



Executive Committee

Tue 21 Mar
2023
5.30 pm

Council Chamber,
Redditch Town Hall,
Walter Stranz Square
Redditch
B98 8AH

REDDITCH BOROUGH COUNCIL

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difference*

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**If you have any queries on this Agenda please contact
Jess Bayley-Hill**

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GUIDANCE ON FACE-TO-FACE MEETINGS

At the current time, seating at the meeting will be placed in such a way as to achieve as much space as possible for social distancing to help protect meeting participants.

Please note that this is a public meeting.

If you have any questions regarding the agenda or attached papers, please do not hesitate to contact the officer named above.

GUIDANCE FOR ELECTED MEMBERS ATTENDING MEETINGS IN PERSON

Members and Officers who still have access to lateral flow tests (LFTs) are encouraged to take a test on the day of the meeting. Meeting attendees who do not have access to LFTs are encouraged not to attend the meeting if they have common cold symptoms or any of the following common symptoms of Covid-19 on the day of the meeting; a high temperature, a new and continuous cough or a loss of smell and / or taste.

PUBLIC ATTENDANCE

Members of the public are able to access the meeting to observe proceedings if they wish to do so. Members of the public who still have access to lateral flow tests (LFTs) are encouraged to take a test on the day of the meeting. Meeting attendees who do not have access to LFTs are encouraged not to attend the meeting if they have common cold symptoms or any of the following common symptoms of Covid-19 on the day of the meeting; a high temperature, a new and continuous cough or a loss of smell and / or taste.

Notes:

Although this is a public meeting, there are circumstances when Council might have to move into closed session to consider exempt or confidential information. For agenda items that are exempt, the public are excluded.



Executive

Tuesday, 21st March, 2023

5.30 pm

Council Chamber Town Hall

Agenda

Membership:

Cllrs:	Matthew Dormer (Chair)	Lucy Harrison
	Nyear Nazir (Vice- Chair)	Anthony Lovell
	Karen Ashley	Emma Marshall
	Joanne Beecham	Craig Warhurst
	Peter Fleming	

1. Apologies

2. Declarations of Interest

To invite Councillors to declare any Disclosable Pecuniary Interests and / or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.

3. Leader's Announcements

4. Minutes (Pages 5 - 14)

5. Air Quality Enhanced Monitoring Options Report (Pages 15 - 20)

This report will be pre-scrutinised at a meeting of the Overview and Scrutiny Committee scheduled to take place on 16th March 2023. Any recommendations on this subject arising from that meeting will be published in a supplementary pack for the Executive Committee's consideration.

6. Off-Street Parking Order (Pages 21 - 52)

7. Housing Policies (Pages 53 - 60)

In order to reduce the amount of paperwork printed for this meeting, in line with the Council's commitments in the Carbon Reduction Plan, the Executive Committee have agreed that only the covering report for this item will be printed in the main agenda for this meeting. A small number of paper copies of the full report, including the appendices, will be printed and the entire report can be accessed online.

This report will be pre-scrutinised at a meeting of the Overview and Scrutiny Committee scheduled to take place on 16th March 2023. Any recommendations on this subject arising from that meeting will be published in a supplementary pack for the Executive Committee's consideration.

8. Financial and Performance Monitoring Report Quarter 3 - 2022/23 (to follow)

9. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.

To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.

10. Advisory Panels - update report

Members are invited to provide verbal updates, if any, in respect of the following bodies:

- a) Climate Change Cross-Party Working Group – Chair, Councillor Anthony Lovell;
- b) Constitutional Review Working Panel – Chair, Councillor Matthew Dormer;
- c) Corporate Parenting Board – Council Representative, Councillor Nyear Nazir;
- d) Member Support Steering Group – Chair, Councillor Matthew Dormer; and
- e) Planning Advisory Panel – Chair, Councillor Matthew Dormer.

11. To consider any urgent business, details of which have been notified to the Head of Legal, Democratic and Property Services prior to the commencement of the meeting and which the Chair, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.

12. Exclusion of the press and public

Should it be necessary, in the opinion of the Chief Executive, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:

“That, under S.100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act”.

These paragraphs are as follows:

Subject to the “public interest” test, information relating to:

- Para 3 – financial or business affairs;

13. Overview and Scrutiny Committee (Pages 61 - 80)



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MINUTES

Present:

Councillor Matthew Dormer (Chair), Councillor Nyear Nazir (Vice-Chair) and Councillors Karen Ashley, Peter Fleming, Lucy Harrison, Anthony Lovell and Emma Marshall

Also Present:

Councillors Joe Baker, Michael Chalk, Bill Hartnett, Sharon Harvey, Joanna Kane and Sid Khan

Officers:

Peter Carpenter, Kevin Dicks, Claire Felton, Sue Hanley, Michelle Howell, Simon Parry and Guy Revans

Principal Democratic Services Officer:

Jess Bayley-Hill

127. APOLOGIES

Apologies for absence were received on behalf of Councillors Joanne Beecham and Craig Warhurst.

128. DECLARATIONS OF INTEREST

There were no declarations of interest.

129. LEADER'S ANNOUNCEMENTS

The Leader advised that at the meeting of the Overview and Scrutiny Committee held on Thursday 23rd February 2023 Members had pre-scrutinised the 30 Year Housing Revenue Account (HRA) Business Plan, at Minute Item No. 131 on the agenda. A number of recommendations had been made on this subject at that meeting and the Executive Committee was urged to refer to these recommendations during the debate in respect of this item.

130. MINUTES

RESOLVED that

Chair

the minutes of the meeting of the Executive Committee held on 7th February 2023 be approved as a true and correct record and signed by the Chair.

131. 30 YEAR HRA BUSINESS PLAN, INVESTMENT PROGRAMME AND ASSET MANAGEMENT STRATEGY FOR COUNCIL HOUSING

The Housing Property Services Manager presented the 30-year HRA Business Plan, Investment Programme and Asset Management Strategy for Council housing for the Executive Committee's consideration.

Members were advised that the report contained three key documents that had a strategic focus:

- The 30-year HRA Business Plan, which outlined a range of matters including in relation to housing income and how the HRA would achieve a balanced position moving forward. A number of assumptions had been made in developing the content of this plan, including in respect of the numbers of void properties, rental increases, management costs, debt and borrowing.
- The Asset Management Strategy, which provided a strategic overview of improvements needed to the Council's housing stock to ensure that this continued to comply with modern standards. A key challenge would be in respect of the works required to ensure that in future all properties achieved a minimum Energy Performance Certificate (EPC) rating of C.
- The five-year capital investment programme, which focused on £40 million of investment in new and existing Council housing stock. Improvements would be informed by the outcomes of the ongoing stock condition survey. There would also be further investment in order to enhance compliance.

Following the presentation of the report, Members commented that the stock condition survey was very important as it would help to inform action taken by the Council to improve the condition of properties. A significant amount of expenditure was planned and Members noted that this was the first time such a plan had been considered by the Council since 2001.

During consideration of this report, Members discussed the recent debate in respect of this item that had occurred at a meeting of the Overview and Scrutiny Committee held on Thursday 23rd February 2023. The Overview and Scrutiny Committee had endorsed the proposals detailed in the report and had also proposed a number of additional recommendations. These were addressed in turn by the Executive Committee:

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- Recommendation 4(a) - Providing more parking spaces, or being more specific about when and where parking spaces would be provided for Council houses. Members of the Executive Committee commented that there was already a programme in place for the provision of parking spaces. The action that could be taken by the Council was limited, in terms of the land owned by the authority that could be used for parking as well as the space available near to properties for this purpose. Members also commented that it was not appropriate to refer to specific parking spaces and locations in a high level, strategic document.
- Recommendation 4(b) - Transferring funding for handling mould and damp on properties from the Repairs and Maintenance (R&M) budget to the Capital Programme. Members commented that the revenue and capital budgets were separate and funding for this purpose was included in the Repairs and Maintenance budget because that was the most appropriate funding stream for such activities. Should circumstances change, then a capital budget could be introduced for works on damp and mould in future, but this would be subject to the submission of an appropriate business case.
- Recommendation 4(c) - The Overview and Scrutiny Committee highlighted the projected loss of 600 properties and the need to consider what could be done to reduce this figure. The Executive Committee noted that the number quoted, 600 properties, was a projected figure and the Council could not pre-empt the outcomes on this. However, Members commented that action was already being taken to build new Council houses in the Borough.
- Recommendation 4(d) - Fitting solar panels to new build properties and / or suitable existing properties in the Council's housing stock. Consideration was given to the fitting of solar panels to Council houses and Members commented that this would not, alone, meet the requirements necessary to upgrade the EPC ratings of those properties. Members also commented that there were complicating factors, in relation to right to buy and owner-occupied properties which needed to be addressed. The Council had already submitted a bid for £1.6 million, which would be match funded, to help enhance the energy efficiency of Council properties. There would be options available to upgrade the energy efficiency of Council houses in future but this would be subject to the submission of appropriate business cases. Initially, the Council would need to focus on upgrading insulation, windows and doors on properties and this would have a more beneficial impact on the energy efficiency of those properties than the installation of solar panels.

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- Recommendation 4(e) - Adding a provisional budget, which could be amended at a later date, to pay for works needed to improve the energy efficiency of the Council's housing stock to at least an EPC C rating. Members commented that this was already in the process of being worked on and therefore the recommendation was unnecessary.

For these reasons, the Executive Committee concluded that they could not support the additional recommendations that had been proposed by the Overview and Scrutiny Committee on this subject.

RECOMMENDED that

- 1) **the Housing Revenue Account 30-year Business Plan 2023-2053 be approved;**
- 2) **the Housing Asset Management Strategy be approved; and**
- 3) **the Housing Capital Programme 2023-2027 be approved.**

132. COUNCIL TAX RESOLUTIONS 2023/24

The Head of Finance and Customer Services presented the Council Tax Resolutions 2023/24.

Members were advised that the Council was required to agree Council Tax resolutions on an annual basis. The content of the report took into account the Council Tax Base 2023/24 which had been agreed by the Executive Committee and Council in January 2023. The report detailed the Council Tax requirements for each of the precepting authorities, all of which had chosen to increase the amount of Council Tax required from local residents. This included a 2.99 per cent increase for Redditch Borough Council. When the increases proposed by all the precepting authorities were taken into account collectively, the Council Tax bill for Band D equivalent properties in the Borough would increase by 5.4 per cent in 2023/24 compared to 2022/23.

RESOLVED to

note that at a meeting on 10th January 2023, the Executive Committee calculated the Council Tax Base 2023/24 as:

- (a) **for the whole Council area as 26,304.94 [Item T in the formula in Section 31B of the Local Government Act 1992, as amended (the "Act")]; and**

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- (b) for dwellings in those parts of its area to which a Parish precept relates; this being Feckenham Parish as 375.79.

