

# AGENDA

## Environment and Economy Overview and Scrutiny Panel

**Thursday, 20 April 2017 AT 10:00**  
**In the Flensburg Room, Civic Centre, Carlisle, CA3 8QG**

**A preparatory/briefing meeting for Members of the Panel will be held  
at 9.15 am in the Flensburg Room**

### **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 19 January 2017.

[Copy Minutes in Minute Book Volume 43(5)]

To note the Minutes of the meeting held on 2 March 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 Decisions items relevant to this Panel as set out in the Notice of Executive Key Decisions.

(Copy Report OS.10/17 herewith)

### **A.3 ST CUTHBERTS GARDEN VILLAGE**

**23 - 28**

(Economy, Enterprise and Housing)

The Corporate Director of Economic Development to submit a report and deliver a presentation on future opportunities that will help shape the master planning process for St Cuthbert's Garden Village, and to update the Panel on progress to date. This matter will be considered by the Executive at its meeting of 8 May 2017.

(Copy report ED.15/17 herewith, copy presentation to follow).

### **A.4 DRAFT CARLISLE CITY COUNCIL STATEMENT OF COMMUNITY INVOLVEMENT**

**29 - 52**

(Economy, Enterprise and Housing)

The Corporate Director of Economic Development to invite the Panel's input into the Draft Statement of Community Involvement for the Council's Planning Service. This matter will be considered by the Executive at its meeting of 5 June 2017.

(Copy report ED.14/17 herewith)

## **A.5 FLOOD UPDATE REPORT**

**53 - 60**

(Cross Cutting)

The Deputy Chief Executive to update the Panel on flood recovery activities and future programmed work.

(Copy report CS.10/17 herewith)

## **A.6 UPDATE ON CLEAN CARLISLE**

**61 - 66**

(Environment and Transport)

The Deputy Chief Executive to update the Panel on the Clean Carlisle initiative.

(Copy report CS.11/17 herewith)

## **A.7 RETHINKING WASTE PROJECT**

**67 - 72**

(Environment and Transport)

The Deputy Chief Executive to update the Panel on the progress of the Rethinking Waste Project.

(Copy report CS.12/17 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** – Bowditch (Vice Chairman), Mrs Coleman, McDonald, Burns (sub), McNulty, Ms Patrick (sub)

**Independent** – Betton, Paton(sub)

**Enquiries, requests for reports, background papers,  
etc to Committee Clerk: Jacqui Issatt - 817557 or  
[jacqui.issatt@carlisle.gov.uk](mailto:jacqui.issatt@carlisle.gov.uk)**

## **Minutes of Previous Meetings**

### **ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL**

**THURSDAY 2 MARCH 2017 AT 10.00AM**

**PRESENT:** Councillor Nedved (Chairman), Councillors Betton, Bowditch, Burns (as substitute for Councillor Dodd) Christian, Mrs Coleman, McDonald, Mitchelson.

**ALSO**

**PRESENT:** Councillor Mrs Bradley – Economy, Enterprise and Housing Portfolio Holder  
Mr Nicol – Regeneris Consultancy

**OFFICERS:** Corporate Director of Economic Development  
Green Spaces and Bereavement Services Manager  
Investment and Policy Manager  
Economy & Enterprise Officer  
Policy and Performance Officer  
Overview and Scrutiny Officer

#### **EEOSP.13/17 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillor Dodd and Councillor Southward, Environment and Transport Portfolio Holder.

#### **EEOSP.14/17 DECLARATIONS OF INTEREST**

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

#### **EEOSP.15/17 PUBLIC AND PRESS**

**RESOLVED** – That the Agenda be agreed as circulated.

#### **EEOSP.16/17 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED** – That the minutes of the meeting held on 19 January 2017 be noted.

#### **EEOSP.17/17 OVERVIEW REPORT AND WORK PROGRAMME**

The Overview and Scrutiny Officer presented report OS.03/17 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 February 2017; no items had been referred to the Panel.

The Panel's current work programme was attached as Appendix 1 to the report. Members were asked to note and/or amend the programme. The following items were to be considered by the Panel at its meeting on 20 April 2017: Statement of Community Involvement; Flood Update Report; Carlisle South Masterplan; Update on Clean Carlisle; Rethinking Waste Project (tentative).

The Overview and Scrutiny Officer drew Members attention to the area of the report which detailed the arrangements for the production of the Annual Scrutiny report which would be circulated to Members for comment via email.

RESOLVED – 1) That the Overview Report (OS.03/17) incorporating the Work Programme and Notice of Executive Key Decision items relevant to this Panel be noted.

2) That the following items be included on the agenda for the Panel's meeting scheduled for 20 April 2017:

- Statement of Community Involvement
- Flood Update Report
- Carlisle South Masterplan
- Update on Clean Carlisle
- Rethinking Waste Project (tentative)

## **EEOSP.18/17      AN ECONOMIC STRATEGY FOR CARLISLE DISTRICT**

The Economy and Enterprise Officer submitted report ED.09/17 An Economic Strategy for Carlisle District which set out the background against which the Economic Strategy for Carlisle District was being developed. The Council had commissioned Regeneris Consultants to provide a Growth Sectors Study to indicate the areas of the local economy most likely to experience growth and to identify the requirements of those sectors in terms of land and location.

The Economy and Enterprise Officer outlined the scope of the Economic Strategy, along with the key contributors to Carlisle's Economy, which would be analysed to identify actions to be taken forward by the Council to support the economic activity of the city. A draft timetable for the development of the strategy was included in the report.

The Chairman welcomed Mr Nicol to the meeting.

Mr Nicol delivered a presentation on the emerging findings of the Growth Sector Study covering the context of Carlisle's economic activity and a number of sectors identified by the study as having potential for growth, along with an analysis of those sectors.

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

- Had the University impacted on the economic growth and economic profile of the city?

Mr Nicol responded that workforce statistics indicated that the proportion of the population within the district with a degree level qualification was below the national average, therefore it was difficult to measure the impact of the University on the local economy.

The Corporate Director of Economic Development added that the University had recently appointed a new Vice-Chancellor, and the organisation had developed plans to attract higher student numbers to the organisation. The Council was keen to work with the University in its efforts to increase retention.

- A Member expressed concerns in relation to the impact of an ageing population and lower than average wages on the potential for economic growth within the city.

Mr Nicol agreed with the concerns regarding the increasing age of the population in the District, however, he noted that the issue was a factor in many areas across the country and therefore was not necessarily a bar to economic growth. He noted that the Council was taking action to address this issue through its housing plans which sought to increase housing provision with a view to expanding the working age population. This approach was seen as a far-sighted mechanism for addressing the issues relating to an aging population.

In terms of wage levels, Mr Nicol considered that the nature of skills and qualifications within the working population, along with the employment opportunities available had created an environment where wages were lower than the national average. The Growth Sector Study had indicated that the areas in which the city was most likely to see economic growth were not primarily in high paid sectors. In order to increase average wages, the city would need to attract different types of employment than those currently available.

- Why had Whitehaven not been included in the catchment area map illustrated in the presentation?

Mr Nicol advised that the red-line of the catchment area shown on the map was based on a one hour drive time to the city.

The Policy and Investment Manager added that the map would not be included in the Economic Strategy. Carlisle was the administrative capital of its sub-regional area which people travelled to for employment opportunities.

- A Member felt that the Economic Strategy for Carlisle District needed to incorporate the economic opportunities associated with the Nu-Gen new build nuclear facility at Moorside, particularly in relation to engineering and technical support.

Mr Nicol agreed that the Nu-Gen facility did potentially present a number of economic opportunities for the District in terms of the construction and supply chain activities, however, the timing and profile of those opportunities was not certain.

The Economy and Enterprise Officer considered that it was an opportune time for the Council to develop its Economic Strategy as it would support the district in realising benefits from the creation of the Nu-Gen facility.

The Economy, Enterprise and Housing Portfolio Holder commented that businesses in Carlisle were already involved in the nuclear industry with 90 firms being in the supply chain. She considered that the Council needed to focus its energies on improving the road and rail infrastructure between Carlisle and the Nu-Gen site to improve the connectivity between the two areas.

- Had the Council planned to risk assess the Strategy in relation to the Nu-Gen site?

The Policy and Investment Manager explained that as the city operated in a competitive economic market, the Strategy would seek to build on economic strengths through a targeting of the Council's resources. The Strategy would provide focus to the Council's economic support activity in an attempt to ensure that the maximum benefits were realised.

In relation to the Nu-gen project, it was anticipated that some works would need to be undertaken in a city location which Carlisle was able to provide.

The Corporate Director of Economic Development added that there were a number of factors outwith the Council's control in relation to the Nu-Gen project, for example the number of workers required to carry out the construction, and the associated housing. Allerdale Borough Council's Economic Strategy identified Carlisle as the centre within Cumbria, and as the main driver for economic growth.

- Was the impact of Brexit likely to affect the development of a skilled workforce in Carlisle?

The Corporate Director of Economic Development responded that the impact of Brexit was an issue which would affect the whole District and its businesses. Although the implications of Brexit were not clear, the Director advised that she was maintaining a watching brief on the developing political debate in relation to the matter.

- How did the Council plan to engage with the local MP to support economic growth?

The Corporate Director of Economic Development replied that the Council worked with the MP on a range of matters which supported the city's economic growth. For example, the success of the Council's Garden Village bid had been predicated on gaining the MP's support.

The Policy and Investment Manager added that the success of the Garden Village had generated a lot of interest from government agencies and consequently had raised the profile of the city at a national level.

- How would the Strategy align with the Carlisle District Local Plan 2015 – 30 and the Local Development Scheme?

The Policy and Investment Manager advised that the Carlisle District Local Plan provided certainty to developers and increased confidence. It was envisaged that a central aspect of the Strategy would be an action plan identifying appropriate areas where works would be permitted.

- How would the Council address any areas of conflict between the Strategy and the Local Enterprise Partnership's (LEP) agenda?

The Corporate Director of Economic Development stated that she did not anticipate areas of conflict between the Strategy and the Local Enterprise Partnership agenda, however, in the event that any conflict occurred, she anticipated that discussions would be held to address the issues.

The Member noted that the LEP had been relatively unsuccessful in its recent bids for government funding for economic projects in the county, in this context he asked how the Council expected to be successful.

The Corporate Director of Economic Development responded that the Council was clear on the benefits that it was able to bring to the economic growth of the city; she felt that it was important for the Council to support the LEP.

Another Member commented that whilst it was important for the Council and LEP to work in partnership, there would be occasions when they engaged in independent projects and in such cases the Council would need to strongly promote its own activities.



- Would the Strategy highlight areas of weakness in the economy?

The Corporate Director of Economic Development advised that this aspect of the Strategy was to be developed.

- A Member requested that the following be added to the list of “Key Contributors to Carlisle’s Economy” as detailed in the report:
  - Broadband;
  - Carlisle Airport.
- The Chairman asked how the Panel was able to contribute to the developing Strategy and on what timescale.

The Corporate Director of Economic Development referred Members to the draft timetable for the development of the strategy contained in the report and indicated that Members may wish to scrutinise the developing Strategy following the consultation phase.

The Chairman noted that the draft timetable indicated that consultation activity and Strategy amendment would be completed in June/July, therefore, he expected a report detailing the consultation responses to be submitted to the Panel at the earliest opportunity.

The Chairman asked if the findings of the Growth Sector Study would be provided to Members.

The Policy and Investment Manager advised that the findings of the Growth Sector Study would be publicly available.

In response to a question from a Member regarding the provision of performance indicators relating to the Strategy, the Corporate Director of Economic Development advised that performance information would be generated in areas where appropriate data could be collated.

RESOLVED – (1) That Mr Nicol be thanked for his presentation.

(2) That report ED.09/17 An Economic Strategy for Carlisle District be noted.

(3) That a report detailing the responses received during the consultation on the Strategy be presented to the Panel at its June/July meeting.

*The Panel adjourned at 11:10am and reconvened at 11:20am*

## **EEOSP.19/17 BUSINESS PLAN DEVELOPMENT FOR CARLISLE PARKS**

The Green Spaces and Bereavement Services Manager submitted report CS.05/17 Business Plan Development for Carlisle Parks which provided an update on the Talkin Tarn Business Plan and put forward a number of options for consideration in relation to the development of a Business Plan for Bitts Park.

