



CHELtenham

BOROUGH COUNCIL

Notice of a meeting of Social and Community Overview and Scrutiny Committee

Monday, 5 September 2011
6.00 pm
Pittville Room, Municipal Offices

Membership	
Councillors:	Chris Coleman, Wendy Flynn, Rowena Hay (Vice-Chair), Anne Regan (Chair), Diggory Seacome, Duncan Smith, Jo Teakle, Jon Walklett and Simon Wheeler

The Council has a substitution process and any substitutions will be announced at the meeting

Agenda

1.		APOLOGIES	
2.		DECLARATIONS OF INTEREST	
3.		AGREEMENT OF MINUTES OF MEETING HELD ON 11 JULY 2011	(Pages 1 - 8)
4.		PUBLIC QUESTIONS AND PETITIONS Public questions must be received no later than 10am on the fifth working day before the date of the meeting	
5.		MATTERS REFERRED TO COMMITTEE	
6.	6.05pm	CABINET MEMBER BRIEFING Cabinet Member Housing and Safety Cabinet Member Finance and Community Development Cabinet Member Sport and Culture	
7.	6.35pm	HRA BUSINESS PLAN Verbal update by the Assistant Chief Executive – Resources (CBH)	
8.	6.55pm	HOUSING REVIEW WORKING GROUP - UPDATE Discussion paper of Director of Resources	(Pages 9 - 28)
9.	7.05pm	REVIEW OF NEIGHBOURHOOD MANAGEMENT PROCESS Discussion paper of the Cabinet Member Finance and Community Development	(Pages 29 - 36)

10.	7.20pm	IMPROVING PARTNERSHIP STRUCTURES Discussion paper of the Policy and Partnerships Manager	(Pages 37 - 48)
11.	7.30pm	HEALTH, COMMUNITY AND CARE OVERVIEW AND SCRUTINY COMMITTEE Verbal update by Councillor Penny Hall	
12.	7.40pm	REVIEW OF HEALTHY LIFESTYLES WORK AND FUTURE PLANS Discussion paper of the Healthy Communities Partnership Manager	(Pages 49 - 52)
13.	7.50pm	CAR PARK STRATEGY - EQUALITY IMPACT ASSESSMENT Discussion paper of the Head of Integrated Transport and Sustainability	(Pages 53 - 100)
14.		COMMITTEE WORK PLAN Including scrutiny topic registration form	(Pages 101 - 108)
15.		ANY OTHER BUSINESS THE CHAIRMAN DETERMINES TO BE URGENT AND WHICH REQUIRES A DECISION	
16.		DATE OF NEXT MEETING 7 November 2011	
		BRIEFING NOTES (FOR INFORMATION ONLY) <ul style="list-style-type: none"> • Amendments to Licensing Act 2003 	

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Social and Community Overview and Scrutiny Committee

Monday, 11th July, 2011

6.00 - 7.45 pm

Attendees	
Councillors:	Anne Regan (Chair), Chris Coleman, Rowena Hay, Diggory Seacome, Duncan Smith, Jo Teakle, Jon Walklett and Simon Wheeler
Co-optees:	James Harrison and Karl Hemming
Also in attendance:	Richard Gibson (Policy and Partnerships Manager), Jane Griffiths (Director of Commissioning), Craig Mortiboys (Healthy Communities Partnership Manager), Pat Pratley (Executive Director), Klara Sudbury (Cabinet Member Housing and Safety) and Wilf Tomany (Urban Design Manager)

Minutes

1. ELECTION OF CHAIRMAN

The Vice-Chair, Councillor Hay, confirmed that Councillor Smith had resigned as Chairman of the committee; she thanked him for all of his hard work whilst in this role.

The Vice-Chair was aware that Councillor Regan was a willing volunteer.

Councillor Hay proposed Councillor Regan as Chair of the Social & Community Overview and Scrutiny Committee. This was seconded by Councillor Smith.

Upon a vote it was unanimously

RESOLVED that Councillor Regan be the Chair of the Social & Community Overview and Scrutiny Committee.

Councillor Regan took the chair and thanked members for inviting her to take the seat of Chair, of which Councillor Smith would be a 'hard act to follow'.

2. APOLOGIES

The Cabinet Member Sport and Culture had given his apologies.

3. DECLARATIONS OF INTEREST

No interests were declared.

4. AGREEMENT OF MINUTES OF MEETING HELD ON THE 9 MAY 2011

The minutes of the last meeting had been circulated with the agenda.

Upon a vote it was unanimously

RESOLVED that the minutes of the meeting held on the 9 May 2011 be agreed and signed as an accurate record.

The Chair, signed the minutes on behalf of those that had been present at the last meeting.

5. PUBLIC QUESTIONS AND PETITIONS

No public questions or petitions had been received.

6. MATTERS REFERRED TO COMMITTEE

No matters were referred to the committee.

7. CABINET MEMBER BRIEFING

Cabinet Member Sport and Culture had given his apologies.

The Cabinet Member Housing and Safety did not intend to discuss items which formed part of the agenda and raised no additional items.

No questions were put to the Cabinet Member Housing and Safety.

8. OLYMPICS 2012 UPDATE AND ASSOCIATED PROJECTS

The Chair introduced the item and remarked how exceptionally lucky the town of Cheltenham was to have been selected as part of the Torch Relay.

The Healthy Communities Partnership Manager stressed that he had endeavoured to include as much detail as possible given that he was not yet at liberty to share all of the details. He proceeded to highlight key points within the paper.

On the 18 May it was announced that Cheltenham had been selected as one of the 66 sites to host the Torch Relay which would commence from Lands End on the 19 May 2012 and embark upon a 70 day tour across the length and breadth of the UK.

Work had been underway since 2009, when a countywide proposal was submitted to attract the Torch Relay into Gloucestershire. The proposal identified Cheltenham Racecourse as the most appropriate venue to host the evening celebration within the county. At this point official confirmation that this venue would play host to the celebration was still awaited.

Thus far the only detail to have been officially confirmed was the date on which the Torch Relay would arrive in Cheltenham, Wednesday 23 May 2012. The route across the UK was as yet, unknown, this would not be publicised until next year and this demonstrated the tight parameters within which Officers were working.

In total, 8,000 Torchbearers would carry the torch, with half of those being aged between 12 and 24 years of age and all of whom would be identified through various nomination processes.

The original Olympic Legacy Working Group formed part of the 'Olympic Torch Relay Community Task Force', which now included Gloucestershire Highways, Police, local media and local representatives of the three national sponsors of the 2012 Olympics.

The cost of the evening celebration would be funded by LOCOG and the national sponsors but the financial responsibility of staging the events needed to be met locally and included the cost of policing and stewarding the celebration event, managing crowd safety along the route of the Torch Relay and the clean up operation. There would be a cost associated to CBC but a figure had not yet been established.

Item 5 onwards of the paper detailed other associated developments and/or discussions.

The following responses were given by the Healthy Communities Partnership Manager to questions from members of the committee;

- As host communities for the Torch Relay in Gloucestershire, both CBC and Gloucestershire County Council were able to nominate one guaranteed torch bearer.
- The 'Summer Sport Programme for Young People' provided a broad range of opportunities for young people aged 8 to 16/17 years, with different aspects of the programme specifically aimed at different age ranges.
- The cost of staging the event would be met by CBC and GCC and it was being suggested that the Police would not pass on the cost of policing the event.
- No association with local sponsors was permitted but volunteers would be used to steward the event.
- LOCOG had proposed a route through Cheltenham to the evening celebration venue, but did not intend to make this public until approximately 3 weeks before the event for security reasons, although for planning purposes the final route would be shared with the Task Force in the autumn. This made it difficult to justify approaching community groups across Cheltenham at this stage and raising their hopes with no guarantee of the final outcome.
- Efforts would be made to avoid main routes at rush hour, although the final decision was ultimately with LOCOG and was therefore out of the Council's control.
- At this stage it was impossible to estimate how popular the Torch Relay and evening celebration would be. The celebration would take place between 6pm and 8pm and the assumption was that the Torch Relay would be during the event. It was envisaged that the route would be animated and community groups would play a key part in this.
- Each local authority was invited by LOCOG to submit a proposal to attract the Torch Relay into their respective areas. Given the existence of the 'Olympic Legacy Working Group' it was felt that a County bid would present a stronger case in order to secure an Evening Celebration event within the county.

A member queried whether it would be possible for the committee to consider an exempt (pink) paper on the proposed route through Cheltenham, in advance of its announcement. Officers would explore whether this would be possible.

The Chair thanked the Healthy Communities Partnership Manager for an informative update despite the restrictions placed upon him.

9. BUILDING RESILIENCE IN PROVIDERS OF COMMUNITY-BASED YOUTH WORK

The Cabinet Member Housing and Safety and the Policy and Partnerships Manager introduced the paper as circulated with the agenda.

Members were aware that the financial pressures faced by GCC had driven them to withdraw from direct provision of general services for young people in Gloucestershire.

GCC agreed to invest £50k in each of the six Gloucestershire districts in 2011-12 for the delivery of positive activities for young people, by the voluntary and community sector (VCS). In addition to the GCC funding the Cheltenham Community Safety/Stronger Communities Partnership and Cheltenham Health and Wellbeing Partnership, each agreed to contribute £5k, resulting in a total fund of £60k in Cheltenham.

The draft commissioning brief attached as Appendix A of the report had been slightly amended since its circulation. The intention had been to achieve as broad criteria as possible so as not to narrow its accessibility, though admittedly this process was reliant on the submission of bids. There remained a question mark over the funding limit.

As part of the 2011-12 budget, CBC agreed to allocate a one-off sum of £50k to support the sustainable development of additional capacity and expertise within the VCS providers of community-based youth work.

The Cabinet Member Housing and Safety was happy with progress of the commissioning process to date. Four expressions of interest were received in the first instance, which culminated in three detailed proposals (two organisations made a joint proposal).

The three proposals were equally interesting and representatives of each were invited to a question and answer session and whilst not in a position to reveal the successful bidder at this time, an announcement would be made at Cabinet on the 26 May. Members were offered a brief overview of each proposal.

Councillor Teakle commented as a member of the working group that was tasked with considering the bids. Whilst she had been unable to attend the question and answer session with representatives of the three proposals, she had received a copy of the papers and had been very impressed by the quality of each of the bids. She also appreciated the difficulty of the decision faced by the group, given the diverse nature of the bids received.

The Cabinet Member Housing and Safety and Policy and Partnerships Manager gave the following responses to questions from members of the committee;

- The Cheltenham Strategic Partnership and Stronger Communities Partnership had received £48k from the Home Office, of which they had agreed to allocate £18k to address Anti Social Behaviour (ASB). The funding will be allocated by the ASB Group, to communities to implement solutions to outbreaks of ASB in their area during the summer. Members would be sent full details of the criteria in order that

they could assess whether it was appropriate to direct people to the funding.

- The ASB Group was a sub group formed by both the Community Safer and Stronger Communities Partnerships and included CBC Members, Police and VCS representatives. Full membership details would be circulated along with the funding criteria and process for the £18k ASB monies.
- Whilst GCC, in relation to the £50k they had provided, would need to endorse the criteria, allocation of the funds would be a Cabinet decision.
- Appropriate monitoring of successful bids would be undertaken and successful applicants would be made aware of their obligations in relation to performance monitoring. A summary report could be produced for consideration by the committee at an appropriate time.

The Cabinet Member Housing and Safety agreed with the suggestion of a member of the committee that, the definition of how the GCC funding could be used needed to be amended to clearly reflect what the monies could and could not be used for.

The Chair thanked the Cabinet Member Housing and Safety and the Policy and Partnerships Manager for their attendance.

10. PUBLIC ART REVIEW

Councillor Seacome, Chair of the Public Art Review Working Group introduced the report as circulated with the agenda.

The working group was formed by the Social and Community O&S Committee in September 2010, when Councillor Hay queried the effectiveness of delivery of public art in Cheltenham.

The working group discussed a range of issues and agreed upon a series of recommendations (A-J) which it considered would improve provision. He proceeded to highlight some of the recommendations.

The working group proposed that the core size of the Public Art Panel be reduced, to include co-opted members on an ad-hoc basis.

Where generally the panel was chaired by a council member, currently the Cabinet Member with a cultural brief, the working group felt that this hindered continuity and therefore proposed that the panel be chaired by an independent "lay-member".

Another recommendation was that rather than the current intermittent nature of the meeting schedule, the panel should have a regular programme of meetings within the Council's municipal calendar, with more regular ad-hoc meetings where necessary.

The working group found that funding was rarely of an adequate level to achieve the objectives and expectations of each project.

Finally, the Council had collected a number of Section 106 contributions of between £300 and £700 over the years and it had proved difficult to find suitable projects for this level of funding. The working group wanted to see

these existing monies pooled and whilst this was not possible in legal terms, advice had been that this could be further explored through contact with the relevant developers. In future there would need to be a system which enabled the collection and pooling of smaller contributions

Councillor Hay, a member of the working group expanded upon the legal advice that had been provided on the pooling of Section 106 contributions. The suggestion had been that in future, a developer could be asked to agree to their individual contribution being pooled at the planning stage. However, if negotiations did not take place at this stage, the monies could not be pooled. Where existing contributions had not yet been used, contact could be made with the developer in question to ask consent to pool the monies. There was a risk associated with this approach that the developer ask for the money back.

Members agreed that there was a misconception of what constituted public art, not necessarily a statue, etc, though admittedly the topic evoked differing opinions. A member felt that there was a need for more clarity on where the funding for public art was derived.

Members of the Public Art Review working group and the Urban Design Manager gave the following responses to questions from members of the committee;

- It was not for the working group to decide how the various appointments to the Public Art Panel would be made, this was a Cabinet decision. There were mechanisms in place for the appointment of Independent Members and this information would be circulated to Cabinet Members ahead of their meeting.
- Section 106 contributions were utilised to address the impact of a development and whilst an argument could be constructed for using the monies in the town centre, it could be difficult to justify using it in an entirely different ward.
- The report contained more detail in support of the recommendations and clearly explained what they aimed to achieve and why.

Councillor Smith highlighted Swindon Borough Council as an example of where Section 106 contributions were pooled for general use across the borough rather than limited to a specific area. He also felt strongly that Officers needed to demonstrate more innovation and use existing and future monies for other projects including play areas, etc.

James Harrison, as a member of the working group, had been struck by the level of discussion and got the impression that the Public Art Panel had, in the past been rather reactive and suggested that the aim of the recommendations was that the panel be more responsive.

Members were comfortable with the recommendations in their current form, on the understanding that Cabinet considered the comments of the committee.

Upon a vote it was unanimously

RESOLVED that the recommendations of the Public Art Review Working Group, as set out in the report to Cabinet, be endorsed by the committee

and recommended to Cabinet for approval in conjunction with the comments made by the committee.

11. TOWARDS A COMMISSIONING STRATEGY FOR LEISURE AND CULTURE OUTCOMES - PRELIMINARY ANALYSIS (JULY 2011)

Councillor Coleman offered his apologies and left the meeting.

The Cabinet Member Housing and Safety introduced the paper which she was presenting on behalf of her colleague, the Cabinet Member Sport and Culture who had been unable to attend the meeting.

She invited feedback from members prior to its consideration by Cabinet on the 26 July, before highlighting some of the conclusions which would be of particular interest to the committee.

The Leisure and Culture Commissioning Review was one of three strategic projects using the commissioning principles.

The services cost around £4million a year, with net operational expenditure running at around £2.5million a year and the net spend representing 21% of the Council's net revenue budget. The services performed well and since 2007 the net cost had been reduced by nearly £600k.

Despite the cash reduction in central government support, members have been clear that their priority was maintaining the level and quality of front-line services.

The review was set a challenging financial target of reducing the costs of the services by £690k by 2013-14, which represented approximately 30% of the net cost of the service and asked whether the current service could deliver the outcomes needed with less money.

Section 7 of the report outlined conclusions and recommendations, which rather than map out the final destination, set out the direction of travel and formed a 'roadmap' of the next steps.

The recommendations were discussed and subsequently endorsed by members of the Cabinet Member Working Group (Councillors Barnes, R. Hay, Regan, Seacome and Smith and Cabinet Member Sport and Culture).

Importantly, the report reaffirmed the Council's commitment to high quality, value for money leisure and culture provision in the town.

The council was an important provider of leisure and culture services and the public perception of these services, gained through the budget consultation last year, demonstrated that the services were held in high regard (in particular Leisure@ which was placed in the top 5 of services to protect).

Despite the fact that it has not been possible for the savings target (£690k) to be achieved in the first phase, almost a third has been identified as deliverable, mainly from Leisure@.

The Art Gallery and Museum (AG&M) would be a priority area for further focussed work, the principle reason for the AG&M having been excluded was the timing of the review alongside the outcome of the second round Heritage Lottery Fund application. Ultimately the bid was successful and the redevelopment was underway, which provided an opportunity to assess whether alternative delivery arrangements might be appropriate for the future during the period of closure.

In response to a question from a member of the committee, the Strategic Director advised that another priority of the next stage would be consultation with local partners and other stakeholders, providing an update on the review and to consult on the outcomes and priorities for future work.

There were no further questions or comments made by the committee.

The Chair recognised that the review was a sizeable undertaking and thanked those that had compiled and presented the report. The committee were aware that the review was ongoing and in its initial stages and that there were a number of further discussions to be had.

Upon a vote it was unanimously

RESOLVED that the recommendations as set out in the report to Cabinet, be endorsed by the committee and recommended to Cabinet for approval in conjunction with the comments made by the committee.

12. COMMITTEE WORK PLAN

The Chair referred members to the work plan as circulated with the agenda.

The committee requested that a briefing note on Anti Social Behaviour be prepared for consideration in the Autumn.

13. ANY OTHER BUSINESS THE CHAIRMAN DETERMINES TO BE URGENT AND WHICH REQUIRES A DECISION

There were no urgent items for discussion

14. DATE OF NEXT MEETING

The next meeting was scheduled for the 5 September 2011.

Anne Regan
Chairman

Information/Discussion Paper

Social and community overview and scrutiny committee - 5 September 2011

Housing review update report

This note contains the information to keep Members informed of matters relating to the work of the Committee, but where no decisions from Members are needed

1. Why has this come to scrutiny?

- 1.1 A housing review was initiated in response to legislative changes both to housing policy and welfare reforms. A member working group has been established including members from this committee. This report sets out some of the key issues, opportunities and challenges which have been highlighted to the review group of the reforms. The working group are not yet in a position to make formal recommendations on what actions need to be taken in response to these changes.
- 1.2 The working group is also proving to be a useful sounding board for the development of the housing revenue account business plan, which is on the agenda for the committee this evening.

2. Summary of the Issue

- 2.1 Any successful place succeeds by ensuring its residents have good homes. Shelter is a basic universal need and serves as a foundation for enabling the pursuit of broader positive outcomes for individuals through their engagement with activities, opportunities and other services.
- 2.2 The physical environment in which people live has a significant impact on both an individual's well being and that of a community at large in terms of being healthy; staying safe; enjoying and achieving; making a positive contribution and achieving economic well being. It is important for people to have access to appropriate housing; i.e. good quality, well designed, affordable and safe; in a strong community (i.e. cohesive); and free from hazards, pollution and conflict.
- 2.3 Accessing suitable housing is just the first stage, it is the on going provision and sustainability of adequate housing that enables people to undertake their daily lives, achieve positive outcomes, aims and aspirations; and also contribute and participate positively at a wider community level. Communities can then in turn increase their self-reliance, resilience and collective productivity and decrease reliance on mainstream statutory services.
- 2.4 There has recently been considerable change in relation to the planning, regulation and financial frameworks for the delivery of housing and affordable housing. The changes have been duly documented and are being analysed in terms of how they are to be implemented and delivered. However to understand the issues surrounding housing we must also look to the wider reforms and funding regimes of government

to assess the implications at a local level. The recent changes present both opportunities and challenges which are often interdependent and can create a 'domino' affect with regard to interaction with each other and the subsequent collective impact on our ability to achieve outcomes to meet the needs and aspirations of our customers.

3. Summary of evidence/information

- 3.1 Set out in the attached document are some of the issues and opportunities which arise from these reforms. Officers are currently developing a risk assessment with actions to mitigate against these risks which has been shared with the member review group but requires further work. This will form the development of a draft Cheltenham housing strategy, building on the county wide consultation which was undertaken last year. This strategy will link closely to the development of the business plan for the housing revenue account.

4. Next Steps

- 4.1 Members are asked to consider the issues paper and identify any specific issues they would wish to see addressed within an emerging housing strategy. It is proposed that once the document has been drafted and the member working group are comfortable with the direction of travel that all members will be given an opportunity to shape the document at a member seminar prior to any consideration by cabinet.

Appendices	A Issues Paper B Scale of benefit change impact
Contact Officer	Jane Griffiths, Director of commissioning, 01242 264126, jane.griffiths@cheltenham.gov.uk
Accountability	Cabinet Member Housing and Safety, Councillor Klara Sudbury
Scrutiny Function	Social and Community

Housing Review Working Group Issues Paper

Localism Bill

Context

For the government, the Localism Bill goes beyond just reforming the way councils work. It lays out its philosophy about the relationship between the state and the citizen.

The intention of the Bill is to see a radical shift in the balance of power and to decentralise power to the lowest possible level, including individuals, neighbourhoods, professionals and communities as well as local councils and other local institutions.

The Bill contains provisions which are geared to come into force from April 2012 and therefore the ultimate aim for the Bill is to receive Royal Assent in the autumn 2011.

Summary of most relevant housing related details include:

Planning System

Abolition of Regional Strategies

The Localism Bill will abolish top-down regional targets in favour of democratic local decision-making. Local Authorities will still be required to produce plan for their administrative area. Beneath this, there may be a series of Neighbourhood Plans which would need to be in general conformity with the Authority's plan and local area vision. The changes will be underpinned by a national planning policy framework.

Community Infrastructure Levy

The Bill will require local authorities to allocate a proportion of Community Infrastructure Levy revenues back to the neighbourhood from which it was raised. This will allow those most directly affected by development to benefit from it.

Local Plan Reform

Intention to give local authorities and communities greater choice and control by removing the ability of the Planning Inspectorate to re-write local plans - and by removing procedures on timetabling and monitoring. The changes will be underpinned by a national planning policy framework.

Neighbourhood Planning

The Bill will radically reform the planning system to give local people new rights to shape the development of the communities in which they live.

Social Housing Reform

Social Housing Allocations reform

The Bill will allow councils the freedom to determine who should qualify to go on their housing waiting list. The rules on eligibility will continue to be set centrally but they intend to make it easier for existing social tenants to move, by giving Local Housing Authorities the option of removing transferring tenants who are not in housing need from the scope of the allocation rules – they will no longer have to compete with those on the waiting list in housing need. The bill includes a measure for creating a National Homeswap scheme to assist in this movement between social tenants.

Reform of Homelessness legislation

The Bill will give local authorities the flexibility to bring the homelessness duty to an end with an offer of suitable accommodation in the private rented sector without requiring the household's agreement. The private sector tenancy would need to be for a minimum fixed term of 12 months. The duty would recur if, within 2 years, the applicant becomes homeless again through no fault of his or her own (and continues to be eligible for assistance).

Reform of Council Housing Finance – see detail page 11

This reform will replace the current annual centralised system for subsidising council housing and replace it with a locally run system. Under the new system, councils will keep their rental income and use it locally to maintain their homes. To achieve this, the Bill will enable a one-off payment between Government and the council to pay off loans. This will put councils in a position where they can support their stock and housing debt from their own income in future.

Reform of Social Housing Regulation

Under the plans social housing tenants will receive tools to hold landlords to account and there will be a greater role for locally elected representatives in resolving problems in their area.

Social Housing Tenure reform

Currently, social landlords are normally only able to grant lifetime tenancies. The provisions in the Bill will enable local authority landlords to grant tenancies for a fixed length (the minimum length being five years, or two years where a Registered Provider can show exceptional circumstances). Landlords will retain the power to grant lifetimes tenancies.

The localism bill places a duty on LAs to produce a Tenancy Strategy for RPs to have regard to when formulating their own policies on:

- The kinds of tenancies they grant, and
- If they grant flexible tenancies, the lengths of the terms, and
- The circumstances in which RPs should renew a fixed term tenancy

In producing this Strategy, the LA must have regard to the Homelessness Strategy and to its Allocations Policy.

