carlisle City Centre Business Improvement District – Approval for the City Council to enter into an Operational Agreement and Baseline Agreement with the Carlisle BID Complaint – Executive decision to be made on 29th October 2012 (dependent on outcome of ballot – see below)

KD.033/12 Budget Process 2012/13 – This is on the agenda for the meeting of the Panel on 29th November

2. References from the Executive

The following references have been received from the Executive and full details can be found at **Appendix 2**.

- **EX.073/12 Botchergate Conservation Area Appraisal**
- **EX.076/12 Events Guidance Document 2012-2017**

3. Task and Finish Groups

Tourist Information Centre Task and Finish Group

The Terms of Reference for this Task Group were agreed at the last meeting of the Panel on 2nd August. Throughout August Members of the Task Group have spent some time in the Carlisle Tourist Information Centre to gain further insight into the service. The Task Group are due to meet on 4th September to plan the next steps of the review and a verbal update will be given to the Panel.

Members Small Scale Project Grants

Cllrs Bainbridge and Bowman have been appointed to this joint piece of work with Resrouces Overview and Scrutiny Panel. They are due to have their initial meeting on 3rd September to consider the background information and to decide how to undertake this work. A further verbal update will be provided at the Panel meeting of the outcome of this meeting.

4. Carlisle Business Improvement District (BID)

The outcome of the ballot of businesses to create a Business Improvement District in Carlisle city centre was due to be announced on Friday August 24th. However due to an administrative error by Electoral Reform Services (to whom the City Council had contracted the ballot process) the ballot forms were sent out a day late which unfortunately invalidated the ballot process. The ballot is currently being re-run and the outcome is now due to be known on Friday 28th September. It should also be noted that if there is a "yes" vote the formal Business Improvement District will run from 1st January 2013 for a five year period through to 31st December 2017. This is now on the work programme for the meeting of the Panel on 25th October 2012.

Members can view the final version of the BID Business Plan on the Carlisle BID Website www.carlislebid.co.uk.

5. Work Programme

The Panel's work programme has been amended accordingly and can be found at **Appendix 3**.

FORWARD PLAN
Index of Active Executive Key Decisions relevant to:
Environment and Economy Overview and Scrutiny Panel

Key Decision Ref Nos:	Subject:	Date of Executive Meeting
KD.026/12	Public Realm Works (as referred to in Sainsbury Section 106 - 687 document)	3 September 2012
KD.027/12	Highways Claimed Rights Review	3 September 2012 1 October 2012
KD.028/12	Future Use of Council Property at Paternoster Row and Castle Street	1 October 2012
KD.031/12	Old Town Hall	3 September 2012
KD.032/12	Carlisle City Centre Business Improvement District - Approval for the City Council to enter into an Operational Agreement and Baseline Agreement with the Carlisle BID Company	29 October 2012
KD.033/12	Budget Process 2012/13	16 November 2012, 13 December 2012, 17 December 2012, 16 January 2013 16 November 2012, 13 December 2012, 17 December 2012, 16 January 2013

FORWARD PLAN
Active Executive Key Decisions relevant to:
Environment and Economy Overview and Scrutiny Panel

Ref: KD.026/12 **Portfolio Area:** Environment and Transport

Policy and Budget Framework Matter: No

Subject Public Realm Works (as referred to in Sainsbury Section 106 - 687 document)

Key Decisions: To release the £370,000 contribution and include the Project in the Capital Programme, to be funded from the Sainsbury Section 106 monies

To be considered initially by Executive:

Decision to be taken at Executive on: 3 September 2012

Consultees:

Date for Consultees' comments:

Relevant reports/background papers which are available

The Director of Resource's report will be available five working days before the meeting

Further Information From:

Director of Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Ref: KD.027/12 **Portfolio Area:** Environment and Transport

Policy and Budget Framework Matter: No

Subject Highways Claimed Rights Review

Key Decisions: Whether to keep the Highway Claimed Rights Service at Carlisle City Council or hand it back to Cumbria County Council

To be considered initially by Executive: 3 September 2012

Decision to be taken at Executive on: 1 October 2012

Consultees:

Date for Consultees' comments:

Relevant reports/background papers which are available

The Director of Local Environment's report will be available five working days before the meeting

Further Information From:

Director of Local Environment, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Ref: KD.028/12

Portfolio Area: Economy and Enterprise

Policy and Budget Framework Matter: No

Subject Future Use of Council Property at Paternoster Row and Castle Street

Key Decisions: To agree in principle to the development of a Business Interaction Centre (led by the University of Cumbria) at Paternoster Row and the transfer of lease (from the University of Cumbria) to Freerange Artists, subject to satisfactory financial checks and agreement to terms

To be considered initially by Executive:

Decision to be taken at Executive on: 1 October 2012

Consultees:

Date for Consultees' comments:

Relevant reports/background papers which are available

The Director of Economic Development's report will be available five working days before the meeting

Further Information From:

Director of Economic Development, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Ref: KD.031/12

Portfolio Area: Economy and Enterprise

Policy and Budget Framework Matter: No

Subject Old Town Hall

Key Decisions: Approval of additional capital to ensure delivery of preferred repair and improvement programme

To be considered initially by Executive:

Decision to be taken at Executive on: 3 September 2012

Consultees:

Date for Consultees' comments:

Relevant reports/background papers which are available

The Director of Economic Development's report will be available five working days before the meeting

Further Information From:

Director of Economic Development, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Ref: KD.032/12

Portfolio Area: Economy and Enterprise

Policy and Budget Framework Matter: No

Subject Carlisle City Centre Business Improvement District - Approval for the City Council to enter into an Operational Agreement and Baseline Agreement with the Carlisle BID Company

Key Decisions: The City Council to formally enter into a legal agreement with an external party

To be considered initially by Executive:

Decision to be taken at Executive on: 29 October 2012

Consultees:

Date for Consultees' comments:

Relevant reports/background papers which are available

The Director of Economic Development's report will be available five working days before the meeting

Further Information From:

Director of Economic Development, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Policy and Budget Framework Matter: Yes

Subject Budget Process 2012/13

Key Decisions: To consider strategic financial issues arising from the budget setting process:

- (a) Budget Update - Revenue Estimates (19th November 2012)
- (b) Individual Charges Reviews (Local Environment, Governance , Economic Development, Community Engagement) (19th November 2012)
- (c) New Revenue Spending Proposals (19th November 2012)
- (d) New Savings Proposals (19th November 2012)
- (e) New Capital Spending Proposals and Provisional Capital Programme (19th November 2012)
- (f) Repair and Maintenance (19th November 2012)
- (g) Treasury Management and Prudential Borrowing Implications (19th November 2012)
- (h) Consideration of Overview and Scrutiny Consultation feedback (13th December 2012)
- (i) Draft Revenue Support Grant Settlement (if available) (17th December 2012)
- (j) Summary Overall Revenue and Capital Position (17th December 2012)
- (k) Draft Treasury Management and Investment Strategy including MRP Strategy (17th December 2012)
- (l) Executive Draft Budget Proposals for consultation (17th December 2012)
- (m) Final Revenue Support Grant and Final Revenue Budget Summary (16th January 2013)
- (n) Provisional Capital Programme (16th January 2013)
- (o) Treasury Management and Investment Strategy including MRP Strategy (16th January 2013)
- (p) Consideration of Final Budget Consultation (16th January 2013)
- (q) Executive's Final Budget Proposals (16th January 2013)

To be considered initially by Executive: 16 November 2012, 13 December 2012, 17 December 2012, 16 January 2013

Decision to be taken at Executive on: 16 November 2012, 13 December 2012, 17 December 2012, 16 January 2013

Consultees: Overview and Scrutiny Panels, Business Community, Trade Unions, Citizens and Staff

Date for Consultees' comments:

Relevant reports/background papers which are available

The Director of Resource's report will be available five working days before the meeting

Further Information From:

Director of Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

**EXCERPT FROM THE MINUTES OF THE EXECUTIVE
HELD ON 2 JULY 2012**

EX.073/12 **BOTCHERGATE CONSERVATION AREA APPRAISAL
(Key Decision – KD.017/12)

(In accordance with Paragraph 15(i) of the Overview and Scrutiny Procedure Rules, the Mayor had agreed that call-in procedures should not be applied to this item)

Portfolio Economy and Enterprise

Relevant Overview and Scrutiny Panel Environment and Economy

Subject Matter

Pursuant to Minute EX.066/12, it was with pleasure that the Economy and Enterprise Portfolio Holder presented report ED.25/12 concerning the Botchergate Conservation Area Appraisal, which set out a clear vision and expectation for the area.