RECOMMENDED that Council approve:

- 1) the calculation for the Council Tax requirement for the Council's own purposes for 2023/24 (excluding Parish precepts) as £6,885,318.04.
- 2) that the following amounts be calculated for the year 2023/24 in accordance with sections 31 to 36 of the Act:
 - (a) £49,710,521 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act (taking into account all precepts issued to it by Parish Councils) (*i.e.*, *Gross expenditure*);
 - (b) £42,805,203 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act. (*i.e.*, *Gross income*);
 - (c) £6,905,318 being the amount by which the aggregate of 1.2.2(a) above exceeds the aggregate at 1.2.2(b) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act);
 - (d) £262.51 being the amount at 1.2.2 (c) above (Item R), all divided by Item T (1.1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts);
 - (e) £20,000 being the aggregate amount of all special items (Feckenham Parish precept) referred to in Section 34 (1) of the Act;
 - (f) £261.75 being the amount at 1.2.2 (d) above less the result given by dividing the amount at 1.2.2 (e) above by Item T (1.1 (a) above), calculated by the Council, in accordance with Section 34 (2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates;

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- (g) £314.97 being the amount given by adding to the amount at 1.2.2(f), the amount of the special item relating to the Parish of Feckenham 1.2.2(e), divided by the amount in 1.1(b) above;
- (h) the amounts below given by multiplying the amounts at 1.2.2(f) and 1.2.2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band, divided by the number which in that proportion is applicable to dwellings listed in Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwelling listed in different valuation bands;

Valuation Band	Proportion of Band D tax paid	Parish of Feckenham £	All other parts of the Council's area £
A	6/9	209.98	174.50
B	7/9	244.97	203.58
C	8/9	279.98	232.67
D	1	314.97	261.75
E	11/9	384.97	319.92
F	13/9	454.95	378.08
G	15/9	524.95	436.25
H	18/9	629.94	523.50

- 3) it be noted that for the year 2023/24, Worcestershire County Council, Police and Crime Commissioner for West Mercia and Hereford and Worcester Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwelling in the Council's area as indicated below:

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	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Worcestershire County Council	977.19	1,140.05	1,302.92	1,465.78	1,791.51	2,117.24	2,442.97	2,931.56
Police and Crime Commissioner for West Mercia	176.33	205.72	235.11	264.50	323.28	382.06	440.83	529.00
Hereford and Worcester Fire Authority	62.93	73.42	83.91	94.40	115.38	136.36	157.33	188.80

- 4) that having calculated the aggregate in each case of the amounts at 1.2.2(h) and 1.2.3 above, that Redditch Borough Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992 hereby sets the amounts shown below as the amounts of Council Tax for 2023/24. for each part of its area and for each of the categories of dwellings:

Valuation Band	Proportion of Band D tax paid	Parish of Feckenham £	All other parts of the Council's area £
A	6/9	1,426.43	1,390.95
B	7/9	1,664.16	1,622.77
C	8/9	1,901.92	1,854.61
D	1	2,139.65	2,086.43
E	11/9	2,615.14	2,550.09
F	13/9	3,090.61	3,013.74
G	15/9	3,566.08	3,477.38
H	18/9	4,279.30	4,172.86

- 5) that the Interim Director of Finance be authorised to make payments under Section 90(2) of the Local Government Finance Act 1988 from the Collection Fund by ten equal instalments between April 2023 to March 2024 as detailed below:

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	Precept £	Deficit on Collection Fund £	Total to pay £
Worcestershire County Council	38,557,255.00	(999,626.00)	37,557,629.00
Police and Crime Commissioner for West Mercia	6,957,656.63	(178,673.00)	6,778,983.63
Hereford & Worcester Fire Authority	2,483,282.63	(63,980.00)	2,419,302.63

- 6) that the Interim Director of Finance be authorised to make transfers under Section 97 of the Local Government Finance Act 1988 from the Collection Fund to the General Fund the sum of £6,723,433 being the Council's own demand on the Collection Fund (£6,885,318) and Parish Precept (£20,000) and the distribution of the deficit on the Collection Fund (-£181,885);
- 7) that the Interim Director of Finance be authorised to make payments from the General Fund to Feckenham Parish Council the sums listed above (£20,000) by instalment after 1 April 2023 in respect of the precept levied on the Council;
- 8) that the above resolutions to be signed by the Chief Executive for use in legal proceedings in the Magistrates Court for the recovery of unpaid Council Taxes; and
- 9) notices of the making of the said Council Taxes signed by the Chief Executive are given by advertisement in the local press under Section 38(2) of the Local Government Finance Act 1992.

133. OVERVIEW AND SCRUTINY COMMITTEE

Members were advised that there were no minutes from meetings of the Overview and Scrutiny Committee for consideration on this occasion.

134. MINUTES / REFERRALS - OVERVIEW AND SCRUTINY COMMITTEE, EXECUTIVE PANELS ETC.

The Executive Committee was informed that there were no referrals from the Overview and Scrutiny Committee or any of the Executive Advisory Panels on this occasion.

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135. ADVISORY PANELS - UPDATE REPORT

The following verbal updates were provided in respect of the work of Executive Advisory Panels and other bodies:

- a) Climate Change Cross Party Working Group – Chair, Councillor Anthony Lovell

Councillor Lovell advised that a meeting of the group was due to take place in March 2023.

- b) Constitutional Review Working Party – Chair, Councillor Matthew Dormer

The Executive Committee was informed that the following meeting of the Constitutional Review Working Party was due to take place in the new municipal year.

- c) Corporate Steering Board – Council Representative, Councillor Nyear Nazir

Councillor Nazir confirmed that there were no updates to provide on this occasion.

- d) Member Support Steering Group – Chair, Councillor Matthew Dormer

Councillor Dormer explained that there was due to be a meeting of the Member Support Steering Group on 22nd March 2023.

- e) Planning Advisory Panel – Chair, Councillor Matthew Dormer

Members were informed that a meeting of the Planning Advisory Panel was scheduled to take place on 28th February 2023.

The Meeting commenced at 5.30 pm
and closed at 5.48 pm

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Enhanced Air Quality Monitoring Proposal

Relevant Portfolio Holder	Councillor Nazir
Portfolio Holder Consulted	Yes / No
Relevant Head of Service	Simon Wilkes
Report Author	Job Title: Senior Technical Officer Contact: Christopher Poole email:chris.poole@worcsregservices.gov.uk Contact Tel: 01562 738069
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	Communities that are safe, well maintained and green
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Executive Committee is asked to RECOMMEND that:-

Following successful outcome of air quality grant bid to Defra, that match funding totalling £2,300 be funded from Corporate Earmarked Reserves over the life of the project.

2. BACKGROUND

- 2.1 During the course of 2022 several partner authorities expressed a keen interest in developing their own enhanced air quality data provision. This along with the timely announcement that DEFRA was allowing grant bids for monitoring equipment as part of LOT 2 of 2022/23 air quality grant framework provided an opportunity to bid for funding.
- 2.2 On 10th February 2023, DEFRA confirmed WRS had been successful in a County wide air quality grant application to cover a significant proportion of costs for enhanced monitoring equipment.
- 2.3 For the purpose of complying with the Government set Local Air Quality Management (LAQM) regime, monitoring of air quality is undertaken almost exclusively across Worcestershire utilising passive diffusion tube monitoring techniques. This method has been robustly tested over many years and is used by all local authorities for the purpose of monitoring nitrogen dioxide (NO₂) in the outdoor environment. The measurement technique has been fine-tuned over time and it provides us with a level of accuracy that is considered acceptable by the

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Department of the Environment, Food and Rural Affairs (DEFRA) for the purposes of LAQM work. It is also the cheapest method at a cost of around £7 per location per month (laboratory supply and analysis only). Data using this technique can be harvested over a large geographic area and this method has also proven excellent for the purpose of trending air quality over a long period of time.

- 2.4 There are however limitations to using this technique. Diffusion tubes lack absolute accuracy and can display a +/-10% error rate so locations close to the government objective threshold for action require further study using more sophisticated methods prior to taking further action. Diffusion tube results are not immediate, as they must be subjected to the national QA/QC process which corrects the 'tube bias' retrospectively following the completion of the national adjustment study co-ordinated by DEFRA. Hence data collected in a specific year is not available in a reliable format until the following April.
- 2.5 All of the Worcestershire authorities have diffusion tube monitoring programmes however two locations do have enhanced monitoring and they are located in Kidderminster.
- 2.6 A very accurate NO₂ gas analyser is installed in Kidderminster that monitors pollution in real-time. Diffusion tubes are also co-located here. The data harvested from both techniques provide us with a local bias adjustment factor which provides several scientific advantages over that of the slow national scheme. The data collected also allows us to report nationally what the background NO₂ concentration's are in Worcestershire. Capital cost of this system would be around £17,000 today with annual maintenance cost of £3,000 (single pollutant only). This system is officer time hungry to and is effectively a laboratory instrument inside a bespoke roadside case.
- 2.7 The second site employs a purpose-built electrochemical gas measuring system purchased by Wyre Forest District Council. This system is not as accurate as the other gas analyser and as of writing, is not approved for LAQM work. Nevertheless, it provides real-time information on NO₂ levels, particulate matter (PM₁₀ and PM_{2.5}) and ozone (O₃). The equipment is deployed in the Blackwell Street/Horsefair area which was subject to significant road junction improvements in 2019. Prior to these changes this area had the poorest air quality in Worcestershire and the equipment is being used to monitor the effectiveness of these improvements. The equipment will also be used to monitor the significant developments planned on the east side of Kidderminster over the forthcoming years and determine

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whether they have a detrimental effect on air quality at this location. The system has a capital cost of around £4,000 and annual maintenance and data harvesting cost is £2,500 per year.

- 2.8 These new systems, referred to in section 2.7, are compact, lightweight air pollution sensors that measure harmful gases and particle matter in real-time, including the main pollutants of concern (NO₂ and PM₁₀ and PM_{2.5}). They are powered using internal batteries or via solar panel and can be attached to a lamp post at the required location making siting flexible and expedient without the requirement of street works consent and additional installation costs.
- 2.9 The sensors provide detailed air quality measurements in real-time and therefore can be used for a variety of purposes including identifying short term trends, tracking pollution hotspots, background concentration monitoring, investigating air quality around schools or other areas. These systems can also be used in isolation or deployed as a network across a wide area to provide a detailed picture and due to the immediacy of the data it has many practical applications in providing early warning through the app and website to advise persons who have respiratory problems of imminent risks due to poor air quality episodes. The data will also be publicly available and will be used in future campaigns around behaviour change and the promotion of active modes of travel.
- 2.10 As discussed in section 2.6, monitoring in real time for several pollutant types has been prohibitively expensive. However, the advent of this new technology is changing the landscape. The purpose of this report is to provide some background information on the technology, breakdown on cost and alternative funding options.

3. OPERATIONAL ISSUES

- 3.1 WRS will run and maintain the monitoring equipment on behalf of the authority including the provision of data access through the internet and via mobile app.

4. FINANCIAL IMPLICATIONS

- 4.1 As discussed in sections 2.1 and 2.2 above, WRS has made a successful application to DEFRA for funding of enhanced air quality monitoring equipment. The majority of capital and revenue costs will be covered by DEFRA funding however a minimum of 10% match funding is expected of the successful applicant (this will be met by the District Councils in proportion to the number of sensors proposed for each

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Council area). DEFRA intend to monitor progress on project outcomes for 2 years following the award however revenue budget support requested is for 3 years (4 years in total). Beyond the 4 years the Council has the option of funding the servicing and maintenance as the equipment has a life expectancy of between 10-15 yrs.

- 4.2 WRS have requested grand funding for 2 units on behalf of Redditch BC to be located in strategic locations to be confirmed. Locations under consideration at the moment include a background site for PM monitoring/ Smoke & Solid Fuel burning.

4.3 **Cost Breakdown (with successful grant funding)**

2 units(yr1)	Cost	Match funding (10%) 2022-23 grant
Capital Investment	£8,000	£800
total	£8,000	£800

Revenue (maintenance and data) (3yrs)		
Maintenance	£4,000	£400
Annual data	£1,000	£100
total	£5,000	£500
Total (3 years)	£15,000	£1,500

- 4.4 As detailed in paragraph 3.2 10% match funding would be required by each district council. It is therefore proposed that Executive Committee recommend that £2,300 match funding be funded from Corporate Earmarked Reserves over the life of the project.

5. **LEGAL IMPLICATIONS**

- 5.1 None identified

6. **OTHER - IMPLICATIONS**

Relevant Strategic Purpose

- 6.1 Action on this proposal and the data from the units would help to support work to address the green thread at the Council.

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Climate Change Implications

- 6.2 This proposal supports green initiatives and plans of the Council as it promotes active travel and other behaviour change projects which discourage travel through the use of motor vehicles.

Equalities and Diversity Implications

- 6.3 There are no equalities or diversity implications with this proposal.