The Green Spaces and Bereavement Services Manager stated that Talkin Tarn had demonstrated the benefits of applying a Business Plan approach to the Council's Parks. The number of visitors, expressed as the number of car parking tickets sold, had increased by thirty-three percent in the last two years. Further development of the facility was planned with the replacement of the children's play equipment which was a key visitor attraction.

As detailed in the report, trials of opening of the Boat House Tearoom to 7:30pm had indicated that evening opening was not viable due to staffing costs not being covered by the sales generated.

Regarding section 1.2 of the report, the Green Spaces and Bereavement Services Manager cautioned Members that the options for Bitts Park contained therein were potential ways of developing the Park's Business Plan, however, none of the options were being actively pursued at the time, and were points for discussion.

The Green Spaces and Bereavement Services Manager reminded Members that in terms of the Bitts Park Facility, the Council managed and maintained the site, but it did not operate the income generating aspects of the facility, for example, the Kiosk which was operated by Greenwich Leisure Limited.

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

- A Member agreed that it was not viable for the Tearoom to open regularly in the evening, however, he felt there should be flexibility during busier times of the year to extend the opening hours as necessary to cater for customers using the Tarn facilities.  
Turning to the issue of car parking permits, the Member sought clarification that the number of permits issued was limited.

The Green Spaces and Bereavement Services Manager responded that the number of car parking permits available was to 40. The policy of restricting the number of permits was intentional to ensure that the car parking facilities remained viable. Permit holders were able to use the car park as they wished at a cost of one pound per week, were permits to be issued without limits car parking income would decrease significantly.

He reminded Members that the Charges Review 2017/18 which had been scrutinised by the Panel at its 1 December 2016 meeting had proposed an increase in the cost of the parking permit. At its meeting of 18 January 2017 the Executive had agreed to remove the increased charge from its budget proposal.

Responding to a further question from the Member regarding the renewal of permits, the Green Spaces and Bereavement Services Manager confirmed that permit holders were able to apply to renew their permits, but the terms and conditions did not guarantee a renewed permit would be issued.

A number of Members expressed concern in relation to the restricted number of car park permits available.

The Green Spaces and Bereavement Services Manager acknowledged the concerns and advised that the Council did not wish to be in a position where it was required to turn people down, however, it was essential that the car park at Talkin Tarn remained cost effective.

In response to a question from a Member, the Green Spaces and Bereavement Services Manager confirmed that car park permits for Talkin Tarn, as with all other Council car park permits were issued on a first come first serve basis.

The Chairman asked if the situation with the permits at Talkin Tarn, which had elicited a large number of responses to the Council's Budget consultation, would be kept under review.

The Green Spaces and Bereavement Services Manager advised that as part of the Council's Charges Review process, he would be required to report on the matter later on in the year.

- The Chairman asked what actions had been delivered from the Talkin Tarn Marketing Strategy.

The Green Spaces and Bereavement Services Manager advised that Talkin Tarn now operated a facebook page and had a small budget for advertising. He undertook to follow up on identifying what work had been undertaken to advertise the facility at Brampton Railway Station.

- Was it the Council's intention to stage further drama productions at Talkin Tarn?

The Green Spaces and Bereavement Services Manager confirmed that the Council was prepared to put on further performances, however, he cautioned that the success of such events was weather dependent.

- Were there plans for transport from Carlisle to Talkin Tarn to be introduced.

The Bereavement Services Manager explained that the Council did not have the resources to support the provision of transport services to the Tarn, therefore the provision of any future services would be from a private provider.

- A Member requested that as part of the Council's Leisure Contract Retender exercise, consideration be given to the bringing the operation of the income generating aspects of Bitts Park back in house

Another Member advised that he understood tenders had already been submitted to the Council in respect of the Leisure Contract and therefore the time for such considerations may have passed.

The Green Spaces and Bereavement Services Manager undertook to discuss the matter with the relevant Officers.

- Why had newly created parks not been supplied with litter bins?

The Green Spaces and Bereavement Services Manager explained that the Council had conducted a bin audit to identify hotspots where bins were required. The supply of additional bins added to the maintenance burden of the Council which was required to service the bins, therefore in order to minimise additional costs the Council aimed to provide new bins in hotspot areas which would be well used. He added that education which encouraged people to dispose of their litter responsibly was another important aspect of minimising litter in the city.

- What consideration had Officers given to Sport Pitches as part of the development of Business Plans for Carlisle Parks?

The Green Spaces and Bereavement Services Manager informed Members that the Council operated 27 pitches in the District (not including Sheepmount or the Tennis Courts at Bitts Park which were operated by Greenwich Leisure Limited), which it hired out to local sports clubs. The Council took responsibility for maintaining the pitches at a cost of £60,000, the

income generated from the hiring of pitches was £8,500, which amounted to the Council providing a good deal of support to local sports clubs.

- How did the development of the Business Plan for Carlisle Parks align with the Green Infrastructure Strategy?

The Green Spaces and Bereavement Services Manager explained that the Green Infrastructure Strategy had been developed in conjunction with the Carlisle and District Local Plan. The Strategy outlined the contribution green infrastructure was able to make to the health and wellbeing of the city and tied in with the work to develop Business Plans for the parks in the District which also sought to improve public health outcomes in the city. The Council in conjunction with partner agencies was looking to identify new ways of managing its green spaces and improving public health outcomes.

- Was the Council able to consider providing individual park's budgets?

The Green Spaces and Bereavement Service Manager advised that it would be feasible to attribute some aspects of the overall budget for parks to individual facilities, however, some costs such as grass cutting would be more problematic to identify the cost per park.

The Member responded that he felt it would aid scrutiny if budget information was provided on a park by park basis.

Another Member agreed that it would be useful for Members to have individual budget information on those parks with Business Plans to aid their scrutiny, he questioned the usefulness of separating the entire parks budget into individual facilities he felt that doing so may reduce the flexibility of the Council to deploy its resources effectively. He suggested Officers considered creating budgets for the parks based on groups of parks.

The Green Spaces and Bereavement Services Manager responded that the approach proposed above was more workable than operating individual budgets and would enable the Council to give greater consideration to the public health agenda.

- Did the Council intend to develop individual Business Plans for each of the parks in the District?

The Green Spaces and Bereavement Services Manager responded that he did not feel a Business Plan was appropriate for all parks, as a number of the Council's parks were small and did not operate income generating facilities. For the larger facilities such as Talkin Tarn and Bitts Park a Business Plan method of management was appropriate and helped support activities such as the provision of concerts and dramatic productions.

He added that the Council operated a Management Plan for each of its parks which were a tool used by Officers to oversee and maintain the facilities and were reviewed on a regular basis.

- What action was the Council taking to address problems of fly-tipping and river bank erosion in its park facilities.

The Green Spaces and Bereavement Services Manager advised that he understood that responses to reports of flytipping were actioned as soon as practicable. In terms of river

bank erosion responsibility for undertaking remedial works lay with the Lead Local Flood Authority (Cumbria County Council) and the Environment Agency.

Responding to a further question from the Member, the Green Spaces and Bereavement Services Manager explained that the Council was keen to undertake its role in relation to flood prevention activity. He acknowledged the Council had riparian rights in relation to rivers in the District, however, the responsibility for management and maintenance of water ways remained with the Lead Local Flood Authority and the Environment Agency.

RESOLVED – (1) That the Business Plan development for Carlisle Parks report (CS.05/17) be noted.

(2) That the cost of parking permits for Talkin Tarn be kept under review;

(3) That options for extending the opening hours of the Tearoom at Talkin Tarn be kept under review;

(4) That the Panel felt there was scope to develop the Marketing Strategy for Talkin Tarn;

(5) That the Panel wished to see a more fully developed parks plan incorporating a Business Plan for Bitts Park and a more overarching strategy for the remaining parks, at a future meeting of the Panel.

### **EEOSP.20/17      3<sup>rd</sup> QUARTER PERFORMANCE REPORT 2016/17**

The Policy and Performance Officer presented report PC.04/17 which updated the Panel on the Council's service standards relevant to the Panel and included updates on key actions contained within the new Carlisle Plan.

The Policy and Performance Officer reported that the table at Section 1 of the report illustrated the cumulative year to date figure, a month by month breakdown of performance and, where possible, an actual service standard baseline that had been established either locally or nationally.

The updates against the actions in the Carlisle Plan followed on from service standard information in Section 2. Attention was drawn to Appendix A of the report which set out the Carlisle Plan Actions aligned to the revised Carlisle Plan on a Page.

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

- A Member commented that with regard to waste recycling it was important that the Council established targets in conjunction with Cumbria County Council to enable meaningful performance monitoring in the future.

The Policy and Performance Officer responded that all data relating to the service standard for waste recycling was now provided to the policy team, where as previously, only headline data had been gathered. Officers did not have access to the County Council's recycling data.

The Panel discussed the various means available to householders to recycle waste and the targets associated with both.

- A Member sought clarification as to how the Council's developing Economic Strategy for Carlisle District would work with the Carlisle Economic Partnership's Economic Action Plan.

The Policy and Performance Officer undertook to provide a written response to the Panel.

- A Member asked that Officers contact Cumbria Constabulary requesting pro-active enforcement of the 30mph speed limit on Castle Way following the installation of the new pedestrian crossing.

RESOLVED – (1) That the 3<sup>rd</sup> Quarter Performance report 2016/7 (PC.04/17) be noted;

(2) That the Policy and Performance Officer provide a written response on the relationship between the developing Economic Strategy for Carlisle District and the Carlisle Economic Partnership's Action Plan.

## **EEOSP.21/17      PERFORMANCE MONITORING OPTIONS**

The Policy and Performance Officer submitted report PC.06/17 which set out the options for the future presentation of performance information to the Panel.

The Policy and Performance Officer reported that the Carlisle Plan actions had been completed and a suggested mapping of the 43 key actions and projects was submitted to the Panels.

The report proposed that a new reporting regime based on the following principles:

1. A clear programme of work to be presented to the Panels for consideration so that they could select some items for the Panels' work programmes, to include:
  - a. Carlisle Plan actions
  - b. A schedule of policies and strategies to be introduced or reviewed
  - c. Budgetary Framework
2. Overview & Scrutiny focusing on strategy and policy with operational issues being dealt with outside of Panel meetings, through individual Member contact with service managers or Directors.
3. Overview & Scrutiny consider service standards by exception only.

It was anticipated that the proposed approach would reduce the quantity of reports being scrutinised and shift the scrutiny of performance on to policies and strategies. There was still an overview role for the Panels to fulfil in relation to service standard indicators in terms of exceptions. An exception report would detail the interventions taken to bring the performance back into line with the accepted standard.

Improvements to the content of performance reports to Overview and Scrutiny Panels were also proposed. To assist in the preparation of report, relevant Officers would be sent a series of performance questions and key lines of enquiry as soon as the item was added to the Panel's Work Programme. The performance questions were to be drafted by Policy and performance Officers and reviewed by the Overview and Scrutiny Officer and relevant Chairman. The questions would be sent to the Portfolio Holder, Senior Manager and Lead Officer. The proposed approach would ensure that each report contained a clear section on how the item under scrutiny was performing, the context for the performance and the role the Council played in generating the outputs and outcomes.

The report recommended the following options for further exploration of performance information needs:

- A workshop open to all Scrutiny Members to consider the detail of the proposals Or;
- Work within the Panel to define the information and performance needs of the Annual Work Programme.

The Policy and Performance Officer advised that in considering performance monitoring options: Community Overview and Scrutiny Panel had resolved to undertake a joint workshop and; Resources Overview and Scrutiny Panel had resolved to undertake a stand-alone workshop. He added that due to the external focus of both the Environment and Economy and Community Overview and Scrutiny Panels a joint workshop would be beneficial.

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

- A Member felt that in monitoring service standards, overarching information was not useful, he would like the new reporting regime to provide Members with greater detail in relation to specific service standards. He asked how much performance data was currently collated.

The Policy and Performance Officer advised that the level of data collated varied between the individual services standards, however, he was confident that should the Panel require particular information in relation to a specific standard that the necessary data could be collated and reported on.

The Chairman asked what the timescale was for implementing the new reporting system.

The Policy and Performance Officer responded that it was hoped that the new format would be in operation at the beginning of the new Civic Year.

The Panel agreed to hold a joint workshop with the Community Overview and Scrutiny Panel to consider the detail of the proposals presented in the report, and that Members of Resources Overview and Scrutiny Panel be invited to attend.