Facilitating moves out of the social rented sector

The Government is keen to see that support is given to help realise social tenants' ownership aspirations, which in turn can help to enable better housing outcomes for those in need through more effective use of social rented stock. The Bill will ensure that housing association tenants who are also members (e.g. share holders) of their landlord organisation are allowed to take up incentive schemes which facilitate moves out of the social rented sector into owner occupation.

Opportunities	Challenges
<p>CIL To allocate resources to meet the localised need of the area to support the additional development</p> <p>Local Plan Reform Increased community involvement and ownership</p>	<p>CIL Need for co-ordinated planning at county and district level to identify infrastructure requirements at a localised area in relation to broader infrastructure requirements and deliverability to ensure sustainable development.</p> <p>Local Plan Reform Infrastructure and capacity to support</p>

of local development plans and therefore positive interaction and engagement with communities of new developments

Allocations and transfers

The enablement of social tenant transfers outside of the waiting list could facilitate an increase in the speed in which existing tenants could have their changing housing and wider social needs met

Homelessness

To be able to discharge duty into private rented sector may alleviate pressure on social housing and further reduce use of temporary accommodation

Flexible Tenancies

The rationale behind flexible tenancies is to give LAs and RPs more options around how to respond to local housing needs, with a view to making best use of local social housing.

In particular, it provides LAs and RPs with an opportunity to reconsider a tenant's position where that tenant's financial situation has improved significantly. In these circumstances, the RP might, with the tenant's agreement, convert the property to shared ownership.

In addition, when a household is under-occupying accommodation at the end of the fixed term, a landlord could potentially choose not to renew the tenancy because of this under-occupation. This might be seen as a mechanism for overcoming

community engagement, involvement and integration. Communities not supporting development at all and therefore limiting the opportunities for growth and economic viability.

Allocations and transfers

The challenge is to ensure we support stronger communities whilst having a balanced approach to prioritising housing needs of both existing and non social tenants for the purposes of allocating and making best use of stock.

Reducing the availability of housing stock for non-tenants in high housing need or who are homeless, is likely to place increased pressure on homelessness services, and will lead to the increased use of inappropriate temporary accommodation (such as Bed & Breakfast), particularly for homeless families seeking 3 bedroom or larger accommodation.

Where tenants believe they will have an opportunity to move to alternative or 'better' housing, they may be less willing to invest – or feel a part of – their existing neighbourhood, potentially putting at risk the stability of these local communities.

There will continue to remain a limited availability of housing stock, with a risk that tenants will be left with a false hope that they will be able to move. In reality, tenants will still need to be prioritised in some way to ensure fairness.

Homelessness

The availability of private rented sector for homeless households to access and sustain may be reduced in light of changes and impacts detailed in Welfare Reform section page 7

Flexible tenancies

Lifetime tenancies remain an option. If fixed term tenancies are introduced, then the shorter the fixed term the greater the likelihood of the following:

There will be a disincentive for households to improve their financial circumstances, if they believe they will lose their tenancy as a result. This is likely to also have a wider community impact.

Increased instability/loss of security of tenancy combined with Registered Providers evicting tenants from fixed term tenancies will increase the turn around of households in neighbourhoods and therefore threaten the stability of communities.

Fixed term tenancies combined with affordable

<p>the potential affordability issues resulting from the changes to how bedroom entitlement is to be calculated in the social housing sector, under the HB regulations see page 7</p>	<p>rents (see page 5), if not carefully considered could lead to increased difficulties in letting certain tenancies; resulting in long-term voids and potentially increased anti-social behaviour within that community.</p> <p>Evicting tenants at the end of their fixed term tenancies is likely to lead to increased homelessness – whereby the responsibility of the landlord is simply <i>to inform the tenant on where they are able to seek advice and assistance</i>. This is likely to increase demand on the housing list, as households seek to bid for alternative properties - as well as resulting in the LA ultimately picking up many of these households again as homeless.</p> <p>Managing fixed term tenancies is likely to be bureaucratic, with landlords having to monitor and assess changes in circumstances, and tenants being able to request reviews on decisions to end tenancies. Plus, there will be additional court costs associated with enforcing evictions.</p> <p>Ending fixed term tenancies will be challengeable under the Human Rights legislation, unless the landlord can demonstrate it has acted proportionately</p> <p>Changes from rented tenure to shared ownership tenure could potentially result in staircasing to 100% ownership and the loss of an affordable housing unit.</p> <p>General There is a challenge in ensuring that communities are kept informed of changes and reforms and the impact they might have.</p>
<p>Interdependencies/Impacts</p>	<p>Position to date</p>
<p>Built Environment Commissioning Project Joint Core strategy Homelessness Strategy Advice Services Supporting People Strategy Gloucestershire Homeseeker Policy (Choice Based Lettings system) Registered Providers Allocation policies & tenancy agreements Homes and Communities Agency grant funding framework Housing revenue account</p>	<p>The county Health & Well being joint commissioning card includes actions to ensure co-ordination at county and district level regarding identifying infrastructure needs.</p> <p>Joint working with districts and registered providers tentatively begun regarding scoping tenancy strategies.</p> <p>A review of Gloucestershire Homeseeker under current criteria for allocations completed.</p> <p>A private rented sector landlords forum has been established in Cheltenham.</p> <p>Working collaboratively with TBC/City on joint core strategy and infrastructure planning</p> <p>The Localism Bill is not yet finalised and some parts are still in development therefore it is difficult to set policy or strategy where there is such a void.</p>

Affordable Homes Programme 2011-2015

The Homes and Communities Agency's (HCA) Affordable Homes Programme supports that Registered Providers of social housing (RPs) will be able to set an 'affordable rent' on almost all new build and will be able to convert a percentage of their existing stock from social rent to affordable rent. The affordable rent can be set at up to 80% of the market rent and RPs will be able to determine themselves the proportion of their existing stock that is to be converted to affordable rent tenure.

Affordable rent tenure can provide an alternative funding stream for RPs that can be used to support the development of more new affordable homes in the future. In addition, it can contribute towards the development of mixed income, sustainable communities. Housing and homelessness legislation and statutory duty would still apply to RPs and Local Authorities (LAs) when allocating such affordable rent tenure properties.

The Localism Bill supports that LAs will have a choice to continue with lifetime tenancies or to introduce flexible tenancies (minimum term of 2 years) on new tenancies from April 2012. It also places a duty on LAs to produce a Tenancy Strategy to which RPs will need to give due regard when formulating their own tenancy policies.

Opportunities	Challenges
<p>Affordable Rent</p> <p>Development Opportunities to raise additional income which would support future affordable housing development where government grant funding is no longer available.</p> <p>The resources generated by increasing rents to affordable rent levels are intended to be reinvested to finance the development of further units of social housing.</p> <p>Additional development will help to increase the opportunity to raise income for the Local Authority and community from New Homes Bonus scheme.</p> <p>The Affordable Rent model is the HCA's preferred rent tenure where HCA grant funding is required to deliver a scheme. LA support for this tenure will assist in maximising the opportunity and levels of grant funding for the LA area.</p> <p>Affordability Introduction of affordable rents will provide tenure choice for customers and access to another type of affordable housing tenure that will help to meet a range of needs and support</p>	<p>Affordable Rent</p> <p>The resources generated at a district level are not ringfenced for reinvesting in the same district area and can be used to finance developments elsewhere. A registered provider's ability to reinvest in the same local area from where revenue raised could be restricted due to:</p> <ul style="list-style-type: none"> - the RPs own strategy and business case - the amount of increased rents – determined by volume of stock in any area - the ability to 'financially stack' any development which is determined on availability/cost of land, subsidy arrangements etc <p>Affordability</p> <p>'Affordable rents' may not be affordable to all households in housing need (particularly those requiring larger family homes and single room dwellings) and may result in households becoming increasingly dependent upon housing and other benefits. The Welfare Benefit Cap/benefit reforms will impact upon the affordability of rents in general.</p> <p>With affordable rent levels being higher than social rent, this may create a disincentive for households to seek employment however the Coalition Government is seeking to provide employment incentives and this may help to mitigate this issue. There may also be an increase in the number of households requiring debt advice in the longer term.</p> <p>Conversions from social rent to affordable rent</p>

<p>mixed income households.</p>	<p>tenure in existing affordable housing stock may exacerbate levels of social deprivation in areas that are already experiencing it.</p> <p>Homelessness presentations may increase with the impact of higher affordable rents. This in turn may increase the burden on existing Housing Advice staff.</p> <p>Increased void times and impact on revenue streams</p> <p>A high conversion rate from social rent to affordable rent and the provision of shorter-term tenancies, may lead to increased void times due to applicants being reluctant to move into such properties and pay more than social rent levels for similar property tenure types in the same area.</p> <p>The turnover of social housing stock may slow down or tenant's movements to certain areas may be restricted with the higher rent levels. This may adversely impact the ability to move tenants in order to complete a regeneration scheme.</p> <p>With increased rents to 'affordable rent level' there may be an increased need for debt and financial advice especially where tenants have acquired loans and debts based on their current income and social rent outgoings.</p> <p>The above issues are likely to be exacerbated if combined with flexible, particularly short-term, tenancies.</p>
<p>Interdependencies</p>	<p>Position to date</p>
<p>Welfare Reform Bill Homelessness Strategy Allocations Policy Supporting People Strategy Investment in Financial Inclusion & Financial Capability Services</p>	<p>The first round of the new HCA funding has been announced and we are working with RPs on the implications of this.</p> <p>The tenancy strategy will need to reflect the proposed changes to tenancy arrangements..</p>

Welfare Reforms

The welfare reform bill will legislate for the biggest change to the welfare system for over 60 years. The purpose of the bill is to make the benefits and tax credits systems fairer and simpler by:

- creating the right incentives to get more people into work by ensuring work always pays
- protecting the most vulnerable in our society
- delivering fairness to those claiming benefit and to the taxpayer.

In addition, the government are making significant changes to the Local Housing Allowance scheme, which began to take effect from 1st April 2011, with a view to reducing the overall cost of welfare benefits leading up to the introduction of Universal Credit in October 2013.

Another significant impact in relation to the private rented sector specifically is the ending of Private Sector Renewal funding from central government. Last year nationally PSR was £317m and this year it is zero. Traditionally this money was used for regeneration programmes, improvement grants, home improvement loans and energy efficiency grants.

Opportunities	Challenges
<p>The main elements of the Bill are:</p> <ul style="list-style-type: none"> • the introduction of Universal Credit to provide a single streamlined benefit that will ensure work always pays • a stronger approach to reducing fraud and error with tougher penalties for the most serious offences • a new claimant commitment showing clearly what is expected of claimants while giving protection to those with the greatest needs • reforms to Disability Living Allowance, through the introduction of the Personal Independence Payment to meet the needs of disabled people today • creating a fairer approach to Housing Benefit to bring stability to the market and improve incentives to work • driving out abuse of the Social Fund system by giving greater power to local authorities • reforming Employment and Support Allowance to make the benefit fairer and to ensure that help goes to those with the greatest need • changes to support a new system of child support which puts the interest of the child first. 	<p>Impact in the private rented sector</p> <p>The scale of the impacts of the benefit changes in relation to private rented accommodation and social housing in Cheltenham are detailed in the supplementary document: Scale of benefit change impact (Appendix B).</p> <p>Summary of significant challenges are: Single room rent levels extended to single under 35 year olds means that many more people will be living together in houses of multiple occupation – which in turn raises issues of stability of those individual properties and the knock on affect this can have on the wider community in terms of transitional residents and anti social behaviour issues.</p> <p>The Local Housing Allowance is to be calculated based on the 30th percentile of market rents – a reduction from 50th percentile, as was calculated previously. This change has been effective from April 2011 for new tenants, and raises challenges regarding the affordability of the</p>

	<p>private rented sector and the council's ability to access it for the purposes of discharging our homelessness duties as the intention of the changes in the localism bill (see page 3).</p> <p>These LHA changes will have an greater impact on those households requiring larger accommodation further increasing pressure on larger social rented accommodation</p> <p>Impact in the social housing sector</p> <p>The rules relating to how HB is calculated for tenants of working age who are under-occupying social housing is changing. From 2013 social housing tenants of working age will only be entitled to HB for the bedrooms they are entitled to under the HB regulations. This means that those tenants who households do not meet the HB criteria for bedroom entitlement will be deemed to be under-occupying their accommodation. This will raise challenges for rent payments and/or debt for tenants and increase movement and pressures within social housing. The scale of the issue is currently unknown as data is not held on the benefits system regarding size of social housing property.</p> <p>Cross tenure impact</p> <p>The way in which non-dependent deductions are calculated is changing, meaning that non-dependents lodging from a tenant who is claiming LHA will have to pay more to that tenant in order to meet their reduction in LHA entitlement</p>
<p>Interdependencies</p>	<p>Position to date</p>
<p>Supporting People</p> <p>The increased financial pressure, particularly on more vulnerable households, will put an increased pressure on Supporting People services. The SP Strategy will need to be continually influenced at district level to ensure a targeted early intervention and prevention approach is taken to tackling housing related support needs.</p> <p>Ending the homelessness duty by placing households into the private rented sector</p> <p>The localism bill proposes to introduce the ability for housing options to discharge its</p>	<p>Housing Options are currently reshaping their service to more closely meet the needs of private landlords, with a view to maintaining their success in preventing homelessness by continuing to house some homeless households in the private rented sector.</p> <p>Housing Options are already targeting those most likely to be affected by the LHA changes to support them in moving into more affordable alternative accommodation.</p> <p>Changes to the Allocations Policy have</p>

<p>housing duty to households accepted as homeless by offering them a 12 month tenancy in the private rented sector.</p> <p>This move will support key efforts covered below to continue to utilize the private rented sector as a means for tackling housing demand</p> <p>The Tenancy Strategy</p> <p>The proposed requirement under the localism bill for LAs to produce a tenancy strategy for RPs to have regard to, has the potential to impact on homelessness and demand for re-housing via the allocations scheme. Regard must be had, when formulating this strategy, to minimize any adverse impact on homelessness and housing lists.</p> <p>Affordable Rents and the Benefit Cap</p> <p>To consider what impact, if any, Affordable Rents could have, if implemented at the maximum levels on larger properties, on for those families who could potentially be affected by the proposed Benefit Cap.</p> <p>Improving standards in the private rented sector</p> <p>The Housing Options Service are developing initiatives to strengthen working relationships with the private rented sector. This could also be used as an opportunity to improve the standard of accommodation, through the promotion of the county-wide Accreditation Scheme.</p> <p>HRA changes</p> <p>Consider the potential for new HRA flexibilities to support and potentially commission the increased need for financial inclusion and financial capability, and also potentially support a strengthening of tenants incentive schemes to enable households affected by the underoccupation issues to move more easily.</p> <p>Allocations Scheme</p> <p>The localism bill will give LAs an opportunity to close waiting lists for those with no perceived housing need. If implemented, those who are struggling financially, but are otherwise adequately housed, could be excluded from the housing lists.</p> <p>Private Sector Renewal Funding</p> <p>The private sector house condition survey currently being undertaken will identify the</p>	<p>been agreed via the county-wide group, ensuring that sufficient priority will be given to those who need to move because of their under-occupation in social housing, and those changes will be implemented as soon as possible.</p> <p>Further changes to the Allocations Policy on bedroom entitlement cannot be made until there is further clarity from central government on what the bedroom entitlement criteria will be for claiming HB for those households in social housing.</p> <p>Housing Options and CBH are working with Gloucestershire Credit Union with a view to potentially supporting collection points within Cheltenham, and to promote the use of them thereafter.</p> <p>The advice contract expires end March 2012.</p> <p>The cutting of this financial aid will impact</p>
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extent of unsafe private sector housing in the borough. Detail obtained may provide the basis for future bidding exercises, if alternative replacement funds are identified.

on the most vulnerable in society, especially those vulnerable owners who are living in unsafe conditions. This will increase pressure on access to other forms of housing tenure, as vulnerable owner occupiers are increasingly unable to stay in their unsafe housing accommodation. The challenge in Cheltenham will be to identify other sources of funding and to prioritise remaining funds to help safeguard the most vulnerable households including the old and frail

Self Financing Housing Revenue Account

Context

Background

The existing system for council housing finance has been criticised by local authorities, tenants and housing professionals for some years. It is based on an impenetrable and volatile subsidy system that is underfunded and redistributive and does not give a stable basis for long term business planning.

The Government acknowledged these issues and commissioned a comprehensive review which culminated in a consultation process with all stakeholders in 2009. The Labour Government then published a “prospectus for the future of council housing” in March 2010 as a second stage consultation document which proposed the dismantling of the subsidy system through a self financing debt settlement. This was accompanied by a financial model to be used for the calculation of debt settlements, the assumptions used in the model and indicative figures for each authority. The deadline for consultation responses was 6th July 2010.

Following the change in Government in May 2010, the new Housing Minister allowed the consultation process to continue and indicated the Coalition would support the completion of HRA reform. In February 2011 DCLG published their proposals for the implementation of self financing with revised assumptions. This is not a consultation document as the Localism Bill currently passing through Parliament provides for the change to be compulsory for all local authorities in April 2012.

CIPFA has also published a consultation document which seeks to resolve accounting issues arising from the introduction of self financing.

Recap on March 2010 proposals

Scrap the current subsidy system through a one off debt settlement for each authority with future borrowing controlled by a debt cap. Rent increases continue to be controlled by the Government.

In the actual HRA the current annual subsidy payment would be replaced by interest charges on additional debt. The balance of those 2 figures determines the initial net impact on the authority. The key variables looking forward are assumptions about future rent levels, interest rates and need to spend.

The settlement figure for each council to be calculated as the net present value of 30 year notional cash flows using the following modelling assumptions:-

- Rent income to increase in accordance with rent restructuring policy (completion in 2015/16) followed by annual increases thereafter at RPI + 0.5%
- Management, maintenance and major repairs expenditure based on existing subsidy allocations but uplifted to provide additional funding. No provision was made for the funding of disabled adaptations.
- A base discount rate of 6.5% but also options to model 6% and 7%. The higher rate was said to provide “additional headroom to finance new build”
- No allowance for future stock losses.

Using the 6.5% discount rate the debt settlement for Cheltenham was £29.1m, taking total notional debt to £54.6m which would also be the debt cap for the authority. Actual HRA debt at April 2012 would be £47.9m giving initial borrowing headroom of £6.7m.

This debt settlement was input into our financial forecasts for Cheltenham and headline figures were presented to a joint CBC/CBH workshop on 29th June 2010. When compared to a continuance of the current subsidy system our projections indicated the settlement was affordable and provided additional resources from year 1 with the financial position improving year on year. Our need to spend on the existing stock, then estimated at a current cost of £30,500 per unit over 30 years, could be financed and still leave significant resources to finance proactive asset management or new build and/or repay debt.

February 2011 proposals

The principles of the March 2010 proposals have been confirmed but the following changes have been made to the modelling assumptions used for the debt settlement calculation:-

- The debt settlement is to be based on the 6.5% discount rate – the previous option to use 7% which would give Councils more borrowing headroom for new build has been dropped.
- The notional expenditure included in the model reflects updated subsidy allowances and now includes funding for disabled adaptations.
- The model also makes allowance for stock losses from Right to Buy (but only using DCLG forecasts of numbers) and will also exclude demolitions planned for the first 3 years after implementation (we have already responded to DCLG within their deadline of 31st March).

The principle of an HRA borrowing limit is confirmed, set at the level of the self financing valuation.

DCLG reserves the power to re-open the settlement in the future but says it will only be used if there is a major change in policy which would have a substantial, material impact on the value of the business.

No further guidance on HRA ring fence will be published – continue to operate under existing guidelines using principle of “who benefits pays”.

Impact on Cheltenham

In the notional model Cheltenham's allowances for management, maintenance and major repairs have been uplifted by 16.73% from the current subsidy levels (the national average is 14.24%).

The revised debt settlement figure is now £28.4m increasing total notional debt to £53.9m. This represents a debt per dwelling of £11,712 (national average £18,679). Actual HRA debt at April 2012 will be £47.2m giving initial headroom for further borrowing of £6.7m.

The changes to the model have produced significant variations in the debt settlements for individual authorities, some having increased by more than 30%. However for Cheltenham the net change is a reduction of only £0.7m.

There are accounting issues to resolve, particularly the allocation of currently pooled debt to the HRA, depreciation and impairment.

In summary the deal continues to look good for Cheltenham, slightly improved on the previous proposals issued last year. We have benefited substantially from the subsidy settlement for 2011/12.

Opportunities	Challenges
<p>In addition the plan should determine a strategy for the use of surplus resources with options for new build, improvement of current stock and debt repayment.</p>	<p>We now have confirmation HRA reform will be in place by April 2012 and it is unlikely there will be any further significant changes to the methodology. It is therefore essential that we have a robust implementation plan which recognises the need for the involvement of all stakeholders.</p> <p>A new HRA business plan is being progressed and will be informed by 30 year financial forecasts. As indicated above the key variables, which will be the subject of sensitivity analysis, are:-</p> <ul style="list-style-type: none"> • Future rent increases (controlled by Government policy) • Interest Rates • Need to spend on management, maintenance and major repair
Interdependencies	Position to date
<p>There are significant treasury management implications arising from these proposals and it is essential that early advice on funding decisions is obtained.</p> <p>There are accounting issues to resolve, particularly the allocation of currently pooled debt to the HRA, depreciation and impairment.</p>	<p>A joint CBC/CBH Workshop was held on 15 June to discuss more detailed elements of the situation.</p> <p>Emphasis was made that key policy decisions will have to be made to ensure implementation from April 2011.</p> <p>Consultation of tenants is planned between September and December 2011 before which key principles will need to have been agreed by Cabinet/Council.</p>

Supporting People

Context

Supporting People pays for much of the housing support that is provided to vulnerable people to help them live as independently as possible. The County Council is the Administering Authority for the programme and leads the Supporting People Partnership Board and Core Strategy Group.

The national Supporting People programme began on 1 April 2003, bringing together seven housing-related funding streams from across central government. It is now a wholly decentralised programme, administered through 152 top-tier authorities who have complete discretion over where to direct their funds to best meet local needs. From 2011/12, all Supporting People funds have been rolled into Formula Grant and allocated via the Local Government Finance Report. Services are largely delivered by the voluntary and community sector, and housing associations.

The government has advised that authorities should consider the most appropriate local arrangements, provided that they are consistent with the core requirements and objectives of the Supporting People programme. In all cases this means the Supporting People programme needs to harness a range of skills, knowledge and resources from across the Administering Authority and its partners.

Gloucestershire arrangements

The Core Strategy Group is the key policy development group within the Supporting People decision-making structure. It is also responsible for developing new policies and practices for the operation of the programme in Gloucestershire.

The Core Strategy Group Membership includes:

- Representatives from the six district housing authorities;
- Gloucestershire County Council;
- Gloucestershire Partnership NHS Trust;
- The Primary Care Trust;
- Gloucestershire Probation;
- Two representatives from provider organisations

Partnership Board - this is the decision making group for the Supporting People Programme and membership comprises:-

- Gloucestershire County Council
- Forest of Dean District Council
- Cheltenham Borough Council
- Tewkesbury Borough Council
- Stroud District Council

- Cotswold District Council
- Gloucester City Council
- Gloucestershire Probation Trust
- 2Gether NHS Foundation Trust
- Gloucestershire PCT

Housing support includes helping vulnerable people to learn the basic skills to remain in their own homes, while achieving their aspirations such as becoming a more active member of their local community. It also helps them:-

- Gain access to education, training or employment;
- Contact other services such as social care, health, doctors and colleges;
- Make sure their home is safe and secure.

Failure to sustain accommodation has considerable social costs, not only in terms of the individual affected, such as interruption from education, employment, health services, community activities, loss of informal and formal support networks, to being unsafe; but also wider community costs whereby a volume of transient residents can destabilise an otherwise strong and cohesive community. Accommodation failure also carries significant costs to the public purse, with a potential requirement for interventions from housing authorities in terms of housing options and estate management; safeguarding and critical health services.