7. RISK MANAGEMENT

- 7.1 WRS have been successful in application for DEFRA grant assistance for the capital cost of this proposal. DEFRA are seeking 10% minimum match funding which includes service, maintenance and data processing costs for a total of 4 years should the Council wish to receive the benefits of enhanced air quality monitoring within its boundary.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – Images of monitoring equipment & screen shot of real time data feed

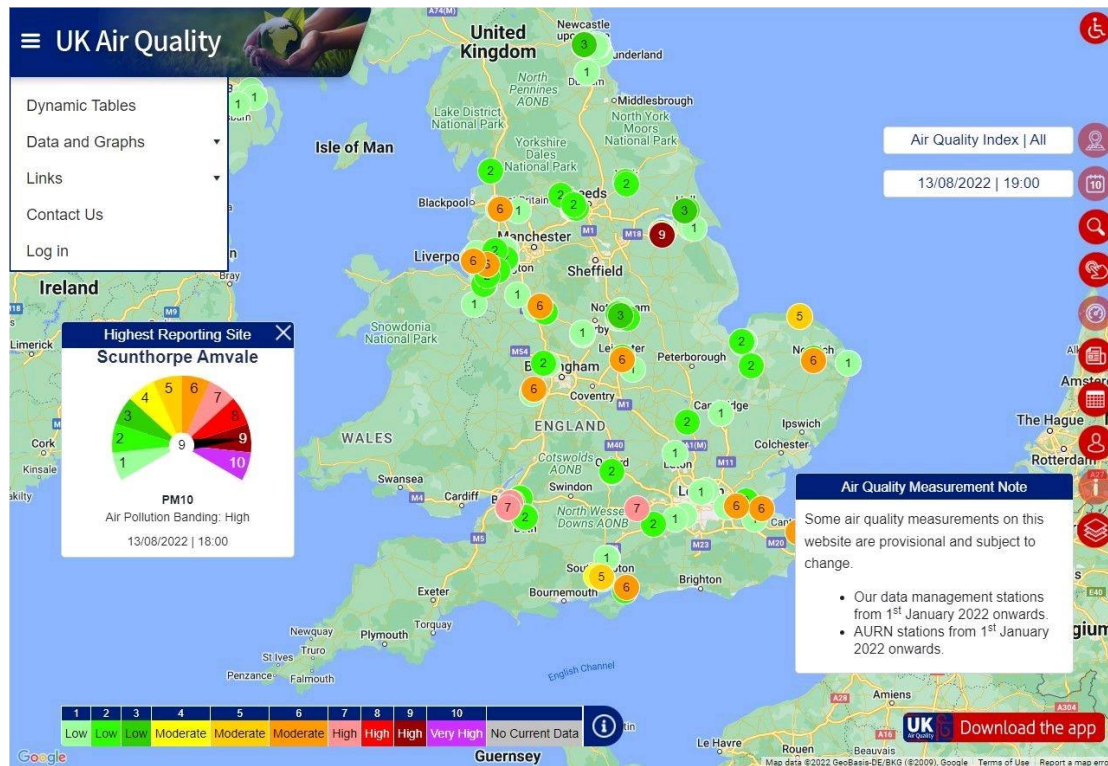
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Appendix 1 - images of monitoring equipment & screen shot of real time data feed



Screenshot of Website and live Feed



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Relevant Portfolio Holder	Councillor Fleming
Portfolio Holder Consulted	Yes
Relevant Head of Service	Joint report of Head of Environmental and Housing Property Services and the Head of Legal, Democratic and Property Services
Report Author	Ryan Keyte Job Title: Litigation Solicitor Contact email: ryan.keyte@bromsgroveandredditch.gov.uk Contact Tel: ext 3100
Wards Affected	
Ward Councillor(s) consulted	
Relevant Strategic Purpose(s)	
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS**The Executive Committee RESOLVE that:-**

- 1) The Executive note the Council's ability to manage and control its off-street parking environment in the form of implementing this Order.
- 2) authority be delegated to the Head of Environmental and Housing Property Services and the Head of Legal, Democratic and Property Services to take all necessary steps to finalise the draft Order, schedules and car park plans and then publish, consult upon, make and implement an Off Street Parking Order in terms similar to the draft "Redditch Borough Council (Off Street Parking Places) Order 2023" ("the Order") attached at Appendix 1; and

subject to the necessary Order being made
- 3) authority be delegated to the Head of Environmental and Housing Property Services and Head of Legal, Democratic and Property Services to issue any passes or season tickets in accordance with the Order.

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2. BACKGROUND

- 2.1 The proposal to implement the Redditch Borough Council (Off Street Parking Places) Order 2009 came before the Executive on the 22nd July 2009, the draft Order was finalised and consulted upon, however due to an omission the Order was never implemented, there is therefore no current Off-Street Parking Order in place for Redditch Borough Council.

3. OPERATIONAL ISSUES

- 3.1 Since the previous report came before the Executive, the decision to charge for use of the car parks has been reversed, although it remains a possibility for the future. The number of car parks to which the Order applies has been expanded, the way that passes/permits are issued has been extended and the uses of the car parks, especially the Town Hall Car Park needed to be amended as well to comply with current and proposed projects. The opportunity was therefore taken to review the previous draft Order in detail and bring it up to date with the Council's requirements.
- 3.2 Currently the Council is unable to enforce any rules and conditions in respect of its off-street parking places as it does not have an off-street parking order in place. By implementing this order the Council will be able to control the use and enforce any rules or conditions in respect of its off-street parking and in the event of failure to comply with them, it would then have the power to issue Penalty Charges Notices (PCNs) in respect of any such failures.
- 3.3 The Order will allow PCNs to be issued for various breaches in accordance with appropriate statutes, but the following are none exhaustive examples of what the Council would be able to issue PCNs for in accordance with the Order;
- Parking in a permit bay without clearly displaying a valid permit,
 - Parking beyond the bay markings,
 - Parking in a disabled persons parking space without clearly displaying a valid disabled persons badge and
 - Parked causing an obstruction.
- 3.4 A list of the car parks and any specific rules that apply to them is included within the Order at schedule 1, upon implementation, the following car parks will be included Market Traders Car Park – Silver Street, Wellington Street Car Park, Numbers 17 to 31 Evesham Road Parking Area, Town Hall Car Park and Trescott Road Car Park.
- 3.5 Some of the key points to the Order are

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- It allows the Council to set out the rules and conditions of using the Council's off-street parking,
- Allow the Council to issue PCNs for any breaches of those rules and conditions, some examples are highlighted in paragraph 3.3 above,
- Implement the current use and methods of permits, but also be flexible to allow for changes and allow for permit only parking bays,
- Schedule 2 sets out the more detailed rules around staff permits and
- Schedule 3 sets out the more detailed rules around any other permits.

3.6 While there is currently no intention to charge for the use of any of the car parks, the Order has been drafted to be robust and if the decision was taken in the future to charge, then only the schedule would need to be amended, which procedurally would be simpler.

3.7 The Order has been "future proofed" in other ways as well, providing rules in relation to such things as electrical charging bays, restrictions on types of vehicles and usage (such as drop off bays), which while not required now have been included to provide flexibility and make minor changes in the future simpler.

4. FINANCIAL IMPLICATIONS

4.1 There is the potential for an element of revenue to be generated from breach by the public of the parking regulations brought into force by the Order. Any such breaches will be enforced by the Penalty Charge Notice and other enforcement procedures by the Council's parking enforcement service.

5. LEGAL IMPLICATIONS

5.1 Section 32 of the Road Traffic Regulation Act 1984 enables Local Authorities to provide off street parking places and the means of access to and egress from them for the purpose of relieving or preventing congestion of traffic.

5.2 An Order for the off-road parking is only required if the Local Authority proposes to regulate the use of the car park in question and access or egress is onto a road.

5.3 The procedure for making the Order is contained in the Local

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Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 ("the Regulations"). The Regulations require that a consultation process is conducted with the County Council as the Highway Authority, the Commissioner for the Local Police, the Freight Transport and Road Haulage Association and such other organisations as the Council see fit. If an objection is received it may have to be resolved by the Secretary of State.

- 5.4 The Regulations require publication of a "notice of proposals" in a local newspaper in a prescribed form. The notice must give an address for objections in writing. If an objection raises certain statutory criteria (i.e. adverse effect on public services) it may cause a public inquiry to be necessary.
- 5.5 Once an Order is made, that fact must be advertised. The Order can become final 6 weeks after the final advert if no procedural objections have been received.

6. OTHER - IMPLICATIONS**Relevant Strategic Purpose**

- 6.1 The report supports work in respect of tackling climate change (see below).

Climate Change Implications

- 6.2 The Council is planning for the installation of electric vehicle charging point in car parks; this Order will enable for the management of cars using charging bays which is essential to facilitate residents transition towards electric vehicles as per the Councils Ultra Low Vehicle Strategy.
- 6.3 The Order will also improve local air quality and reduce tailpipe emissions by restricting idling engines within council car parks.

Equalities and Diversity Implications

- 6.4 There are no Equalities and Diversity Implications.

7. RISK MANAGEMENT

- 7.1 The Council currently does not have an Off-Street Parking Order in place and therefore is unable to regulate the use of them, implementing the Order will give the Council the ability to regulate the use of the car parks contained within the Order.

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Appendix 1 – Off Street Parking Places Order 2023

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Fleming Portfolio Holder for Environmental Services	1 st March 2022
Lead Director / Head of Service	Guy Revans Head of Environmental and Housing Property Services and Claire Felton Head of Legal, Democratic and Property Services	28 th February 2023
Financial Services	Peter Carpenter, Interim Section 151 Officer	
Legal Services	Claire Felton Head of Legal, Democratic and Property Services	28 th February 2023
Climate Change Team (if climate change implications apply)	Anna Wardell-Hill	28 th February 2023

REDDITCH BOROUGH COUNCIL
(OFF-STREET PARKING PLACES)
ORDER 2023

REDDITCH BOROUGH COUNCIL
(OFF-STREET PARKING PLACES)
ORDER 2023

Redditch Borough Council (hereinafter called “the Council”) in exercise of its powers under Sections 32, 35 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984, as amended (“the 1984 Act”) and under the Road Traffic Act 1991 as amended (whether generally or in relation to the area of the Council) (“the 1991 Act”) , the Traffic Management Act 2004 (“ the 2004 Act “) and of all other enabling powers, with the consent of the Worcestershire County Council in accordance with Section 39(3) of the 1984 Act and after consulting with the Chief Officer of Police in accordance with paragraph 20 of Schedule 9 to the 1984 Act, hereby make the following Order:-

PART 1
GENERAL

Commencement and Citation

1.

1. This Order shall come into operation on the xth day of x 2023 and may be cited as the Redditch Borough Council (Off-Street Parking Places) Order 2023.
2. Without prejudice to the validity of anything done or to any liability incurred in respect of any act or omission before the coming into operation of this Order, all previous Off-Street Parking Places Orders are revoked on the date that this Order comes into operation.

Interpretation

2. In this Order, except where the context otherwise requires, the following expressions have the meanings respectively assigned to them:

“Alternative Approved Method Of Payment” means cashless payments, park and phone, payment by debit or credit card facilitated by on site or remote verification by, for example, card reader or mobile phone text or phone call;

“Bank Holiday” has the same meaning as described in the ‘Banking and Financial Dealings Act 1971 (C.80). The first Monday of May shall be treated as if it were a Bank Holiday for the purposes of this Order;

“Charging Days” means those days which are as specified at each Parking Place respectively;

“Charging Hours” means any period specified in column E of Schedule 1 in respect of which a charge is specified in column G of Schedule 1;

“Civil Enforcement Officer” means any officer of the Council who is authorised to supervise and control the use of Vehicles in the Parking Places and enforce the provisions of this Order pursuant to Section 76 of the 2004 Act;

“Council” means Redditch Borough Council or its successor authority;

“Daily Charge” means the charge imposed by the Council for parking in a Parking Place on any one day and for a specified period of time as is identified in the scale of charges specified in Schedule 1 to this order and by notice on site;

“Disabled Person’s Badge” has the same meaning as in The Local Authorities Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000, as amended;

“Driver” in relation to a Vehicle Parked in a Parking Place, means the person driving the Vehicle at the time it was left in the Parking Place;

“Electric Vehicle” means a Vehicle that is propelled by one or more electric motors powered by a rechargeable battery, including hybrid Vehicles;

“Expiry Time” is the time indicated on the Pay and Display Ticket or equivalent Virtual Parking Permit and is the time by which the Vehicle must leave the Parking Place;

“Loading/Unloading” refers to when a vehicle is parked wholly in a Parking Place or Parking Bay marked for that purpose on site, for the purpose of delivering or collecting

goods or merchandise or loading or unloading the vehicle at premises adjacent to the Parking Place or Parking Bay and the Vehicle does not park for longer than is listed in column 6 of Schedule 1 or such longer period as a duly authorised officer of the Council may authorise;

“Motorcycle Space” means any area of a Parking Place as defined in this Clause which is provided for the leaving of a motorcycle and indicated by markings on the surface of the Parking Place or signed or otherwise indicated by signs or any other structure whatsoever placed or erected in the Parking Place;

“Motor Car or Light Commercial Vehicle” means a mechanically propelled Vehicle, the unladen weight of which does not exceed 3050 kilograms, including a motorcycle but only when that motorcycle has a sidecar attached, which is either:-

- (i) constructed solely for the carriage of not more than seven passengers and their effects exclusive of the Driver; or
- (ii) constructed for the conveyance of goods or burden of any description;

“Motorcycle” refers to a solo Motorcycle only and excludes any motorcycle which has a side-car or trailer, or which has more than two wheels;

“Owner” in relation to a vehicle means the person who is recorded as the registered keeper by the Driver and Vehicle Licensing Agency on the date on which the vehicle was parked in the Parking Place in question;

“Park” and “Parked” refer to the stopping of a vehicle and it remaining at rest for some time whether or not the Driver is still in the Vehicle and a Vehicle shall be deemed to be Parked for any period in the same Parking Place or Parking Bay (as the case may be) if any part of it is below the Vehicle or the Vehicle’s load (if any) whether or not the Vehicle is moved during that period;

“Park and Phone” means a method of payment of the parking charge involving registration of payment by phone or electronic means and which is accepted by the

Council as a valid method of payment for the relevant time of use of the Parking Place;

“Parking Bay” means an area of a Parking Place, which is provided for the leaving of a vehicle of a class specified and indicated by markings on the surface of the Parking Place or signed or otherwise indicated by signs in the Parking Place;

“Parking Permit” means a physical season ticket, contract permit, business permit, staff permit, resident’s permit or any other permit of a type and design issued by the Council or disabled badge;

"Parking Place" means an area of land provided by the Council pursuant to Section 32(1) of the 1984 Act for the purpose of parking of Vehicles and not closed (in part or in whole) by a notice erected thereon by authority of the Council;

“Pay and Display Ticket” means a ticket issued by a Ticket Machine located in the Parking Place in which the vehicle has been parked.