RESOLVED – (1) That the performance Monitoring Options (PC.06/17) be noted;

(2) That the Panel agree to a workshop, with the Community Overview and Scrutiny Panel, to look at the detail in the proposals presented in report PC.06/17, and that Members of the Resources Overview and Scrutiny Panel be invited to attend.

(The meeting ended at 12:43pm)





# Environment & Economy Overview and Scrutiny Panel

Agenda  
Item:

**A.2**

Meeting Date: 20<sup>th</sup> April 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 10/17

## 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 and/or amend the Panel's work programme

Contact Officer: Dave Taylor

Tel: 0781 785 8167

Appendix attached to  
report:

1. Environment & Economy O&S Panel Work Programme 2016/17

### **1. Notice of Executive Key Decisions**

The most recent Notice of Executive Key Executive Decisions was published on 10<sup>th</sup> March 2017. This was circulated to all Members. There are no items falling into the remit of this Panel:

### **2. References from the Executive**

None

### **3. Work Programme**

The Panel's current work programme is attached at Appendix 1.

Today's is the last meeting of the Civic Year and Members are asked to begin thinking about the focus for the Panel's work in the next Civic Year.

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

Issue  Contact Officer		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										
						30 Jun 16		28 Jul 16	15 Sep 16	27 Oct 16	1 Dec 16	19 Jan 17	2 Mar 17	20 Apr 17	
CURRENT MEETING -20 <sup>th</sup> April 2017															
Statement of Community Involvement Garry Legg							Decision to be taken by Chair about bringing this item following results of consultation								✓
Flood Update Report Darren Crossley				✓		✓	<ul style="list-style-type: none"><li>01 Dec: Environment Agency / County Council update</li></ul> Future report on options for Civic Centre basement and ground floor and details of the Flood Ready Plan	✓	✓	✓		✓			✓
Carlisle South Masterplan Garry Legg															✓
Update on Clean Carlisle Colin Bowley	✓					✓	6 monthly update				✓				✓

Issue  Contact Officer		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		30 Jun 16	28 Jul 16	15 Sep 16	27 Oct 16	1 Dec 16	19 Jan 17	2 Mar 17	20 Apr 17
<b>Rethinking Waste Project</b> Colin Bowley						✓	Update on project progress		✓		✓				✓
<b>TASK AND FINISH GROUPS</b>															
<b>FUTURE ITEMS</b>															
<b>Scrutiny Annual Report</b> Dave Taylor							Draft report for comment before Chairs Group approval							Email circulation	
<b>COMPLETED ITEMS</b>															
<b>Economic Strategy</b> Jane Meek							Presentation from Consultants and Initial Scoping Discussion							✓	

Issue  Contact Officer		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										
								30 Jun 16	28 Jul 16	15 Sep 16	27 Oct 16	1 Dec 16	19 Jan 17	2 Mar 17	20 Apr 17	
Business Plan development for Carlisle Parks Phil Gray	✓						Progress of Talkin Tarn Business Plan and emerging Business Plan development of other Parks (Bitts Park and Hammonds Pond)			✓					✓	
Performance Monitoring Reports Gary Oliver	✓						Monitoring of performance relevant to the remit of Panel	✓		✓		✓			✓	
Performance report options Steven O’Keeffe	✓						To consider changes to improve performance reporting to O&S Panels								✓	
NW Coast Connections Project Jane Meek							Consultation on detailed proposal.					✓				
Local Enterprise Partnership Jane Meek				✓			Focus on skills development and update on Growth 3 bid (Graham Haywood – LEP)							✓		

Issue  Contact Officer		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										
						30 Jun 16		28 Jul 16	15 Sep 16	27 Oct 16	1 Dec 16	19 Jan 17	2 Mar 17	20 Apr 17	
Business Support Task and Finish Group Garry Legg							Review progress of recommendations made by the T&F group						✓		
Tourist Information Centre Gavin Capstick						✓	Update on business plan development and performance monitoring of the TIC						✓		
Discretionary Rate Relief Policy Peter Mason		✓					Consultation regarding discretionary rate relief for difficult to let commercial properties	✓							
Local Enforcement Plan Chris Hardman		✓					To consider the updated Local Enforcement Plan		✓						
Local Plan Jane Meek							Adoption of the Local Plan, and programme for preparing planning policies over the next three years.			✓					

# Environment and Economy Overview and Scrutiny Panel

Agenda  
Item:  
**A.3**

Meeting Date: 20th April 2017  
Portfolio: Economy, Enterprise and Housing  
Key Decision: No  
Within Policy and  
Budget Framework YES  
Public / Private Public

Title: ST CUTHBERT'S GARDEN VILLAGE  
Report of: Corporate Director of Economic Development  
Report Number: ED 15/17

## Purpose / Summary:

To present the panel with an overview of future opportunities to help shape the master planning process for St Cuthbert's Garden Village, and to update the panel on progress to date.

## Recommendations:

To note the update on the inclusion of St. Cuthbert's (Carlisle South) within the Government's Garden Village Programme and to scrutinise the proposed future work streams and next steps, reporting any observations to the Council's Executive for consideration at their meeting on 8<sup>th</sup> May 2017.

## Tracking

Executive:	
Overview and Scrutiny:	
Council:	

## 1. BACKGROUND

- 1.1** Since submitting an expression of interest to the Government's 'Garden Villages, Towns and Cities Programme' in July 2016, for the area known in the adopted Local Plan as Carlisle South, the project has been selected as one of the first 14 garden villages nationally to be supported by the programme.
- 1.2** Inclusion within the garden village programme has brought delivery enabling funding of £214 000, topped up by an additional £14 000 for the first year of the programme (2017/18). There will also be ongoing support from the Homes and Communities Agency (HCA) planning team (ATLAS), and support from delivery specialists in the HCA's land team.
- 1.3** The concept of Carlisle South (with the working title of St Cuthbert's) is embedded in the Local Plan. The plan contains a clear commitment and policy aim to develop a masterplan which will be adopted as a development plan document. The masterplan will:
- set a framework to guide the preparation of future planning applications;
  - provide a framework against which future planning applications will be assessed;
  - enable and support the coordination and timely delivery of infrastructure provision; and
  - facilitate the delivery of land release to help address the imbalance of employment land between the north and south of the city.
- 1.4** The Local Plan also highlights the potential for the future development of a southern link road linking junction 42 of the M6 with the southern end of the A689, with the concept being an integral part of the master plan process.

## 2. PROPOSALS

- 2.1** There will be four main strands to the work programme in order to deliver St Cuthbert's. These are the master planning process; the planning process; the Southern Link Road; and delivery and implementation phase. Common to all these areas of work will be an inclusive and effective engagement strategy, which is referenced in section 3 below.
- 2.2** **Current work:** work is currently underway completing the evidence base needed to advance concept planning and therefore the early stages of masterplanning. Gaps were identified in our knowledge of future economic growth sectors, and of the



detailed landscape and townscape of the area. As such, two studies are nearing completion, and once received will enable the identification of key sectors which present opportunities for investment and growth, and will also aid the identification of broad development parcels.

- 2.2 Governance:** the initial governance proposals for the project discussed and advised upon with the Homes and Communities Agency for the project can be summarised under three main headings: Members' Advisory Group; Corporate Project Board and Project Steering Group.
- 2.3** As previously intimated it is proposed that a member's advisory group will be set up.
- 2.4** The main focus of this group could be to receive and give a steer on broad delivery and governance options together with receiving presentations and information from HCA/ATLAS on the process of delivering the masterplan. In addition, this group could help to inform the concept vision with a view to going out to tender on the masterplan.
- 2.5** At a corporate level St Cuthbert's has already been identified as a significant project which requires direct support and close monitoring from the Corporate Project Board. This approach will ensure continued awareness of the importance of the project at the highest level within the Council. It will also enable the allocation of appropriate resources and coordination of the project with other relevant Council activities and plans. Current thinking is that this group will also have to include senior officer representation from key partner / delivery agencies.
- 2.6** It is likely that a project group will be convened consisting of Carlisle City Council and Cumbria County Council officers, and representatives from ATLAS. The main purpose of this group will be as follows:
- to procure and put in place a masterplan and subsequent DPD, providing a shared spatial vision and framework for the area;
  - to identify and examine the best solutions to any viability issues;
  - to identify, consider and decide on the best delivery mechanisms/vehicles for the development of the area;
  - to identify potential funding opportunities and develop funding proposals to help secure development including infrastructure, potentially land assembly, and development where required;
  - to devise an appropriate engagement strategy with landowners, developers and other key stakeholders.

- 2.7 Funding:** as stated in the background section, award of Garden Village status has brought initial grant funding of £214,285 which has been recently received. An additional award of £14,285 will also shortly be received. At the Council meeting on 7<sup>th</sup> February 2017 the MTFP revenue bid in respect of Carlisle South was agreed. This included a modest amount to increase the capacity within the team (£25k), and approximately £60k to work towards commencing work on a masterplan for Carlisle South, including feasibility studies for a southern link road. The Government funding helps to accelerate elements of the planning for the site and ensures that the Council is well placed to respond to the additional expectations that come with the Garden Village status.
- 2.8** As the Garden Village programme is a flagship programme for the government, it has been indicated that there will be a 2018/19 budget against which to bid for ongoing work. However, this is likely to be a competitive process, and as such we will need to demonstrate that we have effectively spent the finance already received in making meaningful process.
- 2.9 Southern Link Road:** Stage 1 of the southern link road was funded using previously secured HCA Large Sites Capacity Infrastructure grant funding. This stage has identified preferred route corridors for the link road. Permission to procure the tender for Stage 2 of the road work is in place, (which has a likely timescale of 18 months) and this is now live. As such there was a County Council report to Cabinet in Feb 2017 for permission to spend up to £400K. The aim is for the consultation on the potential route corridors to tie in with the consultation on the preferred options stage for Carlisle South DPD.
- 2.10 Support:** HCA has confirmed that they will assist in scoping broad delivery options from market led, through to developer consortiums and New Town models. The team will also need additional flexible support in terms of responding to the peaks and troughs of moving the project forward. In particular, delivery will require the coordination, management and implementation of a large number of interconnected activities within and across multiple projects.
- 2.11** Other key areas of work which will require support include programming and project planning, scoping the DPD and the brief for the masterplan, commissioning concept planning consultants, and high level viability work to support the concept planning work.

### **3. CONSULTATION**

- 3.1** The delivery of a local plan (including development plan documents) is governed by the Town and Country Planning (Local Planning) (England) Regulations 2012. Regulation 18 is directed at the preparation of a local plan. It broadly sets out that the local planning authority (LPA) must notify both specific and general bodies, together with local residents and businesses, of the subject of the local plan, and ask these bodies and groups what the local plan ought to contain. The preparation of a development plan document is therefore very much a bottom up process, where early engagement is key to future outcomes.
- 3.2** When the local plan is subsequently prepared, the LPA must take into account any representations that were made at this stage. It is envisaged that the process of engagement and consultation will be inclusive of all groups and individuals who are likely to have an interest in the area. Technical specialists such as the Environment Agency, United Utilities, Natural England etc. are envisaged to form one stakeholder group, whilst others could be made up of landowners and agents, developers and local residents.
- 3.3** As with the Local Plan it is likely that minimum consultation requirements will be exceeded with ample opportunity for genuine engagement and input into the process. Careful consideration is being afforded to how this can be tailored to the nature of the proposal and more innovative methods employed to maximise participation and the value of outputs from the process.

#### **4. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 4.1** Members are asked to note the progress update and to scrutinise the future work streams and next steps so they can help to shape and ensure the robustness of these prior to their consideration by Executive on the 8<sup>th</sup> May 2017.

#### **5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

- 5.1** St Cuthbert's Garden Village will have a significant influence in terms of shaping how Carlisle will grow and function long into the future. Accordingly it will have a significant, direct and positive impact on a number of Carlisle Plan priorities including:
- *“supporting the growth of more high quality and sustainable business and employment opportunities”* – through identifying new sites for development and opportunities to better balance the local economy;

- *“addressing Carlisle’s current and future housing needs”* – through being the single largest development site and therefore contributor to supply across the latter stages of the current Local Plan period and much of the next one, including affordable and specialist housing;
- *“working more effectively with partners to achieve the City Council’s priorities”* – through recognition that the scale of the project requires the input, commitment and direct support of a wide array of stakeholders and partner agencies.