The Supporting People programme has always been Central Government funded and although the national level of funding has largely been protected, its redistribution now as part of formula grant means that central funding for the programme is substantially reducing. The Budget Forecast agreed by the county council confirmed that a total of £7 million savings would need to be made from the recurring base budget over the 4 financial years from 2011-2 to 2014-5.

Whilst a significant reduction, this is actually a higher level of investment in the programme than the County Council is actually receiving from central government, reflecting the positive impact of much of the expenditure on the budget for adult social care, which is an agreed County Council priority.

A county wide strategy has been consulted upon and endorsed by the County Council¹

Opportunities	Challenges
<p>The Supporting People Partnership Board has committed to taking a strategic response to these changes, which involves work needed to reshape services to be more effective and efficient, by investing in early intervention and prevention. Make best use of resources by enabling access to timely and targeted brief interventions to prevent problems from becoming housing or care crises which will make better use of intensive</p>	<p>Helping partners to achieve a strategic shift to Early Intervention and Prevention in line with the Personalisation agenda requires a “corporate” response from all the partners to implementing a prevention strategy for vulnerable people, via increased early intervention and developing social capital to build greater community resilience. Need to inform and influence integrated strategic planning.</p>

¹ <http://glostext.gloucestershire.gov.uk/mgConvert2PDF.aspx?ID=4299>

<p>accommodation based services.</p> <p>The strategy seeks to address the misalignment of services informed by needs analysis – to reduce over supply and meet gaps in provision.</p> <p>Development of integrated pathways to help deliver the priority prevention outcomes of the Health and Care services, as well as Housing and Communities agendas</p> <p>To develop personalised flexible services to enable individuals to achieve positive outcomes personally and at a neighbourhood level.</p>	<p>To bring some long term stability to the core services whilst managing the radical transformation of some sectors</p> <p>To have a stable supply of quality services whilst also managing change and budgetary turbulence</p> <p>To safeguard vulnerable people during transition</p> <p>To ensure accurate and consistent communications with service users</p>
<p>Interdependencies/Impacts</p>	<p>Position to date</p>
<p>Budgetary pressures, strategic plans and commissioning frameworks of other statutory partners</p> <p>The ability of individuals to sustain their accommodation has implications for services provided by the council and CBH; most notably Housing Options services, Private sector housing, Disabled adaptations and estate management.</p>	<p>A joint workshop with SP Partnership Board, Core strategy group and providers was held in May 2011 to discuss issues regarding implementing the strategy to inform project planning</p>

Rent restrictions for under 35's

If the regulations are amended in July 2011 to extend the single room rent restriction to under 35yr olds from 1st January 2012, then the following people in the **private sector** who are aged between 25 -35 could have their rent restricted unless they fall into a protected group eg getting DLA care at middle or high rate, have 24hr carers or a non dep.

Type of tenancy	Number of tenants	Average weekly reduction in benefit
Local housing allowance	130	£50.00
Other private tenants	26	£45.00

If this restriction gets extended to **social housing** in April 2013 then potentially 150 council tenants and 245 other social landlord tenants could have their rent restricted.

Current indications seem to suggest that social landlord tenants **may not** be included in this restriction, so social housing will have an increased demand from single under 35's from next yr.

Reductions in local housing allowances

Under local housing allowance a customer's rent benefit is reviewed annually normally around the date they took the tenancy or made their claim for benefit.

Since 1st April 2011 when they hit their rent review date, if the new figure is lower we are giving them up to nine months protection at the old rate to give them time to find cheaper accommodation. The first tenants to lose their nine months protection will be in Jan 2012.

The following list is the number of customers in each category who will be more than £5.00 per week worse off when their protection period ends. This will lead to an increase demand for social housing if they can't find cheaper alternative accommodation in the private sector.

Room size	No of tenants
Bed-sit /rooms	157
One bedroom properties	382
Two bedroom properties	328
Three bedroom properties	76
Four/Five bedroom properties	16
Total	959

In addition to the above we also have 900 benefit customers who are currently on other protected private tenant schemes who may also be transferred over to Local Housing Allowance before April 2017. A number of these will also face rent restrictions.

Room restrictions in Social housing

At this stage I am unable to work out the number of social housing tenants (below pension age) who may be affected in April 2013 by these bedroom size restrictions as we do not have details of the scheme, however we will need to find new stock for those affected to move into.

Current indications are it could be a straightforward 15% reduction in rent charged if they have one extra room (£12.00 shortfall over 52 wks) and 25% reduction if two or more rooms (£20.00 shortfall over 52 wks).

Benefit / Housing statistics

Breakdown of our current housing stock by number of bedrooms

Property size	Number of properties	Average rent over 52 weeks
Bed-sit / room	64	£57.73
One bed	1325	£61.50
Two bed	1620	£69.08
Three bed	1452	£78.72
Four bed	124	£85.87
Five bed	8	£97.09
Total	4593	

- ❖ Council tenant rents are about 50 % cheaper than private rents
- ❖ 69% of council tenants get some help from Housing benefit to pay their rent so any increase in rents are covered in full by HB for these tenants.
- ❖ We paid out 10.5 million in HB benefit to council tenants last year (not including Homeless)
- ❖ Restrictions on what council’s can charge may possibly end in 2016, but we do have the option to create properties under the affordable rent scheme before then.
- ❖ Any social housing tenancies (new build or revamp) which fall into Affordable rents scheme can charge up to 80% of the market rent for a similar private property.

Number of Benefit customers getting help with their rent.

Figures below do not take into account non dependant deductions	Council	Housing Associations	Private
Over 60 on max benefit	865	277	301
Over 60 on partial benefit	309	129	137
Total of benefit customers over 60	1174	406	438
Under 60 on max benefit	1504	789	1114
Under 60 on partial benefit	488	310	1013
Total of benefit customers under 60	1992	1099	2127

Information/Discussion Paper

Social & Community Overview & Scrutiny

5 September 2011

Review of neighbourhood management process

This note contains the information to keep Members informed of matters relating to the work of the Committee, but where no decisions from Members are needed

1. Why has this come to scrutiny?

- 1.1 To keep members of scrutiny updated on the work of the council and its partners to support neighbourhood management in Cheltenham following the report to Cabinet in March 2010.

2. Background

- 2.1 In response to the establishment of the 14 neighbourhood co-ordination groups (NCGs) in Cheltenham by the Police, Cabinet on 16 March 2010 agreed to provide support to enable three regeneration partnerships to take on the co-ordination of some of the groups and to extend the scope of the meetings to address a wider range of issues with key partners and members of the community as the basis for neighbourhood management. One-off funding of £5k was offered to each organisation. Cabinet also agreed to explore similar arrangements with two parish councils; Up Hatherley and Charlton Kings.
- 2.2 In the other areas where consultation had showed that there was no appetite to change existing arrangements, it was agreed that the Police would continue to support the neighbourhood co-ordination groups but that £5k would be made available to encourage more community ownership over these NCGs.
- 2.3 It was also agreed that CBC officers would continue to act as a point of contact between CBC and the neighbourhood co-ordination group structure in liaison with elected members.

3. Progress

- 3.1 Since March 2010, there has been a significant shift away from the structure being police-led towards being community-led.
- 3.2 The table below details the current arrangements in the 14 neighbourhood co-ordination groups. Appendix A sets out current priorities relating to the 14 areas.

NCG	Progress	Funding from CBC
Leckhampton	Leckhampton Village Hall committee recently took over the co-ordination and chairing of the meetings.	£1000
Charlton Kings	Charlton Kings Parish Council took up the offer of a one-off grant to run the NCG and has renamed it Charlton Kings & Battledown Neighbourhood Management Forum. It was agreed that the boundary would include the West Ward of the parish council area.	£5000
Hatherley & Benhall	Meetings are still co-ordinated and chaired by the Police. Up Hatherley Parish Council declined to take it on.	
Tivoli	Meetings are still co-ordinated and chaired by the Police.	
Town Centre	The West End Partnership received a one-off grant to take on the running of the NCG.	£5000
Lansdown	Meetings are co-ordinated by the Police but chaired by an elected member.	
Fairview	The Fairview Community Association was recently set up and now runs the NCG meetings. A small grant has been offered to help with running costs.	Up to £1000 offered
Hesters Way, Fiddlers Green & Springbank	Hesters Way Partnership has now run 16 meetings and also runs a 6-monthly Community Soapbox meeting which is an open public meeting for all residents to feed local issues into the process. The partnership received a one off grant from CBC to run this NCG and St Marks NCG.	£5000
St Marks	Hesters Way Partnership has now run 16 meetings and also runs a 6-monthly Community Soapbox meeting as above.	
Swindon Village & Wymans Brook	Meetings are co-ordinated by the Police but chaired by Cheltenham Borough Homes.	
Whaddon & Lynworth	Oakley Regeneration Partnership co-ordinates and chairs the meetings with support from Whaddon, Lynworth & Priors Neighbourhood Project.	£5000
Pittville	Pittville was split from St Pauls and its own NCG meeting set up by the police in early 2011. It is currently police-led.	
St Pauls	St Pauls Road Area Residents Association has taken on the running of the meetings with a small grant from CBC.	£800
Prestbury	A local resident chairs the meetings and supports the police with co-ordination.	

3.3 A meeting of representatives of the 14 NCGs was held in July 2011 and a number of

positives were shared:

- The level of community leadership for the meetings is high, with only 3 of the 14 still being chaired by Police officers and with 8 of the 14 being co-ordinated by a local community organisation.
- All of the groups reported that there was good support in attending meetings and addressing issues from the Police, Borough Council and County Council. Cheltenham Borough Homes also attends relevant meetings.
- The meetings locally are seen as a good place to bring issues together and get things done.

4. Implications for Cheltenham Borough Council

- 4.1** Nine council officers act as points of contact for the 14 NCGs. They attend meetings, summarise issues for the council and co-ordinate a response in liaison with elected members. The Street Scene enforcement team also attend meetings in their patches when available, sometimes in place of the named officer to avoid duplication.
- 4.2** CBC has been involved in and led numerous community plans to address litter and fly tipping, the appearance of road blocks in Whaddon, parking issues, problems arising from new development, dog fouling and anti-social behaviour.
- 4.3** The NCGs have made a big difference to their local areas and the increased community ownership resulting from the support from CBC has led to wider community involvement and the embedding of the process into existing communication mechanisms with the community. Some examples of successes achieved recently are:
- Through the Hesters Way, Fiddlers Green and Springbank NCG, local residents were able to resolve an access issue between Howell Road and a new development (Persimmon Gardens). Through working with CBC Planning and Parks department via the named officer for the NCG and their elected member, ownership was resolved and a fit for purpose permanent barrier was erected.
 - Partnership work is ongoing through the Whaddon and Lynworth NCG to address parking and congestion issues outside the Tesco Express on Hewlett Road.
 - Hatherley and Benhall residents aired concerns about the impact of additional traffic on Hatherley Lane as a result of the new ASDA store opening and the potential for more accidents near the roundabout. The County Council lead officer was able to provide current casualty statistics and the Police and elected members agreed to send letters under the consultation on behalf of the NCG regarding traffic calming measures.
 - Hesters Way, Fiddlers Green and Springbank and St Marks NCGs have run 6 monthly Community Soapbox events over the last 12 months, organised by Hesters Way Partnership. These give NCG members an opportunity to hear issues from the wider public who want to air a concern but not commit to being an NCG member. These issues are then resolved through the NCG or by channelling them to the correct organisation. All of the soapboxes have attracted residents who have not been part of the process before.

- A number of the local organisations running NCGs use their own websites and newsletters to advertise NCG work, which means it is more widely known about.
- The NCGs provide a means to contact directly around 200 key individuals who regularly attend the meetings across the borough, as well a link to their networks. These key individuals also know how to contact service providers to alert them to issues in their community and can access funding sources, for example Community Pride, to run their own projects.

5. Next Steps

- 5.1** The guidance given to the Police about how the meetings should operate has become less stringent and therefore communities can run meetings in the way that suits them best. The number of meetings per year will depend on the area. The emphasis for Police involvement will be around harm that could be caused to communities by the issue, but other issues can still be taken on by the groups and community involvement in solutions is the goal.
- 5.2** County-wide, the work to embed neighbourhood management through the NCGs in Cheltenham is seen as best practice. Some of the groups use the meetings to look at relevant topics as well as identifying concerns for action. For example, the town centre NCG has considered the 20's Plenty initiative and Charlton Kings NCG intends to consider provision for young people at its next meeting.
- 5.3** Areas for further development were identified by the 14 NCGs at the review meeting in July:
- Finding community organisations to chair and /or co-ordinate the remaining 3 police led NCGs.
 - To explore ways that other organisations could contribute to the community engagement results that were brought to meetings and used as the basis for identifying priorities.
 - To work through Gloucestershire Stronger Safer Justice Commission to secure support for the process in terms of a named contact for each community from NHS Gloucestershire, Fire and Rescue and Gloucestershire Highways .
 - To explore measures for broadening the input to the process from a wider cross section of people, for example by using social media and improving communication about successes.
 - Creating borough-wide working groups for issues common to a number of NCGs, for example parking and dog fouling.
 - Discussing with the community 'opportunities' rather than 'issues' to give the meetings a positive focus and to move to other work for example around energy and transport.
- 5.4** All organisations that are receiving funding from the council are clear that this is one-off funding that is not built into base budgets and therefore there are no expectations that additional funding will be available. Instead, organisations seem keen to continue supporting their local NCGs into the future as they now see it as being part of their core work.

6. Summary

6.1 Following the Council's one-off investment we now have a network of neighbourhood organisations that are:-

- Coordinating a wide range of activities at street level that involve statutory bodies and community representatives in their resolution;
- Reinforcing community links by resolving issues that are relevant to local people and organisations - and thereby strengthening communities;
- Becoming more effective at holding some public sector partners to account and
- Representing local opinion on a range of practical issues.

6.2 Looking into the future there will be more opportunity for these neighbourhood groups to become influential in the commissioning of Council and other public services, but care needs to be taken not to overburden them.

Background Papers	Report to Cabinet 16.3.10
Contact Officer	Helen Down, Partnerships Officer, 01242 774960, helen.down@cheltenham.gov.uk
Accountability	Cllr John Webster, Cabinet member for community development and finance
Scrutiny Function	Social & Community Overview & Scrutiny

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NCG	Last meeting	Community Priorities / issues for action
Whaddon & Lynworth	19 May	<ul style="list-style-type: none"> Traffic issues caused by Tesco Express on Hewlett Road Impact of proposed closure of youth centre Increasing problem of people drinking in Clyde Crescent and Whaddon Rec open spaces Cars driving on grass verges and grassed open space around Alexandria Walk / Burma Ave;
Prestbury	18 May	<ul style="list-style-type: none"> Prevent and Deter initiative to focus on prevention methods to deter ASB by 14-18 year old youths. Taxi drivers using Paddocks Lane as a rat run for the Race Course in spite of it being for resident use only
Pittville	16 May	<ul style="list-style-type: none"> Support police burglary priority
St Pauls	17 May	<ul style="list-style-type: none"> Litter and dog fouling in streets between Lower High Street and St Pauls (St Pauls Street N & S, Brunswick St, Dunalley St) Anti Social behaviour with students/young people after 10.30pm Vehicle associated crime Parking on double yellow lines. Roads leading off and incl. St Pauls Road, Margaret Rd, Victoria St, Albert St, Hungerford St, Hanover St, Brunswick St, Marle Hill Parade & Wellesley Rd. The community would like to have an increased presence in the areas identified.
Leckhampton	7 June	<ul style="list-style-type: none"> HGVs ignoring weight restriction on Church Road – need for improved signage on Leckhampton rd to warn HGV drivers Removal of redundant signage – eg “new” roundabout sign on Moorend Rd which has been there for 6 yrs! Problems with firms continuing to cold-call on residents. Naunton Park Youth project to close at end of June – group agreed to keep the situation under review especially in Naunton Park.
Charlton Kings	12 May	<ul style="list-style-type: none"> Tackle emerging anti-social behaviour in parks, open spaces and allotments More frequent emptying of dog waste bins. Overgrown hedges Parking offences in East End Road
Tivoli	17 May	<ul style="list-style-type: none"> Overstaying in parking bays in front of Tivoli shops Parking in Ashford Road Supplying SmartWater kits for Lypiatt Drive
Hatherley & Benhall	26 May	<ul style="list-style-type: none"> Tackle any emerging youth related disorder in parks and open spaces as a result of cuts to the youth service Parking on pavements in Badgeworth Lane / Reddings Road Report concern to County Council about Asda and increased traffic on local roundabouts and ascertain whether traffic calming measures be included. Returning of food bins to properties – making sure they are not left all over the street.
Town Centre	13 July	<ul style="list-style-type: none"> Graffiti Issues at Grosvenor Terrace car park ASB and drinking in parks and open spaces including Jenner Gardens
Lansdown		<ul style="list-style-type: none"> Anti social behaviour on the Honeybourne Line
Fairview	23 June	<ul style="list-style-type: none"> Hewlett Road pedestrian crossing – cars crossing red lights.
Hesters Way, Fiddlers Green & Springbank	5 July	<ul style="list-style-type: none"> Drug issues at Graveney Court and Grenadier Road Traffic issues at Fiddlers Green Lane Traffic issues on Village Road Drugs issues at George Reddings Estate Springfield Park littering, dog fouling, drinking

NCG	Last meeting	Community Priorities / issues for action
St Marks	5 July	<ul style="list-style-type: none"> • Criminal damage at St Peters Square • Speeding vehicles in Malvern Road
Swindon Village & Wymans Brook	April	<ul style="list-style-type: none"> • Vehicle parking around Swindon Village school • Vehicles parking in McKensie way causing obstruction especially car transporters. • Joyriders in Gardners Lane • Dogs off lead in playing field • Allegations of drug dealing at Annecy House

Information/Discussion Paper

Social and Community O&S - 5 September 2011

Economy and Business Improvement O&S – 19 September 2011

Improving Partnership Structures

This note contains the information to keep members informed of matters relating to the work of the Committee, but where no decisions from Members are needed

1. Why has this come to scrutiny?

- 1.1** The current strategic partnership structures were agreed and implemented in 2007 to tie in with the publication of the “Our Future Our Choice” community strategy. The structure of the Cheltenham Strategic Partnership (CSP) management group supported by 6 thematic partnerships has served the borough well over the past 4 years and complemented similar county structures.
- 1.2** The demise of the local area agreement, comprehensive area assessments and the statutory obligations to produce a community strategy has given us a free-hand to re-design partnership structures that can support the commissioning and delivery of public services to meet local needs within the context of declining public sector finances.
- 1.3** With this in mind, senior officers and practitioners within the public sector and the voluntary and community sector, participated in the Partnership Improvement Programme (PIP) which met three times between March and May 2011. The sessions were facilitated by representatives from the Institute of Voluntary Action and Research as part of a programme funded by the Local Government Improvement and Development Group. The expectation was that the any new structures should address 3 key challenges:
 - Ensuring that there is greater focus/clarity around the work of the partnerships and more buy-in across partner organisations;
 - Ensuring that the new structures are simpler with less meetings so that it is more efficient for attendees and requiring less resources from CBC to support;
 - Ensuring that we are moving to joint-commissioning to meet a shared understanding of needs in Cheltenham and agreement on collective outcomes. (The CSP endorsed a borough-wide needs analysis in March 2011.)
- 1.4** As part of the final session, a draft partnership structure was proposed and was agreed by all participants. It has fewer partnerships and simplified governance arrangements; it appears to be flexible, outcomes focussed and has the potential to engage diverse groups.
- 1.5** The draft structure was endorsed for consultation purposes by Cheltenham Strategic Partnership at its meeting on 23rd June and a consultation document produced (see

appendix A) to gain feedback on the proposals.

- 1.6** The draft structure consultation document is brought to Social and Community Overview and Scrutiny Committee and Economy and Business Improvement O+S for discussion.

2. Next Steps

- 2.1** Feedback from members of Social and Community O+S committee will be forwarded to a CSP working group that is meeting on the 8th September to review consultation responses and to draft a report on the way forward that will go to the council's Cabinet meeting on Tuesday 27th September. Feedback from Economy and Business Improvement O+S will be feedback verbally to Cabinet.

Background Papers	n/a
Contact Officer	Richard Gibson, Policy and Partnerships Manager, 01242 235354, richard.gibson@cheltenham.gov.uk
Accountability	Cllr. Steve Jordan, Leader of the Council
Scrutiny Function	Social and Community O+S Economy and Business Improvement O+S

Improving partnership structures for Cheltenham – A consultation document

In 2011 senior officers and practitioners within the public sector and the voluntary and community sector, participated in the Partnership Improvement Programme (PIP) which met three times between March and May 2011. In sessions one and two, participants spent time discussing the strengths of partnership working in Cheltenham and areas where they would like to do further work to build on those strengths as part of a commitment to continuous improvement to meet local needs in the light of changing legislation.

Strengths of partnership working in Cheltenham

Partnerships between the public and voluntary and community sectors work well, because of the enthusiasm, commitment and competencies of the individuals involved in them. These qualities among the people that get involved mean that ideas developed in cross-sector partnership meetings are taken up and implemented. Representation of the voluntary and community sector is strong and well supported and understood in the public sector. There are several strong and successful partnerships from which to learn and develop cross-sector partnership working further, for example, Inspiring Families. Participants see the current spending cuts as an opportunity to create leaner partnerships that focus on meeting local needs and can deliver value for money.

A draft partnership structure

During the final PIP session, the group began looking specifically at alternative models for a new partnership structure in Cheltenham. The group discussed a number of reasons why the partnership structures need to be reviewed:

- The current partnership structures are resource intensive and more elaborate than is necessary in the new operating environment; governance can now be simplified with an emphasis on outcomes and action.
- The thematic partnerships have worked well and the individuals involved in them have a lot to offer future partnerships but the structure of partnerships could usefully change to reflect current and future priorities as set out in the Cheltenham Community Needs Analysis.

A draft structure was proposed and was agreed by all participants. It has fewer partnerships and simplified governance arrangements; it appears to be flexible, outcomes focussed and has the potential to engage diverse groups. The group identified three main issues that will need to be resolved:

- Developing a terms of reference for all parts of the new structure setting out outcomes, roles, responsibilities, accountabilities, membership and frequency of meetings.
- How will the transition be made from the existing partnership structure to the new model?
- How will the Cheltenham structure relate to county-wide partnership structures?

A draft terms of reference document has been developed and we are now seeking your views on these proposals.