The Economy and Enterprise Portfolio Holder reminded Members that a 'design workshop' event had taken place at Greystone Community Centre on 20 January 2012. Attendees had been very interested in ensuring that improvements were made to the Botchergate area, and a good range of comments had been received as part of the consultation exercise, including a will to redress years of decline in the area.

The Executive had, on 1 June 2012, resolved that Report ED.22/12 be made available for consideration by the Environment and Economy Overview and Scrutiny Panel on 21 June 2012. As the Panel had already considered the draft document in depth, a small Task Group comprising the Chairman of the Panel, Councillors Bowditch and Nedved, had met on 13 June 2012 to consider the responses to the consultation. Those Members then presented a short report to the Panel for approval, which informed this response to the Executive.

A copy of Minute Excerpt EEOSP.37/12 had been circulated.

The Economy and Enterprise Portfolio Holder thanked the Task Group for what was a very good piece of work. He further paid tribute to the work undertaken by staff to improve cleanliness, which work would be ongoing and make a real difference to Botchergate. If the City Council was to improve the environment in terms of public realm, it was important that businesses also took responsibility for improvements to their own properties and he hoped that local people would come on board. He added that highways formed part of the longer term ambitions, which aspect fell within the remit of the County Council.

The Economy and Enterprise Portfolio Holder stated that the Executive considered the Appraisal to be an active document, including the development of an Action Plan. He looked forward to working with Overview and Scrutiny in that regard.

Following consultation, it was proposed that the boundary of the Conservation Area be modified as detailed at section 1.5 of the report.

The Chairman of the Environment and Economy Overview and Scrutiny Panel indicated that Members had welcomed the opportunity to look at the results of the consultation exercise. The meeting of the Task Group had proved to be extremely positive. Whilst mindful of the current economic climate, Members had raised a number of points for referral to the Executive:

- Historical buildings outside of the boundary being taken into consideration
- Concerns about the City Council's capacity to undertake enforcement action on breaches of planning control or the neglect of Listed Buildings
- Members would like to see positive action within the action plan, which would be produced should the document be adopted by the Council, to address the issue of signage and hoardings to the impromptu car park opposite Tait Street junction
- The area could be substantially enhanced with improved streetscape
- Members noted that instances of poor design made the area look inconsistent and shabby and small enhancements would improve the area
- Members agreed that the consultation period was robust and following scrutiny of the responses to the consultation, agreed with the changes included in the revised document to address any views or concerns.

In response, the Economy and Enterprise Portfolio Holder welcomed the comments expressed by the Scrutiny Panel and looked forward to the Action Plan being considered by the Panel. He then recommended that the revised Botchergate Conservation Area Appraisal and Management Plan be referred to Council for adoption on 17 July 2012, which was duly seconded by the Leader.

Summary of options rejected None

DECISION

That the Executive had considered the revised Botchergate Conservation Area Appraisal and Management Plan, as appended to Report ED.25/12, and recommended the paper to Council on 17 July 2012 for adoption.

Reasons for Decision

To ensure that the Conservation Area boundary and appraisal was up-to-date for use by those interested in future proposals for Botchergate.

**EXCERPT FROM THE MINUTES OF THE EXECUTIVE
HELD ON 2 JULY 2012**

EX.076/12 EVENTS GUIDANCE DOCUMENT 2012 – 2017
(Key Decision – KD.011/12)

Portfolio Environment and Transport

Relevant Overview and Scrutiny Panel Environment and Economy

Subject Matter

Pursuant to Minute EX.064/12, the Environment and Transport Portfolio Holder presented report LE.17/12 concerning the Events Guidance Document 2012 -2017.

The Environment and Transport Portfolio Holder reminded Members that there was a need to review and update the City Council's approach to hosting and running events, the intention being to create clear and consistent guidance in relation to events promoted or supported by the authority and / or permitted on its property. She stressed that the document was not designed to promote events and did not cover the City Centre area.