**Contact Officer: Jillian Hale**

**Ext: X7191**

**Appendices  
attached to report:**

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

- **None**

# Environment and Economy Overview and Scrutiny Panel

Agenda  
Item:  
**A.4**

Meeting Date: 20th April 2017  
Portfolio: Economy, Enterprise and Housing  
Key Decision: No  
Within Policy and  
Budget Framework No  
Public / Private Public

Title: DRAFT CARLISLE CITY COUNCIL STATEMENT OF  
COMMUNITY INVOLVEMENT  
Report of: Corporate Director of Economic Development  
Report Number: ED 14.17

## Purpose / Summary:

To provide the panel with the opportunity to input into the draft Statement of Community Involvement (SCI) for the Council's Planning Service.

## Recommendations:

To consider and scrutinise the content of the draft SCI with a view to whether it provides a robust and inclusive strategy for engaging with people within the planning application process and the preparation of planning policy documents and report any observations to the Council's Executive for consideration at their meeting on 5<sup>th</sup> June.

## Tracking

Executive:	
Overview and Scrutiny:	
Council:	

## **1. BACKGROUND**

- 1.1** The Statement of Community Involvement (SCI) is a statutory document which every local planning authority is required to prepare and maintain under section 18 (1) of the Planning and Compulsory Purchase Act 2004. The SCI sets out how, when and where the Council will consult with the community, local and statutory stakeholders on all matters in the process of planning for the local authority area, both in producing development plan documents and in carrying out its development control function.
- 1.2** The SCI provides interested parties with a comprehensive overview of the work undertaken by the Local Planning Authority and the detailed information regarding the opportunities that are available to engage within the planning process. The document is intended to provide clarity on the various stages that take place in planning document preparation and highlight the key stages for public engagement and the methods of engagement that will be used to consult. It also sets out the role of the development management team and the ways in which they can provide assistance to applicants and interested parties as well as the ways in which planning and other applications will be publicised alongside detail on the decision making process.
- 1.3** Since the requirement to produce a SCI came into force the Council has produced a number of revisions of its Statement of Community Involvement to ensure that it remains relevant and effective in the information that it provides.

## **2. PROPOSALS**

- 2.1** The current SCI has been in place since 2013 and it is considered that a refresh of its content is required. The current document, in respect to the section covering planning policy matters, focussed heavily on the production of the Carlisle District Local Plan 2015-2030, this has however now been adopted (8<sup>th</sup> November 2016).
- 2.2** In line with the current Local Development Scheme it is now considered necessary to have a revised SCI in place which responds and remains relevant to the next wave of new plans and documents that we are committed to producing to ensure that its content remains relevant in providing guidance on how we will engage with our stakeholders in and production of our current and future work programme. The draft document has also been updated to reflect recent changes in planning legislation and current practices in community engagement including a much wider/greater use of electronic communication including social media.

**2.3** The current 2013 Statement of community was produced as a series of three very concise documents providing a general overview of the planning service, a document focussed on development management and a document focussed on planning policy. The draft SCI therefore brings these documents back together into one in order to give a more complete picture of how the service operates.

**2.4** Other key changes that have been made are:

- 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

**2.5** It should be noted that the SCI sets out the minimum level of consultation required by the relevant regulations for all aspects of planning. In respect of development management the notification procedures on page 9 of the document refer to 'publicity normally undertaken' this reflects the fact that there are instances where additional notification takes place in line with best practice.

### **3. CONSULTATION**

**3.1** There is no requirement to undertake public consultation on the preparation of a Statement of Community Involvement. Following consideration of the SCI by the Panel the content of the document will also be discussed by the Local Plan Member Working Group before being taken to Executive for approval.

### **4. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

**4.1** It is important that the Council's SCI is up to date before embarking on the production of new plans in accordance with the LDS.

### **5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

**5.1** The Statement of Community Involvement makes a contribution to the Carlisle Plan priorities by comprehensively setting out the ways in which the Council will seek to engage with all stakeholders on planning matters. Community engagement is an essential part of the planning process enabling interested parties to influence and shape the preparation and review of key planning documents as well as comment

on planning and other development related applications. Planning cuts across all of the Carlisle Plan priorities.

**Contact Officer: Helen Jackson**

**Ext: 7182**

**Appendices Draft Carlisle Statement of Community Involvement April 2017  
attached to report:**

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

- **None**



Carlisle City Council

# Statement of Community Involvement

April 2017

## Introduction

This Statement of Community Involvement (SCI) sets out how the Council will engage with the community on planning matters, and the opportunities in which you can get involved in and influence planning outcomes in Carlisle. This includes influencing the preparation and review of key planning documents, including Local Plans, as well as commenting on planning and other development related applications.

Planning shapes the places where we live and work. It seeks to ensure that there are homes, jobs, shops, parks and other important facilities available to everyone, including making sure these are as accessible as they can be to all. It also seeks to protect and improve the environment and the character which makes places unique. These are important matters and it is only right that communities and those with an interest in Carlisle should be able to contribute to decisions on these issues.

The preparation of an SCI is a legal requirement reflecting the Government's commitment to increase the ability of local communities to influence planning decisions and future development in their areas. The National Planning Policy Framework (NPPF) states (Para. 69.) that *"local planning authorities should aim to involve all sections of the community in the development of Local Plans and in planning decisions"*. This is a notion which the City Council is firmly committed to.

This updated SCI is proposed to replace the previous version which was approved back in 2012. The need to update it reflects that much of the focus of the earlier SCI was on the production of the Carlisle District Local Plan 2015-2030 which was adopted 8 November 2016. Beyond this a further wave of new plans and supporting documents is required and it is important that the SCI responds to and remains relevant with regards to this future work. The update also reflects a series of amendments to relevant local and national policies and legislation.

## Planning in Carlisle

Carlisle City Council is the local planning authority responsible for producing Local Plans and other planning documents for the District and for determining planning applications for most forms of development. The one exception to this is planning documents or applications which relate specifically to minerals and waste matters, which are the responsibility of Cumbria County Council as the minerals and waste planning authority.

The main Development Plan Document (DPD) within Carlisle is the Carlisle District Local Plan 2015-2030 which sets out a planning framework for guiding the location and

level of development in the District up to 2030, as well as a number of principles that will shape the way that Carlisle will develop between now and then. Beyond this a further DPD relating to the planned strategic growth of Carlisle South is to be prepared and a number of Supplementary Planning Documents (SPD), which act to elaborate on and support the implementation of Local Plan policies, are to be reviewed and/or introduced. The need for further DPDs and other planning documents may become necessary in the future where the ongoing monitoring of existing policies and guidance identifies that these are not securing their intended objectives.

From a planning application perspective the City Council receives between 1,100-1,200 applications per year, all of which need to be determined in accordance with the process and timescales determined nationally.

## **The Teams involved in Planning at Carlisle**

### **Development Management**

Officers within this team are responsible for assessing planning applications, dealing with enquiries, providing pre-application advice, undertaking enforcement and tree matters. Decisions are guided by the National Planning Policy Framework (NPPF) and policies within the Development Plan which includes the Carlisle District Local Plan 2015-2030 and other DPDs such as the Cumbria Minerals and Waste Local Plan. Other material considerations such as consultation responses from both internal (environmental health, green spaces etc) and external consultees including County Highways, Environment Agency, Historic England, alongside SPDs also form part of the decision making process.

### **Investment and Policy Team**

This team is responsible for the production of Local Plans and DPDs, SPDs, the Community Infrastructure Levy (CIL), conservation matters, providing guidance on Neighbourhood Planning and economic development. The team also monitors development activity and the effectiveness of the policies within the Local Plan and publishes a monitoring report detailing this annually. Consultation on emerging planning documents is undertaken by the team.

## Our approach to Community Engagement

The SCI has been informed by the key principles contained in the Corporate Communications and Marketing Strategy (2016<sup>1</sup>). These include ensuring consultation will be:

- **Genuine and transparent** - Findings will be used alongside other relevant information to inform decisions, our policies and priorities, and to improve services.
- **Timely, well planned and co-ordinated.**
- **Inclusive and targeted** to ensure that all groups within our local communities may contribute where this is feasible and relevant.
- **High quality consultation** using appropriate, cost effective methods.

Results of consultation and how they informed decisions will be fed back to those involved in the consultation process and will be made available across the council and to partner organisations.

### Inclusive Planning – engaging with a wider audience

An important aspect of a SCI is to ensure that all sectors of society are recognised and afforded the opportunity to engage with the planning process. It is therefore important to recognise and understand that engagement with certain members of the community can present more of a challenge, and find ways to overcome this. The Council recognises that networks and organisations connected groups with ‘protected characteristics<sup>2</sup>’ can be invaluable in facilitating contact, enabling engagement with a much wider and more inclusive audience.

Carlisle City Council is committed to ensuring equality through its service delivery and sets out in the Equality Policy 2016-2019 how this applies to consultation and engagement by stating that *‘We are committed to listening to people’s views and to working with communities to help us make informed decisions. This means talking and listening to everyone in the community, not only those who regularly use our services or actively offer their views.*

*We recognise that a targeted approach may be required to engage successfully with some members of local communities, to ensure that their views are properly taken into account. We will engage with representative groups to meet our duties, and we will encourage these groups to work with us to improve our services...’*

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<sup>1</sup> [www.carlisle.gov.uk/\\*\\*\\*\\*\\*](http://www.carlisle.gov.uk/*****)

<sup>2</sup> [Defined within the Equality Act 2010](#)

Under the Equality Act 2010, Carlisle City Council has a duty to advance equality of opportunity and make reasonable adjustments for service provision and information. In addition to our corporate consultation principles we will also endeavour to achieve the following when engaging or consulting with you on any planning related matter, to:

- **Communicate clearly** by writing in plain English and explaining any technical terms that we need to use.
- **Keep the process simple** by making it easy for you to get involved and for you to provide your views through a variety of means taking into consideration time and costs. We will also make use of existing community involvement networks and groups where possible and as appropriate.
- **Be inclusive** by aiming to make appropriate information accessible to as many people as possible. We will do this by:
  - ✓ providing information in a variety of public places
  - ✓ wherever possible by providing information in the most accessible format.
  - ✓ Providing appropriate translation and interpretation for non-English speakers on request.
  - ✓ Providing appropriate options for people with disabilities.
- **Encourage effective involvement** by explaining what we can and cannot take into account and by making sure that we provide you with sufficient time and notice of all the opportunities to get involved.
- **Review and update** the way we publicise our services and using new technology, to reach people not already using them.

## Community Involvement in Planning Applications.

The Development Management team is responsible for assessing planning applications for development. They provide advice, determine applications and advise the Council's Development Control Committee on major and other types of applications. All decisions on planning applications must be made in accordance with the development plan and the NPPF unless there are other material considerations, such as site specific matters which relate specifically to a case, which justify a different approach to be taken.

### Advice

The Development management team can provide pre application advice to both those considering undertaking a development project. They can provide information in respect of the suitability of a proposal such as conformity with the development plan, appropriateness of design etc, as well as being available to answer questions that you may have in respect of a current planning application. Should you wish to contact a Planning Officer to discuss your proposals you can do this in a number of ways:

- By phone – 01228 817129
- E-mail – [eda@carlisle.gov.uk](mailto:eda@carlisle.gov.uk)
- In writing – Development Management, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
- In person – At the Civic Centre

### Responding to Planning Applications

The publicity procedures that the Council are required to follow in relation to planning applications are laid down in Government Legislation and regulations (see table 1 for details of the publicity methods used for different types of application). Planning applications (once submitted and validated by the Council) including all the supporting documentation can be viewed on the Council's website at: <http://publicaccess.carlisle.gov.uk/online-applications/>, and by appointment at the Civic Centre's Customer Contact Centre during normal office hours. A planning officer is available on Monday and Friday mornings to provide advice on current and proposed applications, however to ensure that an Officer is available to see you when you arrive it is advisable that you make an appointment prior to your visit.

Comments on planning applications must be made in writing within 21 days from the date of our notification letter, press notice or site notice appearing. Please note

comments submitted after this 21 day publicity period has expired may not be considered because a decision may already have been made on the application.

## Public Meetings and Exhibitions

Dependent upon the nature and potential impact of a development proposal on the local community, developers may need to carry out their own pre-application public consultation. The validation checklists that accompany applications explain that some major planning applications will need to be accompanied by their own Statement of Community Involvement. These consultations should be carried out at an early stage in the design process to enable community views to be incorporated into the submitted proposal. The form of consultation will need to be tailored to suit the particular circumstances of the site, proposal and locality. To ensure that decisions are made in an independent manner without prejudice and bias, the Council's Planning Officers would not normally participate in these public meetings or exhibitions. As a minimum, the consultation statement submitted with the applications should include:

- Details of residents, businesses and local community groups consulted;
- Method and timing of consultation; and
- Feedback and information on how outcomes were addressed in the development proposal.