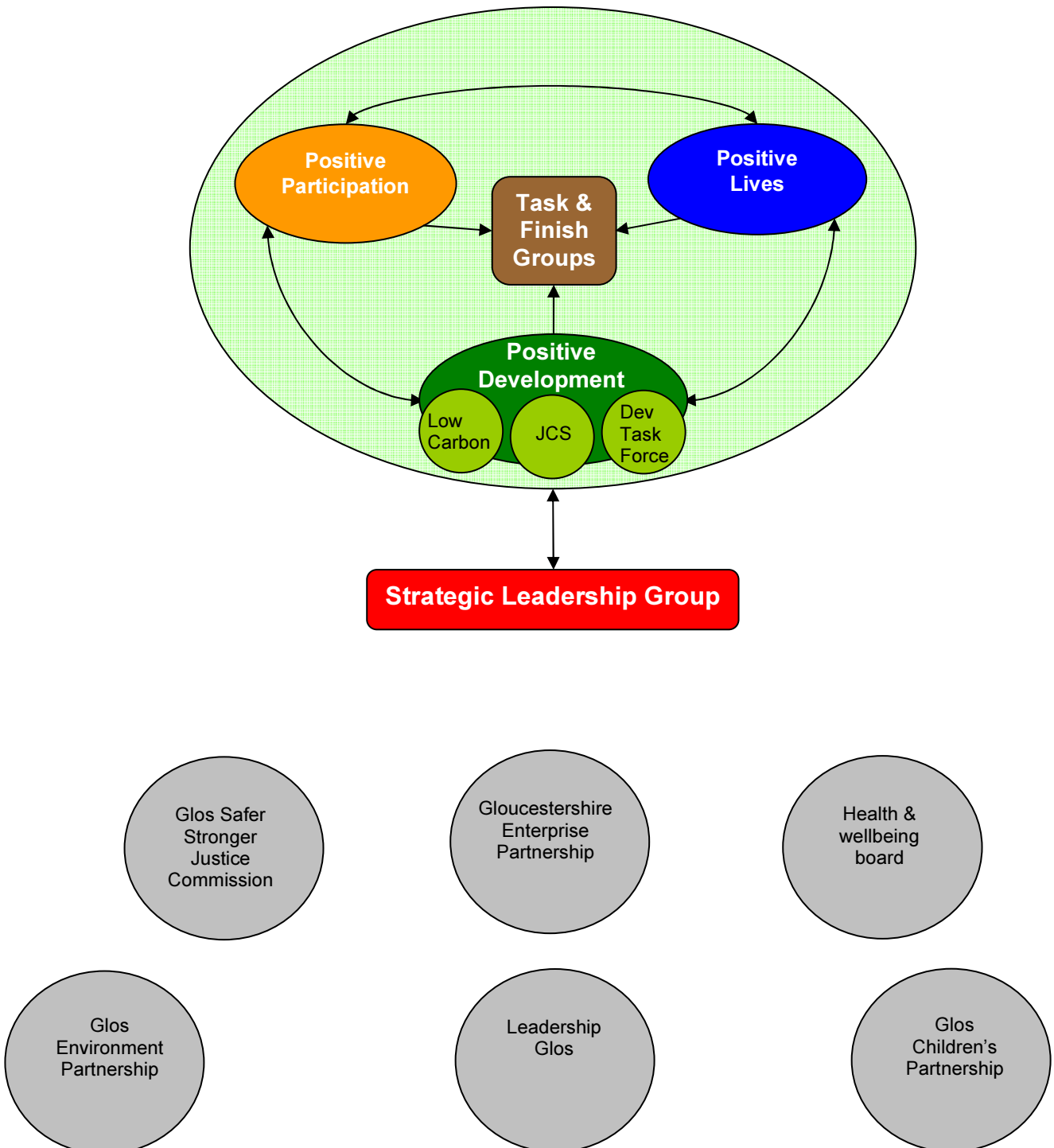
Proposed Vision and objectives

The proposed vision is for a simplified partnership structure that is easy to understand and keeps partners focussed on working together to meet local need, while making the best use of reduced resources.

The proposed objectives to deliver this vision are:

- To achieve well-governed and relevant partnership structures to deliver outcomes
- To develop better focused partnerships that deliver shared outcomes informed by needs analysis
- To build better, relevant engagement (not more engagement)

A proposed structure for partnership working in Cheltenham



Positive Participation Partnership – proposals

Proposed outcomes:

- Build stronger and resilient communities that can influence public service design and delivery
- Produce a regular needs analyses to support the Strategic Leadership Group in commissioning better public services

Proposed roles and responsibilities:

This partnership will support partner's commissioning processes by bringing together those groups/agencies that have a particular remit to work with specific communities, whether these are communities with shared needs or interests, or geographic areas. The expectation would be that partnership members would:

- Ensure that there is effective coordination of consultation and engagement activities between service providers and communities across Cheltenham, identifying and plugging gaps where appropriate.
- Collate data and information from communities (and other sources to include crime and disorder stats) to ensure that their needs and priorities are used to develop regular needs analyses.
- Share data with other partners in line with agreed info sharing protocols.
- Support public bodies understand the role that their assets can play in supporting communities in light of localism bill.
- Support capacity building activities with communities so that they are stronger and more resilient
- Work with service providers and communities to identify opportunities for community-owned solutions in line with the needs and outcomes framework.
- Work with service providers to ensure that there is an effective process for managing community budgets in line with government's expectations
- Ensure that communities understand constraints and limitations and why they can't always have everything they need.
- Support task and finish groups to address specific issues.

Proposed accountabilities:

The partnership will report both on progress and on updates to the needs analysis to the Strategic Leadership Group on a 6-monthly basis and will report as appropriate to county partnership structures.

The partnership will also be held accountable through the democratic processes of the partner organisations, particularly through Cheltenham Borough Council and Cheltenham's voluntary sector forum.

The Positive Participation Partnership will also be accountable for commissioning small community-focused pots of funding.

Proposed membership:

Membership to include representation from key areas of community work; Neighbourhood Coordination Groups, neighbourhood regeneration partnerships, Transition Towns, Tenant and resident associations, Parish Councils and agencies or individuals that could represent interest groups such as older people, children & young people, disabled people, black and minority ethnic people, sexual orientation, faith groups, etc. Membership will also include VCS representation, NHS Gloucestershire, Police, Gloucestershire County Council and Cheltenham Borough Council.

Proposed frequency of meetings:

Proposed to be every 2 months.

Positive Lives Partnership - proposals

Proposed outcomes:

- Translates needs and Strategic Leadership Group (SLG) priorities into a partnership delivery framework with appropriate resources to make things happen
- Tackle SLG priorities and achieve positive outcomes for communities by commissioning specific, time-limited task to finish groups.

Proposed roles and responsibilities:

The positive lives partnership is the doing group for the new structure, and brings together people who have the ability, resources and commitment to make things happen. It will drive the partnership commissioning process through its understanding of needs, resources, priorities and outcomes. It will mobilise, align and deploy all available resources to deliver priorities and look to community-based preventative solutions wherever possible together with the positive participation partnership.

It will also identify where gaps in service provision exists and how these could be addressed and bring forward new ways of working to overcome long-standing or complex problems.

Proposed accountabilities:

The partnership will report to the Strategic Leadership Group on a 6-monthly basis and will report as appropriate to county partnership structures.

The partnership will also be held accountable through the democratic processes of the partner organisations, particularly through Cheltenham Borough Council and Cheltenham's voluntary sector forum.

The Positive Lives Partnership will be accountable for all partnership funding allocated by partners to support the delivery of partnership projects.

Proposed membership:

VCS representation, Schools, CBC, Housing, Police, Jobcentre Plus, plus locality leads from CYPD, CACD, NHS Glos, Gloucestershire Care Services, Targeted Youth Service, 2gether Trust, Public Protection Bureau.

Proposed frequency of meetings:

Proposed to be every 2 months.

Strategic Leadership Group - proposals

Proposed outcomes:

- Sets the overall vision and direction for Cheltenham and identifying the priority outcomes for partnership working
- Ensures that there are effective working relationships between all elements of the public sector and VCS and that partnership structures are focused on delivering the vision and priority outcomes
- Ensures that the public sector is moving to a better understanding of the collective resources available (staff, finance, property, expertise etc) to deliver the vision and priority outcomes

Proposed roles and responsibilities:

The Strategic Leadership Group provides strategic co-ordination, ensuring linkages with their own organisational plans and priorities, plus other plans and bodies established at national, county and local level and agreeing a vision and priority outcomes for the area and gaining consensus about the way forward.

To develop and drive the effective delivery of the vision and priority outcomes through effective performance management and holding delivery partners to account.

To own the needs analysis and any associated strategic assessments.

Be responsible for monitoring/evaluating partnership work in Cheltenham.

Proposed accountabilities:

The Strategic Leadership Group will be held accountable through the democratic processes of the partner organisations, particularly through Cheltenham Borough Council and Cheltenham's voluntary sector forum

Proposed membership:

- Gloucestershire County Council (nominated county councillor and commissioning director)
- Cheltenham Borough Council (leader and Chief Executive)
- Gloucestershire Police (senior officer)
- Gloucestershire NHS (senior officer)
- VCS representation
- Representation from positive participation, lives and development groups.

May also include other CDRP statutory partners:

- Fire and Rescue
- Probation

Proposed frequency of meetings:

Proposed to be every 6 months – though could adopt a core and cluster model.

Positive Development - proposals

Proposed outcomes:

To ensure that there is clear link between the development and growth of Cheltenham and the aspirations and priorities of the Strategic Leadership Group.

To ensure that there is improved coordination between the key agendas of economic regeneration, climate change, health and wellbeing, travel and transport.

Proposed roles and responsibilities:

To explore how best to accommodate SLG priorities within the three key programmes of work:

- Joint Core Strategy
- Cheltenham Development Task Force
- Low Carbon Partnership

For representatives of these three programmes of work to meet every 6 months to share their short, medium and longer-term plans.

For representatives of these three programmes of work to reflect the overall vision and direction for Cheltenham and the priority outcomes within their policies and work programmes.

Proposed accountabilities:

The partnership will also be held accountable through the democratic processes of the partner organisations, particularly through Cheltenham Borough Council and Cheltenham's voluntary sector forum.

Proposed membership:

- CBC Leader and Chief Exec (JCS role)
- Development Task Force Chair and Chief Exec
- Chair Low Carbon Partnership
- Chair Cheltenham Business and Economic Partnership
- VCS representation

Proposed frequency of meetings:

Proposed to be every 6 months.

Task and Finish groups

Definition of a task and finish group

A key element of this new structure of partnership working is the ability to establish task and finish groups only as required to focus on the priorities for our communities. A working definition is as follows:

- The group has a clear remit to tackle a specific priority issue;
- The group is made up only of the right partners needed to tackle the issue;
- The group involves only the people from those partner organisations with appropriate expertise or authority;
- The group acknowledges which organisation has formal responsibility for delivery;
- The group is accountable to one of the four parts of the partnership structure;
- The group is time limited.

Examples of current sub-groups that could be continued as task and finish groups

Sub-Group	current parent partnership
Inspiring Families	Children and Young People
District safeguarding board	Children and Young People
Mental Health sub-group	Health and Wellbeing
Substance Action Group	Health and Wellbeing
Anti-social behaviour working group	Community Safety Partnership
Domestic Abuse & Sexual Violence Forum	Community Safety Partnership
Cruisers Working Group	Community Safety Partnership
Cheltenham Safe	Community Safety Partnership

How will this work in practice

Example of 'hot' issue that needs an immediate collective response

Burglary

- Crime and disorder stats reviewed every 2 months; burglary highlighted as a hot topic – recommendation that chair of PLP and PPP meet outside meetings to commission a task and finish group to come forward with proposals to tackle issue.
- T&F group undertake work and report back to PLP.

Examples of medium-term issue that needs collective action at all levels to address

Child poverty

- Data identified in the needs analysis signed off by PPP.
- Needs analysis reviewed by PLP with recommendation for action to SLG
- SLG endorse needs analysis and commitment to address child poverty as a priority outcome
- PLP translate outcome into delivery framework with consideration of all available resources
- Commission task and finish group with PPP to take forward joint actions.
- T&F group undertake work and report back to PLP.

Allocation of partnership funding

- PPP prepare needs analysis on basis of data and engagement
- Needs analysis reviewed by PLP with recommendation for action to SLG
- SLG endorse needs analysis and identification of priority outcomes
- PLP to translate outcomes into delivery framework with consideration of all available resources to include NHS, Safer Stronger, CBC, GCC and others.
- PLP sets out commissioning framework for the allocation of funding
- PLP and PPP commission a T&F group to allocate the funding against the commissioning framework.

Note: Crime and Disorder statutory functions

The 1998 Crime and Disorder Act places a statutory duty on the six 'responsible authorities' which comprise Community Safety Partnerships (CSPs) to work with other local agencies to reduce re-offending, tackle crime and disorder including anti-social behaviour and other behaviour adversely affecting the local environment as well as the misuse of substances in their area. These duties were later added to through the Police and Justice Act (2006).

The partnership is required to involve the local community in gathering information to agree local priorities, to produce a strategy to meet those priorities and to share certain sets of depersonalised information with each other to allow patterns and trends to be tracked which help the identification of local priorities. CSPs take an evidence-based approach to identifying key local priorities for the area.

The Home Office has consulted on proposals to repeal certain statutory functions relating to how the partnerships prepare their strategies and the need for the crime and disorder overview and scrutiny committees but the requirement to work in partnership is likely to remain.

Consultation response

Name	
Organisation	
Email/Tel no	

SECTION	COMMENTS
Vision and objectives	Do you have any comments to make on the proposed vision and objectives
Structure	Do you have any overall comments on the structure chart
Positive Participation	Do you have any specific comments to make on the proposed positive participation partnership?
Positive Lives	Do you have any specific comments to make on the proposed positive lives partnership?
Positive Development	Do you have any specific comments to make on the proposed positive development partnership?
Strategic Leadership Group	Do you have any specific comments to make on the proposed strategic leadership group?
Task and Finish Groups	Do you have any comments to make on the proposal to use task and finish groups?
Other	Do you have any other comments

Please return to:

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Information/Discussion Paper

Social and Community Overview & Scrutiny

5 September 2011

Review of Healthy Lifestyles work and future plans following national changes to Public Health within NHS

This note contains the information to keep Members informed of matters relating to the work of the Committee, but where no decisions from Members are needed

1. Why has this come to scrutiny?

- 1.1 In 2007/08, Cheltenham Borough Council created a post of Healthy Lifestyles Development Officer, part funded by NHS Gloucestershire. The focus of the post is to develop and support a wide range of targeted community initiatives which promote healthy lifestyles, in support of the NHS target to reduce health inequalities across the Borough.
- 1.2 The initial 3 year funding agreement ended in March 2011, although NHS Gloucestershire extended their financial contribution for a further 12 months through until March 2012. As a result of national changes within the NHS, and the movement of the public health function into top tier local authorities, funding beyond March 2012 cannot currently be confirmed. This paper aims to highlight the work carried out over the past four years, and to encourage members to support efforts to maintain the role.

Summary of the Issue

- 1.3 During 2007/08 discussions took place between Cheltenham Borough Council and the Cheltenham & Tewkesbury PCT (now incorporated into NHS Gloucestershire) with regards to building closer links between the work of the council and the public health team. This recognised the contribution that the work of a range of council services made to the wider determinants of health, and the environments within which people lived. This relationship formed the basis of the Choosing Health 2005 policy framework, which called for LAs and the NHS to adopt healthy communities and health inequalities as a shared priority.
- 1.4 Whilst the Choosing Health policy framework had implications across a range of LA services areas (including housing, transport, education, leisure and employment), the focus of the NHS match funding was to specifically support the creation of a full time Healthy Lifestyles Development Officer post, employed by CBC, which would have a focus on the following priority action areas;
 - Obesity – Physical Activity & Healthy Eating
 - Mental Health

- Sensible drinking
- Smoking Cessation & Substance Misuse
- Sexual Health

1.5 The post works closely with a range of specialists responsible for each of the above areas of public health, and facilitates partnership working in relation to healthy lifestyles work across the Borough. The post also plays an active role in the Health & Wellbeing Partnership, providing support to instigate and embed a wide range of funded projects delivered by local voluntary community groups and partner agencies.

2. Selected Highlights and Achievements

2.1 Following the flooding damage at Leisure@ in summer 2007, it was decided that the initial focus for the post should be physical activity, and the creation of a community outreach programme incorporating a range of community exercise classes, health walks and running groups. Having successfully established the community programme, links were created with health professionals and GPs to encourage patient referral into the programme. This outreach work formed the basis of the Re-Active exercise referral programme that is now being managed through Leisure@ to great success, alongside the Active Lifestyles programme which offers group exercise classes and sports activity sessions within the centre.

2.2 The Walk Well health walks programme continues to operate successfully, with 9 volunteer led walks now taking place each week throughout the year, with average of between 75 – 100 walkers taking part each week.

2.3 A number of women's running groups have also been established from various locations, which provide a safe and supportive environment for women keen to get active to exercise together. Three groups continue to operate, with more than 250 women having joined running groups over the last 2 years. The HLDO post also organised the Sport Relief charity events in 2008 and 2010, with more than 900 runners of all ages and abilities taking part in the latest event.

2.4 A healthy eating project has recently been established and delivered for targeted families in support of the Inspiring Families project. Through the initiative low income families were identified by 6 primary schools and were invited to attend a series of healthy cooking sessions led by an experienced cook. Fun healthy activities were provided for the children whilst the cooking sessions took place, and each family took home the healthy meals that they had prepared, as well as a free vegetable box and an easy to learn recipe book. A total of 21 families attended the sessions, and are now being invited to attend a celebratory event that is being hosted by the University.

2.5 Other notable successes over the past 3 years include ;

- A series of chair based exercise classes in sheltered housing units to reduce the risk of falls by older people.
- Well attended one off events linked to Mental Health Awareness and National Older Peoples Week, that have involved a wide range of partner agencies
- A number of publicity campaigns raising awareness of underage drinking, and the

dangers of smoking (linked to Cheltenham Town Football Club)

- A 6 month healthy eating project for young people that operated from the Springbank Youth Centre
- The production of a video promoting emotional health & wellbeing, featuring a gardening project that catered for patients with mental health conditions

3. Next Steps

- 3.1 Following the announcement of proposed changes within the NHS and the funding for Public Health, the position in respect of match funding for the Healthy Lifestyles Development Officer post is unclear. Officers continue to work closely with the Public Health Team to explore funding opportunities and the opportunity for council services to be commissioned to deliver targeted programmes.
- 3.2 Through the Leisure & Culture review, officers and members are also looking at building on the synergy between Leisure@ and the development outreach Sport, Play & Healthy Lifestyles Team, and will offer recommendations later in the year.
- 3.3 In the meantime, committee are encouraged to consider the success of the Healthy Lifestyles work achieved to date, and to support the continuation of related work, which will enable officers to explore a range of options looking forward.

Background Papers	Towards A Commissioning Strategy for Leisure & Culture Outcomes (Social & Community O&S, July 11 th 2011 and Cabinet 26 th July 2011)
Contact Officer	Craig Mortiboys Healthy Communities Partnership Manager 01242 775121 craig.mortiboys@cheltenham.gov.uk
Accountability	Cllr Andrew McKinlay & Cllr Klara Sudbury
Scrutiny Function	Social & Community Overview & Scrutiny

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Information/Discussion Paper

Social and Community O&S - 5 September 2011

Parking Strategy - equality impact assessment of proposals

This note contains the information to keep Members informed of matters relating to the work of the Committee, but where no decisions from Members are needed

1. Why has this come to scrutiny?

- 1.1** Parking policies and their enforcement are complex. They can confuse the public if they are not explained clearly. People often do not understand why we need parking restrictions or how they help to keep traffic moving and roads safe. Consultation and communication are the foundation of a fair and effective parking policy. They help to ensure that the public understands and respects the need for enforcement. Consultation should be an ongoing process that takes place whenever an authority proposes major changes and at regular intervals after that.
- 1.2** Operational guidance to local authorities on Parking Policy and Enforcement expects local authorities considering major changes to their parking policies to consult fully with stakeholders. As a minimum, local authorities should consult the following groups:
- those involved in the implementation and operation of parking, including the police, neighbouring local authorities, the DVLA and the Traffic Enforcement Centre;
 - wider stakeholders with an interest in parking, including businesses, motoring groups and representative organisations; and
 - those who will be affected, including residents, motorists and the general public.
- Authorities should also include socially excluded groups.

2. Summary of the Issue

- 2.1** The County Council's (GCC) parking strategy is set in the Local Transport Plan 3 (LTP3), recently published and available on GCC's web site. The Cheltenham Parking Board, a joint body with both GCC and CBC member and senior officer representation, have had tabled a discussion paper prepared by CBC "Towards a Cheltenham Parking Strategy", to be included in discussion as forming in part the localised Cheltenham parking strategy into the broader County wide parking framework.
- 2.2** As part of the need for broader consultation, Cheltenham Borough Council (CBC) with support of GCC will be seeking representations from the community in the form of consultative groups who will prepare recommendations for the localised parking strategy for Cheltenham.

- 2.3** The recommendations will be a Cheltenham specific interpretation of the County Parking Policy and will also include areas not covered by LTP 3 such as neighbourhood management, associated street-scape, accessibility issues and mobility and disability considerations.
- 2.4** Guidance sets out that authorities should design their parking policies with particular regard to:
- managing the traffic network to ensure expeditious movement of traffic, (including pedestrians and cyclists), as required under the TMA (Traffic Management Act) Network Management Duty:
 - improving road safety;
 - improving the local environment;
 - improving the quality and accessibility of public transport;
 - meeting the needs of disabled people, some of whom will be unable to use public transport systems and depend entirely on the use of a car; and
 - managing and reconciling the competing demands for kerb space of:
 - residents;
 - shops;
 - businesses;
 - visitors, especially where there are many tourist attractions and hotels;
 - pedestrians;
 - delivery vehicles;
 - buses, taxis, private hire vehicles and coaches;
 - cars;
 - bicycles; and
- motorcycles

3. Summary of evidence/information

- 3.1** As reference and background information, The Gloucestershire Third local Transport Plan (LTP3) Draft Parking and Demand Management Strategy together with the Discussion paper towards a Cheltenham Parking Strategy has been included for reference.

4. Next Steps - possible next steps for the committee to consider eg potential witnesses, further report, site visit etc.

- 4.1** It has been agreed with GCC officer representatives to organise a workshop with representation from GCC, CBC and Gloucestershire Highways (GH), the aim being to establish a working group that also considers the needs of the community where mobility and disability is of concern and that these stakeholders are considered in the broader context of street space management, parking, walking, buses, taxis etc. So that future engagements and consultation on parking schemes can benefit from an agreed understanding on the aims of developing an holistic approach to parking in Cheltenham.
- 4.2** The working group having representatives from the community and other key stakeholders is consistent with the aims as set out within the Traffic Management Act 2004 and reinforced by statutory guidance, this will greatly assist in formulating a localised and workable Cheltenham Parking Strategy.

- 4.3** Discussions have taken place with Cllr. Driver, drawing upon her experience in dealing with stakeholders within Cheltenham who have experience and understanding of the needs of mobility and disability considerations. With guidance and support from Cllr Driver representations are currently being sought to establish a working group that can provide advice and guidance in formulating a quality equality impact assessment of proposals to be put forward in developing the Cheltenham Parking Strategy.
- 4.4** One possible next step for the committee to consider could be the inclusion of a representative on the Cheltenham Parking Strategy Member working group, or receive updates from the soon to be formed mobility and disability working group.

Appendices	1. Gloucestershire Third Local Transport Plan (LTP3) Draft Parking and Demand Management Strategy (GCC). 2. Towards a Cheltenham Parking Strategy (CBC)
Contact Officer	Owen Parry, Head of Integrated Transport and Sustainability, 01242 774640, owen.parry@cheltenham.gov.uk
Accountability	Cllr John Rawson, Cabinet Member for Built Environment
Scrutiny Function	Social and Community Overview and Scrutiny Committee

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Gloucestershire Third Local Transport Plan

Draft Parking and Demand Management Strategy

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1 Introduction

This parking and demand management strategy has been prepared as a supporting document to the Draft Gloucestershire Local Transport Plan 2011-2026.

Parking is a particularly emotive issue and tends to be high on the agenda during public consultation exercises on particular transport schemes and in local parish plans.

“There is a real dilemma...between the individual’s desire to own and park a car and the collective desire to enjoy a safe and an attractive street. The neighbourhood in which we live affects fundamentally our quality of life and parking has a real impact, both positive and negative, on the way the neighbourhood looks and works. A balance between the two perspectives needs to be struck and this is only likely to happen when parking is integrated as a key component of urban design and not simply as a numerical or functional component of housing layout”.¹

It is a transport issue which can be difficult to tackle as it can bring into play the need to address the interactions between different policy areas for different stakeholders, such as:

- The provision of parking in central urban areas and Park and Ride provision;
- Parking income to local authority budgets, and the need to manage car travel demand through tariff control.
- Parking charges in relation to public transport fares

This strategy aims to set out Gloucestershire County Council’s policies, in collaboration with key stakeholders, on the management of existing parking provision in the County, and on parking standards for new developments. This document will provide a guide on parking for all modes of transport, and will address parking policies and needs in the diverse areas of the County.

1.1 Aims and objectives

In terms of the management of existing parking demand in the County and provision of parking as part of new developments, this strategy aims to outline policies and a specific action plan to help address the following objectives:

- To provide parking to support the economic growth and potential of towns and villages in the County in terms of:
 - The sheer provision of parking supply and its relative accessibility
 - The quality of the parking offer
 - The setting of appropriate tariffs
 - Visitor parking provision, including coach parking
 - Parking facilities for HGVs

¹ Car parking: What works where, English Partnerships (date to add), p4.