“Penalty Charge” means a charge imposed by legislation in respect of parking contraventions that are subject to civil enforcement;

“PCN” means a Penalty Charge Notice issued or served by a Civil Enforcement Officer pursuant to the provisions of Section 66 and Schedule 3 of the Traffic Management Act 2004;

“Public Holiday” means Christmas Day, Good Friday and any other day designated by the Government as a public holiday;

“Relevant Position” means

- (a) in respect of a vehicle displaying a valid Disabled Person’s Badge -
 - (i) in the case of a Vehicle fitted with a dashboard or fascia panel, the badge is exhibited thereon so that Part 1 (the front of the badge), is legible from outside the Vehicle; or

- (ii) in the case of a Vehicle not fitted with a dashboard or fascia panel, the badge is exhibited in a conspicuous position on the Vehicle so that Part 1 of the badge is legible from outside the Vehicle;
- (b) in respect of a vehicle displaying a Pay and Display Ticket or Parking Permit -
 - (i) the ticket or permit is exhibited on the inside surface of the windscreen or in a clearly visible position so that it is facing forwards and can be easily seen and read from the front or side of the vehicle; or
 - (ii) in the case of a vehicle that is not fitted with a transparent windscreen, the ticket or permit is exhibited on the front of the vehicle facing forwards and clearly visible; or

“Ticket Machine” means an apparatus of a type designed to indicate the time by a clock and to issue Pay and Display tickets which show that a payment has been made of an amount or for a period specified thereon and which specify the date and, either the time of such payment, or the expiry time of the parking period for which payment has been made;

“Vehicle” includes any Motor Car, Motorcycle or other mechanically propelled automobile.

“Virtual Parking Permit” means an electronic record of parking ticket, permit or dispensation issued and confirmed by Redditch Borough Council to exempt a vehicle from a restriction in the provisions of this order, under the terms applicable at the time of issue. A Virtual Parking Permit may be obtained by any of the methods provided from time to time by the Council and to be valid must be registered on an account in an electronic database approved by the Council with an indication that the permit has been issued and validated in accordance with Council procedures.

“wait” and “waiting” refer to the stopping of a vehicle and it remaining at rest for some time whether or not the driver is still in the vehicle; “Wait” and “waiting” apply as for “park” and “parked”

3. Except where the context requires otherwise, any reference in this Order to a numbered Clause or to a numbered Schedule is a reference to the Clause or to the Schedule bearing that number in this Order.

4. Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent enactment.
5. Unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting the persons shall include either gender, bodies corporate, unincorporated associations and partnerships.
6. The Interpretation Act 1978 shall apply for the interpretation of this Order.

PART 2

DESIGNATION AND USE OF PARKING PLACES

Designation

7. Each Parking Place may be used, subject to the provisions of this Order, as a place to park Vehicles of such classes, in such positions, on such days, during such hours, for such periods as are advertised at each Parking Place and on payment of such charges as stated in Schedule 1 to this Order and as advertised on site.

Class and position of vehicle

8. Where in Schedule 1 a Parking Bay by notice or a Parking Bay within a Parking Place or the Parking Place, is described as available for Vehicles of a specified class or vehicles to be parked in a specified location, no person shall cause or permit a vehicle to be parked in that Parking Place or in any Parking Bay within the Parking Place,
 - (i) unless it is of the specified class;
and not;
 - (ii) parked beyond the bay markings;
 - (iii) in a position other than that specified; or
 - (iv) for a purpose other than provided for in this Order.

Classes of Vehicle

9. No person shall cause or permit a Vehicle to be parked in a Parking Bay or Parking Place unless it is a Motor Car, Light Commercial Vehicle, Motorcycle and / or a class specifically prescribed in the Schedules or as advertised on site.

Position of Vehicle

10. If Parking Bays are marked out in a Parking Place the Driver of a Vehicle shall ensure that it is not Parked beyond the Parking Bay markings and shall not permit it to wait in that Parking Place unless it is so positioned.
11. If Parking Bays are not marked out in a Parking Place the Driver of a Vehicle shall ensure that it is positioned so that it does not obstruct or potentially obstruct other Vehicles using the Parking Place, the free flow of traffic circulating within the Parking Place and the entrances to and exits from the Parking Place.

Disabled person's Parking Bays

12. No person shall cause or permit a Vehicle to be Parked in a Parking Bay marked for disabled persons unless the Vehicle displays a valid Disabled Person's Badge in the Relevant Position and immediately before or immediately after the act of parking the vehicle has been or is about to be used by the person(s) in respect of whom the Disabled Person's Badge has been issued.

Electric Vehicle Charging Bays

13. No person shall cause or permit a Vehicle to Park in a space marked as an Electric Vehicle Parking Bay unless the Vehicle is charging using the charger allocated to that specific space.

Permit Parking Bays

14. No person shall cause or permit a Vehicle to Park in a Parking Bay identified for permit holders unless the Vehicle is displaying a permit valid for that time and that Parking Bay. Where a Virtual Parking Permit has been obtained as an alternative to a Parking Permit and remains valid, any requirement in the relevant parking order for the Parking Permit to be displayed on the vehicle to which it relates shall not apply.

Loading and unloading bays

15. No person shall cause or permit a vehicle to park in any area marked as a loading bay unless the vehicle is being used for the purpose of Loading or Unloading.

Motorcycle Parking Bays

16. No person shall cause or permit a vehicle to park in a Parking Bay marked for Motorcycles unless the Vehicle is a Motorcycle.

Drop off bays

17. No person shall cause or permit a vehicle to park in a drop off bay marked for this purpose unless passengers are boarding or alighting from the vehicle within the maximum stay as outlined in Schedule 1.

Parent and child bays

18. Where in a Parking Place signs are erected or surface markings are laid for the purpose of indicating that a particular Parking Bay is for the use of parents with children, no person shall cause a vehicle to be parked in such a Parking Bay unless the vehicle arrives in that Parking Place with a child present in the vehicle and leaves that Parking Place with a child present in the vehicle.

Hours of operation and maximum period of stay

19. A Parking Place or in any Parking Bay within the Parking Place is described as being in operation on specified days, during specified hours or for a maximum period of stay, no person shall cause or permit a Vehicle to be Parked in that Parking Place or in any Parking Bay within the Parking Place on any day, during such hours or for any period other or longer than those specified.

Period of no return

20. Where by notice on site, a Parking Place is described as having a period within which a vehicle may not return, no person shall cause or permit a Vehicle to be Parked again in that Parking Place on any day, during such hours within which the vehicle is excluded from waiting in the Parking Place.

Power to close or suspend Parking Places

21. Nothing in this Order shall prevent the Council by notice, sign or barrier displayed or erected in a Parking Place:

- (i) from closing a Parking Place or any part thereof for any period; and/or
 - (ii) from setting aside a Parking Place or any part or parts thereof on all days or on certain days or during certain parts of days for use only by particular Vehicles or organisations.
22. Any person closing or suspending the use of a Parking Place or any part thereof shall thereupon place or cause to be placed in or adjacent to that Parking Place or that part thereof a notice or traffic sign indicating that Parking Place or that part thereof is closed or the use is suspended and that Parking by Vehicles is prohibited.
23. No person shall cause or permit a Vehicle to be parked in a Parking Place or any part thereof during such periods that the Parking Place or that part thereof is closed or the use is suspended or during such period as there is in or adjacent thereto a notice or traffic sign indicating the closure or suspension placed by or on behalf of the Council.

Sale of Goods

24. No person shall in a Parking Place without the express written permission of the Council, use a Vehicle, in connection with the sale of any article, including the Vehicle itself, to any person in or near the Parking Place or in connection with the selling or offering for hire of skill or services in any other capacity.

Parked with engine running

25. No person shall in a Parking Place continue to run the engine when the Vehicle is in the Parking Place and shall not start the engine except when about to change the position of the Vehicle in or to depart from the Parking Place.

Requirement of Vehicle to be Licensed

26. The Driver of a Vehicle shall not permit that Vehicle to wait in a Parking Bay unless the Vehicle is licensed in accordance with the provisions of the Vehicle Excise and Registration Act 1994 and unless there is in relation to the use of the Vehicle by the Driver such a policy of insurance as complies with the requirements of the Road Traffic Act 1988.

Only to be used for Parking

27. No person shall, except with the permission of any person duly authorised by the Council, drive any Vehicle in a Parking Place other than for the purpose of leaving that

Vehicle in a Parking Bay in accordance with the provisions of this Order or for the purpose of departing from the Parking Place.

Restrictions of use of driving

28. Where in a Parking Place signs are erected or surface markings are laid for the purpose of:-

- a) indicating the entrance to or exit from the Parking Place, or
- b) indicating that a Vehicle using the Parking Place shall proceed in a specified direction within the Parking Place

no person shall drive or cause or Permit to be driven any Vehicle (i) so that it enters the Parking Place otherwise than by an entrance or leaves the Parking Place otherwise than by an exit, so indicated, or (ii) in a direction other than that specified, as the case may be.

Speed Restriction

29. A Driver shall not drive a Vehicle in a Parking Place at a speed exceeding ten miles per hour.

Restriction on passage from one road to another

30. No person shall use a Parking Place as a means of passage or of proceeding from one road to another road.

Waiting Restrictions

31. The Driver of a Vehicle shall not permit it to wait in such part of a Parking Place as is marked by lines or other indications so as to indicate its provision as a Parking Bay for:-

- (1) a motor cycle unless the Vehicle so permitted to wait is a motor cycle without a side-car attached thereto;
- (2) a disabled person's Vehicle unless the Vehicle so permitted to wait is a Vehicle which displays in the relevant position a Disabled Persons Badge;
- (3) Motor Coaches;
- (4) an Electric Vehicle unless the Electric Vehicle is charging and only whilst charging.

Restriction on erection of tents/structures and lighting of fires

32. In a Parking Place no person shall:-

- (1) erect or cause or permit to be erected any tent booth standing building or other structure without the written consent of the Council;
- (2) light or cause or permit to be lit by fire.

Other Restrictions

33. (1) No person shall leave or permit to be left in a Parking Bay:-

- (a) a trailer of any kind including a touring or any other type of caravan without its traction unit;
- (b) any Vehicle having a secondary generating motor for the purpose of a refrigeration unit or any other purpose unless he or she ensures that at all times whilst the Vehicle is so left the secondary generating motor is not in operation
- (2) No person shall Permit any Vehicle left in a Parking Bay to be used in such a manner as to generate any excessive noise so as to cause a nuisance whether by fumes or otherwise to other lawful users of the Parking Place or residents living near to the Parking Place.

34. In a Parking Place no person shall:-

- (1) erect or cause or permit to be erected any tent booth standing building or other structure without the written consent of the Council;
- (2) light or cause or permit to be lit by fire.

Parked causing an obstruction or potential obstruction

35. No person shall in a Parking Place Park the Vehicle in such a manner or place where it causes an obstruction or potential obstruction to any other users of the Parking Place.