## Decision making and development control committee

Most minor applications are determined under delegated powers as set out in the scheme of delegations. The Development Control Committee makes decisions on major applications, and in certain other circumstances as detailed in the Council's constitution. These circumstances include where written representations for and/or against a development proposal have been made and speaking rights have been requested in accordance with the rules for speaking at Development Control Committee.

For those applications determined at Committee, a member of the public or their representative will be allowed to speak if they have made a written representation to the planning application **and** registered for the right to speak<sup>3</sup> in accordance with the process detailed in the Council's Development Control Committee Public Speaking leaflet.

Development Control Committee Agendas are published on the Council's website eight days in advance of the Development Control Committee meeting, this provides details of the applications to be considered at the committee meeting and includes the Officers

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<sup>3</sup> Limited to 5 per application

reports and recommendations. The minutes of the meeting are also published on our website.

## Notification of Decisions

All applicants/agents and affected Parish Councils are notified of planning decision either by e-mail or letter. Neighbour notification letters state that all Planning Application decision notices are published on the Council's website and advise that affected/interested parties should check there to find out the outcome of any planning application.

## Planning Appeals

If an Appeal is lodged against the Council's decision, notification is sent to all the consultees originally notified of the application, relevant ward members and parish councils along with any other third parties that made representations on the planning application, providing the opportunity<sup>4</sup> to make representations to the Planning Inspectorate. Appeals can take the form of Written Representations, Informal Hearings and Public Inquiries. Site notices will only be posted in the case of a public inquiry. Appeal decisions are reported to Development Control Committee and are published on our website.

### Notification procedures for planning and other applications

Type of Application	Publicity normally undertaken *			Notes
	Site Notices <sup>i</sup>	Press Notices <sup>ii</sup>	Neighbour notification letters <sup>iii</sup>	
Major Planning Applications <sup>iv</sup>	Yes	Yes	Yes	Letters will be sent to any owners/occupiers of properties adjoining the application site where they can be identified. The extent of any wider written notification will depend on the scale of the proposal and will be assessed by the case officer on a case by case basis.
Other Planning Applications <sup>v</sup>	No	No	Yes	See above. Where there are no adjoining owners/occupiers, at least one site notice will be erected.
Listed Building Consent and Conservation Consent	Yes	Yes	Yes	For applications in conservation areas/affecting the setting of a listed building, site and press notices are only required when, in the opinion of the local planning authority the proposed development will affect the

<sup>4</sup> With the exception of appeals submitted under the householder appeals service however the original representations will be sent to the Planning Inspectorate by the Council.

\*In line with good practice – over and above the notification procedures required by legislation.



				character or appearance of the conservation area/the setting of a listed building. Site and press notices are not required if proposed works only affect the interior of a Grade II Listed Building
Certificates of Lawfulness of Existing Use or Development	No	No	Yes	There is no statutory requirement to carry out publicity for these applications because it is judged on the factual evidence and not on planning merits.
Certificates of Lawfulness of Proposed Use or Development	No	No	No	There is no statutory requirement to carry out publicity for these applications because it is judged on the factual evidence and not on planning merits.
Reserved Matters	See notes	See notes	See Notes	The application will be subject to the publicity appropriate to 'major' or 'other' application as defined for those categories above.
Discharge of Condition	No	No	No	Generally no publicity is undertaken; however it may be carried out if the application related to details that were raised by neighbours at the original application stage.
Affecting Public Right of Way	Yes	Yes	Yes	
Prior Approval – Telecommunications	Yes	No	Yes	In some very specific circumstances, a press notice is required (see part 24, Condition A.3, Paragraph 5(b) and (c) of the town and Country Planning (General Permitted Development) Order 1995 (as amended).
Prior Approval – Demolition	Yes	No	No	Publicity (for information purposes only) is undertaken by the applicant who shall display a site notice on or near the land on which the building to be demolished is sited. It is to be displayed for no less than 21 days in the period of 28 days beginning with the date on which the application was submitted to the Local Planning Authority.
Prior Approval – Agriculture	No	No	No	
Prior Approval – Office to Residential				
Prior Approval – Local Development Order				
Advertisement Consent	Yes	No	No	Generally no publicity is carried out, but where the amenities of neighbours appear to be affected, they will be notified by letter.
Amendments to an undetermined	No	No	No	Where a proposed amendment will have a material impact on a

application				neighbour, or if a neighbour has requested notification of any amendments, they will then be notified by letter requesting comments within 14 days.
Hazardous Substance Consent	Yes	Yes	No	Publicity is undertaken by the applicant. During the 21 day period immediately preceding the application, a notice shall be published in a local newspaper by the applicant, and that a notice is posted on a land for not less than 7 days during that 21 day period in such a way so as to be easily legible without entering onto the land. A copy of the notice shall be submitted with any application.

<sup>i</sup> Site notices should be displayed for not less than 21 days on or adjacent to the site.

<sup>ii</sup> Press notices should be published within a newspaper circulating in the locality in which the land to which the application relates is situated.

<sup>iii</sup> Neighbour letters allow for representations to be submitted within 21 days.

<sup>iv</sup> For publicity purposes we define 'Major Planning Applications' as development of 10 or more dwelling houses (or where the development site is 0.5 ha or more and the proposed number of dwelling houses is not known), building of 1,000 sq m or more, development sites of 1ha or more also all applications accompanied by an Environmental Statement. We will also publicise applications for development which would be a departure from the development plan by the same methods as for 'Major Planning Applications'.

<sup>v</sup> For publicity purposes we define 'Other Planning Applications' as applications for all other types of development which do not fall within the definition of 'Major Planning Applications'.

## Community Engagement in the Preparation of Development Plan Documents

The City Council identifies through their Local Development Scheme (LDS) what planning documents they will be preparing over any given three year period. The LDS details the anticipated timescales for producing these plans including consultation milestones to ensure people know the key likely dates for opportunities to get involved with the Plan making process. The LDS is published on the Council's website and can be viewed [here](#)<sup>5</sup>.

### The Local Plan and other Development Plan Documents

Every local authority is required to produce a Local Plan for their area. The Local Plan for Carlisle District is the Carlisle District Local Plan 2015-2030. This document sets out the overarching vision and strategy for guiding development within Carlisle District alongside a suite of Policies which will be used in the determination of planning applications.

In addition to the Carlisle District Local Plan, a Carlisle South masterplan Development Plan Document (DPD) is also being prepared which will provide the framework for a Garden Village – comprising a major mixed use development to the South of the City known as St. Cuthbert's. An Energy from Wind DPD is also planned which will identify, through a local or neighbourhood plan, the areas within their boundaries which are suitable for wind energy development. Alongside the production of DPDs an evidence base of supporting documentation will also be prepared; this includes the preparation of a Sustainability Appraisal (SA) and Habitats Regulation Assessment (HRA) which will be consulted upon at the same stages as the DPD. The statutory stages involved in the preparation of DPDs and the minimum requirements for consultation are set out in The Town and Country Planning (local planning) (England) Regulations 2012, these stages are summarised in Figure 1.

Following successfully being granted Garden Village Status for the area known as St. Cuthberts (Carlisle South) we are keen to look at innovative ways in which we can engage with the community in drawing up a masterplan for development of the area. Whilst the SCI sets out minimum levels and methods of consultation, due to the overall scale of St. Cuthbert's it is envisaged that a separate consultation strategy will be devised and publicised setting out the various stages we will seek to inform, engage and consult throughout the process.

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<sup>5</sup> <http://www.carlisle.gov.uk/planning-policy/Local-Plan/Statement-Of-Community-Involvement>

## Key stages for the preparation of Planning Documents

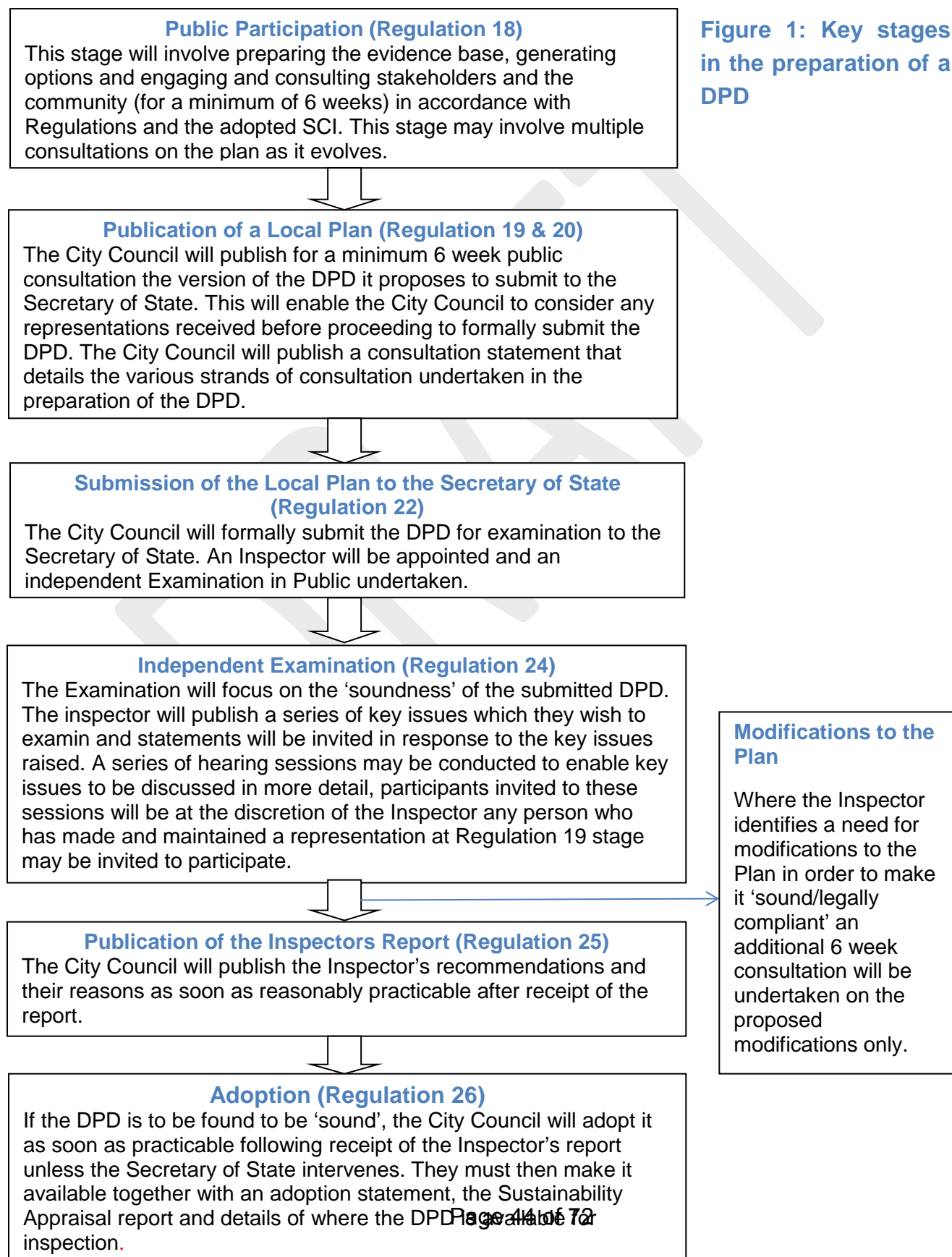


Figure 1: Key stages in the preparation of a DPD

## Supplementary Planning Documents

Supplementary Planning Documents (SPDs) are documents which provide more detail and guidance to assist in the implementation of policies within the Local Plan or other DPDs. SPDs do not have the same weight as policies within the Local Plan but are a material consideration when assessing planning applications. The timescales for producing a SPD are shorter than for a DPD as they are not subject to an examination process, however they are still required to undergo public consultation in accordance with the Regulations during their preparation. The process for producing a SPD, including the key stages of public consultation, are set out in Figure 2.