- To limit the environmental impact of car parking supply in towns and villages in the County in terms of:
 - Helping to achieve County targets on traffic reduction
 - The setting of appropriate tariffs in relation to public transport fares
 - Provision of appropriate cycling parking facilities and improved walking and cycling environments
- To minimise the impact of parking on the highway network, in terms of appropriate management of supply, particularly where there are competing needs, and road safety measures.

1.2 Policy context

1.2.1 National policy

National government provides policy, legislation and advice in relation to the provision and management of parking.

At a national level, Planning Policy Guidance Note 13: Transport (2001) sets out the use of parking policies, alongside other planning and transport measures, to reduce reliance on the car and to promote sustainable transport choices. It states:

“The availability of car parking has a major influence on the means of transport people choose for their journeys. Some studies suggest that levels of parking can be more significant than levels of public transport provision in determining means of travel (particularly for the journey to work) even for locations very well served by public transport. Car parking also takes up a large amount of space in development, is costly to business and reduces densities. Reducing the amount of parking in new development (and in the expansion and change of use in existing development) is essential, as part of a package of planning and transport measures, to promote sustainable travel choices”.

PPG 13 sets out that in terms of developing and implementing policies, local authorities need to:

- Ensure that levels parking provided in association with development will promote sustainable transport choices.
- Not require developers to provide more spaces than they themselves wish, other than in exceptional circumstances.
- Encourage the shared use of parking, particularly in town centres and as part of major proposals.
- Take care not to create perverse incentives for development to locate away from town centres, or threaten future levels of investment in town centres.
- Require provision of designated parking spaces for disabled people .
- Where appropriate, introduce on-street parking controls in areas adjacent to major travel generating development to minimise the potential displacement of parking where onsite parking is being limited.

Further to this, PPG13 states that local authorities should:

- Set maximum levels of parking for broad classes of development
- Adopt on-street measures to complement land use policies
- Set car parking charges to encourage the use of alternative modes

- Set appropriate levels and charges for parking, which do not undermine the vitality of town centres.
- Support public car parking control with adequate enforcement measures
- Consider resident parking schemes and other controls to avoid on-street parking in areas adjacent to developments with limited on-site parking.

In addition, PPG 13: Transport outlines the scope for Park and Ride schemes, which “in appropriate circumstances, can help promote more sustainable travel patterns, both at local and strategic levels, and improve the accessibility and attractiveness of town centres”.

Planning Policy Statement 3 (PPS3) on Housing (2006) requests that “Local Planning Authorities should, with stakeholders and communities, develop residential parking policies for their areas, taking account of expected levels of car ownership, the importance of promoting good design and the need to use land efficiently”. Notably, the predecessor document, PPG3, provides an outline maximum standard of 1.5 off-street parking spaces per dwelling, as an average provided for sustainable residential developments.

Planning Policy Statement 4 (PPS 4) on Planning for Sustainable Economic Growth, provides guidance on car parking for non-residential developments. Policy EC8 states that local planning authorities should set maximum parking standards which take account of:

- the need to encourage access to development for those without use of a car and promote sustainable transport choices, including cycling and walking;
- the need to reduce carbon emissions;
- current, and likely future, levels of public transport accessibility;
- the need to reduce the amount of land needed for development;
- the need to tackle congestion;
- the need to work towards the attainment of air quality objectives;
- the need to enable schemes to fit into central urban sites and promote linked trips;
- the need to make provision for adequate levels of good quality secure parking in town centres to encourage investment and maintain their vitality and viability;
- the need to encourage the shared use of parking, particularly in town centres and as part of major developments;
- the need to provide for appropriate disabled parking and access;
- the needs of different business sizes and types and major employers; and
- the differing needs of rural and urban areas.

Further to this, Policy EC18 outlines application of car parking standards for non-residential development. Where local parking standards are absent, maximum standards, as set out in PPG13, should be applied.

1.2.2 Regional policy

For the south west region, Regional Planning Guidance 10 (RPG10) (2001) provides the most current *adopted* policy position on parking. It states “the availability of car parking has a major influence on the choice of means of transport”, referring to studies that suggest “levels of parking can be more significant than levels of public transport provision in determining means of travel, even for locations very well served by public transport”. It goes on to state “reducing the level of parking in new development (and in the expansion and change of use in existing development) is essential in promoting sustainable travel choices”.

Specifically in RPG 10, Policy TRAN 5 on Demand Management, states:

Gloucestershire Local Transport Plan 2011 – 2026: DRAFT FOR CONSULTATION (18/02/10)

Highway authorities, local authorities and other agencies should actively manage urban car parking and make more efficient use of highway space in order to achieve a modal shift towards more sustainable transport. In particular, they should:

- adopt car parking, management and charging policies, including private non-residential parking charges where appropriate, which take into account accessibility criteria and avoid destructive competition between competing centres;
- ensure that parking provision in new development does not exceed the regional maximum parking standards as set out in the RTS;
- manage highway space safely and efficiently, on urban roads give appropriate priority to pedestrians, cyclists and public transport and take measures where necessary to discourage car use, including road user charging.

RPG10 sets out interim maximum parking standards for new development in reference to PPGs 11 and 13 and PPG3.

Subsequently, the South West Council document 'Developing a Regional Transport Strategy' (2004), makes reference to parking in terms of:

- Providing access for retail and other functions, but discouraging long stay commuters who are encouraged to switch to other modes of travel, specifically in the SSCTs (i.e. Gloucester and Cheltenham).
- Local authorities, working with stakeholders, need to plan and apply demand management measures such as congestion charging/workplace parking levies and parking strategies including charges, to reduce traffic in the SSCTs.

The interim strategy also states that "It is not practical or desirable to seek to apply a uniform set of parking standards in the South West region. The diversity of the region means that standards that might be appropriate in some of the larger urban centres may not be so in some of the SSCTs or the smaller towns and villages. There are concerns that pricing policy can serve to undermine competitiveness in smaller towns, but at the same time standards are an important tool in driving modal shift and ensuring that viable alternatives to private car use exist."

The strategy also sets out the need for local transport planning authorities to develop and deliver accessibility strategies and plans through their LTPs, which should set out detailed parking policies and standards that meet the requirements of PPG13 and reflect the geographical diversity of the area and public transport accessibility.

For the further development of demand management policies in the South West RTS, a Demand Management Policy Review (Mott MacDonald, 2004) was commissioned of the existing policies and practices adopted by local authorities. The review advised that future demand management policies should be better integrated with other transportation policies. In addition, draft policies were developed for:

- Road User Charging/Congestion Charging
- Parking Strategies
- Effective Car Use
- Management of Road Space
- Out-of-Town Centres

Parking Standards

Standards should promote sustainable transport choices. In those parts of the region (particularly the Strategically Significant Cities and Towns (SSCTs) where levels of accessibility by sustainable modes are high (or are planned to be high), lower levels of parking provision for new development should be provided.

Parking Provision

The total parking stock should be managed to reflect local circumstances and the relative accessibility by sustainable transport modes.

Parking Charges

Parking charging regimes should be designed to:

- *discourage commuting while protecting the commercial viability of town centres;*
- *avoid wasteful competition between different locations;*
- *reflect the availability of alternative more sustainable travel modes*

Demand management measures should be introduced progressively to reduce the growth of road traffic levels and congestion. This should be accompanied by a 'step change' in the prioritisation of sustainable travel measures serving these places. The range and degree of demand management measures should be determined by the functional role of the SSCT and the availability of sustainable travel modes. Priority should be given to those measures that will have the greatest impact in relieving congestion at the most congested SSCTs. Consideration should be given to the following range of measures:

- better walking and cycling measures;
- the promotion of more sustainable travel behaviour (e.g. 'Smarter Choices');
- improved facilities for public transport;
- new and expanded park-and-ride;
- improved management of road space including schemes to improve average bus speeds and high occupancy vehicle lanes;
- parking strategies included charging regimes;
- congestion charging/road pricing.

1.2.3 Local context

As Gloucestershire is a two-tier authority, responsibility for parking in the County is shared between the County Council and the six District authorities. The control and management of on-street parking and Park and Ride sites is the responsibility of the County Council as highway authority. The District Councils control and manage public off-street car parks.

1.3 Links to other Strategies in the LTP

As expressed throughout this document, there are strong links between this parking and demand strategy and other areas of the Local Transport Plan. Links and cross-policies exist with:

- Road Traffic Reduction Act
- Public Transport Strategy
- Transport and Health
- Cycling Strategy
- Freight Strategy
- Policies on Rail
- Policies on Powered Two Wheelers

In addition, there are explicit links with the six district authorities adopted local plans and emerging local development frameworks, in stating local parking standards for new residential and non-residential developments.

2 Parking and demand management

2.1 Problems and opportunities

This section aims to outline Gloucestershire’s proposed approach and policies for the management of existing and proposed public car parking provision and parking provided on the highway network. The availability of car parking can have a significant influence on travel behaviour and patterns of movement. As such, parking management plays a key role in the development of a wider transport strategy.

The County Council’s approach will be undertaken in collaboration with the District Council’s who manage off-street car parks, and in consultation with relevant stakeholders, including parish and town councils. This section also considers potential wider demand management considerations in order to meet wider transport objectives in managing car travel demand.

The management of existing parking provision raises a number of potential problems and opportunities, outlined as follows:

Potential problems	Potential opportunities
Balancing the provision of parking for economic growth and managing car travel demand for long terms sustainability.	The ability to manage parking standards in new residential and non-residential developments through planning conditions.
A lack of control over an existing high level of non-residential private car parking provision.	The local authority ability (at County and District level) to control and manage on and off-street parking through measures such as tariffs and traffic regulation orders.
The varied responsibilities for car parking management, making a consistent approach to provision and tariff setting more difficult to achieve.	The local authority ability to enforce on-street parking through the decriminalisation of parking offences.
The lack of realistic alternatives to the car in certain areas of the County, weakening the case for car parking controls to restrain car use.	Regeneration and redevelopment in urban areas provides the scope to consolidate and reassess public car parking provision.
Balancing the provision of parking in accessible locations with objectives to improve the attractiveness of the public realm.	Raise revenue for the Council to reinvest in transport services and measures

In January 2009, the County Council employed its first dedicated Parking Manager to provide a focus on the introduction, management and expansion of parking restrictions and controls across the County.

Given the split management of car parking provision in a two-tier authority, there is a strong need for close working and co-operation in the management of parking provision. Currently the County Council Parking Manager chairs a joint meeting with district parking managers every other month, with one-to-one discussions between each District and the County parking managers in the months in between.

Policy 1: *Ensure regular meetings and opportunities for discussion on parking matters are undertaken between Gloucestershire County Council and the six District Authorities, given shared parking management responsibilities.*

In addition, a strong element in the development and undertaking of parking policy and management is the need to ensure that it is applied in a way which reflects local concerns and priorities, but which is consistent across the County and is widely understood by local residents and visitors.

The diverse nature of the County, in terms of the urban area of the Central Severn Vale which includes Cheltenham and Gloucester, and the more rural districts of the Forest of Dean, Tewkesbury, Stroud and the Cotswolds, means a 'two-fold' parking strategy is required.

2.2 Public car parking in Cheltenham and Gloucester

2.2.1 Off-street parking

In developing a parking strategy for Cheltenham and Gloucester, there is a particular need to address public car parking provision catering for shoppers, visitors and employees to the city and town centres.

A total of 20 publicly available off off-street car parks were identified in Cheltenham (comprising total of 3,969 spaces), along with 20 off-street car parks in Gloucester (comprising a total of 4,463 spaces). The majority of these are operated by Cheltenham Borough Council and Gloucester City Council respectively.

A 2007 public car parking strategy for Gloucester was commissioned by the Gloucester Urban Regeneration Company (GHURC), which evaluated the weekday and weekend utilisation of public car parks in the City Centre area. City Centre wide, the study highlighted the general under-utilisation of car parks in the City, and a significant amount of capacity in a number of central car parks.

Cheltenham Borough Council is currently undertaking a survey of public car parks which will inform the level of usage of existing car parks in the central area, and the scope for consolidation of provision. This work is part of the Cheltenham Civic Pride work, aiming to improve the public realm in the town.

In addition, a significant stock of private non-residential (PNR) parking is located in Cheltenham and Gloucester, principally work or shopping related. Throughout Cheltenham and Gloucester, it is noted that significant quantities of employee parking is provided by employers, which does not encourage commuters to use alternative modes of transport for the journey to work. Shopping centres and superstores outside of the central area provide significant amounts of parking for their customers.

Given the high levels of accessibility in the urban areas of Gloucester and Cheltenham, parking policy is focussed on the encouragement of the use of public transport (bus and rail) and walking and cycling for commuter journeys and some shopping trips to reduce the need to travel by car.

Given current conditions, in terms of improving and managing public car parking provision, the following policies are outlined for Cheltenham and Gloucester:

Policy 2 Cheltenham & Gloucester public car parking provision

- Consolidate the number of existing car parks into fewer larger car parks, which provide a direct and attractive pedestrian access to the city centre.
- There should be no increase in public parking space in each urban centre over and above the existing provision.
- Seek opportunities to locate central car parks next to the primary road network to ease access and prevent traffic from using the central area of the city/town.
- Support the District Councils in identifying measures to improve the aesthetic quality and safety of off-street parking provision
- Expand the use of VMS and associated signage to direct visitors and shoppers to central short stay car parks, reducing the need for 'searching' in the central area.

Policy 3 Cheltenham and Gloucester public car parking tariffs

- Set tariffs and use marketing for central off-street and on-street car parks to give priority for shoppers and visitors.
- Set tariffs and use marketing to direct commuters to sites further away from the centre and Park and Ride sites.
- Set tariffs to make Park and Ride an attractive option for medium stay parkers too; this will help encourage inter-peak traffic on to Park and Ride.
- Closely manage car parking tariffs between Cheltenham and Gloucester to reduce competition between the two urban centres.

2.2.2 On-street parking

Gloucestershire County Council as highway authority has a key role to play in the management of on-street parking locations in Gloucester and Cheltenham.

Cheltenham has 264 pay and display parking bays, which are served by 18 machines and located within the central area. The town also has numerous shared use parking bays for permit holders and general use, and there are also numerous bays for permit holders only. Gloucester City currently has approximately 650 pay and display parking bays, which are served by 53 ticket machines and concentrated around the city centre and quayside development area.

On-street commuter parking is a particular issue in Cheltenham and Gloucester. For example, high levels of on street parking occur in the area around the shopping core, in the Bayshill and Lansdown areas of Cheltenham, where parking is currently free all day, and around Gloucestershire Royal Hospital in Gloucester. The availability of a free parking space encourages people to drive rather than consider alternative modes and, therefore, the amount of commuter parking has a direct impact on peak hour flows;

Resident parking schemes can help to address the problems associated with on-street commuter parking in residential areas. A new **Residents Parking Policy for Gloucestershire County Council** was introduced in January 2010. The policy outlines how GCC will manage requests for resident parking schemes and how these schemes will operate. It supports the implementation of parking standards appropriate to new

developments in the County. As outlined in the policy, the purpose of resident parking schemes are:

- Give priority in the use of available road space to residents
- Remove or control commuter or other parking
- Improve environmental conditions in residential areas
- Encourage the use of alternative modes of transport such as public transport, walking or cycling
- Improve the amenity value of residential areas

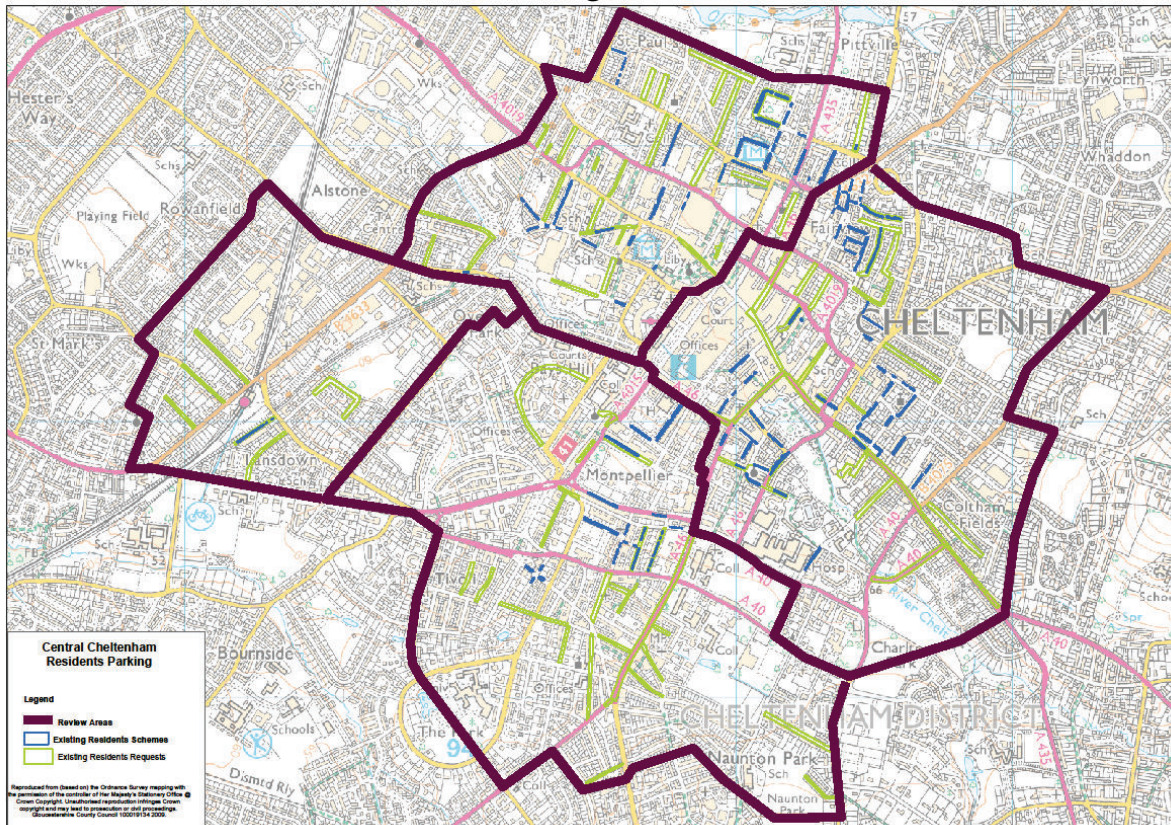
Gloucestershire’s policy on resident parking schemes outlines the following advantages and disadvantages of their application:

Advantages	Disadvantages
Discourage commuter & shopper parking in residential streets	Possible knock-on effect of re-located commuter / shopper parking
Enhanced environment in residential areas	Costs of introduction and management and payment for permits
Residents find their on-street parking is easier and more convenient	Permits do not guarantee a parking space
May improve parking and traffic management	Schemes may only manage an under-supply of spaces
May improve the management of parking from new development	Can reduce overall levels of on-street parking
Can produce road safety benefits	

In 2009, the County Council introduced a very well received Experimental Traffic Order in four discreet streets in the Barton, Tredworth area to address residents parking problems through the innovative use of parking controls. The area consists of narrow one-way streets with very little off-street parking and severely restricted on-street parking. As a result, people tend to park either partially or wholly on the pavement, restricting access to properties. The experimental order involved marking parking bays half on/half off the pavement.

Requests for parking schemes by residents will be prioritised based on consideration of the following factors:

- Meeting Local Transport Plan objectives
- The availability of and demand for kerb space
- Visitor parking pressures
- Possible effects on the surrounding area
- Community support or demand
- Planning obligations (section 106 funding)
- Supporting Local Travel Plans
- The potential size and cost of the scheme



Central Cheltenham Proposed Resident Parking Zones and Review Areas

Residents parking is a relatively complex process to design and manage and it is inevitable that different locations will require slightly different solutions. There may be considered to be broadly three types of location where residents' parking schemes could be appropriate:

- Exclusive Permit Schemes - Demand for Parking Exceeds Supply
- Shared Use bays - On-Street Parking is not restricted to Residents
- Controlled Parking Zones (CPZs)
- Pay and Display

Further details on this, the criteria for a scheme, the prioritisation of programmed schemes and specific operational information can be found in Gloucestershire's Residents Parking Policy (2010).

Policy 4 *Review and expand Cheltenham and Gloucester resident parking zones, as a comprehensive strategy to meet the needs of residents in urban areas as necessary*

Key reasons to consider the development and expansion of resident parking zones include:

- *Restriction of commuter parking around urban and employment areas*
- *Restriction of commuter parking in the proximity of rail stations*
- *Restriction of match day parking in areas around key sporting venues*
- *As a result of the Gloucester Heritage URC regeneration site plans and Cheltenham Civic Pride scheme*

The current and planned programme of resident parking schemes in Cheltenham and Gloucester is outlined in the table below:

District	Planned work
Cheltenham Borough Council	<p>Work is currently being progressed to develop a number of resident parking schemes in Cheltenham. A review of proposed schemes has been split into four areas: north, south, east and west. The eastern review area has been identified as the first area to be reviewed as it has the highest percentage of existing schemes requiring updating. The eastern review sector contains roughly a third of the requests from residents that have been received for the Cheltenham Borough.</p> <p>Work on the eastern area began in March 2010 with the remaining areas to be reviewed subsequently. Within each review area "Parking Zones" have been defined where it is thought more concentrated parking restrictions and perhaps permit parking may be appropriate.</p> <p>More detailed investigations will be undertaken into the existing parking situation in and around each of these zones and will include consultation with residents, businesses and other relevant stakeholders.</p>
Gloucester City Council	<p>Gloucestershire County Council intends to roll out the current review of residents parking to Gloucester District in the future.</p> <p>Phase one of this review is focussed upon the outer circular area of the City Centre, whilst phase two will tackle the inner circular area of Gloucester.</p>

In conjunction with the resident parking policy, the County Council is planning to extend and amend pay and display parking operations in Cheltenham and Gloucester urban areas to help increase the turnover of spaces and to deter drivers from blocking spaces in residential areas. In general, the greater the severity the parking issue, the greater the use of control measures to manage use, including the use of time limits and permit parking for spaces.

Policy 5 *Review and expand Cheltenham and Gloucester pay and display parking to meet the needs of residents in urban areas as necessary*

- *Set tariffs and use marketing for on-street pay and display parking to give priority for shoppers and visitors. This will be undertaken in conjunction with the development of Controlled Parking Zones (CPZs) in Cheltenham and Gloucester.*

Given the many and varied policies outlined for the Cheltenham and Gloucester urban areas, it is proposed that in order to ensure a comprehensive approach is being undertaken, policies 2-5 above are considered in the context of developed parking strategies for Cheltenham and Gloucester. A process which can ensure specific policies for on and off-street parking management in each urban area are considered holistically and in full co-operation with the relevant District Councils and other key stakeholders.

Policy 6 *GCC will work with Gloucester City Council and Cheltenham Borough Council to develop parking strategies for each area, to include:*

- *Capacity and utilisation of public car parks in towns and villages*
- *The balance and location of on and off-street parking provision*

2.3 Car parking in market towns and villages

Car parking is raised as a particular issue in the Area Strategy documents for Stroud, Tewkesbury, Cotswolds and the Forest of Dean Districts.

For example:

- Capacity issues in car parks in Cirencester town.
- Local trader and resident requests in towns such as Nailsworth and Dursley for more public car parking.
- Potential consolidation of public off-street car parking provision in Stroud town centre to maximise amenity and accessibility.
- Inconsiderate parking in local residential areas due to the limited highway and off-street parking capacity. These settlements were fundamentally not designed to cope with the level of cars currently experienced.
- Tourist activity in key Cotswold towns such as Moreton-in-Marsh and Bourton-on-the-Water can lead to parking issues in particular on bank holidays and during school holidays.

In particular, parking can cause acute problems for residents in surrounding neighbourhoods, can cause safety concerns on local highways, and affect the attractiveness and accessibility of market towns and villages. A large majority of parish plans place the need to address parking issues as high on their action plans.

To reflect proposed policy in the area strategies, further work is required, in conjunction with resident parking reviews, to devise area parking strategies for each district to identify ways to more effectively manage existing provision, and identify measures to improve parking in each locality, aiming to address parish and town council concerns.

This parking strategy development will also address the current and projected need for car parking, taking into account the need to encourage use of public transport, walking and cycling to key towns and villages (based upon levels of accessibility), to meet wider LTP objectives.