PART 3

CHARGES FOR PARKING

Pay and Display Parking Places/Park and Phone Parking Places

36. The person in charge of a Vehicle, upon parking the Vehicle in a Parking Bay or Parking Place, shall immediately

- (i) arrange for the purchase of a Pay and Display Ticket from a Ticket Machine situated at that Parking Place at the level of charge and for the period required in accordance with the scale of daily charges as stated in Schedule 1 to this Order and as advertised at the Parking Place.

or

- (ii) make arrangements to pay the appropriate fee through an Alternative Approved Method Of Payment such as Pay By Phone at the level of daily charge and for the period required in accordance with the scale of charges as stated in Schedule 1 to this Order and as advertised at the Parking Place.

Payment

37. No person shall cause or permit any Vehicle to be Parked in a Parking Place without arranging for the appropriate charge (if any) to be paid in accordance with the scale of current charges as stated in Schedule 1 to this Order and as advertised at the Parking Place.

Means of payment

38. Any charges shall be payable in the manner as advertised at that Parking Place.

Display of ticket

39. Save for payment by an Alternative Approved Method Of Payment, once a Vehicle has been parked within a chargeable Parking Place the person in charge of the vehicle shall ensure that:
- (i) a valid Pay and Display Ticket has been obtained to cover the entire period that the Vehicle is Parked in the Parking Place, and
 - (ii) the valid Pay and Display Ticket is displayed in the Relevant Position on the Vehicle in respect of which it was issued at all times the Vehicle is Parked.

Validity of pay and display tickets

40. A Pay and Display Ticket is not transferable from one Vehicle to another and on transfer the Pay and Display Ticket ceases to be valid.

Expiry of parking period

41. The expiry of the period for which the appropriate charge has been paid shall be
- (i) where a Pay and Display Ticket has been purchased, when the time is later than the expiry time shown on the Pay and Display Ticket displayed, or
 - (ii) where an alternative approved method of payment has been used, when the period for which payment has been made and recorded has been exceeded.

No Pay and Display Ticket displayed

42. If at any time while a Vehicle is Parked in a Parking Place, no Pay and Display Ticket is displayed on that Vehicle in the Relevant Position and in accordance with the provisions of this order, it shall be deemed that the charge has not been paid. Where a Virtual Parking Permit has been obtained as an alternative to a Parking Ticket and

remains valid, any requirement in the relevant Parking Order for the Pay and Display Ticket to be displayed on the Vehicle to which it relates shall not apply.

43. If at the time when a Vehicle is Parked during the charging hours in a Parking Place and the nearest Ticket Machine in that Parking Place is out of order, then a ticket shall be obtained from another ticket machine within the same Parking Place (where provided) or as directed in the Parking Place.
44. Where no valid Pay and Display Ticket can be obtained from a ticket machine within a Parking Place, vehicles may be parked in a Parking Place but may not be Parked for longer than the maximum period of Parking in that Parking Place as advertised at the Parking Place.

Parking permits

45. Parking permits are available from the Council at the appropriate fee as stated in Schedule 1 for a specific Parking Place subject to conditions determined by the Council.
46. A Parking Permit is only valid in the Parking Place(s) in respect of which it was issued, for the Vehicle in respect of which it was issued and up to the date of expiry shown on the Parking Permit.
47. The driver shall abide by the terms stipulated by the Council for the use of the Parking Permit.

Display of Parking Permit

48. A Parking Permit shall be displayed in the Relevant Position on the Vehicle in respect of which it was issued at all times during which the Vehicle is parked in the Parking Place. Where a Virtual Parking Permit has been obtained as an alternative to a Parking Permit and remains valid, any requirement in the relevant Parking Order for the Parking Permit to be displayed on the Vehicle to which it relates shall not apply.

Replacement Parking Permits

49. Damaged or lost Parking Permits will be replaced on application to the Council and on payment of an administration fee in accordance with Council policies. The damaged or lost Parking Permit will then become immediately invalid.

Surrender and refunds

50. A Parking Permit remains the property of the Council and must be surrendered on request. In such instances any refund of fee paid will be provided in accordance with the Council policy in place at that time.
51. The holder of a parking permit may, on surrendering the Parking Permit, be entitled to a refund based upon the Council policy in place at that time.

Restriction on removal

52. When a Pay and Display Ticket or parking permit has been exhibited on a Vehicle in the relevant position no person shall remove the Pay and Display Ticket or Parking Permit from the Vehicle until the Vehicle is removed from the Parking Place.

PART 4

EXEMPTIONS

Exemption from charge

53. No charge shall be payable in respect of;
- (i) a Motorcycle unless parked in a Parking Bay other than marked for Motorcycles.
 - (ii) a vehicle parked displaying in a Relevant Position a Parking Permit valid for that Parking Place. Where a Virtual Parking Permit has been obtained as an alternative to a Parking Permit and remains valid, any requirement in the relevant Parking Order for the Parking Permit to be displayed on the Vehicle to which it relates shall not apply.
 - (iii) Emergency service vehicles in the course of undertaking emergency duties.

Absence of Ticket machine

54. If at the time when a vehicle is parked in a Parking Place during the charging hours and all the ticket machines at that Parking Place carry notices placed upon them by a person duly authorised by the Council indicating that they are out of order, the driver of that vehicle shall be exempt from purchasing a pay and display ticket.

Payment by Alternative Approved Method Of Payment

55. Where arrangements to pay the charge have been made through an Alternative Approved Method Of Payment and no Pay and Display Ticket is produced by following the process, the driver of a vehicle shall be exempt from the requirement to display such a ticket.

PART 5**RELOCATION, REMOVAL, CLAMPING AND DISPOSAL OF VEHICLES**Emergencies

56. A person authorised by the Council or a police officer in uniform may, using such measures as are appropriate, move or cause to be moved in the case of an emergency to any place he/she thinks fit, any Vehicle parked in a Parking Place.

Contraventions in suspended Parking Place

57. A person authorised by the Council may, using such measures as are appropriate, move or cause to be moved to any place he/she thinks fit, any Vehicle Parked in a Parking Place which has been closed or suspended in whole or in part by the Council and the cost of movement or removal and safe keeping shall be the liability of the Owner of the Vehicle.

Safe keeping

58. Any person removing a vehicle from a Parking Place under the provisions of this Order shall make such arrangements as may be reasonably necessary to provide for the safe keeping of the Vehicle.

Disposal of Vehicles abandoned in Parking Places

59. The Council may sell or otherwise dispose of, in accordance with current legislation, a vehicle which has been, or could at any time be, removed from a Parking Place if the Vehicle appears to have been abandoned and will be dealt with under the abandoned vehicle legislation.

PART 6**CONTRAVENTION AND PENALTY CHARGE**Contravention

60. Save for the provisions in Part 7, if a Vehicle is parked in a Parking Place without complying with the requirements of this Order, a contravention shall have occurred and a Penalty Charge shall be payable as stated in legislation.

Restriction on removal of notices

61. Any notice fixed to a Vehicle in accordance with this Order shall not be removed or interfered with except by or under the authority of:
- (i) the Owner, or person in charge of, the Vehicle;
 - (ii) the Council for the Parking Place in which the Vehicle in question was found.

Indications as Evidence

62. The particulars given in any notice served on a Vehicle in accordance with the provisions of this Order shall be treated as evidence in any proceedings relating to failure to pay the Penalty Charge.

PART 7**LIABILITY AND OTHER PROVISIONS**Liability

63. The Council accepts no liability for the loss or damage to Vehicles or other property left in any of the Parking Places to which this order applies save for that arising from the negligence of the Council.

Validity

64. If a Court, the Department for Transport, the Traffic Penalty Tribunal or the Traffic Enforcement Centre declares any part of this Order to be invalid or unenforceable, such declaration shall not invalidate the remainder of the Order.

Driving within a Parking Place

65. Where in a Parking Place signs are erected or surface markings are laid for the purpose of
- (i) indicating the entrance to or exit from the Parking Place, or
 - (ii) indicating that a Vehicle using the Parking Place shall proceed in a specified direction within the Parking Place, any person who drives or permits to be driven any Vehicle;
 - (i) so that it enters the Parking Place otherwise than by an entrance or leaves the Parking Place otherwise than by an exit, so indicated, or
 - (ii) in a direction other than so specified

shall be liable to prosecution.

66. Any person who, without with the permission of a person authorised by the Council in that behalf, drives or permits to be driven any Vehicle in a Parking Place for any purpose other than the purpose of leaving that Vehicle in the Parking Place in accordance with the provisions of this Order or for the purpose of departing from the Parking Place shall be liable to prosecution.

Wilful damage

67. Any person who with intent to defraud interferes with a Ticket Machine or operates or attempts to operate it by the insertion of objects other than undamaged and unaltered coins of legal tender and of the appropriate denomination, shall be liable to prosecution.

Domestic purposes

68. Any person who uses any part of the Parking Place or any Vehicle Parked in a Parking Place
- (i) for sleeping or camping or cooking, or

- (ii) for the purpose of servicing or washing any Vehicle or part thereof other than is reasonably necessary to enable the Vehicle to depart from the Parking Place, shall be liable to prosecution.

Behaviour

- 69. Any person who wilfully sounds any horn or any other similar instrument on a Vehicle except when about to change the position of the Vehicle in or to depart from the Parking Place shall be liable to prosecution.
- 70. Any person who in a Parking Place shouts or otherwise makes any loud noise to the disturbance or annoyance of users of the Parking Place or residents or premises in the neighbourhood shall be liable to prosecution.
- 71. Any person who in a Parking Place uses any threatening, abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned shall be liable to prosecution.

Other activities

- 72. Any person who in a Parking Place
 - (i) erects or causes or permits to be erected any tent, booth, stand, building or other structure without the written consent of the Council, or
 - (ii) lights or causes to be lit any fire,
 - (iii) causes wilful or deliberate damage to the fabric of the car park
 - (iii) Cycles or skateboards in the car parkshall be liable to prosecution.

PART 8

REVOCATIONS

Revocations

- 73. Any other Order made by Redditch Borough Council and all their Amendments of whatever nature relating to off-street Parking Places specified in the Schedules within the area of the Council made before the introduction of this Order are hereby revoked.

**EXECUTED as a Deed by affixing the COMMON SEAL
of Redditch Borough Council
in the presence of**

Dated xth x 2023

THE REDDITCH BOROUGH COUNCIL (OFF STREET PARKING PLACES) ORDER 2023

THE SCHEDULE, PART 1 - PARKING PLACES, POSITIONS AND CLASSES OF VEHICLES, DAYS AND HOURS OF OPERATION OF PARKING PLACES, PERIOD OF PARKING AND SCALE OF CHARGES

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
<u>Name of Parking Place in Borough of Redditch</u>	<u>Position in which Vehicles may park</u>	<u>Classes of Vehicles</u>	<u>Days of Operation of Parking Places</u>	<u>Hours of Operation of Parking Places</u>	<u>Maximum Period for which Vehicles may park</u>	<u>Scale of Charges / User Requirements</u>
Market Traders Vehicle Park - Silver Street	Wholly within the Parking Place	Electric Vehicle Light Commercial Vehicle Motor Car Motor Cycle	Monday to Sunday (including bank holidays)	00:00 to 00:00 (24 hours)	N/A	No Charge Vehicles that have a Parking Permit for use in the Parking Place ?
Wellington Street Car Park	Wholly within a marked Parking Bay	Electric Vehicle Light Commercial Vehicle Motor Car Motor Cycle	Monday to Sunday (including bank holidays)	00:00 to 00:00 (24 hours)	N/A	No Charge Must be displaying a valid Disabled Persons Badge
Nos: 17 - 31 Evesham Road Parking Area	Wholly within a marked Parking Bay	Electric Vehicle Light Commercial Vehicle Motor Car Motor Cycle	Monday to Sunday (including bank holidays)	00:00 to 00:00 (24 hours)	N/A	No Charge Must be displaying or have a valid Parking Permit for the Parking Bay
Town Hall Car Park	Wholly within a marked Parking Bay	Electric Vehicle Light Commercial Vehicle Motor Car Motor Cycle	Monday to Sunday (including bank holidays)	00:00 to 00:00 (24 hours)	N/A	No Charge Vehicles that have a valid Parking Permit for use in the Parking Bay Vehicles parked in a loading bay limited to 20 minutes maximum whilst loading/unloading Motorcycles must be parked in the designated motorcycle area
Trescott Road Car Park	Wholly within a marked Parking Bay	Electric Vehicle Light Commercial Vehicle Motor Car Motor Cycle	Monday to Sunday (including bank holidays)	00:00 to 00:00 (24 hours)	N/A	No Charge Vehicles that have a valid Parking Permit for use in the Parking Bay