### Figure 2: Key Stages in the production of a SPD:

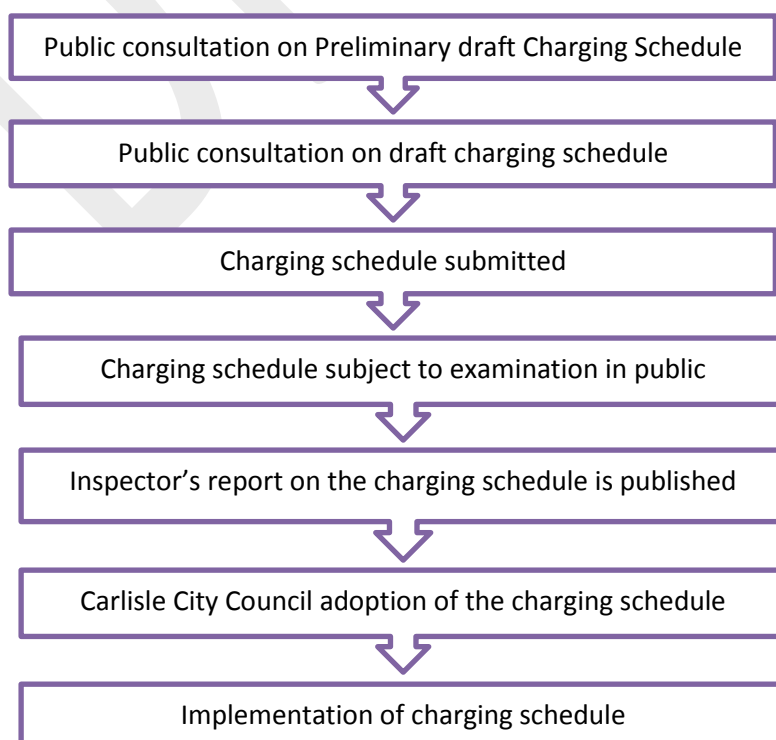
1. **Evidence gathering** – input may be sought from particular groups/organisations with specific knowledge relating to the subject area of the SPD.
2. **Draft SPD** – the SPD is prepared and a draft is subject to approval by Committee before being published for a minimum 6 week public consultation. Document is made available on Carlisle City Councils website and at deposit locations for public viewing.
3. **Finalise SPD** – the representations are gathered and analysed and changes are made to the document where necessary to address the comments made. Where the changes required are so substantial and materially alter focus we would go out to consultation for a further six weeks on the proposed changes to the document.
4. **Adoption of the SPD** – the document, including changes made in response to representations, progresses through the Council's Committee process for adoption by Full Council.

## The Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a set non-negotiable charge which local authorities within England and Wales are empowered, but not obliged, to levy on new development within their administrative areas. The Levy is designed to raise funds to contribute towards the delivery of infrastructure such as highways improvements, sustainable transport, education etc. The Infrastructure Delivery Plan (IDP), which sits alongside the Carlisle District Local Plan, identifies the infrastructure required within the District to enable the level of growth envisaged within the Plan to be realised. The CIL consists of two parts, a charging schedule and the Local Section 123 List which identifies appropriate projects (identified through the IDP) that may be supported by the Levy.

The Charging Schedule is informed by a viability assessment and is subject to (along with other aspects of the CIL) stakeholder involvement, formal consultation and public examination prior to adoption by the Council. The process of preparing and adopting CIL is guided by The Community Infrastructure Levy Regulations 2010 (As amended).

### CIL Preparation Process



The Government is currently considering the future of CIL which will likely result in significant reform of the way in which development will contribute towards the provision of infrastructure. The detail of the changes to the system is currently expected as part of the Governments Autumn Statement in November 2017 this section will therefore be updated once further information/direction in respect of CIL is known.

## Engagement

### How to Get Involved

The term 'stakeholders' is used widely in the context of consultation. It has a broad definition but refers generally to any person or organisation that has an interest in the subject of the document being produced. This term may be used in the context of consultations and may be focused on particular key stakeholders/groups or more widely used to refer to all interested persons.

There are a number of key stages at which you can get involved in helping to shape the documents being prepared; these are required by planning legislation to ensure the process is as open and transparent as possible. For Local Plans/DPDs where an examination in public will take place it is essential that a formal representation has been made within the prescribed consultation period(s) in order to have an opportunity to speak at the examination hearing sessions.

In accordance with the Regulations consultation on draft Local Plans/DPDs will be no shorter than 6 weeks and for SPDs consultation will be no shorter than 4 weeks. We will try and avoid carrying out consultations during holiday periods such as Christmas or Bank Holidays, however where this is unavoidable this will be taken into account and the time period may be extended as appropriate to allow time to respond.

### How we will engage with you

#### Website

The internet is a popular and effective way of communicating as information can be more widely accessed and documents can be downloaded. There are dedicated planning pages which we will ensure are kept up to date and provide opportunities for online consultation.

## **Emails and letters**

Alongside a number of statutory consultees who we are required to consult we maintain an extensive stakeholder database which includes contact details of any individuals, businesses and organisations who have expressed an interest in being kept informed in the progress and production of planning documents that we produce. This can be tailored to limit contact to notification of specific documents only or to being kept informed of all planning consultations that take place. The database can be added to or details can be removed at any time at your request.

If you would like to be notified personally of any consultation on a planning document then please let us know and we will add you or your organisation to our database. Our preferred method of consultation is via email as it is more cost effective and better for the environment, however we recognise that this method is not suitable or appropriate for everyone therefore letters will be sent where requested.

## **Social Media**

The use of social media such as Facebook and Twitter are now widely accepted as a means of communicating rapidly to a wide range and number of people. This can be particularly effective in communicating with young people or those who are time limited. We will therefore utilise this means of communication to notify people of updates on consultations, events and the status of documents.

## **Public Displays**

Public displays can be an effective way of increasing awareness of documents which are subject to public consultation. We will therefore endeavour to use public displays where we consider they will add value. This can be particularly useful where there is a visual element to what is being consulted upon. In most cases the displays will be unmanned and situated in an appropriate, easily accessible location.

## **Press Releases and statutory notices**

Using the newspaper as a method of consultation provides a means of ensuring that we communicate information as widely as possible and in some instances it is a statutory requirement to provide notification via this means. We do however recognise that this is less personal and will in most instances use this in combination with other ways of communicating with you.



## **Local Libraries**

Consultation documents will be made available in printed and online format will be available to view at Carlisle Central Library, as well as Brampton and Longtown, for up to date details on location and opening hours of the libraries visit [www.cumbria.gov.uk/libraries](http://www.cumbria.gov.uk/libraries).

## **Customer Contact Centre**

Printed copies of all consultation documents will be available to view at Carlisle City Council' Customer Contact Centre, please view the Council's website for up to date details opening hours.

## **Workshops/meetings**

The decision may be made to hold workshops or meetings. These will generally involve specific groups where it is considered that a more detailed and focussed discussion is necessary. Where these are felt to be relevant individuals will be invited to attend.

## **How can you respond?**

### **Consultation Response Form**

Consultation response forms with guidance notes will be provided for all consultations on DPDs and SPDs. These will be available to download from the Council's website or can be obtained in the District's libraries and at the Council's Customer Contact Centre.

### **Stakeholder workshops**

Workshops can be an effective means of engaging with specific groups and these will be arranged where appropriate, with participants being invited to attend.

### **Public Meeting Requests**

In certain instances, where for example, a particular community is affected, it may be considered appropriate to conduct a public meeting to enable a more in depth discussion to take place. The Council are open to requests for these to be undertaken

where it is considered to be beneficial. Existing groups such as Parish meetings can provide opportunities to engage with communities more directly.

## How we will respond to you

We undertake to acknowledge all representations received within 10 working days of a consultation closing. Where stakeholder workshops have been undertaken, a summary of the feedback following the event will be made available, where requested, for attendees.

Following public consultation reports detailing the consultation outcomes will be made available to view on our web site.

## Community-Led Planning Documents

### Neighbourhood Planning

The Localism Act 2011 introduced Neighbourhood Planning in England. It provides communities (led by one of three types of organisation known as qualifying bodies<sup>6</sup>) with the right to draw up a Neighbourhood Development Plan/Neighbourhood Development Order for their area. This allows communities to have a greater say in how the area in which they live or work develops identifying what is important to them, enabling them to allocate land for development and establishing policies which are locally to specific to their area. However these Plans/Orders must be in conformity with national planning policy and the strategy and policies contained within the Local Plan. On adoption of a Neighbourhood Development Plan/Order these documents sit alongside the Local Plan.

Whilst the Neighbourhood Planning process is community led, the local planning authority has a duty to provide advice, assistance and support to qualifying bodies, hold an examination into the Plan, make arrangements for a referendum, and ultimately adopt the Neighbourhood Plan/Development Order as part of its own Development Plan. It is also the role of the Local Authority to agree/designate the geographical neighbourhood development plan/order area and 'make' the Plan or order (bring it into force) as part of the development plan, following a successful referendum. The Investment and Policy Team will work closely with communities to support them in the production of Neighbourhood Plans.

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<sup>6</sup> A parish or town council; a neighbourhood forum; a community organisation

Consultation on a Neighbourhood Development Plan/Order is determined by the group producing the Plan/Order, however they must comply with the Neighbourhood Planning (General) Regulations 2012.

### Overview of Stages in the preparation of a Neighbourhood Development Plan

Stage	Opportunity to get involved and who leads on the consultation
Receipt of application for NDP (Reg 6 & 9)	<p>The council shall consult for not less than 6 weeks, as soon as possible after receipt of a complete application.</p> <p>We will publish the applications on the website and bring the applications to the attention of people who live, work or carry on business in the area to which the application relates.</p>
Publishing Designation of Neighbourhood Area and Neighbourhood Forum (Reg 7 & 10)	<p>If the Council approves the application, we will publicise the decision on the website and in such a manner to bring the designations to the attention of people who live, work or carry on business in the area to which the application relates.</p> <p>If refusing an area or forum application. The Council will publish :</p> <ul style="list-style-type: none"> <li>– a decision statement setting out the reasons for refusal</li> <li>– details of where the decision may be inspected</li> </ul>
Publicity by the Parish Council/ Neighbourhood Forum (NF) of a Neighbourhood Development Plan prior to submitting to the Council (Reg 14)	<p>The Parish Council/Neighbourhood Forum leads on this stage.</p> <p>Before submitting a Neighbourhood Development Plan to the Council, the Parish Council/Neighbourhood Forum should :</p> <ul style="list-style-type: none"> <li>· consult for a minimum of 6 weeks.</li> <li>· ensure that they bring the plan to the attention of people who live, work or carry on business in the area to which the plan relates.</li> <li>· Send a copy of the NDP to the LPA</li> </ul> <p>The Parish Council/ NF can determine how to consult at this stage but they must draw up a Consultation Statement, setting out who and how they have consulted for the next stage of the process.</p>
Following submission to the Council of the Neighbourhood Development Plan (NDP)	<p>The Council will</p> <ul style="list-style-type: none"> <li>· Consult for a minimum of 6 weeks</li> <li>· publish the NDP on its website</li> </ul>

(Reg 16)	<ul style="list-style-type: none"> <li>· bring the NDP to the attention of people who live, work or carry on business in the area to which the plan relates.</li> <li>-consult the consultation bodies referred to in the Parish Council's/Neighbourhood Forum's Consultation Statement.</li> </ul>
Publicising the Examiner's report (1990 Act schedule 4B para12 (11 & 12) Regulations 18 &19)	<p>As soon as possible after considering the examiners recommendations and deciding to take forward a NDP the Council must publish on the website and in such a manner to bring the report to the attention of people who live, work or carry on business in the area:</p> <ul style="list-style-type: none"> <li>– the examiner's report.</li> <li>– its decisions and reasons in response to the examiner's report in a 'decision statement'.</li> </ul> <p>The Council will send a copy to the Parish Council/ Neighbourhood Forum and anyone who asked to be notified of the decision.</p>
Referendum on the NDP	It is the Council's responsibility to publicise the referendum in accordance with Neighbourhood Planning (Referendum) Regulations 2012 requirements.
Publishing the NDP *subject to more than 50% people voting in favour of the NDP (Reg 20)	As soon as possible - after a successful referendum* -the Council should publish the NDP and an adoption statement and notify any person that has asked to be notified that it has been made.

