



Rural Capital of Food

Agenda

Meeting name	Melton Economic & Environmental Affairs Committee (previously Rural, Economic & Environmental Affairs)
Date	Wednesday, 1 November 2017
Start time	6.30 pm
Venue	Parkside Approach, Burton Street, Melton Mowbray, LE13 1GH
Other information	This meeting is open to the public

Members of the Melton Economic & Environmental Affairs Committee (previously Rural, Economic & Environmental Affairs) are invited to attend the above meeting to consider the following items of business.

Edd de Coverly
Chief Executive

Membership

Councillors	M. Sheldon (Chair) T. Beaken G. Botterill M. Graham L. Higgins J. Simpson	E. Hutchison (Vice-Chair) M. Blase R. de Burle M. Glancy B. Rhodes
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Substitutes	A. Freer-Jones J. Orson	J. Illingworth J. Wyatt
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Quorum: 4 Councillors

Meeting enquiries	Harry Rai
Email	hrai@melton.gov.uk
Agenda despatched	Tuesday, 24 October 2017

No.	Item	Page No.
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES To confirm the minutes of the previous meeting.	1 - 6
3.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.	7 - 8
4.	RECOMMENDATIONS FROM OTHER COMMITTEES	
5.	UPDATE ON DECISIONS The Head of Communities and Neighbourhoods to submit an update on The Decisions Report.	9 - 10
6.	CAPITAL PROGRAMME MONITORING TO 30 SEPTEMBER 2017 AND CAPITAL PROGRAMME 2017-2022 The Corporate Director to submit a report to update the Committee on the progress of schemes within the Capital Programme to 30 September 2017, to determine the Committee's Capital Programme for 2017-2022 based on a review of spending in the current year's programme and schemes included in the programme for later years.	11 - 26
7.	ADVISORY REPORT ON THE COLLECTION OF FINES AND EXPENSES ASSOCIATED WITH STRAY DOGS The Head of Regulatory Services to submit a Report to advise Members on the income generated by the collection of fines and expenses from owners' of stray dogs and to set the associated fee for 2018/19.	27 - 32
8.	PEST CONTROL SERVICE DISINVESTMENT WITH ASSOCIATED REINVESTMENT OF REMAINING RESOURCE The Head of Communities and Neighbourhoods to submit a Report to seek Members' support for: a) Withdrawing the main public pest control service but retaining an in house function for special need council properties and council commercial premises only. b) Reducing the Pest Control Officers working week from 4 days down to 2 days. c) Revise the job description from Pest Control Officer to better reflect the revised duties and responsibilities of the new post of Environment and Waste Services Support Assistant.	33 - 38

9.	<p>CAR PARK ANALYSIS The Head of Communities and Neighbourhoods to submit a Report to provide members with the an update on car park usage since the car park tariffs and delegations were made in 2016/17 and to furthermore seek member guidance on the 'free' car parking provision introduced as a pilot in 2016/17.</p>	39 - 58
10.	<p>APPLICATION FOR FOOTPATH LINK FROM NEW DEVELOPMENT INTO THE COUNTY PARK (EAST BOUNDARY) Joint report seeking Members' approval to create a footpath link from a new development into the Melton Country Park.</p>	To Follow
11.	<p>URGENT ITEMS To consider any other items that the Chair considers urgent.</p>	



Rural Capital of Food

Minutes

Meeting name	Rural, Economic and Environmental Affairs Committee
Date	Wednesday, 30 August 2017
Start time	6.30 pm
Venue	Parkside Approach, Burton Street, Melton Mowbray, LE13 1GH

Present:

Chair Councillor M. Sheldon (Chair)

Councillors

E. Hutchison (Vice-Chair)	T. Beaken
M. Blase	G. Botterill
R. de Burle	M. Graham
M. Glancy	B. Rhodes
J. Simpson	J. Orson (Substitute)

Observers

Officers

- Corporate Director
- Head of Communities & Neighbourhoods
- Administrative Assistant Communities & Neighbourhoods