Redditch Borough Council (Off-Street Parking Places)
Order 2023

Schedule 2 – Staff Permits

1. The Council may issue staff permits to enable members of staff to park in some of the parking places referred to in this Order for the purposes of their employment.
2. Members of staff who are based at or work regularly at the Town Hall in Redditch may be issued with a virtual permit for either Trafford Park Car Park, the Town Hall Car Park and/or Market Traders Car Park. The allocation of such permits will be decided by the appropriate Head of Service as detailed in the relevant Car Parking Policy.
3. Members of staff who require use of other car parks included in this Order in the course of their duties, may apply for a staff permit through their Head of Service or Director. The application must state the name of the member of staff, the registration number of the vehicle to be used, the date from which the permit is to be used, and identify the car park or car parks to be used.
4. Members of staff may only use the parking permit for work purposes from Monday to Friday unless otherwise agreed.
5. Parking at these car parks is available on a first come first served basis. Members of staff who hold a permit who cannot find an available parking space should park in an alternative Council car park.
6. Permits are all virtual and will be administered via a virtual permit system. Each member of staff will be responsible for their own virtual permit system account including updating the nominated registration number.
7. Only one registration number is applicable to the staff parking permit at any one time. Should vehicles be changed, the staff member is responsible for updating the information prior to the permit being used.
8. Any vehicle parked on a car park is parked entirely at the owner's risk; the issue of a staff permit by the Council does not impose on the Council any liability for any loss or damage to any vehicle issued with a permit or its contents with the exception of such loss or damage due to negligence on the part of the Council.
9. The staff permit shall only be valid if the member of staff is engaged solely on Council business. The use of a staff permit for other than official Council duties may lead to disciplinary action, withdrawal of the permit, and a Penalty Charge Notice may be issued

10. Members of staff who are not eligible for staff permits but who are obliged to make use of car parks included in this Order in the course of their duties should seek authorisation to park in the car park in advance.
11. Staff members should only park in the applicable parking bays and should not park in reserved bays for other specific users unless authorised.
12. Disabled badge holders may park in the disabled bays with the valid badge displayed clearly providing they also have a valid permit for the car park where their vehicle is parked.

Redditch Borough Council (Off-Street Parking Places)
Order 2023

Schedule 3 – Other permits

1. The Council may issue car park permits to other internal and external businesses/individuals to allow authorised parking in some reserved bays in some of the parking places referred to in this Order for the purposes of their employment/contract.
2. Permit holders who are based at or work regularly at the Town Hall in Redditch may be issued with a virtual permit for either Trafford Park Car Park, the Town Hall Car Park and/or Market Traders Car Park. The allocation of such permits will be decided by the appropriate Redditch Borough Council Contract Manager as detailed in the contract.
3. Permit holders may only use the parking permit for work purposes unless otherwise agreed.
4. Parking at these car parks is available on a first come first served basis. Members of staff who hold a permit who cannot find an available parking space should park in an alternative Council car park.
5. Permits are all virtual and will be administered via a virtual permit system. Each permit holder will be responsible for their own virtual permit system account including updating the nominated registration number.
6. Only one registration number is applicable to the parking permit at any one time. Should vehicles be changed, the permit holder is responsible for updating the information prior to the permit being used.
7. Any vehicle parked on a car park is parked entirely at the owner's risk; the issue of a permit by the Council does not impose on the Council any liability for any loss or damage to any vehicle issued with a permit or its contents with the exception of such loss or damage due to negligence on the part of the Council.
8. The permit shall only be valid if the permit holder is engaged solely on Council business. The use of a permit for other than official work duties may lead to withdrawal of the permit and a Penalty Charge Notice may be issued
9. Permit holders who are not eligible for a permit but who are obliged to make use of car parks included in this Order in the course of their duties should seek authorisation to park in the car park in advance.
10. Permit holders should only park in the applicable parking bays as designated by their permit type and should not park in reserved bays for other specific users unless authorised.

11. Disabled badge holders may park in the disabled bays with the valid badge displayed clearly providing they also have a valid permit for the car park where their vehicle is parked.

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Housing Policies and Tenancy Agreement

Relevant Portfolio Holder	Councillor C Warhurst, Portfolio Holder for Housing
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis/Guy Revans
Report Author	Job Title: Head of Community and Housing Services Contact email: Judith.willis@bromsgroveandredditch.gov.uk Contact Tel: 01527 64252
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	Finding Somewhere to Live
Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Executive Committee RECOMMEND that:

1. The following Housing Policies be approved for adoption:

- (a) Tenancy Management Policy**
- (b) Housing Revenue Management Policy**
- (c) Garage Policy**
- (d) Repairs and Maintenance Policy**
- (e) Rechargeable Repairs Policy**
- (f) Equipment and Adaptations Policy**
- (g) Voids Policy**
- (h) Temporary Accommodation Placement Policy**
- (i) Temporary Accommodation Charging Policy**

- 2. Delegated authority be given to the Head of Community and Housing Services and/or Head of Environmental and Housing Property, following consultation with the Portfolio Holder for Housing, to agree any revisions to the Housing Policies following the consultation and in line with any legislative or government guidance updates.**

2. BACKGROUND

- 2.1 The Council has several Policies that relate to the management of its housing stock, both in terms of tenancy and capital/repairs and

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maintenance management. The purpose of the Policies is to ensure fairness, transparency, and objectivity to all our tenants, leaseholders and residents who receive our service.

2.2 The Policies have been reviewed and updated taking in to account the latest legislation and best practice. A review of our Tenancy Management Policy (Appendix 1) has consequently led to a review of our Tenancy Agreement (Appendix 2). Appendix 3 sets out a comparison table of the old and new tenancy agreement. Members may recall that the Tenancy Policy and Agreement was reviewed in July 2019. However, with the introduction of a new Housing IT System requiring a review of all the Housing Policies which could impact on the Tenancy Management Policy and Agreement, it was not implemented.

2.3 There will be five Tenancy Agreements:

- Introductory to Secure Tenancy
- Secure Tenancy
- Affordable Introductory to Secure Tenancy
- Affordable Secure Tenancy
- Equitable Introductory to Secure Tenancy

The Introductory to Secure Tenancy has been attached, as it covers the Secure Tenancy, but with four additional pages that set out matters specific to an Introductory Tenancy. The third and fourth Agreement will have minor wording changes that reflects it is an Affordable Tenancy.

The fifth tenancy is an Equitable Introductory to Secure Tenancy. We will be able to offer this tenancy to someone who is under 18, needs housing, and meets the strict criteria for such a tenancy.

The wording at the start of the Equitable Tenancy differs to the other tenancies because in law someone under 18 cannot hold a legal interest in land. This tenancy agreement is not intended to grant a legal estate to the tenant until they are 18. Instead, a chosen Trustee (for example Social Services) will hold the legal estate on trust for them until they are 18. This tenancy explains that whilst they are under 18, all references to 'you' in the tenancy agreement shall operate as a reference to them as the equitable tenant.

2.4 Executive Committee in August 2020 delegated authority to Officers to update and implement those housing policies that were set out in government legislation and guidance and are therefore non-discretionary. The following policies have some discretionary elements to them and are therefore brought to this Committee for consideration

and approval prior to going to a full tenant consultation exercise in accordance with legislative requirements:

Tenancy Management Policy (Appendix 1)
Housing Revenue Management Policy (Appendix 4)
Garage Policy (Appendix 5)
Repairs and Maintenance Policy (Appendix 6)
Rechargeable Repairs Policy (Appendix 7)
Equipment and Adaptations Policy (Appendix 8)
Voids Policy (Appendix 9)
Temporary Accommodation Placement Policy (Appendix 10)
Temporary Accommodation Charing Policy (Appendix 11)

- 2.5 The consultation requirements are that, as Landlord, we must consult and ask for comment from tenants on matters that substantially affect them. This requirement is set out in Section 105 of The Housing Act 1985 for Secure Tenants and Section 137 of The Housing Act 1996 for Introductory Tenants. Both the Tenancy Management Policy and the new tenancies would be classed as having a substantial affect on them as tenant and hence the need for consultation and comment. In addition to the statutory requirement, it is also best practice to engage with our tenants on such matters.

The consultations that are to take place will be writing to tenants regarding how they can view and comment on our Tenancy Management Policy online, or by us posting them a copy if they do not have internet access. With regards to consultation and comment on the new tenancy, as this will be a new contractual document, we are obliged to send all tenants a physical copy of their new tenancy agreement to comment on.

We will consult on the Tenancy Management Policy first; this will be followed by the new tenancy consultation. Each consultation period will be for six weeks, to allow plenty of time for feedback and response.

3. FINANCIAL IMPLICATIONS

- 3.1 The Council is responsible for providing a cost effective, efficient Housing Landlord service whilst meeting its obligation to deliver value for money for its tenants alongside a sustainable Housing Revenue Account. This Policy and Tenancy Agreement will ensure that this responsibility is achieved in a transparent and consistent way.
- 3.2 In implementing the new Policies, the Council will be ensuring that appropriate and proportionate income and charges are applied and

recovered. This will support a financially stable Housing Revenue Account.

- 3.3 In respect of the Housing Tenancy Agreement the document will provide tenants with a clearer understanding of both landlord and tenants requirements and legal contractual obligations. Consequently, the Council will be able to pursue the recovery of costs from tenants when appropriate e.g., repairs from deliberate damage and service charges for services being provided.

4. LEGAL IMPLICATIONS

- 4.1 Social Housing landlords' obligations owed to are principally set out in the Housing Act 1985, The Localism Act 2011 and The Landlord and Tenant Act 1985. Further, the government provides guidance and best practice in relation to these duties and legal obligations.
- 4.2 The Policies attached take into account legislative and best practice guidance.
- 4.3 In respect of the Tenancy Agreement, it is a legal requirement for social housing Landlords to provide social housing tenants with a written tenancy agreement setting out the terms and conditions applicable to both tenants and landlords. The statutory duties of a Local Authority Housing Landlord are set out in this document in clear sections. Further, the Regulator of Social Housing states the following: 'registered providers shall meet all applicable statutory and legal requirements in relation to the form and use of tenancy agreements or terms of occupation'. It is therefore essential that we have an appropriate tenancy agreement in place enabling compliance.
- 4.4 As set out in The Housing Act 1985 it is a legal requirement for the Council to consult with tenants on matters of housing management. This consultation will take place in line with our legal obligations. The Tenancy Management Policy will be consulted on first, followed by consultation on the Tenancy Agreement. Both consultations will take place for six weeks (12 weeks of consultation in total). At the end of each consultation period appropriate amendments will be agreed and made to the documents, they will then become live documents.
- 4.5 S102 of the Housing Act 1985 sets out ways a secure tenancy can be varied. The Council are seeking to vary its terms in accordance with S103 of the Housing Act 1985. The Council must serve a Notice of Variation on each tenant before the changes can take effect, and prior to this, the Council must serve on each tenant a Preliminary Notice.

The Preliminary Notice informs the tenant of the Council's intention to serve a Notice of Variation in addition to specifying the proposed variation, its effect and invite the tenant to comment on the proposed. When the consultation process has been completed, the Council must give a minimum notice period of 4 weeks' notice of any change.

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

- 5.1 The Tenancy Management Policy and Tenancy Agreement support the following Council Strategic purposes:
- Finding somewhere to live
 - Aspiration, work & financial independence
 - Living independent, active & healthy lives
 - Communities which are safe, well maintained, and green

Climate Change Implications

- 5.2 None directly, although where applicable consideration will be given to carbon reduction in implementing relevant aspects of the policy.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

- 6.1 It is considered best practice under Housing Regulatory Standards to provide tenants and customers with information that helps them understand their contractual obligations, and their rights as tenants.
- 6.2 It is essential that agreements consider the diverse needs of tenants. Throughout the Housing Tenancy Agreement and Conditions, it indicates where help and assistance can be obtained for those tenants with diverse needs.
- 6.3 Information on data protection rights and privacy statements are included as part of the agreement.
- 6.4 An Equalities Impact Assessment has been undertaken on the Policy and Tenancy Agreement

Operational Implications

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- 6.5 The Policies will be reviewed every 3 years, unless there are any legislative or best practice guidance that will bring about an earlier review and update,
- 6.6 The Policies will be made available on the Council's website. Hard copies of the Policies will be provided upon request.