Further information on Neighbourhood Planning and Neighbourhood Development Orders in Carlisle can be found at : [www.carlisle.gov.uk/planning-policy/Neighbourhood-and-Rural-Planning](http://www.carlisle.gov.uk/planning-policy/Neighbourhood-and-Rural-Planning)

# Report to Environment & Economy Overview and Scrutiny Panel

Agenda  
Item:  
**A.5**

Meeting Date: Thursday 20th April 2017  
Portfolio: Cross Cutting  
Key Decision: Not Applicable:  
Within Policy and Budget Framework NO  
Public / Private Public

Title: FLOOD UPDATE REPORT  
Report of: The Deputy Chief Executive  
Report Number: CS10/17

## Purpose / Summary:

This report is part of a series of regular update reports prepared for Overview and Scrutiny Committees on flood recovery activities and future programmed work.

This report will:-

- Update Members on the recovery of Council assets, including the Civic Centre
- Update Members on the provision of grants and relief to those households and businesses directly affected by the flood.
- Update Members on the activities being undertaken by the Environment Agency and Cumbria County Council.

## Recommendations:

That members of the Environment & Economy Overview and Scrutiny Panel consider this report and the progress made to date in the continued efforts to recover from the December 2015 floods.

## Tracking

Executive:	
Overview and Scrutiny:	<b>COSP 6/4/17 ROSP 13/4/17</b>
Council:	

## BACKGROUND:

- 1.1 This report aims to set out an update of the recent and future planned work associated with recovery from the 2015 flood and plans to deal with any future such events.
- 1.2 During the past fifteen months an extensive range of recovery activities have been undertaken, these work areas are outlined in the report and officers will be present to answer questions associated with these.

## 2. CITY COUNCIL ASSET RECOVERY PROGRAMME

- 2.1 As outlined in previous reports Phase 2 of the Asset Reinstatement programme is underway and in some assets growing to a close. The Council employed WYG as programme managers. WYG are to design, specify and deliver the reinstatement works to all scheduled properties, including the procurement process and management of the construction works. A number of controls are in place to ensure effective delivery of the programme to budget, quality and time. A plan is in place for effective communication of progress and for early identification of any issues and emerging risks. During the detailed design stages, consultation and sign-off procedures will be scheduled to ensure the relevant stakeholders are involved in the process.

This programme includes all the flood damaged properties owned by the City Council. The target start and end dates for individual assets/recovery have been updated and are shown below:

Warwick St properties	Complete and settled
Adriano's	06/2016 - 04/2017
Sands Centre and Swifts	Complete and settled
Stoney Holme (inc. Depot)	10/2016 - 05/2017
John St properties (Hostel and Annex)	06/2016 - 05/2017
Shaddongate Resource Centre	06/2016 - 05/2017
Botcherby Community Centre	06/2016 - 05/2017
Bitts Park (Depot, Lodge, Pavilion& WCs)	Dates to be confirmed await design/costings
Caldew Riverside Properties (demolition)	06/2016 - 04/2017
Old Fire Station	Complete
Sheepmount - final programme still to be determined following conclusion of insurance negotiations	10/2016 – 06/2017

Funding for the recovery of all these assets is the subject of ongoing work with our insurers.

## **2.2 Civic Centre and Customer Contact Centre**

As reported previously, Customer Contact services continue to be provided from the temporary portababin accommodation located in the car park as the ground floor and basement remain out of action. Work has been completed to investigate initial options for the future use of the Civic Centre and Customer Contact Centre. This exercise include investigation into:

- Accommodation requirements having regard to current and future staffing, service delivery needs and working practices;
- The current costs of occupying, running and maintaining the Civic and comparison with the costs of relocation;
- The scope and demand in the marketplace for alternative uses for the ground floor, basement and any surplus office space in the tower from both the public and private sector, and the income generating potential which might arise;
- Any building and engineering constraints and opportunities, together with associated costs, which need to be taken into account if alternative uses are considered;
- Practical and cost efficient flood resilience measures which can be built into the reinstatement;

The initial investigations are complete, however detailed design is on hold until negotiations with insurers are complete following which we will have a defined budget to work with. We anticipate all insurance negotiations to be completed by mid-April.

## **2.3 Bitts Park**

The upper tennis courts have been open to the public since Easter. Permanent repair works to the fencing and floodlighting for these courts is now complete.

The lower courts remain out of action, however they were due to be resurfaced and redeveloped as part of the proposed canopy development. On that basis we have not progressed repair works as they will be unnecessary as and when the canopy project commences. Having had a protracted discussion with the Lawn Tennis Association we are now confidently moving forward to starting this project.

The Pavillion was insured and will form part of the Council's reinstatement programme. We now have a firm understanding of the insurance settlement figures for the lodge, Pavillion, toilets and depot and we are working with WYG to bring a new set of facilities to members for their views and advice.

Officers are currently working with WYG to facilitate temporary toilet facilities whilst the redevelopment occurs.

The play area has now benefitted from a complete array of new equipment, designed to be fully accessible. This facility was re-opened in October and is proving to be very popular

### **3. FLOOD GRANTS & HOUSEHOLD PAYMENTS (FIGURES AS OF 17<sup>th</sup> MARCH 2017)**

#### **3.1 Community Support Grant -£500 Household Scheme**

Further to the floods the Government announced an immediate assistance scheme targeted to support households affected by the event. This offered a one off Community Support Grant payment of £500 to each household.

Up to 31<sup>st</sup> December 2016 1,670 households have been confirmed as flooded by Storm Desmond, of these 1,602 are eligible for the £500 community support grant. The Council has made payments made to 1,567 households equating to 97.84% and totalling £783,500.

This is being recovered from the County Council upon submission of fortnightly grant claims.

#### **3.2 £5,000 Flood Resilience Grant**

Flood resilience grants are available to assist householders and business to make their properties more flood resilient in future. The grants can be used to cover costs associated with resistance products such as flood doors and barriers or they can be used to make properties more resilient, so water proof plaster, moving electric, boilers etc. above the flood water. Since the introduction of the scheme, the Housing team have provided advice to over 1000 flood affected property owners, through online enquires, telephone, advice sessions. The scheme has also been widely publicised through partner agencies, local press and social media.

The Council are also now working in partnership with JBA consulting, who are able to provide independent Property Protection reports. The report costs are covered by the £500 allowance within the grant and the Council are arranging payment on behalf of the owner through the process, so there are no upfront costs for the property owner. The report will be invaluable for those who require advice on what measures might be best to future protect their properties.

The Flood Resilience grant covers both residential and commercial properties and is being administered by the Housing Department. 930 applications (56%) have been received, with 1096 approved (as of 17<sup>th</sup> March) totalling £3,951,905. The 625



applications paid equate to approx. £2,333,496. This is recoverable from the County Council.

### **3.3 Council Tax & NNDR discount schemes**

County wide schemes have now been approved with the DCLG paying £400,000 to the County Council to fund the local discretions (second homes / empty properties / flood affected businesses) contained within the County wide schemes.

Districts are submitting monthly claims to recover the costs incurred. Funding for discounts offered in line with the Government Scheme will be paid through a S31 grant directly to us. Council tax discount awarded to 2,218 householders which amounts to £2.020 million for the affected properties. Business rates discount awarded to 108 properties amounting to £507,833 in total.

## **4. ONGOING WORK OF THE ORGANISATIONS INVOLVED IN THE FLOOD RECOVERY**

### **4.1 Strategic Flood Update**

We continue to work in partnership with the Environment Agency, the County Council and other partners on resilience and resistant measures to address specific issues arising from the floods in December 2015 and manage flood risk in the future.

Sainsbury's application for resistance measures was considered by the Development Control Committee in March who gave authority to the Corporate Director of Economic Development to issue planning permission on receipt of a satisfactory response from the Environment Agency that they have no objections.

Rickerby Residents - The Environment Agency continue to work with the residents on proposals which will provide resistant measures in the area.

Cumbria Strategic Floods Partnership Board – A new Board has been set up to lead, coordinate and monitor the management of flood risk in Cumbria. The Board brings together Flood Risk Management Authorities including the Environment Agency, Cumbria County Council, District Councils and United Utilities and a wide range of representatives from other organisations and community groups who have an interest of responsibility for flood risk management.

## **4.2 Carlisle City Council**

The Carlisle Emergency Plan has been reviewed and signed off by the Senior Management Team on 30th August. The plan is now stored on the Resilience Direct system, a national extranet for Emergency Planning

Additional locations for Reception Centres have been identified with feedback from communities at risk from flooding. A risk assessment for each location has been carried out and once an agreement has been reached with the centre's owners and operators they will be added the Carlisle Emergency Plan and the Cumbria Resilience Forum Welfare Plan (Emergency Assistance Centres).

## **4.3 Cumbria Resilience Forum**

The Cumbria Resilience Forum (CRF) consists of all organisations and agencies involved with emergency response in Cumbrian communities. The CRF was set up in response to the Civil Contingencies Act 2004 to co-ordinate the response to major incidents in Cumbria.

The Community Resilience Network is a sub-group of the CRF which focuses on improving community resilience. This group will be the an important link to a new Big Lottery Funded project called 'Rebuilding Together' . This new programme will take place over the next 3 years, led by Cumbria CVS and delivered in partnership with Cumbria Action for Sustainability (CAfS) and Action with Communities in Cumbria (ACT). 'Rebuilding Together' will help to build on the partnerships we already have, and support local communities and organisations to increase their resilience and confidence to respond alongside statutory organisations.

CRF have commissioned a debrief report on the ongoing recovery. This is a separate debrief to the CRF Storm Desmond Report, which focused on the immediate acute phase of the emergency. The recovery debrief work is been led by an Hugh Deeming, an independent consultant.

**Contact Officer:            Darren Crossley**

**Ext:    7004**

**Appendices  
attached to report:**

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

- None

## **CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's -**

**Deputy Chief Executive –**

**Economic Development –**

**Governance –**

**Local Environment –**

**Resources -**



# Report to Environment & Economy Overview and Scrutiny Panel

Agenda  
Item:  
**A.6**

Meeting Date: 20 April 2017  
Portfolio: Environment and Transport  
Key Decision: Not Applicable:  
Within Policy and  
Budget Framework NO  
Public / Private Public

Title: UPDATE ON CLEAN CARLISLE  
Report of: The Deputy Chief Executive  
Report Number: CS 11/17

## Purpose / Summary:

This report provides an update on the Clean Carlisle initiative.

## Recommendations:

Report presented for information and comment.

## Tracking

Executive:	
Overview and Scrutiny:	
Council:	

## **1.0 Background**

- 1.1** Keep Carlisle Clean has been a local priority since 2012. To reinforce its commitment in this regard the City Council recently approved funding for the initiative as part of its core budget going forward from April 2017.

## **2.0 Revised branding: Keep Carlisle Clean**

- 2.1** The Clean Carlisle initiative has recently been re-branded as Keep Carlisle Clean and Members will now start to see this branding consistently running through our signs and posters as we work to change behaviour and attitudes. The launch of the trial of dog-poo bag dispensers is one such example of the new branding.

## **3.0 Neat Streets**

- 3.1** One year on from the start of the Neat Street initiative, we are pleased to report that the lanes remain largely free of litter and are generally tidy. Officers continue to monitor this and issues are tackled swiftly with residents. Going forward, this approach will be expanded to other areas meeting the criteria and we are aiming to move the project to the next stage to see how we can add further value through engaging further with the community and with local businesses with grants / sponsorship and other support.

## **4.0 Enforcement Action**

- 4.1** The table below shows the number of fixed penalty notices (FPNs) issued:

<b>Offence</b>	<b>2015 - 16</b>	<b>2016-17</b>
Dog fouling	17	9
Dog off lead	9	8
Littering	28	52
Fly-tipping	n/a	7
Waste receptacles	4	0
Vehicles for sale	0	1
Business 'duty of care'	3	2
Micro-chipping (notice)	n/a	35

- 4.2** The Anti-social Behaviour Crime and Policing Act 2014 introduced power to issue community protection warnings (CPW) and community protection notices (CPN) to address anti-social behaviour issues in local areas. Warnings are issued as part of an awareness raising / educational approach and hopefully avoid the need to take

formal enforcement action should the desired improvement be made. This has been a beneficial tool when undertaking the Neat Street initiative.

	2016-17
Community Protection Warning	21
Community Protection Notices	1

## **5.0 Fly tipping**

- 5.1** Our mobile CCTV continues to be deployed to hot-spot locations and together with the new signage has contributed to a dramatic reduction in fly-tipping in key areas. Success has already been achieved with a successful prosecution for fly-tipping. Further cameras and additional signs are being purchased as part of our new approach to tackling 'enviro-crime'.
- 5.2** To assist in the reduction of fly tipping, the Street Scene team has developed a new partnership with Riverside and supported five, pilot "Clean up days". This has generated income for the Council and had a positive impact on the local environment. It is expected that this partnership approach will be expanded for future, generating further income for the Council.