The Executive had on 1 June 2012 referred the draft Events Guidance Document to the Environment and Economy Overview and Scrutiny Panel for further consideration. The Panel had on 21 June 2012 considered the matter and resolved:

- “1. That Report LE.14/12 be noted.
2. That the Panel were satisfied that the document covered issues such as car parking and costs.
3. That an ongoing assessment of the process would be appreciated by the Panel.”

A copy of Minute Excerpt EEOSP.39/12 had been circulated.

The Environment and Transport Portfolio Holder said that the Panel had questioned the Executive's plans with regard to employment of an Events Manager. Whilst there were no plans to appoint an Events Manager, a group of Officers, who were familiar with the process, were in post and the situation would be monitored over the year.

The Chairman of the Environment and Economy Overview and Scrutiny Panel explained that initially Panel Members had been concerned as to whether sufficient Officer time would be available to assist people with completion of the necessary forms, and that some of the smaller organisations may be put off organising events. Charges for charities and not for profit organisations were also a concern. However, Members' questions had been answered and the

Panel reassured that the Events Guidance Document would facilitate and improve matters. The Chairman added that the Panel would like to be involved as matters progressed.

In conclusion, the Environment and Transport Portfolio Holder recommended that the Events Guidance Document 2012 – 2017 be approved, which was duly seconded by the Culture, Health, Leisure and Young People Portfolio Holder.

Summary of options rejected None

DECISION

That the Events Guidance Document 2012 – 2017 be approved.

Reasons for Decision

To enable the Events Guidance Document 2012 – 2017 to be approved

ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2012/13

Date last revised: 03 September 2012



Issue	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring		21 Jun 12	02 Aug 12	13 Sep 12	25 Oct 12	29 Nov 12	17 Jan 13	28 Feb 13	11 Apr 13
THIS MEETING 13th September 2012														
Performance Monitoring Reports Steven O'Keefe	✓				✓	Monitoring of performance relevant to the remit of Panel	✓		✓		✓		✓	
Claimed Rights Angel Culleton/Cllr Martlew		✓				To scrutinise the report which considers whether to keep Highways Claimed Rights			✓					
TASK AND FINISH GROUPS														
How will T.I.C look in the future?			✓			To scope review - Cllrs Nedved/Bainbridge/Franklin/Bowditch		✓			✓			
Enterprise Centre			✓			To receive update on position of the Enterprise Centre		✓						
FUTURE MEETINGS														
Botchergate Conservation Area Appraisal Jane Meek/Cllr Glover						To receive action plan once Council agree revised Conservation Area	✓			?	?			

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	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring		21 Jun 12	02 Aug 12	13 Sep 12	25 Oct 12	29 Nov 12	17 Jan 13	28 Feb 13	11 Apr 13
Business Improvement District Darren Crossley/Cllr Glover				✓		Update on ballot within Overview Report		✓		✓				
Economic Potential of Carlisle Jane Meek/Cllr Glover				✓		To consider draft Economic Potential of Carlisle report from Carlisle Economic Partnership				✓				
Cleaning Up Carlisle Angela Culleton/Cllr Martlew						To receive update report detailing Cleaning up Carlisle project and the Local Environment Enforcement Policy		✓		✓				
Local Plan Cllr Glover/Jane Meek		✓	✓			To consider report detailing the Preferred Options prior to public consultation				✓				
Waste Services Cllr Martlew/Angela Culleton			✓	✓	✓	Current position of Strategic Waste Partnership projects and Governance review Annual update - June 13	✓			✓				

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Date last revised: 03 September 2012



Issue	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring		21 Jun 12	02 Aug 12	13 Sep 12	25 Oct 12	29 Nov 12	17 Jan 13	28 Feb 13	11 Apr 13
Use of Green Infrastructure			✓								✓			
Implementation of new Local Environment Database											✓			
Environmental Performance of the Council Arup Majhi/Cllr Tickner			✓		✓	Annual Monitoring of performance.					✓			
Budget Peter Mason/Darren Crossley/All Portfolio Holders		✓	✓			To consider budget proposals for 2013/14				✓				
Car Parking Angela Culleton/Keith Poole/Cllr Martlew			✓			To receive update of Car Park use and income following implementation of changes			✓					
Scrutiny Annual Report			✓		✓	Draft report for comment before Chairs Group								✓
COMPLETED ITEMS														
Events Policy						To consider new Policy	✓							