7. RISK MANAGEMENT

- 7.1 Without up-to-date policies and Tenancy Agreement there is a risk that the Council will not be compliant in its operational duties and those expected by the Regulator of Social Housing. Further, it would provide for less transparency and consistency in service delivery.
- 7.2 Without a sufficiently robust Tenancy Agreement and Tenancy Management Policy the following are the key risks associated:
- Increase in non-rent payers and arrears
 - Sustainment of the Housing Revenue Account
 - Increase in Officer workloads
 - Organisational reputation
 - Risks to Tenants rights
 - Disputes between Tenants and the Council

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 - Tenancy Management Policy
Appendix 2 - Introductory Tenancy Agreement
Appendix 3 - Comparison Table of Old and New Tenancy Agreement
Appendix 4 - Housing Revenue Management Policy
Appendix 5 - Garage Policy
Appendix 6 - Repairs and Maintenance Policy
Appendix 7 - Rechargeable Repairs Policy
Appendix 8 - Equipment and Adaptations Policy
Appendix 9 - Voids Policy
Appendix 10 - Temporary Accommodation Placement Policy
Appendix 11 - Temporary Accommodation Charging Policy

Background Papers

None

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9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Craig Warhurst	5 March 2022
Lead Director / Head of Service	Sue Hanley, Deputy Chief Executive Judith Willis, Head of Community & Housing Services	1 March 2022
Financial Services	Michelle Howell, Head of Financial and Customer Services	1 March 2022
Legal Services	Claire Green, Senior Solicitor	1 March 2022
Policy Team (if equalities implications apply)	Becky Green, Policy Manager	1 March 2022
Climate Change Officer (if climate change implications apply)	Judith Willis, Head of Community & Housing Services	1 March 2022

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Overview and Scrutiny Committee

Thursday, 2nd February, 2023

MINUTES

Present:

Councillor Bill Hartnett (Chair), Councillor Joanna Kane (Vice-Chair) and Councillors Imran Altaf, Tom Baker-Price, Michael Chalk, Brandon Clayton, Sid Khan and Timothy Pearman

Officers:

Sue Hanley, Guy Revans, Matthew Austin, Peter Carpenter (on Microsoft Teams) and Claire Felton (on Microsoft Teams)

Democratic Services Officers:

Mat Sliwinski

86. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received from Councillor Akbar.

Apologies were also received on behalf of Portfolio Holder for Environmental Services, Councillor Fleming, who was due to attend as an observer.

87. DECLARATIONS OF INTEREST AND OF PARTY WHIP

Councillor Bill Hartnett declared an Other Disclosable Interest in Minute Item No. 98 – Rubicon Leisure – Finance Overview (Exempt Report) –in his capacity as a Member of the Shareholders Committee.

Councillor Hartnett was advised that as the Shareholders Committee performed an oversight function for Rubicon Leisure, and the item concerned was before the Committee for information and discussion only, Councillor Hartnett would be able to remain in the room during consideration of this item. Councillor Hartnett subsequently stayed in the room during consideration of the Rubicon Leisure – Finance Overview (Exempt Report).

The Deputy Chief Executive Officer and the Head of Environmental and Housing Property Services declared conflicts of interest in relation to Minute Item No. 98 – Rubicon Leisure – Finance

Chair

Overview and Scrutiny Committee

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Overview (Exempt Report) – in their capacity as Active on the Board of Directors of Rubicon Leisure Limited. They left the room during the consideration of this item and took no part in the deliberations.

88. MINUTES

The minutes from the Overview and Scrutiny Committee meeting held on Thursday 8th December 2022 were submitted for Members' consideration.

RESOLVED that

the minutes of the Overview and Scrutiny Meeting held on Thursday 8th December 2022 be approved as a true and correct record and signed by the Chair.

89. PUBLIC SPEAKING

There were no public speakers who registered to speak on this occasion.

90. BULKY WASTE AND FLY TIPPING TASK GROUP - BRIEFING AND PRESENTATION

The Chair welcomed the Head of Environmental and Housing Property Services and the Environmental Services Manager who provided a detailed presentation on bulky waste collections and fly tipping in Redditch. During the presentation Members' attention was drawn to the following:

- The Council had a legal duty to manage fly-tipping under Section 33 of the Environmental Protection Act 1990 and there was also a duty on the Council to provide a Bulky Waste collection service under Section 45 of the Environmental Protection Act.
- The Controlled Waste Regulations 1992 gave the Council the ability to charge for the bulky waste collection service, but charges must be 'reasonable'.
- Both Local Authorities and the Environment Agency (EA) had powers to tackle fly tipping. However, the Environment Agency (EA) would only become involved with large-scale, hazardous cases of fly tipping.
- On private land the responsibility for clearance of fly-tipped waste rested with the landowner.
- Over the three-year period of 2020-2022 there were almost twice as many bulky collections as fly-tips in the Borough.

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- The top fifteen areas with highest incidence of fly tipping in the Borough were outlined and it was noted that Church Hill South had by far the highest incidence at 627 fly tips – for the period January 2020 to December 2022.
- Officers commented that the design of the neighbourhoods played a role in the incidence of fly tipping, with more fly tips recorded in neighbourhoods with central waste collection points rather than kerbside collection (such as in apartment buildings).
- The Council held data indicated that the rates of bulky waste collections were consistent across different areas of Redditch Town, but incidence of fly tipping tended to be higher outside high-density residential areas and in areas with large number of short-term tenancies and relatively low numbers of owner-occupiers.
- Majority of fly tips were linked to individual residents disposing of waste incorrectly rather than ‘man with van’ fly tippers.
- The costs of removal of fly tips incurred by the Council were around £122k in 2020/21 and around £100k for the first three quarters of 2021/22. This was based on the full cost of clearance, collection and disposal which was then apportioned to the Council’s data according to the size, type and location of waste.
- Officers noted that enforcement action through the courts for fly tipping was difficult as it was reliant on either finding the evidence to definitively identify who the waste belonged to or a witness who was willing to become involved in the legal/court proceedings.
- It was noted that the Council did not carry out enough reactive and proactive enforcement.
- It was noted that income from bulky waste collections was currently insufficient to cover the total costs of the service.
- A basic charge for bulky collection at Redditch for 2022/23 was £9.50 per unit and for 2023/24 this would increase to £10.45 per unit. Charges depended on the type of item collected with larger items incurring greater cost. It was highlighted this approach provided residents with flexibility as the cost for disposal was assessed per item. Some authorities charged a flat fee instead, where there was a single fee for 1-3 units collected.
- Examples were provided of items that the Council’s Bulky Collection team would be unable to collect, such as those items that were not classes as domestic waste by the Worcestershire County Council (WCC). Bulky items not classed as domestic waste could be disposed of via a registered private business that provided a waste collection

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service - for example, a skip company or household clearance service.

- It was highlighted that the data held by the Council showed that the majority of fly tips were small, consisting of mainly domestic waste/materials/items. Also, the areas of the Borough where most fly-tips were concentrated did not generally change.
- Data analysis undertaken by the BBC in 2019, found no connection between the areas with the highest charges for waste collection and the highest rates of fly-tipping.
- The research also showed no clear link between the fee charged for bulky waste removal and the amount of waste that actually gets tipped.

Following the presentation, a detailed discussion took place and Members made a number of observations and asked questions to which the following responses were provided:

- Members queried why rubble and garden waste was not collected as part of bulky waste collection service and Officers explained that this was due to arrangements that existed with the County Council which determined that lower-tier authorities would be charged commercial rates if they collected such items as part of bulky collection service. It was highlighted also that collecting such items would require the Council to invest in upgrading the vehicles used for the service and that residents were able to dispose of large amount of garden waste/rubble either themselves or through a registered waste removal operator, at the Household Recycling Centre at Park Farm.
- In terms of street cleaning standards and the turnaround times in responding to fly tipping incidents, it was noted that the Council did not have a legal duty to clean roads and streets at a set frequency. Normally the worst affected areas would be prioritised for street cleaning by the Council. There was, however, a requirement for the Council to keep roads and open spaces under its control free of litter and refuse as far as practicable.
- Members asked if a leaflet was available for council tenants that outlined tenants' responsibilities for waste disposal and recycling. Officers undertook to investigate this matter and report back.
- It was explained that before the Council could deploy covert cameras for surveillance of fly tipping, an application had to be made under Regulation of Investigatory Powers Act 2000 (RIPA) providing evidence of the problem and justifying the need for covert measures. When cameras were deployed

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with signage informing the public that the area was monitored the exact location of the camera could still be hidden.

- Officers explained that the challenge in monitoring fly tipping was the great number of locations where it occurred – deploying monitoring at such multitude of locations would be impossible from a practical as well as resources perspective.
- Officers explained that the statistics for incidence as well as type of fly-tipping in the Borough were taken from the Council's PDMS system for Environmental Services and that the main source for this data was reporting by residents and bin crew.
- Officers reported that the Environment Agency (EA) investigated major illegal fly-tipping incidents that occurred on public or private land. In the time period of January 2020 to December 2022 there were no fly-tipping incidents that were of scale to require EA investigation in Redditch and there was one investigation by EA in Bromsgrove.
- The full annual costs of clearance of fly-tips in the Borough were in the region of £100k for January – December 2021.
- It was suggested by some Members that the advantages and disadvantages of launching mobile household recycling centres in the Borough should be investigated by the Bulky Waste and Fly Tipping Task Group. It was noted that there were examples of other authorities, such as Birmingham City Council, operating this scheme.
- Officers commented that there were risks that needed to be considered with the mobile household recycling scheme such as the difficulty in monitoring for issues such as the possibility of businesses and traders trying to take advantage of this scheme to dispose of commercial waste. It was also highlighted that reports from similar schemes elsewhere highlighted that staff could be put in difficult and contentious situations when large numbers of people turned up and tried to dispose of waste.
- Some Members commented that problems highlighted by Officers could be overcome through appropriate messaging and pre-advertising of the mobile household recycling scheme stops, with the information clearly stating what people could and could not bring to the mobile recycling pop-up centres.
- Officers noted that most fly tips recorded in the Borough were small, a mainly due to minor breaches of waste bin rules. For example, where residents had put small items next to their grey bins which they thought the bin workers could take separately.

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- It was noted that many of the hotspot areas where there was a high occurrence of fly tipping were places with high number of houses in multiple occupation (HMOs).
- Officers suggested that the Task Group could be supplied with data to investigate hotspots at the street level and identify strategies as to how reach out with the message on correct waste disposal to residents in those hotspots.
- It was noted that interviews undertaken by enforcement officers with fly tipping offenders would not usually be recorded and the purpose was more to discuss the issue with those found offending following their first offence.
- It was noted that the statistical release on fly-tipping incidents recorded by Local Authorities in England from April 2021 to March 2022 had just been released and this served as a main benchmark in terms of identifying root causes and trends in fly-tipping.

RESOLVED that

- 1) the minutes recorded for this agenda item and the presentation on bulky waste and fly tipping provided by Officers at this meeting, be used as a starting documentation for the Bulky Waste and Fly Tipping Task Group.**
- 2) the following proposed areas of investigation be considered for inclusion in the Terms of Reference of the Bulky Waste and Fly Tipping Task Group:**
 - **Mobile household recycling centres – advantages and disadvantages**
 - **Consideration of introducing single-tier pricing for bulky waste collections**
 - **Consideration of how to identify fly tip hotspots and offer appropriate actions to target fly-tipping in these areas.**

91. UPDATE ON THE CRIME AND DISORDER SCRUTINY PANEL 2022-23 (VERBAL UPDATE)

Councillor Khan introduced the Crime and Disorder Scrutiny Panel update in his role as Chair of the Panel. Members were informed that at the Panel meeting that took place on 2nd November 2022, when the work of the North Worcestershire Community Safety Partnership (NWCSP) was scrutinised, and the Panel received a highly informative presentation by Bev Houghton, the Community Safety Partnership Manager, at that meeting.