## **6.0 Enforcement Strategy**

- 6.1** Members will be aware that the Street Scene and Enforcement Team formed in August 2016 through the merger of the previously separate Street Cleaning and Enforcement Teams. The team is currently developing an Enforcement Strategy for Carlisle to bring together all of our activities into a single plan as we work to tackle 'enviro-crime'. This will ensure that we:
- work to educate and inform residents and actively engage with our schools and young people
  - are raising awareness through effective campaigns and high profile patrols as we work to change the behaviour of the selfish minority that continue to litter, fly-tip or do not clean up after their dogs
  - make the best use of intelligence and target our resources on key priorities and in hot-spot areas where we can have maximum impact
  - are making the best use of available technology such as CCTV
  - take robust enforcement action and pursue those responsible through the courts when needed
- 6.2** Example actions include the:
- rebranding of the Enforcement Team to increase their presence / profile
  - deployment of CCTV and new signage in key areas to tackle fly-tipping
  - trial of dog-poo bag dispensers in two locations with the aim of rolling this out further
  - development of a dog-fouling campaign including new signs and high profile bus shelter campaign
  - focus on residents' duty of care

- better use of social media to raise awareness of our activity
  - **#keepcarlisleclean**
- Development of links with community groups to reduce reliance on the council
- Establishing partnerships eg with Community Payback, Riverside
- Using our tools and powers eg PSPO

## **7.0 Community Payback**

- 7.1** As part of our commitment to Keep Carlisle Clean, we are engaging with ayback to utilise their service users to target clean-up activity in key areas at weekends. Typical activity may include litter-picking, weed removal, back lane clearance and clearing paths / country trails of litter and other waste. This trial will start in May.

## **8.0 Public Space Protection Orders**

- 8.1** Public Space Protection Orders (PSPO) were introduced by the Anti-social Behaviour Crime and Policing Act 2014. They are designed to deal with a particular nuisance or problem in a particular area that is detrimental to the quality of life within the local community. A revised PSPO is currently being developed for Carlisle and is going through consultation with key partners. Subject to the outcome of consultation, its proposed headings include:

- Restricting the feeding of birds in towns and village centres.
- Prohibiting urinating, defecating and spitting in any public place
- Prohibit begging
- No canvassing of services or charities (without approval)
- Use of Skateboards, bicycles and scooters (in designated areas)
- Unauthorised distribution of printed leaflets/materials in the city centre and in our town and village centres as well as distributing leaflets in Council car parks
- The offering and distribution of periodicals for sale (unless authorised)
- Street entertainment and buskers not authorised by the Council.
- Persons who cause a nuisance to legitimate users in of the City Centre, public spaces and the skate park that cause distress, annoyance, harassment through shouting, swearing, anti-social behaviour and by congregating in groups where the behaviour may cause concern or may be seen as intimidating or threatening to others
- Persons in charge of a motor vehicle to cause, permit or allow a nuisance by driving the vehicle in a manner that causes or is likely to cause harassment alarm or distress to any person, and behaving in a manner that causes or is likely to cause harassment alarm or distress to any person.
- Dogs off a lead in cemeteries, dogs must also be kept under control at all times in designated areas
- No dogs allowed in enclosed play areas (designated areas)
- Failing to go equipped to clean up dog fouling



- Smoking, consuming alcohol, drug taking and solvent abuse in Play Areas
- No pavement advertising boards (“A boards”) unless authorised by the Council
- Restrict commercial waste collections within the City Centre

## **9.0 Clean-up Carlisle budget**

- 9.1** As above, this funding (£91,000) is now part of the Council’s core budget, securing this for future years supporting service planning and stability. The budget continues to support the employment of two street cleaning operatives who operate as the Rapid Response team responding to reports of fly-tipping, offensive graffiti and generally providing an additional flexible resource to meet emerging service demands. The budget also supports a dedicated vehicle and allows for further equipment to be purchased such as the CCTV cameras referred to.
- 9.2** Across the seasons, the budget also supports the hire of extra sweepers and temporary staff to support our response to leaf-fall.

## **10.0 Modernisation of the street cleaning service**

- 10.1** The street cleaning service has recently taken delivery of new, replacement mechanised sweepers that continue to improve the speed and effectiveness of our clean-up operations. A new 15ton road sweeper has recently been delivered with a further 15ton road sweeper expected in May. New sweepers for our city and town centres are also now in service, replacing the older and less reliable sweepers.
- 10.2** The service has also recently added a ‘weed-ripper’ to our arsenal which has already had an instant impact, improving the speed of our response and reducing the manual handling burdens on staff.
- 10.3** The team also operates different shift patterns across the day with teams providing cover later into the afternoon allowing us to respond to issues that emerge later in the day.

## **11.0 Community Clean-up**

- 11.1** We would like to take this opportunity to register our appreciation for the effort of all the volunteers and local community groups that have been so active in carrying out local litter-picks. We are keen to develop our links in this regard to facilitate further community involvement over and above the street cleansing services the council can provide.

## **12.0 Weed spraying programme**

- 12.1** The County Council is responsible for weed spraying in and around Carlisle. This service is contracted out to a private operator. We continue to liaise with the

County to ensure that any weed-spraying supports our Keep Carlisle Clean priority and follows the programme established.

### **13. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

**13.1** Scrutiny Panel is recommended to receive the report for information.

### **14.0 CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

**14.1** Continue to improve the quality of our local environment and green spaces so that everyone can enjoy living, working in and visiting Carlisle.

**Contact Officer:            Darren Crossley**

**Ext:    7004**

**Appendices  
attached to report:**

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

- **None**

### **CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's -**

**Deputy Chief Executive –**

**Economic Development –**

**Governance –**

**Local Environment –**

**Resources -**

# Report to Environment & Economy Overview and Scrutiny Panel

Agenda  
Item:  
**A.7**

Meeting Date: Thursday 20 April 2017  
Portfolio: Environment and Transport  
Key Decision: Not Applicable:  
Within Policy and  
Budget Framework NO  
Public / Private Public

Title: RETHINKING WASTE PROJECT  
Report of: The Deputy Chief Executive  
Report Number: CS 12/17

## Purpose / Summary:

This report provides an update on the progress of the Rethinking Waste Project.

## Recommendations:

Scrutiny Panel is recommended to receive the report and note the progress made.

## Tracking

Executive:	
Overview and Scrutiny:	
Council:	

## **1. Introduction**

- 1.1** The Rethinking Waste Project is now approaching its end. Key target dates have been met and the project is in a good place to implement the service changes from June 2017 when our refuse and recycling collection arrangements will change. In the light of the recent Internal Audit report on this project and as an important step in closing down the project we will review the objectives, performance and outcomes from this project. This report summarises the progress made since the previous report to Scrutiny in October 2016.

## **2.0 TUPE Transfer of the green box service**

- 2.1** One of the key elements of the project was the planned in-sourcing of the green box collection service when the existing contract came to an end on 28 February 2017. Members will be aware that this service was previously operated by our contractor, FCC Ltd, but from 01 March 2017, this service is now operated by the City Council direct, with staff from FCC transferring under TUPE.
- 2.2** Feedback from our new staff has been very positive. They have reported that the different collection arrangements using our new recycling vehicles are quicker and far less demanding on them physically compared to the previous method of collection.
- 2.3** The green box collection routes are currently being operated alongside our other recycling collection routes for plastic and card and will continue to operate this way until w/c 12 June 2017 when they will be merged into a single recycling collection route.
- 2.4** Crucial to the success of this service transfer, and for the wider project going forward, was the procurement of new collection vehicles.

## **3.0 Procurement of new vehicles**

- 3.1** Four new 50/50 split-back recycling vehicles arrived in February in time for the transfer of the green box service on 1<sup>st</sup> March 2017.
- 3.2** A further new refuse collection vehicle also arrived in February with and another three scheduled for delivery in May to support the other changes under the Rethinking Waste Project from June 2017. These vehicles will replace existing older vehicles and will provide improved access into our streets and residential areas.

## 4.0 New recycling service

**4.1** From w/c 12<sup>th</sup> June, the currently separate green box and green bag collection services will be combined and additional properties will be added to the new kerbside recycling service. At this time, residents will be asked to sort their recycling slightly differently but will still be able to use their existing boxes and bags.

**4.2** Recycling changes:

Existing		From June 2017
Glass Cans Paper	<b>GreenBox</b>	Glass Cans
Cardboard	<b>GreenBag</b>	Paper Cardboard Cartons ( <b>new</b> )
Plastic	<b>GreenBag</b>	Plastic

From June, residents will be able to place cartons in their green bag for collection at the kerbside with their paper and card e.g. milk/juice/sauce cartons (Tetrapak).

**4.3** Some residents will also notice other changes as we ask them to put their bins, bags and boxes out on a different day. The vast majority of residents across Carlisle will therefore put their bins and bags out for collection on the same day each week to help reduce the potential for confusion.

**4.4** It is envisaged that new operation will see:

- 6no. refuse collection vehicles operating each day
- 6no. recycling collection vehicles operating each day
- 4no. garden waste collection vehicles operating each day in summer.

**4.5** A full re-structure of all rounds for refuse, recycling and garden waste has been undertaken to re-balance the workloads and to improve service efficiency.

**4.6 Impact on residents:**

- Approximately 70% of properties will be unaffected by the change of collection day
- All residents will be asked to sort their recycling differently (as above)
- Residents will also be asked to present their bins and bags differently to reduce 'clutter' on the street e.g.:

- One week: refuse bin + garden bin together
- Next week: recycling bags + boxes
- Residents will also be reminded of the service standards:
  - Bins to be presented with lids closed – eg no overflowing bins
  - No 'side waste'
  - No contaminated recycling / bins
- Additional properties are being added to garden waste and kerbside recycling collections where practical, currently:
  - 1,200 properties with gardens do not receive garden waste collections
  - 6,000 do not receive plastic and card
  - 3,000 do not receive green box

## 5.0 Communications

- 5.1** At the time of writing, the final touches are being made to the promotional material for residents. This will be shared at the meeting. Residents will receive information outlining the changes and how it will affect them; it will include new calendars and FAQs. The artwork / theme developed will run through our wider awareness raising campaign across a range of channels using our residents' magazine, internet, social media and the Civic Centre digital banner. Additionally, we have also booked space on local billboards and bus shelters at key locations.
- 5.2** Information packs will be prepared for Councillors. A series of meetings with ward councillors will be arranged to outline how the changes will impact on a ward by ward basis.

Timeline:	
tbc	Meetings with ward councillors
Mid – end May 2017	Information to residents mid to end May 2017
22 – 29 May 2017	Advertising on bill boards, bus shelters, digital banner
From 12 June 2017	Start of new service

## 6.0 Next steps

From April, Officers will be increasing their focus and effort to monitor collections, with activity targeted to those areas where we continue to see frequent side-waste and overflowing bins and gull sacks. This will help to increase recycling rates and improve the local street-scene.

- 6.3** An 'audit' of all properties with authorised additional refuse bins / sacks is underway. As the kerbside recycling services are extended, we will be working to reduce the number of properties allocated additional bins due to a lack of recycling.
- 6.4** Officers will also target activity to those areas where participation rates in our recycling scheme is low and work with residents to change behaviour in this regard as we aim to improve recycling rates.

## **7.0 Other improvements**

- 7.1** Other elements of the Rethinking Waste Project focussed on improvements to our depot at Bousteads Grassing. The following outcomes have been delivered:
- Refurbished staff facilities and training rooms for our frontline teams
  - Demolition of the older, disused buildings to increase capacity on site
  - Improved access control arrangements to improve site security and reduce risks through the clearer separation of people from vehicles
    - Powered vehicle gate now installed and operational
    - Separate, access control pedestrian gate also operational.
  - On site, stand-alone Wi-Fi installed to support business resilience and to improve service performance
- 7.2** A further review of high-risk collections has also been carried out to ensure we are managing risk effectively and not putting our staff or public at risk through our activities.

## **8.0 CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 8.1** Scrutiny Panel is recommended to receive the report at this time and to note the progress made.

## **9.0 CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

Continue to improve the quality of our local environment and green spaces so that everyone can enjoy living, working in and visiting Carlisle.

**Contact Officer:**            **Darren Crossley**

**Ext:**    **7004**

**Appendices  
attached to report:**

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

- **None**

**CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's -**

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**Economic Development –**

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