<p>Policy 7</p>	<p><i>GCC will work with Cotswolds District Council, Forest of Dean District Council, Stroud District Council and Tewkesbury Borough Council to develop parking strategies for each area, to include:</i></p> <ul style="list-style-type: none"> • <i>Capacity and utilisation of public car parks in towns and villages</i> • <i>The balance and location of on and off-street parking provision</i> • <i>Scope for resident parking zones to address issues in residential streets – which on a wide-scale provides the scope to remove lines and signs improving the aesthetics of rural areas</i> • <i>Parish and Town Council concerns regarding parking</i> • <i>The accessibility of public transport</i> • <i>Consideration and review of parking tariffs in public car parks in towns and villages</i> • <i>Consideration of the needs of visitor parking – discussed further in section 2.7.</i>
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The current and planned programme of resident parking schemes in Cheltenham and Gloucester is outlined in the table below:

Cotswold District Council	Gloucestershire County Council intends to role out the current review of residents parking to Cotswold District in the future. At the moment it is expected that the review will commence after July 2011.
Forest of Dean District Council	Gloucestershire County Council intends to role out the current review of residents parking to Forest of Dean District in the future. At the moment it is expected that the review will commence after May 2012.
Stroud District Council	Gloucestershire County Council intends to role out the current review of residents parking to Stroud District in the future. At the moment it is expected that the review will commence after July 2011.
Tewkesbury Borough Council	Gloucestershire County Council intends to role out the current review of residents parking to Tewkesbury District in the future. At the moment it is expected that the review will commence after May 2012.

2.4 Civil Parking Enforcement

On March 31st 2008, parking enforcement in Gloucestershire was decriminalised and is subject to the Civil Parking Enforcement powers contained within Part 6 of the Traffic Management Act 2004. The Police no longer enforce parking restrictions in the County and enforcement patrols are carried out by Civil Enforcement Officers employed by the District and Borough Councils acting with the authority of the County Council under a Service Level Agreement (SLA).

Within the County, responsibility for the provision of parking spaces and the enforcement of restrictions is split, with the County Council responsible for all 'on-street' restrictions that apply to the highway including:

- charges for parking places contained within the Highway
- the provision of Residents Parking Permit Schemes
- the issue of Penalty Charge Notices for contraventions of any parking restrictions in force on the highway
- the issuing of any dispensations or waivers as appropriate and when requested.

Parking restrictions, and therefore the enforcement of those restrictions, are designed:

- to improve traffic flow and relieve congestion;
- to ensure safety for pedestrians, cyclists and vehicles;
- to improve access to Businesses and our wider community;
- to ensure a fair use of limited parking spaces;
- to improve our environment;
- to encourage, where appropriate, the use of alternative modes of transport.

District and Borough Councils provide all 'off-street' car parking and are responsible for setting tariffs and issuing Penalty Charge Notices for the contravention of restrictions within them. The agency agreement between the District authorities and the County Council requires appropriate alignment of parking policies, tariffs and controls.

The following table provides a summary of the effects of CPE in each of the Districts. This information is taken from the document Civil Parking Enforcement in Gloucestershire

– The County Council's Annual Report on Parking 2008/09'. The effects of CPE also demonstrate the need to roll-out a programme of parking strategies for district areas to address the effects of enforcement.

<p>Cheltenham Borough Council</p>	<p>The impact of CPE has seen a positive effect on compliance rates. Despite a 3.3% drop in annual car park ticket sales compared to 2007/8, there was no fall in annual car park income (excluding car park fines). This shows that more users are complying, which is also verified by the fact that there was a significant fall in monies generated from Penalty Charge Notices issued in Off-street car parks.</p>
<p>Cotswold District Council</p>	<p>Enforcement is now spread across the District with a consistent approach to dealing with non-compliance. Compliance with on-street restrictions has greatly improved with an increase in turnover of limited waiting spaces and former bottlenecks now being kept clear. This has improved traffic flow through the towns and villages, some of which have very narrow streets and lanes. To date, the introduction of CPE has not increased the usage of car parks as anticipated. Those who previously parked in contravention have most likely dispersed into the surrounding residential areas. This has caused a ripple effect of requests for residents parking schemes in several towns but mostly Cirencester. In the main, residents and businesses have accepted the new enforcement and appreciate the positive outcomes of clearer and safer streets.</p>
<p>Gloucester City Council and Forest of Dean District Council</p>	<p>There are now 14 Civil Enforcement Officers on duty across Gloucester City and the surrounding area. In particular they have noted better compliance of on-street pay and display bays, loading bans and other waiting and restrictions.</p>
<p>Stroud District Council</p>	<p>Enforcement is now undertaken by 4 Civil Enforcement Officers who regularly patrol both on and off street parking restrictions within the District, prompting an improvement to the compliance of on street parking restrictions.</p> <p>Over the last few years town centre parking trends have varied very little, in Stroud and the introduction of CPE did not increase car park usage as anticipated. Those who previously parked in contravention have most likely found parking further out of the town centres.</p>
<p>Tewkesbury Borough Council</p>	<p>Just a little over one year into the introduction of Civil Parking Enforcement in the Tewkesbury Borough area, the team is celebrating a massive turnaround in parking compliance and improved traffic flow within the main market towns of Tewkesbury, Winchcombe, Churchdown and Brockworth.</p>

Further information is provided in the document 'Civil Parking Enforcement in Gloucestershire – The County Council's Annual Report on Parking 2008/09'

Policy 8 *Effective management of CPE in Gloucestershire in collaboration with the District Council. From previous assessments of processes, specific attention is to be given to:*

- A more effective approach to the collection of Penalty Charges to ensure the integrity of the Penalty system.
- The potential introduction of CCTV enforcement for bus restrictions and a further investigation into its potential to help enforce parking restrictions – especially around schools.
- A more effective approach to asset management, especially to the repair and maintenance of signs and lines associated with parking controls

2.5 Park and Ride

There are currently four Park and Ride sites in operation in Gloucestershire; two for Cheltenham and two for Gloucester. These are namely:

- Arle Court and Cheltenham Race Course serving Cheltenham Town Centre
- Waterwells and St. Oswalds serving Gloucester City Centre

Name of Site	Serves	Bus Service Frequency and Type	Number of Spaces	Comments
Racecourse	Cheltenham	Service D (not a dedicated service for the Park & Ride) runs every ten minutes	308	The capacity of this parking area expands significantly when the Racecourse is holding major events such as the Cheltenham Festival in March.
Arle Court	Cheltenham	Service 511 runs every 12 minutes	550	This site was expanded from 364 spaces in 2006/2007. There had been frequent occurrences of the site reaching capacity
St Oswalds	Gloucester	Service 507 runs every 12 minutes	600	Of the 600 spaces, 300 are at B&Q and 300 are at Tesco. Users pay to park and to use the bus
Waterwells	Gloucester	Service 507 runs every 12 minutes	450	-

Information on existing Park and Ride services

Gloucestershire County Council submitted a Major Scheme Bid in February 2010, which, as a central component, includes plans for a Park and Ride to serve both Cheltenham and Gloucester.

In addition to the existing park and ride sites, GCC will pursue funding from Government and developers to introduce and run new Park and Ride and transport hub sites at Elmbridge Court, West of Severn P&R, Brockworth P&R;

There is scope to improve the amenity of Park and Ride sites, particularly the duration of public transport services and the accessibility of sites by foot and by bike.

2.6 Park and Share

In 2007, a Gloucestershire Park and Share Feasibility Study was undertaken. Park & Share is comparable to car-sharing but in existing UK examples is generally intended to target commuters who travel longer distances. It can equally apply to those who live in rural areas and work and travel into cities.

The concept, like car sharing, is to meet friends or work colleagues at an agreed point, for example a car park or lay-by, and travel together to a final destination. The 'final leg' of the journey is then undertaken by car.

The intention is for the individuals participating to save on variable motoring costs such as petrol and parking. At a more strategic level the aim is to alleviate congestion on key commuter corridors. It may also give flexibility to individuals who want to Park & Ride but are precluded from doing so because the destination, i.e. Park & Ride bus stop, is not located in close proximity to their workplace.

2.7 Visitor parking

The Gloucestershire Economic Strategy 2003-2014 (Gloucestershire First) highlights the importance of tourism to Gloucestershire's economy. The document indicates that in 2002 there were 17.3 million visitor trips, 7.3 million visitor nights and around £829 million in spending. The document also highlights the importance of sustainability in maintaining the attractive qualities of the County, with the need for visitors to add value, rather than volume.

The management of visitor parking is a key aspect of this sustainability, given that many tourist attractions in the County are reached by car. As highlighted above, the Cotswolds Area Strategy highlights parking problems in key towns and villages during certain times of the year. This parking demand needs to be managed in such a way as to not detract tourists from visiting the area, but needs to consider and address concerns from local residents and issues of road safety and the aesthetics of the locality.

Visitor parking may be required for a number of varied reasons and will require context-specific treatment, such as:

- Seasonal visits to key tourist attractions in both urban and rural areas of the County
- Leisure-based visitor trips i.e. for match days at sporting events such as rugby matches at Kingsholm and the Cheltenham Gold Cup.
- Peaks in shopping during the run up to Christmas in urban areas.
- One-off festivals such as the Tall Ships in Gloucester.

As such, visitor parking should be considered explicitly as part of the development of the parking strategies for individual districts. This may include measures which prevent the need for car traffic to enter central town and village areas altogether, the use of tariffs and signing to direct users to particular car parks, or resident parking zones to enforce parking control where it may cause issues. In addition, one-off events should include a specific parking management plan which addresses the expected influx of vehicles requiring parking provision.

To note, consultation is currently being undertaken in conjunction with Resident Parking Zone consultation in Gloucester, to designate an area around Kingsholm rugby ground which will not permit match-day parking on residential streets.

Policy 10 *All area-based parking strategies to include specific consideration of the needs of visitor parking for all key tourist attractions and city/town areas. This should include specific treatment for the types of attractions and events outlined above.*

Another dimension to visitor parking is the need to provide appropriate facilities for coach operators to drop off, pick up and layover.

Outside the main urban areas, all key permanent and temporary tourist attractions need to consider the current and potential demand for coaches and provide for these accordingly. Where highway space may be considered, discussion is required with Gloucestershire County Council as highway authority.

For Cheltenham and Gloucester, given regeneration plans under the GHURC 'Magnificent Seven' programme and Cheltenham Civic Pride, there is a need to review specific coach drop off/pick up and layover to ensure coach operators and passengers are catered for appropriately. Work has already commenced on this in terms of identifying provision in Gloucester City and the Docks/Quays area, and is planned to be assessed under the Transport Board for Cheltenham Civic Pride.

Policy 11 *Produce 10 year coach parking strategies for Cheltenham and Gloucester, taking into account future development plans. This will include consideration of drop off/pick up and layover facilities for all sites requiring provision (both for permanent attractions and temporary events).*

2.8 Cycle parking

The Active Travel Strategy (Department for Transport and Department for Health, 2010) include the ambition to see 'cycle parking at or within easy reach of every public building' and 'sufficient bike parking at every rail station'. The Traffic Advisory Leaflet (TAL) 'Key elements of cycle parking provision' (May 2002) identified that 'provision of good quality cycle parking is a key element in encouraging people to cycle more'. Further to this, a study by the Automobile Association identified that 86% of cyclists interviewed stated that there was insufficient cycle parking in public spaces, and they would cycle more if secure cycle parking was available.

In particular in Gloucestershire, there is a case for cycling parking provision at rail stations such as Lydney, and improved provision in parts of Cheltenham and Gloucester centres.

Policy 12 *Ensure that all public buildings and rail stations in Gloucestershire are within reach and have sufficient bicycle parking*

In providing cycle parking, consideration should be given to a number of factors, including:

- The need to provide short term and long term parking provision for different needs of users
- Provide accessibility for cyclists and ensure they are at the end of cycle routes
- Ensure to locate provision out of pedestrian desire lines
- Ensure provision is secure and well light
- Provide signage for cycle parking

2.9 Disabled parking

To access key amenities and facilities, particularly in urban areas, there is a need to ensure appropriate and accessible parking is provided for mobility and sensory impaired people. The DfT Traffic Advisory Leaflet (TAL) 'Parking for disabled people' (May, 1995) provides specific guidance on ensuring the parking needs of disabled groups is met. The ease with which they can reach their destination by car will ultimately be determined by the ease with which they can park.

In particular, the TAL/95 provides specific information on the distance disabled parking bays (primarily off-street) should be from major destinations for different types of disability. It also provides guidance on provision and enforcement of disabled bays, specifically outlining a guide of 3 bays or 6% of total capacity (whichever greater) for car parks up to 200 bays, and 4 bays plus 4% of the total capacity for car parks over 200 bays. Further guidance is provided in The Institute of Highways and Transportation 'Guidelines Reducing Mobility Handicaps' (1991).

In terms of permitted use of disabled parking and accessible locations for disabled users, the blue badge scheme is one initiative to improve accessibility and equality. Notably, for those eligible for a blue badge, they are permitted to park on single or double yellow lines for up to three hours, except where there is a ban on loading or unloading. In addition, they may park for free at on-street parking meters – a time limit may be enforced. Further details on the scheme is provided in 'The Blue Badge Scheme Local Authority Guidance' (England) (DfT, 2008). The scheme applies specifically to on-street parking locations.

The Disability Discrimination Act (DDA, 1995) requires service providers to take steps to ensure disabled people do not find it impossible, or unreasonably difficult, to enjoy the service on the same basis as non-disabled people. Therefore, as well as providing disabled parking spaces, there is a need to ensure they are accessible for disabled users. The document 'Inclusive Mobility' (DfT, 2002) provides guidance on access to pedestrian and transport infrastructure, including information on parking.

Given the specific need to appropriately provide for disabled people to key trip destinations, consideration is required to the current and future provision of blue badge parking in key urban centres in the County.

Policy 13 *Develop disabled parking strategies for each of the key urban centres which includes:*

- *Specific allocation of spaces off-street in public car parks as per TAL guidance*
- *Ensuring appropriate accessibility to parking bays for users*
- *Consultation with specific equality/user groups*
- *Consideration and expansion of shopmobility services as necessary*

Further to this, the fraudulent use of blue badges is a major issue and requires more effective enforcement. Gloucestershire County Council has recently undertaken a scheme to assess blue badge use in Cheltenham and Gloucester. The research found that compliance of the use of blue badge's was high compared with places such as London. 15-20% of users were found to not be compliant from the initial findings of the study.

Following this work, a County-wide task force is being set up with representatives from the County Council, District authorities and Police. This task force will develop an anti-fraud strategy with specific measures to instigate future enforcement activity.

Policy 14 *Set up a County-wide blue badge task force which will:*

- *Include representatives from the County Council, all District authorities and the Police*
- *Develop an anti-fraud strategy with specific enforcement measures to be implemented*
- *Meet on a quarterly basis*

2.10 Parking at Railway Stations and transport hubs

The Great Western Route Utilisation Strategy (RUS) (March 2010) refers to the draft RSS for the South West which raises the need for enhanced car parking capacity at rail stations. The strategy highlights that the lack of station car parking capacity is a widespread issue with car park occupancy data identifying that 18% of car parks within the RUS area being at 100% utilisation, with a further 41% of car parks with utilisation of over 75%. It is “thus a key issue if access to the network is not to be deterred suppressing future passenger demand”.

The Great Western RUS states that “Network Rail, with the station operator, will continue to review and assess opportunities for increasing car park capacity at all stations across the RUS area”. There is also a forthcoming Stations RUS which is targeted to review all long-term car parking plans and the upgrading of station facilities.

Policy 15 *GCC will liaise with Network Rail and station operators as required as part of the review and assess opportunities for increasing car park capacity at stations across Gloucestershire.*

Associated with this, there is a need to ensure appropriate parking provision is in place (both temporary and long term, at other types of transport interchange based upon demand.

2.11 Heavy Goods Vehicle (HGV) parking

The DfT Strategy for Lorry Parking Provision in England ((2009) recognises that the provision of lorry parking facilities is a vital service that supports road freight operations and its growth. Supporting road freight in Gloucestershire is, and will be, imperative to improving the quality of life for both freight operators, and communities impacted by their movements.

Reference is made to Section 7 of the Freight Transport and HGV management strategy and the stated policies under F7.1 and F7.2. In summary, it is recognised that there is a need for more secure HGV parking in Gloucestershire, with appropriate supporting facilities, with some residential areas experiencing problems of overnight HGV parking.

Policy 16 ***Cross policy link with the LTP freight strategy:***

Policy F7.1 aims to ensure that:

- *Identify potential sites for secure parking facilities*
- *Identify ways to enhance HGV parking provision at customer premises*
- *Designate HGV lay bys for long stay, short stay, overnight and day time usage*

Policy F7.2 aims to ensure that:

- *HGV parking is shown on future Advisory Freight Route Maps*

2.12 Other demand management measures

In conjunction with parking policies, this strategy also provides a brief outline of demand management measures. Specific measures being implemented in the County include:

- Development of a Gloucester City Car Club scheme (particularly in relation to Resident Parking Policy)
- County-wide permits for 'Band A' vehicles which permit free of charge parking for the first hour at pay and display parking locations. In addition, 'Band A' vehicles also can purchase half price resident parking permits.
- Development of bus stop clearways across the County

3 Parking standards for new developments

This section aims to provide specific guidance on proposed parking standards for residential and non-residential developments for cars, bicycles, motorcycles, disabled parking, HGVs and coaches. . Structure Plan Policy T.8 requires parking standards to be co-ordinated on a County-wide basis, in order to discourage reliance on the car, promote the use of alternative modes of transport, and avoid peripheral areas gaining advantage over town centres, or competition between centres.

Broadly the districts of Cheltenham, Cotswold, Gloucester and Stroud have produced parking standards for new developments in their local plans which are in line with Gloucestershire Local Transport Plan 2 standards. In the Cotswolds, more restrictive standards have not been set for the District, partly in recognition of the high car dependency of the District, but mainly because any reduction in car parking provision would best be negotiated on a case-by-case basis depending on the type, location and accessibility (existing and potential) of the development.

The Districts of Tewkesbury and the Forest of Dean have produced standards in their local plans which differ more significantly from LTP 2 standards. In particular, Tewkesbury Borough Council apply different maximum parking space standards for dwelling units with different numbers of bedrooms.

In support of parking standards for both residential and non-residential developments, developers will be required to introduce parking controls at their expense to manage displaced parking into surrounding areas. They may also be required to produce a travel plan to encourage more sustainable travel behaviour at the site.

As a precursor to a discussion of specific standards across Gloucestershire, it is recognised that the Central Severn Vale area, given the level of development and accessibility to employment, retail and facilities, provides the greatest scope to encourage travel by other means than the car. As such, it is proposed that in setting parking standards, they may be more stringent in this area, and this will assist in managing traffic growth and congestion in this part of the County.

3.1 Parking standards for private residential developments

As raised in the introduction to this strategy, parking can be a contentious issue and is commonly raised as a significant problem during transport and local scheme related consultations and parish plans.

The Manual for Streets: evidence and research document (TRL, 2007), involved the collection of primary data at twenty survey sites to examine relationships between geometry, the environment, speed and casualties. As part of this work, resident surveys were undertaken which highlighted that parking issues were the most frequent issue disliked by respondents, which included specific issues such as:

- Problems with finding a parking space
- Other people parking inconsiderately
- Problems with residents using designated parking spaces

Further to this, unmanaged parking in residential environments can cause a whole host of issues, such as:

- Access issues to properties
- Road safety
- Difficult driving conditions
- Blocked paths
- Visibility obscured
- Congestion caused by narrow roads

PPG13 standards of an average of 1.5 spaces per dwelling for residential developments has been recognised as being potentially inadequate in a number of new developments. A lack of adequate provision has led to overspill on to residential streets and footways, causing resident concerns and highway safety issues.

The table below has been extracted from the Transport Statistics Great Britain 2009 (Department for Transport). This table shows the continued growth of car use, and more pertinently to parking, car ownership, in scenarios up to 2025.

7.5 Forecasts of road traffic in England and vehicles in Great Britain:¹ 2010-2025

	Index: 2003 = 100			
	2003	2010	2015	2025
Vehicle kilometres: England:				
Cars and taxis	100	103	115	130
Goods vehicles ²	100	99	106	114
Light goods vehicles	100	111	132	163
Buses and coaches	100	100	100	100
All motor traffic (except two wheelers)	100	104	117	132
Car ownership: Great Britain:				
Cars per person	100	107	110	116
Number of cars	100	111	119	133

1 The traffic forecasts are central forecasts taken from the Department's Road Transport Forecasts for England 2008. The paper also contains: a forecast range reflecting uncertainties in the key forecasting assumptions that affect travel demand; and a break down of the forecasts by region.
 2 Over 3.5 tonnes gross vehicle weight.
 3 Car Ownership Data is taken from TEMPRO (Ver 5.4).

020-7944 6197
 The figures in this table are outside of the scope of National Statistics
 Source - Integrated Transport, Economics

As a result, it is increasingly being recognised that we need to manage car use, rather than seek to control car ownership.

Current residential standards as taken from Gloucestershire's Second Local Transport Plan 2006-2011 are outlined as 1.5 spaces per dwelling on average as a maximum. Given the concerns raised above, this approach needs to be fully reviewed.

As set out in 'Residential Car Parking Research' (DCLG, May 2007), it has identified that the following factors have a significant influence on car ownership and car parking demand:

- Dwelling size, type and tenure;
- Dwelling location;
- Availability of allocated and unallocated parking spaces;
- Availability of on- and off-street parking;

- Availability of visitor parking; and
- Availability of garage parking.

Further guidance on parking provision in new developments is provided in 'Car parking'; what works where' (English Partnerships, May 2006).

Policy 17 ***Review and appraise residential parking standards for Gloucestershire to meet the needs of housing development sites across the County***

There are other approaches being explored by local authorities to adjust the current standards for residential developments. More specifically there are debates around the level of allocated and unallocated provision in new developments, to manage demand for spaces.

In particular, Dorset County Council, in conjunction with WSP and Phil Jones Associates, are developing a new set of standards for residential parking using accessibility criteria and factors outlined in 'Residential Car Parking Research' (DCLG, May 2007) above.

Essex and Kent County Councils have followed an approach of setting minimum parking standards.

Each potential approach will be explored as part of the review and appraisal process which seeks to learn from past experiences in the County.

Recommendations for the design of on-street parking in residential areas are set out in 'Manual for Streets' (March 2007).

3.2 Parking standards for private non-residential developments

At this stage, for non-residential uses, the standards for Local Transport Plan 2 are set out in the tables below. The first table shows the maximum car parking standards applying to those land uses for which maximum car parking standards are set in national and regional planning guidance, with the addition of large hotels.

Land Use (gross floor space)	PPG13 Standard	RPG10* Standard	Standards within Gloucestershire	
			Cent Svn Vale / Other TCs	Elsewhere
A1 Food retail over 1000sq m	1 / 14 sq m	1 / 14 sq m	1/18 sq m	1 / 18 sq m
A1 Non-food retail over 1000 sq m	1 / 20 sq m	1 / 20 sq m	1 / 22 sq m	1 / 22 sq m
B1(a)&(b) Office / R&D over 1000 sq m	1 / 30 ** sq m	1 / 30 sq m	1 / 42 sq m	1 / 35 sq m
B1(c) / B2 Industrial over 5000 sq m	No Standard	1 / 50 sq m	1 / 50 sq m	1 / 50 sq m
B8 Warehousing over 10,000 sq m	No Standard	1 / 200 sq m	1 / 2000 sq m	1 / 200 sq m
C1 Hotel over 20 bedrooms	No Standard	No Standard	0.9/bedroom + 1/3 employees	0.9/bedroom + 1/3 employees
C2 Hospital over 2500 sq m	No Standard	1 / 4 employees + 1 / 3 daily visitors	1 / 4 employees + 1 / 3 daily visitors	1 / 4 employees + 1 / 3 daily visitors
D1 Higher / Further Education over 2500 sq m	1 / 2 staff + 1 / 15 students	1 / 2 employees	1 / 2 employe3s	1 / 2 employees
D2 Cinema / Conference Facilities over 1000 sq m	1 / 5 seats	1 / 5 seats	1 / 5 seats	1 / 5 seats
D2 other, inc Leisure over 1000 sq m	1 / 22 sq m	1 / 20 sq m	1 / 20 sq m	1 / 20 sq m
Stadium over 1500 seats	1 / 15 seats	1 / 15 seats	1 / 15 seats	1 / 15 seats

* RPG standard applies to all developments in the relevant category, regardless of size.
 ** PPG13 standard for Office developments applies to developments larger than 2500 sq.