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The Chair of the Panel summarised the main points discussed at the 2nd November 2022 meeting, which were as follow:

- In September 2021 a new Fly Tipping Fund grant was released by the Police and Crime Commissioner (PCC) for the Community Safety Partnerships (CSPs) to work with local private landowners to address the problem of fly-tipping on private land. The NWCSP had been allocated £22k which was firmly aimed at NWCSP's work with private landowners only. Local authorities would not be able to access this funding.
- As part of the PCC's CCTV Capital Fund, over £48k of funding had been used for work on CCTV cameras in Redditch Borough, including 1 additional camera on Town Hall roof and upgrades to 24 cameras in the Borough. The upgrade included 3 moveable cameras, enhanced digital capability, improved image quality and a greater capacity to expand the scheme and/or link up to other digital systems across the region.
- In terms of powers used in respect of Anti-Social Behaviour (ASB), 9 Community Protection Warnings (CPWs) had been issued by the Police, Council services and Social Landlords in 2020-21 and none had been issued in 2021-22.
- 1 Community Trigger/ASB Case Review had been carried out in June 2021. It was explained that a Community Trigger/ASB Case Review was introduced as part of the ASB Crime and Policing Act 2014 and was a facility available to victims of ASB to request a review of their reported case, if they felt that no action had been taken.
- The NWCSP's Partnership Plan for 2021-24 had been informed by the following priorities which had been agreed by partners: Reducing Violence and Abuse, Reducing Theft and Acquisitive Crime, Reducing ASB, Damage and Nuisance, Protecting Vulnerable Communities, Reducing Offending and Reducing the Harm Caused by Drugs and Alcohol.
- The Safer Streets Project in Woodrow was highlighted, which aimed to improve the security and safety of all homes in Woodrow Centre, Ombersley Close and Rushock Close.
- Many other community safety projects and initiatives across the Borough that were concluded and/or started in 2021/22, including:
- Community Safety Enhanced Youth Support Workers – in 2021-22 a Public Health Grant of £83k per annum for three years had been received by Redditch Borough Council from the Contain Outbreak Management Fund. This allowed the

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team to appoint two full time youth worker posts in partnership with Young Solutions Worcestershire.

- Volunteer it Yourself (VIY) and Launch of the W.I.S.E Youth Centre – The VIY initiative combined DIY and volunteering and as a result young people were able to learn DIY and trade sector skills whilst helping to repair and refurbish community facilities. There were 17 beneficiaries of this programme, including 12 Entry Level 3 City & Guilds Accreditations being awarded in carpentry, health and safety, and decorating. The VIY project concluded with the opening of a new youth centre.
- The Empowering Young People Programme - This was an 11-week programme of arts and crafts, issue-based activities addressing life skills, confidence building and self-esteem work. Some areas that had been covered over the previous year had been ASB, County Lines Drug Dealing and Hate Crime Awareness. It was reported that 8 programmes had been delivered in 2021-22.
- Youth Outreach –The Community Safety Team were working in conjunction with a local youth provider UP Foundation, to deliver outreach and detached youth work across the Borough. Through these outreach patrols, youth workers would engage with between 20 and 400 young people per month.
- The Virtual Decisions Knife Crime Project was a one of a kind, innovative project using virtual reality technology in order for young people to face real world scenarios and make choices when faced with multiple dilemmas, including the carrying of a knife and gang activities. It was considered a ground-breaking project with the Office of the PCC looking to potentially commission further delivery of the project across West Mercia.
- ASB Awareness Week - this event took place from 18th July to 24th July 2022 in Redditch Town Centre and Arrow Valley. A drop in session held on 21st July 2022 in the Town Centre had provided advice on measures to address ASB.
- Safe Places Scheme – designed to offer people with a disability, illness or learning difficulty, or anyone else who felt in danger a safe place. It was somewhere they could go to for help if they were being bullied or harassed while out and about. Places such as some coffee shops in the town centre had signed up for this in Redditch.
- White Ribbon Domestic Abuse Campaign –took place in late November-December 2022 and included community events and social media promotion as part of the campaign. The “Ask for Angela” campaign was also being promoted by the NWCSP team in licensed venues by supplying posters and

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beer mats with helpline numbers. The Ask for Angela campaign enabled people who feel unsafe, to discreetly ask venue staff for help by asking for 'Angela'.

RESOLVED that

The Crime and Disorder Scrutiny Panel Update be noted.

92. DRAFT OVERVIEW AND SCRUTINY ANNUAL REPORT 2022-23

The Chair presented the draft Overview and Scrutiny Annual Report 2022-23 for consideration by Committee Members and took the opportunity to thank Members of the Committee for all of their hard work over the course of current municipal year. He particularly thanked all those Members who were part of scrutiny working groups and Councillor Michael Chalk who had been providing written reports in respect of the external scrutiny bodies.

RESOLVED that

Draft Overview and Scrutiny Annual Report 2022-23 be approved.

93. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME - SELECTING ITEMS FOR SCRUTINY

During consideration of the latest Executive Work Programme, Members requested that the following items be added to the Overview and Scrutiny Committee's Work Programme:

- Decarbonisation of the Council Fleet
- Environmental Act – Changes to Waste Services - Implications

Some Members queried why consideration of the decision on Environment Act – Changes to Waste Services – Implications had been delayed to June 2023 on the latest Executive Work Programme. It was explained that this report had to be postponed as Officers were awaiting the Government's green paper on environmental services before the report could be prepared and presented to the Executive Committee.

RESOLVED that

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- 1) the contents of the Executive Committee minutes of the meetings held on 25th October, 6th December, and 13th December 2022, be noted.
- 2) the Executive Committee's Work Programme be noted.
- 3) items from the Executive Work Programme, as detailed in the pre-amble above, be added to the Overview and Scrutiny Committee's Work Programme.

94. OVERVIEW AND SCRUTINY WORK PROGRAMME

The Committee noted its Work Programme and requested that it be updated with items requested for pre-scrutiny from the Executive Committee Work Programme – as agreed under Minute Item No. 93. – Executive Committee Minutes and Scrutiny of the Executive Committee's Work Programme – Selecting Items for Scrutiny.

RESOLVED that

subject to the updates being made as per preamble above, the Overview and Scrutiny Committee's Work Programme be noted.

95. TASK GROUPS, SHORT SHARP REVIEWS AND WORKING GROUPS - UPDATE REPORTS

Councillor Kane reported that a Budget Scrutiny Working Group meetings took place on 3rd and 31st January 2023 respectively. Councillor Kane informed the Committee that she had prepared a report on the matters discussed at the 31st January meeting. This was read out to the Committee, with the main points noted as follows:

- At the 31st January meeting, the Budget Scrutiny Working Group discussed the Medium Term Financial Plan 2023/4 to 2025/6.
- The overall conclusion was that in order to continue to build reserves to fund transformational changes, the Council must continue to drive down its expenditure.
- The 2022/3 pay award delivered to staff in December and the impact was expected to be £928k, however, the actual impact on budgets was £200k less than expected. This was mainly due to staff vacancies.
- Reviewing all the capital programme schemes. The Working Group requested an updated list of schemes that would not be going ahead for 2023/24.

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- The Council was looking at cuts in services and jobs for 2024/25, otherwise the budget might not be sustainable. The council would have to change the way it works and a large part of this will be changes to the back office. A working group had been set up to implement this – the aim was by April 2024.
- The Council had set up an Earmarked Reserve for Utilities Pressures. This reserve might be drawn upon for additional costs for the new fuel to make council vehicles environmentally friendly – estimated at £130k. A total of £1.710m had been reallocated to a Utilities Reserve and £1.508m transferred to the General Fund. Most of this funding had come from the Covid-19 Reserve (£0.941m) and the Business Rates Retention Reserve (£1.500m).
- The extra 1% on Council Tax allowed in the Chancellor's Statement was worth £69k to the Council.

Councillor Kane then reported on significant risks to the medium-term budget that the Council needed to manage:

- The council had not yet closed its 2021/22 accounts. This was not expected to happen until the summer.
- The 2022/23 monitoring was showing an overspend position of £1.424m. This needed to be managed down because it would take out half the present General Fund balances.
- If the Towns Fund and UK Shared Prosperity Funds programmes were not completed by the timescales specified by the Government, the Council would have to pay for whatever work was needed to finish the projects.
- The Council needed to find a way to start to build back the General Fund Reserve to the best practice benchmark of 5% of gross spending (which would be £1.25m as net expenditure is around £25m). The intention was that the Council needs to do more than this and move to build back the reserve close to 9%. This was because 5% would not cover the level of overspend being reported for this financial year.
- An estimate on future Government settlements had been made for 2024/5 and 2025/6 based on historic data. The net Government funding of £468k was in line with previous years' equivalent grants but an assumption had been made that Grant levels would remain at the net level of £450k for the 2nd and 3rd years of the 3-year plan.
- The Council had a significant portion of its tax base in the bottom three Council Tax bands. This meant that council tax revenues were lower than the 'average' council but there was a higher requirement for council services in the Borough

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due to a higher proportion of lower income households. This situation had become far more acute with the present cost of living crisis.

- Loss of key Council employees, with the average age of staff being 49. The concern was that a large number of people could retire at the same time.
- Business Rate Income – especially with the 1st April 2023 revaluations, actual income received will vary depending on actual Business Rates growth, and levels of appeals. There was also an issue with collection this year being under target as a result of the cost of living crisis.
- The ongoing impact of inflation, especially around utilities. The Council’s “Corporate Buildings” including leisure buildings for the delivery of services directly to the public were highlighted as a particular risk.

Councillor Kane highlighted actions recorded from the Budget Scrutiny Working Group meeting which included providing Members with a clarification on Paragraph 3.38 of the report to the Executive Committee on the Medium Term Financial Plan 2023/4 to 2025/6, which included the sentence: *‘The HRA Rents were set at Executive on the 10th January where a 7% increase in rents will be made over the next two years.’* The Working Group asked for a clarification to be made to the Executive next Tuesday because the 7% increase had been made for one year, not two.

Following the verbal report on Budget Scrutiny Working Group, Councillor Kane provided an update with respect to the Performance Scrutiny Working Group which took place on the 11th January 2023. Councillor Kane read out her update report, the main points of which were as follow:

- Officers at the meeting provided an update with respect to Local Environment including landscaping and trees.
- All tree enquiries were assessed on their own merit and any health and safety issues were top priority; Officers aimed to deal with all enquiries as quickly as possible.
- The majority of the tree works were currently carried out by about 10-12 external providers via a framework contract.
- The Place Teams also carried out minor tree works and aimed to carry out proactive work in the winter with the intention of reducing the number of enquiries receive.
- All tree related insurance claims were dealt with as a priority and Tree Officers worked closely with Legal Services and the Council Insurance Officers. Claims of this type, which related

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to properties, usually took long to resolve, and required detailed investigation before any claim could be challenged or settled. Such claims were small in the number; three to four claims a year was typical.

- The Council was the administrator of Tree Protection Orders and had a duty to protect trees under these orders.
- We also discussed plans for tree removal and planting over the next few years.
- At the meeting, Members raised questions over the length of time it took to process complaints or issues with trees – whether reported delays of up to 18 months were improving, and what communication there is with residents who have made enquiries or complaints. Officers were currently pulling together further information on this.
- Other questions included queries about the management of ash dieback, what happened to the wood (where possible the timber was sold to go into a funding pot to help manage woodlands), and potential funding for replacement woods.
- Members also discussed clearing wood after trees have been felled and the challenges this can present, for example if the land was too wet for heavy machinery to take the trees away immediately after completion of work.
- The agenda for the next meeting of the Performance Scrutiny Working Group, included discussion around Events and a review of the work of the Group during the municipal year.

RESOLVED that

the Task Groups, Short Sharp Reviews and Working Group Update Reports be noted.

96. EXTERNAL SCRUTINY BODIES - UPDATE REPORTS

Councillor Chalk reported that his written updates on the meetings of the Worcestershire Health and Overview Scrutiny Committee (HOSC), on 2nd November 2022 and 1st December 2022 respectively, were provided in the agenda pack.

It was noted that discussion at the meeting on 1st December 2022 was taken up by the visit to the new A&E department at the Worcestershire Royal Hospital.

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Councillor Chalk reported that the next meeting of HOSC was due to take place next week, on 10th February 2023, and a written report from this meeting would be provided to the next meeting of the Overview and Scrutiny Committee.

RESOLVED that

the External Scrutiny Bodies update be noted.

97. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that

Under S100 A (4) of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matters on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12 of the said act, as amended.

Minute Item No. 98 – Rubicon Leisure – Finance Overview (Exempt Report).

98. RUBICON LEISURE - FINANCE OVERVIEW (EXEMPT REPORT)

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed which related to the financial and business affairs of any particular person (including the authority holding that information)).

The Meeting commenced at 6.30 pm
and closed at 8.32 pm

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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