Maximum Car Parking Standards for Strategically Significant Land Uses

Land Use	Maximum car parking
A1 retail up to 1000 sq m and A2 professional services	1 / 25 sq m
A3 Public House / Restaurant	1 / 5 sq m of public area
B1 (a) and (b) Office / R&D up to 1000 sq m	1 / 25 sq m
B1 (c) / B2 industrial up to 5000 sq m	1 / 50 sq m
B8 warehousing / distribution up to 10,000 sq m	1 / 100 sq m
C1 Hotel up to 20 rooms	1 / bedroom + 1 / 3 employees
C1 Hostel	1 / 6 bedspaces + 1 / employee
C2 Hospital up to 2500 sq m	1 / 2 bedspaces + 1 / employee
C2 Nursing Home	1 / 6 bedspaces + 1 / employee
C2 Boarding School	1 / employee + visitors
C3 Dwelling houses / flats	1.5 / dwelling (average)
C3 Sheltered Housing	1 / employee + 1 / 2 dwelling units
D1 Doctor's / Vet's Surgery / Health Centre	1 / employee + 1 / 5 sq m waiting area
D1 School/ Creche / Day Centre	1 / employee
D1 Higher / Further education up to 2500 sq m	1 / employee
D1 Art gallery, museum, library	1 / 50 sq m public space + 1 / employee
D1 Public hall / place of worship	1 / 4 seats or 1 / 5sq m
D2 Cinema, Concert Hall, Conference facilities up to 1000 sq m	1 / 4 seats
D2 Other uses including Leisure up to 1000 sq m	1 / 10 sq m

Maximum Car Parking Standards for Other Land Uses

Definitions

- Cent Svn Vale = urban areas of Gloucester and Cheltenham and their immediate surrounding areas. (Refer to Local Transport Plan 2006-1011 Main Report, Figure 1.9).

- Other TCs = sites in or on the edge of the town centres of Stroud, Tewkesbury and Cirencester and of other principal settlements as defined by the District Councils.
- 1 / [denominator] means a maximum of one car parking space per [sq m floorspace, no. of employees, etc.]
- Floor space figures (in sq m) refer to Gross Floor Area.
- Employees refers to the total of full-time equivalent employees, e.g. a person employed halftime would count as 0.5.
- A minimum of 2 cycle parking spaces must be provided at any new non-residential development, however small. In town centres developers should have the option of paying commuted sums in lieu of the required provision, for public cycle parking to be provided by the District Council.

In support of the tables above:

- The proposed standards are maxima, the great majority of new developments will provide less than the maximum permitted level of car parking, and in many cases much less. This will be encouraged, except where the proposed level of provision would cause significant road safety or other problems, and these problems cannot be overcome through on-street parking controls.
- In and on the edge of town centres the level of car parking at new development will be determined after taking into account: the amount of publicly available car parking nearby; the extent to which the development regenerates the town centre.
- In order to achieve the efficient use of car parking, every opportunity should be taken for adjacent developments to share car parking provision.
- District Councils should consider using planning conditions which require car parking provision to be reduced over agreed timescales in line with improvements in accessibility for non-car modes of transport.
- The existence of a parking standard in the tables does not necessarily mean that a particular land use is considered desirable in the location to which the standard applies. Decisions on the location of development are to be taken by the local planning authorities in the light of the development plan, national and regional planning guidance and other material considerations.

Given the recognised need to manage car use, rather than seek to control car ownership. Given this premise, it is proposed that greater focus should be given on managing car parking provision at employment and retail locations, where feasible.

Given current LTP 2 standards for non-residential developments, it is proposed that these standards are reviewed and appraised for their applicability, based on experience in the County and elsewhere. Particular attention should be given to B1 and B2 classes of use, given their generally high level of employment and scope to transfer modes (dependent upon location and accessibility).

Policy 18 ***Review and appraise non-residential parking standards for Gloucestershire to meet the needs of non-residential development sites across the County***
with particular attention on B1 and B2 uses given their potential to reduce car use as destinations for trips

3.3 Disabled parking standards for new developments

Section 2.9 above outlines the importance of providing disabled parking to ensure accessibility and information on allocating provision. In setting standards for disabled parking in new developments, Local Transport Plan 2 the standards are set as:

- car parks with 20 or more parking spaces, at least 5% of the spaces will be allocated to people with disabilities.
- in smaller car parks, at least one disabled person's space should be provided wherever possible.

Manual for Streets (March, 2007) outlines information on providing car parking for disabled people. This guidance states that in the absence of specific local policies, it is recommended that 5% of residential car parking spaces are designated for use by disabled people. The design specifications for parking spaces for the disabled are set out in TAL 05/95a and 'Inclusive Mobility' (DfT, 2002).

Policy 19 <i>Adhere to and monitor the standards for disabled parking provision in car parks and residential developments</i>

3.4 Cycle and motorcycle parking standards for new developments

As stated in Manual for Streets (March 2007), 'Providing enough convenient and secure cycle parking at people's homes and other locations for both residents and visitors is critical to increasing the use of cycles. In residential developments, designers should aim to make access to cycle storage at least as convenient as access to car parking'. PPG 13: Transport also states the need for safe and secure cycling parking in new developments to promote cycle use.

As stated in Manual for Streets (March 2007) 'In 2003 there were 1.52 million motorcycles in use – representing around 5% of all motor vehicles. The need for parking provision for motorcycles is recognised in PPG13, which advises that, in developing and implementing policies on parking, local authorities should consider appropriate provision for motorcycle parking'.

Specific guidance on motorcycle parking is provided in Traffic Advisory Leaflet 02/02. General advice on designing highways to meet the need of motorcycles is outlined in the Institute of Highway Engineers (IHIE) Guidelines for Motorcycling (2005).

The table below outlines minimum cycle and motorcycle standards for new developments as taken from Local Transport Plan 2. Standards are designed to ensure that all developments provide cycle and motorcycle parking for a minimum of 15% of their users.

Land Use	Minimum cycle and m/c parking
A1 food retail	1 / 60 sq m
A1 non-food retail	1 / 120 sq m
A2 professional services	1 / 166 sq m
A3 Public House / Restaurant	1 / 26 sq m
B1 (a) and (b) office and R and D	1 / 166 sq m
B1 (c) / B2 industrial	1 / 330 sq m
B8 warehousing / distribution	1 / 330 sq m
C1 Hotel	0.15 / employee
C1 Hostel	0.15 / employee
C2 Hospital	0.15 / employee
C2 Nursing Home	0.15 / employee
C2 Boarding School	0.15 / employee + 0.15 / student
C3 Dwelling houses / flats	1 / dwelling
C3 Sheltered Housing	0.15 / employee
D1 Doctor's / Vet's Surgery / Health Centre	0.15 / employee
D1 School/ Creche / Day Centre	0.15 / employee + 0.15 / student
D1 Higher / further education	0.15 / employee + 0.15 / student
D1 Art gallery, museum, library	1/ 300 sq m public area + 0.15 / employee
D1 Public hall / place of worship	1 / 20 seats or 1 / 26 sq m
D2 Cinema, Concert Hall, Night Club	1 / 20 seats or 1 / 26 sq m
D2 Leisure / sports centre / fitness club	1 / 66 sq m

Minimum cycle and motorcycle parking standards

Use Class	Minimum Provision (Gross Floor Area)
A1 – Retail	1/200m ²
B1 – Business	1 per 100m ²
B2 – General Industrial	1 per 200m ²
B8 – Storage and Distribution	1 per 400m ²
C1 – Hotels	1 per 5 staff
C2 – Residential Institutions	1 per 5 staff
C3 - flats/townhouses	1 per dwelling
C3 – Halls of residence	1 per 3 students
D1 - Non Residential (other than education)	1 per 5 staff
D1 – Non Residential - education	To be determined via a school travel plan with a greater provision for older students (for a contact see 1.4)
D2 – Leisure(Leisure Centres)	1 per 5 staff plus 1/5 for maximum number of visitors

Guidance is also provided in the 'Cambridge Cycle Parking Guide – How to provide Cycle Parking: a step-by-step guide for planners and providers' (September, 2008) and from Cycling England at:

http://www.dft.gov.uk/cyclingengland/site/wpcontent/uploads/2009/03/c04_cycle_parking.pdf

Policy 20 *Adhere to cycle parking standards for new developments as a minimum standard*

In terms of motorcycle parking standards, PPG 13 does not provide specific standards. Accordingly, local authorities have tended to set their own standards. The Motorcycle Industry Association (MCIA) (2001) has requested that 5% of all public parking spaces to be for motorcycle use.

Policy 21 *Adhere to motorcycle parking standards for new developments as a minimum standard*

3.5 HGV parking standards for new developments

At Industrial (B1(c)/B2 and warehousing/distribution (B8) developments, appropriate provision should be made for HGV parking as required for the specific operation of the site. Provision should be assessed on a site-by-site basis, taking into account the proposed operations at the site and the space required.

Reference is made to Section 7 of the Freight Transport and HGV management strategy and the stated policy under F7.1.

Policy 22 *Cross policy link with the LTP freight strategy:*

Policy F7.1 aims to ensure that:

- *Work with planning authorities to ensure adequate on site parking provision for all new developments. This is also to avoid the need for off site on street parking*

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Towards a Cheltenham Parking Strategy (draft v10)

COVERING STATEMENT

Parking facilities are a key component to the vitality of any town centre and Cheltenham is no different in this respect. The newly created Cheltenham Development Task Force has set out its central area ambition which is:

“to support the town’s economic strength and sustainable development by revitalising key streets and spaces to the highest attainable quality for the benefit of the whole community.”

The role of streets and streetscapes needs to be considered in conjunction with how Residents, commuters and visitors access the town and its services – thus, the contribution parking schemes make to the well-being of the local economy is an area that requires detailed consideration.

The ‘Cheltenham Parking Board’, (The Board) a County/Borough partnership is moving towards to a more holistic approach to parking in Cheltenham and which will lead the development of a jointly owned parking strategy for Cheltenham (the Strategy), considering both on and off-street parking needs within the Borough.

Urban design and public realm is another consideration that the parking strategy needs to take into account. Many of the existing street-scapes in the town have evolved organically over time in both their use and occupation. To accommodate future changes and in support of the overall economic well being of local communities, the parking strategy needs to take into account and where feasible act as an enabler, in managing and enhancing local parking space provision and associated amenities.

The Board should ensure that the Strategy is underpinned by parking policies with particular regard to:

- Managing the traffic network to ensure expeditious movement of traffic, (including pedestrians and cyclists), as required under the TMA Network Management Duty
- Improving road safety;
- Improving the local environment;
- Improving the quality and accessibility of public transport;
- Meeting the needs of people with disabilities, some of whom will be unable to use public transport and depend entirely on the use of a car;
- Managing and reconciling the competing demands for kerb space.

The use of the surplus generated needs to be discussed between the GCC and CBC and clarity sought on the legislative restrictions that govern the expenditure in Section 55 (as amended).

As evidenced via feedback from communities, engaged thus far, the parking strategy needs to acknowledge the opportunities for a range of localised and shared parking arrangements that supports local transport schemes, including car clubs, cycling, shuttle buses and community transport options.

This also needs to be linked to smarter travel plans such as those adopted by several major local employers, but also those developed in the future in conjunction with community and other defined groups with structure and delivery mechanisms. This approach will encourage

communities to work together in delivering sustainable transport choices aligned for both on /off-street parking provision.

It should be acknowledged that parking schemes play a pivotal role in supporting a number of strategies and schemes, for example, The Agency Agreement, Sustainable Travel Towns, Community & Neighbourhood Management and DIY Street Schemes

Consideration should be given for CBC to have a more active and strategic role in the development of policy and in the management of the engagements and consultation process, this could provide opportunity for the GCC to allocate resources into developing and supporting County wide strategic initiatives.

Towards a Cheltenham Parking Strategy (draft v9)

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1.0 Background

- 1.1 Parking facilities are a key component to the vitality of any town centre and Cheltenham is no different in this respect. The newly created Cheltenham Development Task Force has set out its central area ambition which is:

“to support the town’s economic strength and sustainable development by revitalising key streets and spaces to the highest attainable quality for the benefit of the whole community.”

- 1.2 The role of streets and streetscapes needs to be considered in conjunction with how residents, commuters and visitors access the town and its services – thus, the contribution which parking facilities make to the well-being of the local economy is an area worthy of detailed consideration.
- 1.3 As with many towns, parking in Cheltenham consists of both “on street” and “off street” provision. Both on and off street public parking facilities are operationally managed by Cheltenham Borough Council (CBC), but the strategic management of on street parking facility is currently overseen by Gloucestershire County Council (GCC), which has commissioned CBC to manage the day to day operation of the service in Cheltenham There is also parking facility provision in private ownership, often linked to specific facilities or venues, with pricing linked to public parking tariffs governed by Section 106 planning agreements.
- 1.4 What has become clear is that the overall level of parking provision in Cheltenham has simply evolved over time. Public parking facilities have primarily been provided on land owned by the Borough Council which was perceived as surplus to operational requirements, in the sense that there was no immediate pressing alternative use, other than as an opportunity for parking spaces. There has never really been a co-ordinated strategic approach to the number of parking facilities, their accessibility, their capacities, their location, their quality or the signage to them. Equally, on-

street parking has also developed in a relatively uncoordinated manner, responding to specific pressures rather than through a coherent defined approach.

- 1.5 Off-street publicly available parking facilities in Cheltenham, are owned or controlled by CBC, on-street pay and display parking spaces are strategically overseen by GCC and managed by CBC as part of the Agency Agreement.

2.0 Changing circumstances

- 2.1 Several independent but related strands of work, suggest that CBC and GCC should work collaboratively to consider the adoption of a defined parking facility strategy for Cheltenham.

- 2.2 The specific strands are:-

1. The traffic modelling work being undertaken by the Cheltenham Development Task Force, which has raised some fundamental issues concerning traffic movements associated with parking facilities in the town; which further suggests a significant increase in traffic in and around Cheltenham by 2026.

It further suggests that many road junctions in Cheltenham are likely to become severely overloaded. New development will add to the pressure. Therefore it is clear that the parking strategy should include a clear strategy for dealing with these forecast problems and that further there needs to be a clear link to LTP3 thus ensuring an holistic approach is taken when considering the parking issues linked to road improvements, traffic management or public transport strategies.

2. A new CBC approach to parking facility management, has identified a range of shortcomings in the way that parking income and data are collected and managed and which is considering improving the customer parking experience by introducing new booking and payment arrangements based upon "smart" technologies;
3. The development of the 'Cheltenham Parking Board', a County/Borough partnership which is moving towards to a more holistic approach to parking in Cheltenham and which will lead the development of the parking strategy for Cheltenham, considering both on and off-street parking needs within the Borough;
4. The adoption of the CBC asset management plan which highlights parking facilities as a significant source of existing revenue, but also offering the potential for development opportunities and capital receipts, to support Cheltenham's economy;
5. The need to implement environmentally and economically sustainable transport solutions for the town, including additional Park & Ride facilities;
6. Recognition that surface parking facilities are not an efficient means of providing the required quantum of car spaces in town centres, where

land values are at a premium;

7. Data that suggests there is a surplus of capacity and thus, higher management and operational costs associated with existing parking facility provision than may be necessary.

2.3 All of these factors suggest that it would be prudent to develop a more holistic approach to the provision of parking facility in the town.

3.0 Key target outcomes

3.1 Critical to any analysis is an understanding of the outcomes sought. These have been defined as follows:-

- Sustainable solutions that reduce the impact of vehicular traffic in the town centre but equally, do not damage the experience of Cheltenham as a desirable social, retail and cultural destination. For example, encouraging the use of park and ride and reducing cross-town journeys purely for the purpose of accessing a parking facility, which should ideally be available at each key entry point to the town;

This needs to be linked to LTP3 in identifying the locations of Brockworth, Elmbridge, Uckington and West of Severn Park and ride sites.

Parking related policies will need to promote sustainable economic growth and be defined in terms that relates to Cheltenham's needs, with clear benchmarking against national indicators.

- On-street provision which supports a reasonable level of resident parking, whilst also supporting the needs of the wider community and local businesses; critically, on-street provision should not be designed to compete with off-street provision where capacity exists, or where it is desirable for long stay provision to be located off-street;
- Cost efficiency in the provision of parking services, including the maintenance or replacement of existing parking revenue streams, to avoid the potential for collateral damage to wider Council services supported by off street parking revenue – critically, this requires a genuine joined-up approach by CBC and GCC in relation to both on and off street provision;
- Better and 'more customer friendly' parking facilities with efficient and reliable payment methods (e.g. automatic number plate recognition and smart phone/card technology) that are consistent with promoting and incentivising parking facility services and a better customer experience for those choosing to use them;
- Fewer, but more strategically positioned and better maintained larger off street parking facilities to match customer expectations; we need to set and deliver a consistent quality of parking provision in respect of access, signage, cleanliness, safety, reserved facilities for the

disabled and parent/toddlers, adequate lighting, access to toilet facilities etc;

- Improved level of payment compliance with a consequent reduction in the need for enforcement, which is a very negative customer experience.

3.2 It is recognised that there are a range of key customer groups accessing the town's facilities, including:-

- local residents;
- shoppers/day trippers;
- commuters;
- evening visitors taking advantage of Cheltenham's vibrant night-time economy.

The needs of these various interest groups should be balanced in such a way as to maximise 24 hour off street parking facility usage, thereby absorbing vehicles from elsewhere on the road network. This needs to be linked to a review of the existing charging & restriction times for both on & off-street parking; the review also needs to consider localised issues such as the retail and commercial offering, festivals and the night time economy to mention a few. Standardising time restrictions across the town is not considered to be an acceptable approach.

3.3 As evidenced via feedback from communities, engaged thus far, the parking strategy needs to acknowledge the opportunities for a range of localised and shared parking arrangements that supports local transport schemes, including car clubs, cycling, shuttle buses and community transport options. This also needs to be linked to smarter travel plans such as those adopted by several major local employers, but also those developed in the future in conjunction with community and other defined groups with structure and delivery mechanisms. This approach will encourage communities to work together in delivering sustainable transport choices aligned to both on and off-street parking provision. It should be acknowledged that parking schemes play a pivotal role in supporting a number of strategies and schemes, for example, The Agency Agreement, Sustainable Travel Towns, Community & Neighbourhood Management and DIY Street Schemes.

3.4 Urban design and public realm is another consideration that the parking strategy needs to take into account. Many of the existing street-scapes in the town have evolved organically over time in both their use and occupation. To accommodate future changes and in support of the overall economic well being of local communities, the parking strategy needs to take into account and where feasible act as an enabler, in managing and enhancing local parking space provision and associated amenities.

3.5 The strategy needs to be delivered at an affordable cost, preferably better than cost-neutral and yielding economic benefits from the development of sites and/or capital receipts from the release of any identified surplus assets.

4.0 Existing provision

- 4.1 Within the area mapped out by the Cheltenham Development Task Force as the 'Central Area Ambition' lie 19 parking facilities; 14 of which are in the ownership or direct control of CBC.
- 4.2 An analysis of each of these sites is set out at Appendix 1 and is referred to throughout this document.
- 4.3 Of the 13 parking facilities actually owned by CBC, two are already earmarked for development as part of the work under the Civic Pride banner, these being North Place and Portland Street. Analysis identifies a potential rationalisation strategy for the remainder, based upon a premise that at any time of the day or at the weekend, there is always surplus parking facility capacity within the town.
- 4.4 Whilst some of this capacity will be lost as a result of the proposed development of North Place and Portland Street (813 car spaces down to a target minimum of 300 car spaces) this can be readily absorbed by existing capacity. However, such a simplistic approach does not tackle the fundamental issues that have become clear from the traffic modelling work, namely, that there is a significant imbalance between parking facility provision and demand in the various quarters of the town.
- 4.5 The town has access points from all four compass points, but traffic flows are heaviest from the south and west, associated with the M5 corridor and junctions 9 and 10. Much of the traffic is forced to cross the town in order to access the majority of parking facility provision, as a result of both the physical locations of parking facilities and the inherent restrictions of the one-way inner ring road system.
- 4.6 Thus, a key factor is whether parking capacity is in the most appropriate locations to support the needs of the town. A significant issue is that the majority of provision is to the north and east of the town centre, but the majority of the traffic generation is from the south and west (notably via the M5 corridor). It is this factor that generates a lot of traffic movements across town, as motorists are forced to use the one way system to access a parking facility. Return journeys add to this congestion problem. Additionally, the Festivals, an important dimension of the "Cheltenham offer", are located in the heart of the town and not particularly close to many of the major parking facilities.
- 4.7 Providing new parking facilities (either above or below ground) in "required" locations is likely to be problematic, due to the lack of available open or surface sites and the likely cost and sensitivities associated with this type of development in a town of significant heritage value.
- 4.8 An alternative would be to increase the capacity of existing parking facilities already owned by the Borough Council. This could be by adding extra tiers or decks to existing surface parking facilities, or by being more radical and providing underground provision in areas not currently considered as parking facility space, such as Imperial Gardens.

- 4.9 Either option will require careful and sensitive cost benefit analysis, as the combination of planning constraints and recent public discontent with the proposed General Hospital multi-storey parking facility have shown. Any proposals for either creating new or increased capacity from existing parking facilities will need early input from the planning team and any feasibility assessments for “decking” will need to incorporate best practice elevational treatments.
- 4.10 Critical to the analysis is parking facility usage data. This identifies not only spare capacity, but also evidences some key issues regarding behaviour. There tends to be a presumption in favour of surface parking facilities by users and yet, where multi-storey provision is well located and managed, it is equally well used. This suggests that we need to achieve better utilisation of some of the existing multi-storey provision such as Grosvenor Terrace, through improving access (linked to traffic modelling), signage (for both vehicles and pedestrians), general state of cleanliness and décor, with dealing with perceived safety issues and access to other facilities.
- 4.11 Equally, notwithstanding the locations or capacities, there are marked variations in both the quality of parking provision and its associated facilities. For this reason, it is proposed to set a parking facility “standard” which will outline what is acceptable to CBC. This will detail not only quality requirements within the parking facility (such as surfacing and disabled bays) but also vehicle signage to the parking facility, pedestrian signage from the parking facility, location of nearest toilet facilities etc.
- The analysis identifies short term and long term costs for achieving the acceptable standard at the parking facilities to be retained.
- 4.12 A major component of the strategy must be the approach to revenue generation, both in terms of payment structures (which need to be carefully related to the on-street parking charges regime administered by GCC) but also payment collection. The analysis identifies the current payment method at each of the 19 parking facilities and any underlying problems associated with existing ageing technology.
- 4.13 The focus will be to consider a single payment software package, applicable to all CBC off street parking facilities. The initial findings of the parking project group investigation into payment technologies, suggest that CBC should be implementing a smart card and barrier less system as a potential solution.
- 4.14 Any solution must be sustainable and able to both support and potentially influence the outputs of the traffic modelling currently being undertaken e.g. two way travel on certain streets which are currently designated as one-way (e.g. Albion Street).
- 4.15 Multiple use of a parking facility could be a solution to emerging problems associated with additional on-street parking facility restrictions where demand outstrips supply.
- 4.16 By this we mean utilising car spaces for shoppers, visitors and possibly some commuters during the day, but utilising the same spaces for residents and evening visitors during the evening/night. For this to be effective, further investigation of acceptable charging regimes and night time safety is

required

5.0 **Headline outputs**

- 5.1 The evidence set out in this report supports the challenges identified and provides a sound platform against which the desired outcomes identified in 3.0 above can be delivered.

6.0 **Proposed Solutions**

- 6.1 These fall into distinct phases on the assumption that we determine the long term strategy and then have a series of steps towards achieving the range of priority outcomes identified. It may however be both desirable and possible to release some 'surplus to requirement' sites early in the process, in order to ease cash flow and facilitate investment or development in the retained parking facilities.

- Phase 1 – implement a coherent pricing strategy for park and ride and on/off street provision and appropriate signage, quality standards and payment collection in all parking facilities identified as part of the long term solution and not likely to be subject to significant structural works in the near future – assumed to be Regent Street, Grosvenor Terrace, Brewery NCP and Beechwood.
- Phase 2 - commission study and works to increase capacity at St Georges Road car park (potential for additional tiers);
- Phase 3 – deliver the new parking facility on North Place/Portland Street in conjunction with wider redevelopment scheme;
- Phase 4 – deliver additional parking facility decks at Rodney Road and/or Chelt Walk / underground parking facility at Imperial Square (subject to business case and sustainability implications) against the quality standards agreed;
- Phase 5 – release surplus sites for alternative uses – potentially, St.James Street, Sherborne Place and/or Chelt Walk.

- 6.2 It is recognised that some smaller sites will probably be released as proposals progress. This would include the 23 spaces at the Brewery and 47 spaces at Chapel Walk (Royal Well).

- 6.3 Essentially, this would obviate the need to cross town in pursuit of a parking space, unless a specific destination was being sought. All parking facilities would become accessible from the point of entry to the town, from the north: 3 - North Place, Portland Street and Sherborne Place from the east: 2 - St James and Bath Parade, from the west: 2 – West End and High Street ('Henrietta Street') from the south 5 – Rodney road, Regent Arcade, Royal Well, St George's Road and Chelt Walk, providing a total of 12 against an existing total of 18 Pay & Display or Pay on Foot sites.

- 6.4 The costs of rebalancing provision in this manner and upgrading parking facilities to improve utilisation needs to be determined, but subject to identifying the resourcing plan, could be implemented in phases as set out in 6.0 above.

Current issues for discussion

- GCC & CBC have shown a willingness to engage in discussions about a holistic parking strategy (through the Cheltenham Parking Board), it is clear that the strategy needs to ensure where increased on-street parking is introduced both on and off-street parking revenue supports the wider customer and environmental considerations;
- There is a need for clarity about the aspirations for park and ride – for example, what ongoing support will remain for the racecourse park and ride facility;
- Investment in the off-street parking facilities is necessary to underpin current customer demands and revenue to enable ongoing management and support, following years of limited investment in the service. CBC wants to retain control of off-street parking provision and ensure that this is linked to the increasing on-street provision as part of a holistic parking facility strategy;
- Should CBC be planning for the provision of additional off-street parking to rebalance geographic provision on a 'demand-led' basis, or should the principal driver be around environmental quality and reducing unnecessary car trips into the town centre? – We can not do this unless we define the long term strategy for the demands of on-street parking?
- How would this link in the control of private Off-street Parking facilities? – in 2010 a Private Members Bill concerning off-street parking was introduced into Parliament by the Hon Member for Crawley, Henry Smith MP. The Bill, if enacted, would place a duty on local authorities to licence all publicly available off-street parking facility where a fee was charged.

The Bill is currently being considered by Parliament, although there is existing provision for local authorities to use discretionary powers in relation to off-street parking facility places.

CBC may wish to consider the use of these powers to licence off-street parking places. The powers allow, following appropriate consultation with stakeholders, for local authorities to establish controlled areas within which no person other than the local authority may operate a public off-street parking place of a prescribed description, except under and in accordance with the terms and conditions of a licence granted to that person by the local authority.

- How much investment risk is CBC willing to take in relation to taking forward asset management proposals that might see some parking facilities 'decked' and others prioritised for disposal for redevelopment? Given the current proposals at North Place / Portland Street, how cautious or ambitious should the timetable be?

- In terms of the enforcement service itself, should CBC and GCC be focussing on a supportive neighbourhood management approach, minimising costs with a balanced approach to income generation supported by effective and localised enforcement?
- Having a modern and forward thinking enforcement regime is critical in both supporting the emerging Localism Bill and the agenda for creating the Big Society. It is recognised that an effective local authority enforcement service needs to be capable of adapting to the ever increasing demands, expectations and perceptions that local communities and identified key stakeholders have, not only in relation to the emerging changes to legislation and statutory guidance, but the broader issues linked to the localism agenda.

The civil enforcement service currently issues some 20,000+ PCN's (Penalty Charge Notices) and manages some 60,000+ unsolicited engagements per annum, ranging from community and neighbourhood management issues, parking, utility street works to tourism.

This reinforces the fact (as previously stated) that the service already plays a pivotal role in it's support for a number of strategies and schemes such as; The Agency Agreement, Sustainable Travel Towns, Community & Neighbourhood Management and, DIY Street Schemes to name but a few.

This demonstrates the need to evolve the service so that it is capable of delivering an efficient enforcement regime, together with supporting the eyes and ears approach to street-scape and highways management, for the following town-wide benefits:

1. A greener, healthier Cheltenham
2. Sustainable economic growth
3. A safe and secure integrated transport and highway system.
4. Good access to services.

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Item	Purpose	Outcome	What is required?	Lead Officer
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Meeting Date: 05 September 2011 Deadline: 24 August 2011				
Chairs Briefing: 25 July 2012				
Healthy Communities	Update	Review of work plan and future plans following changes to NHS/PCT	Discussion paper	Craig Mortiboys, Healthy Communities Partnership Manager
County Health, Community and Care Overview and Scrutiny Committee	Update	Update on recent work and future plans of the committee	Verbal update	Cllr Hall, CBC representative on committee
Neighbourhood Management	Update	Review Neighbourhood Management Process	Discussion paper	Richard Gibson, Policy and Partnerships Manager
Community Partnerships	Update	Review structures of community partnerships	Discussion paper	Richard Gibson, Policy and Partnerships Manager
Housing Review working group (inc. homelessness prevention initiatives)	Scrutiny	Update from the Housing Review Working Group	Discussion paper	Cllr Sudbury, Cabinet Member Housing and Safety
HRA Business Plan	Scrutiny	Update on the HRA Business Plan	Verbal update	Bob Dagger, Assistant Chief Executive – Resources (CBH)
Car Park Strategy	Scrutiny	Equality impact assessment of proposals	Discussion paper	Owen Parry, Head of Integrated Transport and Sustainability
Licensing Act	Update	Outline changes to the act and consider if this needs to be discussed by committee (Nov)	Briefing Note	Louis Krog, Senior Licensing Officer
Meeting Date: 07 November 2011 Deadline: 26 October 2011				
Chairs Briefing: TBC				
Commissioning update	If necessary	Update from Cabinet Member	Verbal update	Cllr C Hay, Cabinet Member Corporate Services
Budget consultation 2012-13	Scrutiny	Review interim budget proposals 2012-13 and	Discussion paper	Mark Sheldon, Director of Resources

Social and Community O&S Committee 2011-2012 work plan

Item	Purpose	Outcome	What is required?	Lead Officer
		comment		
Proscenium Building / Gardens Gallery	Scrutiny	Tri-annual review	Presentation	Bob Freeman, Chairman - Gardens Gallery
Tenancy Strategy and Rents Policy / Housing Allocations Policy	Scrutiny	Review policies	Discussion paper	Martin Stacey, Housing and Communities Manager
County Safer Communities Overview and Scrutiny Committee	Update	Update on recent work and future plans of the committee	Verbal update	Cllr McCloskey, CBC representative on committee
CBH Tenancy/Leaseholder Group	Update	Tbc	Discussion paper	Paul Stephenson, Assistant Chief Executive – CBH
Anti Social Behaviour update (inc. details of Youth Café)	Scrutiny	Tbc	Briefing note	Trevor Gladding, Community Protection Manager
Licensing Act (if considered necessary)	Scrutiny	Consider impact of changes to act (if considered necessary)	Discussion paper (of considered necessary)	Louis Krog, Senior Licensing Officer
Olympics 2012	Scrutiny	Further detail of the proposed street level route (exempt)	Discussion paper (exempt)	Craig Mortiboys, Healthy Communities Partnership Manager
Meeting Date: 09 January 2012				
Chairs Briefing: TBC				
Commissioning update	If necessary	Update from Cabinet Member	Verbal update	Cllr C Hay, Cabinet Member Corporate Services
Final budget proposals 2012-13	Scrutiny	Review budget proposals for financial year, taking into account responses to consultation on interim budget proposals	Tbc	Mark Sheldon, Director of Resources

Social and Community O&S Committee 2011-2012 work plan

Item	Purpose	Outcome	What is required?	Lead Officer
HRA proposals 2012-2013	Scrutiny	Review HRA proposals for financial year	Tbc	CBH
Art Gallery and Museum	Update	Quarterly review of development scheme and service provision during closure	Discussion paper	Jane Lillystone, Museum, Arts and Tourism Manager
Everyman Theatre	Update	Post re-opening	Presentation	Geoffrey Rowe, Chief Executive – Everyman Theatre
Sports Development (inc. Olympics)	Update	tbc	Discussion paper	Craig Mortiboys, Healthy Communities Partnership Manager
Tourism and Marketing Strategy	Scrutiny	Review progress against action plan	Discussion paper	Sonia Phillips / Jane Lillystone
Meeting Date: 27 February 2012				
Chairs Briefing: TBC				
Commissioning update	If necessary	Update from Cabinet Member	Verbal update	Cllr C Hay, Cabinet Member Corporate Services
DRAFT Corporate Strategy 2012-13	Scrutiny	Review the DRAFT strategy for the financial year ahead prior to Cabinet (xx March)	Discussion paper	Richard Gibson, Policy and Partnerships Manager
Meeting Date: 21 May 2012				
Chairs Briefing: TBC				
Commissioning update	If necessary	Update from Cabinet Member	Verbal update	Cllr C Hay, Cabinet Member Corporate Services
Art Gallery and Museum	Update	Quarterly review of development scheme and service provision	Discussion paper	Jane Lillystone, Museum, Arts & Tourism Manager

Item	Purpose	Outcome	What is required?	Lead Officer
		during closure		
Leisure@	Scrutiny	Annual performance review	Discussion paper	Stephen Petherick, Commercial Manager – Leisure@
Meeting Date: 09 July 2012				
Chairs Briefing: TBC				
Commissioning update	If necessary	Update from Cabinet Member	Verbal update	Cllr C Hay, Cabinet Member Corporate Services
Town Hall and Pittville Pump Rooms	Scrutiny	Annual performance review	Discussion paper	Gary Nejrup, Entertainment and Business Manager
Items to be added at a future date				
Care Homes	Scrutiny	Establish a working group	Report	Grahame Lewis, Executive Director
Christmas arrangements?	C Coleman request	Cllr Coleman requested that this be considered by the committee on an annual basis?	tbc	tbc

Scrutiny Topic Registration

Name of person proposing topic:	Date: 16 August 2011
Councillor Barbara Driver	
Contact: as above	
Suggested title of topic:	
Council Tax discounts on empty properties	
What is the issue that scrutiny needs to address?	
<p>If you leave a property empty for what ever reason (trying to sell it etc) you pay full Council tax. BUT if you leave a couple of bits of furniture in it you can get a 10% discount.</p> <p>While I understand we do not want empty property in the town, to say you get 10% discount if you leave in a few bits of furniture just seems daft. I know people who have had to move a few bits of furniture back into the property while trying to sell it to get round the discount problem.</p>	
What do you feel could be achieved by a scrutiny review?	
<p>Making it plain so people know exactly what is meant in the statement regarding council tax discount on un used property. If you leave a few bits of furniture in it you get a discount, if you move out with all furniture you do not get a discount. People then leave a few bits around just to get the discount. Some people who move out before the property is sold should know exactly if and why they get a discount. Better still, it should be for an un lived in property. Scrutiny could come up with a plain policy everyone can understand and not have to leave a couple of pieces of furniture in the empty property to get a discount. It should be no discount on a property that is unused, empty if too vague and can be manipulated.</p>	

Priority and urgency

Is the topic urgent?	No
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If so, please consider which of the following might apply:

Is there a strict time constraint?	No
Is there currently high media coverage?	No
Is there high public pressure to respond?	Some
Does it involve a high risk to the council?	No

Any other reasons:

To be transparent in what the council policy is and means.

Issues

Please consider whether the following might apply:

Is the topic important to the people of Cheltenham?	Some
Does the topic involve a poorly performing service or high public dissatisfaction with a service?	No
Is it related to the Council's corporate objectives?	No
Is it directly related to an item on the council workplan?	No
Has there been media interest in the topic?	Not yet
Can scrutiny help in the development of council policy?	Yes

Any other issues or details:

Some people have to move for different reasons before they sell their property and so need to know exactly what the policy means.

Officer Implications

Please give your comments on this proposed topic, for example is there any other similar review planned or in progress, are there any potential resource constraints etc

Council's power in this area

The Council has no powers to set rules to determine whether a property is considered furnished or unfurnished and which classification for charging it falls in to. This is determined by council tax legislation and precedents set by case law.

The Council does have the power to set the level of charge raised on long term empty properties and second homes. Council exercised this discretion and agreed a policy to increase the charges on long term empty properties (from 50% to the maximum 100%) and second homes (from 50% to the maximum 90%). It was agreed that the decision need not be reviewed again until there was some reason to do so. A review can be undertaken if deemed appropriate and the current set level can be reduced for both classes of property or either one, individually.

Implications

The set level of charge applies to all long term empty properties and second homes. It can not be varied according to property or council tax payer circumstances.

Any proposal to vary the set level to a lower percentage must fully consider the financial implications to not only this Council but the County Council and Police Authority.

The decision to increase the charge to the maximum allowed in respect of long term empty properties was made in support of the Council's strategy for reducing the number of empty homes and bringing homes back in to use more quickly.

Jayne Gilpin

Revenues Manager

Links to Business Plan and Corporate Objectives or Risk Register

Completed by
Cllr. Barbara Driver

Date....17 August 2011

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Briefing Notes

Committee name: Social and Community Overview and Scrutiny

Date: 5 September 2011

Responsible officer: Louis Krog, Senior Licensing Officer

This note contains information to keep Members informed of matters relating to the work of the Cabinet but where no decisions from Members are needed.

If Members have questions relating to matters shown, they are asked to contact the Officer indicated.

Police Reform and Social Responsibility Bill

This briefing note briefly outlines the Government’s proposals to amend current alcohol and late night refreshment licensing laws.

The Coalition Government committed, as part of its coalition agreement, to overhaul licensing laws regulating the sale/supply of alcohol and the provision of late night refreshment (i.e. hot food and beverage supplied between 23:00 and 05:00). The Government believed that these laws needed to be rebalanced more in favour of local communities to empower individuals, families and local communities to shape and determine local licensing.

The result of this review is the Police Reform and Social Responsibility Bill. The bill has completed its journey through both houses and is currently in its final stage before receiving Royal Assent and becoming law.

Amendments to the Licensing Act 2003 (“2003 Act”)

For the benefit of Members, I will outline the amendments in two columns, one showing the current law and the second showing the amendments. A comparison will better illustrate the effect of the amendments.

Police Reform and Social Responsibility Bill – Amendments	Licensing Act 2003 – Current
<p>Licensing authorities as responsible authorities</p> <p>Cheltenham Borough Council in the capacity of licensing authority will become a statutory responsible authority under the 2003 Act.</p> <p>This will empower them to refuse, remove or review licences themselves without first having had to have received a representation from one of the other responsible authorities listed above.</p>	<p>The Council as licensing authority is largely limited to administering the function and does not have significant powers to intervene to promote the licensing objectives.</p> <p>Consequently the Council is largely dependant on other responsible authorities (such as the police, environmental health etc.) or local residents to intervene (i.e. review of a licence) in problem premises or make objections to applications.</p>
<p>Primary Care Trusts and Local Health Boards as responsible authorities</p>	
<p>Gloucestershire Primary Care Trust will also become a statutory responsible authority under</p>	<p>n/a</p>

<p>the 2003 Act to address concerns regarding concerns about the impact of new licensed premises on the local NHS (primarily A&E departments and ambulance services) or more generally the safety of the public within the night-time economy.</p>	
<p>Interested Parties (representation & review)</p>	
<p>The bill will remove the requirement for interested parties to live or run a business in the vicinity of a premises.</p> <p>The effect being that any person (including those outside the borough) could apply for a review of a premises licence or make representation on an application.</p>	<p>At the moment, only persons who live or are involved in business in the vicinity of a premises can make relevant representations on an application or make an application to review a premises licence.</p>
<p>Reducing the burden</p>	
<p>The wording will be amended throughout the Licensing Act 2003 to lower the evidential threshold which licensing authorities must meet when making licensing decisions by requiring that they make decisions which are 'appropriate' rather than 'necessary' for the promotion of the licensing objectives.</p>	<p>When making decisions on new and existing licences, and fulfilling their licensing responsibilities, licensing authorities are currently required under the Licensing Act 2003 to demonstrate that these decisions are 'necessary' for the promotion of the licensing objectives in their local area.</p>
<p>Temporary event notices</p>	
<p>1. Who may make an objection</p>	
<p>The bill will allow the environmental health department to also object to a temporary events notice to promote the public nuisance objective.</p>	<p>Currently, only the Police can object to temporary events notices and only on the grounds of crime and disorder.</p>
<p>2. Conditions</p>	
<p>Where objection(s) has been received in respect of temporary events notices, the Council will be able to add conditions to such a notice so long as those conditions are currently imposed on the premises licence and not inconsistent with the licensable activities sought by the notice.</p>	<p>Currently, no powers exist for the Council to add any condition(s) to a temporary events notice.</p>
<p>3. Late Notices (Standard and late temporary event notices)</p>	
<p>The bill will introduce two types of temporary events notices; a standard and late notice.</p> <p>Standard temporary events notices – are those submitted within 10 working days before the proposed event.</p> <p>Late temporary events notices – are those submitted between 9 and 5 working days before the proposed event.</p> <p>The difference between these will be that where an objection is made in respect of a late temporary events notice, there will be no</p>	<p>The law stipulates that a temporary events notice must be served on the Council no later than 10 working days before the proposed event.</p>

option of having a hearing before a Licensing Sub-committee and a counter notice must be served immediately.	
4. Relaxation of time limits applying to temporary event notices	
The bill will relax the statutory limits on the duration of a single temporary event from 96 hours to 168 hours , and on the total annual availability covered by a Temporary Event Notice in relation to a single premises from 15 days to 21 days .	A temporary events notice cannot currently be used for licensable activities where those will last for longer than 96 hours (4 days) and a premises is currently only permitted 15 days worth of temporary events notices per calendar year.
Persistently selling alcohol to children	
The penalty for persistently selling alcohol to children will be; <ul style="list-style-type: none"> - maximum fine of up to £20,000 - premises closure order lasting at least 48 hours but no longer than 336 hours (14 days) 	The current penalty for persistently selling alcohol to children is; <ul style="list-style-type: none"> - maximum fine of up to £10,000 - premises closure order lasting no more than 48 hours
Early morning alcohol restriction orders	
The bill will permit the Council (full Council) to pass an order restricting the sale of alcohol past certain hours (between 00:00 and 06:00) specified in the order where the Council considers it appropriate for the promotion of the licensing objectives. <p>The order will apply to all premises and temporary events notices and can be applicable to;</p> <ul style="list-style-type: none"> - in relation to the same period of every day on which the order is to apply, or in relation to different periods of different days, - every day or only on particular days (for example, particular days of the week or year), - in relation to the whole or part of a licensing authority's area, or - for a limited or unlimited period. <p>A process laid down in law must be followed to adopt an early morning alcohol restriction order.</p>	n/a
Suspension of licence or certificate for failing to pay annual fee	
The Bill will require the Council to suspend a licence until the annual fee has been paid	The Council's current recourse for non-payment of an annual licence fee is recovery action as a

subject to a number of exclusions.	debt against the Council.
Power for licensing authorities to set fees	
<p>The bill will permit the Council to set its own fees within prescribed maximum and minimum limits.</p> <p>The government expect to be in a position to lay the regulations bringing in locally-set fees in October 2012.</p>	Regulations made under the 2003 Act stipulate set fees local authorities are permitted to charge.
Licensing policy statements	
The Council's policy statement will be valid for 5 years.	Currently needs to be reviewed every 3 years.
Personal licences: relevant offences	
<p>Addition of a number of relevant offences;</p> <ul style="list-style-type: none"> - section 6(6) the Road Traffic Act 1988 (failing to co-operate with a preliminary test). - section 1 of the Criminal Attempts Act 1981 of attempting to commit an offence that is a relevant offence. - section 1 of the Criminal Law Act 1977 of conspiracy to commit an offence that is a relevant offence. - the offence at common law of conspiracy to defraud. 	n/a
Late night levy	
<p>The Bill will introduce a late night levy which is a levy on late night operators (i.e. between 00:00 and 06:00). The levy will contribute towards the costs of policing and other arrangements for the reduction or prevention of crime and disorder, in connection with the supply of alcohol.</p> <p>The Council will have to go through the process of adopting the levy and the government will make regulations</p> <p>The government will specify in secondary legislation the categories of business to whom licensing authorities may be able to grant an exemption and or reduction.</p>	n/a
Alcohol disorder zones (ADZ): repeal	
ADZ's implement Chapter 2 of Part 1 of the Violent Crime Reduction Act 2006. They allow local authorities to designate localities as alcohol disorder zones where there has been a nuisance or annoyance to members of the public, or disorder, and where the nuisance,	n/a

<p>annoyance or disorder is associated with the consumption of alcohol supplied at premises in that locality and where there is likely be a repetition of that nuisance, annoyance or disorder.</p>	
<p>Statutory Guidance</p>	
<p>The government will introduce changes to the statutory guidance that will not form part of the bill.</p>	
<p>Cumulative Impact Policies</p>	
<p>The statutory guidance governing Cumulative Impact Policies will be more focused on local needs and easier for licensing authorities to implement. This will reduce the evidential requirement on licensing authorities. This will give greater weight to the view of local people as the licensing authority will not be constrained by the requirement to provide detailed additional evidence where such evidence is unavailable.</p>	<p>At present, Cumulative Impact Policies can only be applied by a licensing authority to an application for a licence when it has received relevant representations from a responsible authority, or interested party, on the potential cumulative impact of the grant of the application in question.</p> <p>The licensing authority will set out the detail of its Cumulative Impact Policy in its Licensing Policy Statement. Before implementing a Cumulative Impact Policy, a licensing authority will usually conduct a consultation exercise and consider the effect that additional premises will have on the cumulative impact.</p>
<p>Increase the weight licensing authorities will have to give to relevant representations and objection notices from the police</p>	
<p>The government will strengthen the weight that licensing authorities must give to police representations (including those voiced by the police at a hearing) and objection notices by amending the statutory guidance to require licensing authorities to accept all representations and notices and adopt all recommendations from the police, unless there is clear evidence that these are not relevant.</p>	<p>When determining an application for a premises licence, an application for a licence review or the granting of a personal licence, the Council must have regard to relevant representations or objection notices (in the case of personal licence applications) from the chief officer of police although there is scope to reject representations from the police.</p>
<p>Give more autonomy to licensing authorities regarding closing times</p>	
<p>The government will amend the statutory guidance to make it clear to local authorities that they can make decisions about the most appropriate licensing strategy for their area.</p> <p>Licensing authorities will be encouraged to consider using measures including fixed closing times, staggered closing times and zoning.</p>	<p>The introduced of 24 hour alcohol licences allowed premises to adopt flexible opening hours. The objective was that consideration would be given to the impact of opening hours on local residents and businesses.</p> <p>However, the introduction of 24 hour alcohol licences discouraged the use of provisions contained in the Licensing Act 2003 such as staggered closing times, zoning and fixed closing times.</p>
<p>Licence applicants to give greater consideration to the local area when making their application</p>	
<p>The guidance for applicants and statutory</p>	<p>Currently, as part of the licence application</p>

<p>guidance for licensing authorities will be amended to require licence applicants, when outlining the steps they will take to promote the licensing objectives, to provide further contextual information to support the steps they intend to take and demonstrate an awareness of the local community in which the premises would be based.</p>	<p>process, applicants are required to set out in the operating schedule accompanying their application the steps they intend to take to promote the licensing objectives.</p>
<p>Review of effect of amendments on licensing scheme</p>	
<p>The secretary of state will be under duty to review the effect of the Bill's proposed amendments within 5 years of the commencement of the Act.</p>	<p>n/a</p>

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