Minute No.	Minute
R10	<p>APOLOGIES FOR ABSENCE Apologies for absence were received from Councillor Higgins.</p>
R11	<p>MINUTES The minutes of the meeting held on the 07 June 2017 were confirmed and authorised to be signed by the Chairman.</p>
R12	<p>DECLARATIONS OF INTEREST Councillor Rhodes and Councillor Orson declared a personal interest in any matters relating to Leicestershire County Council.</p>
R13	<p>RECOMMENDATIONS FROM OTHER COMMITTEES There were no recommendations from other committees.</p>
R14	<p>UPDATE ON DECISIONS The Head of Communities and Neighbourhoods submitted an update on decisions report.</p> <p>A Member enquired as to whether their membership of both this Committee and the Governance Committee would be a issue in regards to item 2 of the update 'Name of Committee' to which the Head of Communities and Neighbourhoods advised it would not.</p> <p>A Member wanted clarification as to when item 4 of the update 'Melton Town Centre Audit report' will be brought back, The Head of Communities and Neighbourhoods noted this would be brought to the November meeting of this Committee.</p> <p><u>RESOLVED</u> that the Update on Decisions document be noted.</p>
R15	<p>CORPORATE REVIEW OF CHARGES 2018-19 The Corporate Director submitted a report to provide information on the various fees and charges that are made by this committee and to recommend changes to these charges to operate from 1st April 2018.</p> <p>The Corporate Director presented a brief overview of the report, making note that specific details on 3.8- 3.10 of the report will be brought to this and other Committees in future reports.</p> <p>A Member noted in regards to 3.11.1 of the report 'Pest Control' that it may be a disinvestment for the future, The Head of Communities and Neighbourhoods noted that it would provide needed capacity in this environmental service but we would still have opportunities and will still deliver a service to MBC properties and</p>

services. It was also noted that this will be brought back to this committee in further detail in an Exempt report.

Members enquired as to what the 'Bulky' waste management was, the Corporate Director noted that this is a service in which customers can ring up MBC to book and arrange collection of large waste items. However the current issue is that customers will ring to book collection and pay the fee, customers will then ring back to cancel and require a refund. This creates lots of extra work and the council feels like this admin cost should be covered; a policy for not providing full refunds for late cancelations could be implemented.

The Chair moved that the recommendation be approved. All Members were in favour.

RESOLVED that the level of charges for 2018-19 for each of the services as recommended and set out in the reports attached to operate from 1st April 2018 be approved.

R16

CAPITAL PROGRAMME MONITORING TO 31 JULY 2017

The Corporate Director submitted a report to update the Committee on the progress of schemes within the Capital Programme to 31 July 2017.

The Corporate Director presented an overview of the report bringing Members attention to;

- 5.2 Snow Hill Industrial Units Roofing Works: Noting the roofing issues have been investigated and it has been determined that the frequency of the incidents of the problem is not sufficient to justify high cost remedial works. The budget can therefore be removed as part of the budget setting process later in the year. It should also be noted that the industrial units have reached the age where other capital works will soon be required.
- 5.2 Cattle Market: Noting the Cattle Market Phase 1 project is now mainly complete and the Cattle Market Wash Down Area works are complete. A report will be created and circulated to the Cattle Market Work Group once everything is completely finished.

A Member stated that they believe the Snow Hill site needs to be maximised and looked into in order to stop costing MBC money, this was noted this for future report.

The Chair moved that the reports recommendation be approved. All Members were in favour.

RESOLVED that

(1)Members took note of the progress made on each capital scheme and that the capital programme will be amended as part of the budget setting process as outlined in section 5.2

(2)Members recommend to the Council's Policy, Finance and Administration Committee that the Cattle Market Phase 1 capital programme is increased by up to an additional £15k as section 5.2 refers; and

(3)Members recommend to the Council's Policy, Finance and Administration Committee that the financing for the Cattle Market Wash Down Area is adjusted to take into account the contributions from Gillstream Markets as section 5.2 refers.

R17

BUDGET MONITORING APRIL TO JUNE 2017

The Corporate Director submitted a report to provide information on actual expenditure and income incurred on this Committee's services compared to the latest approved budget for the period 1st April 2017 to 30th June 2017.

The Corporate Director gave an overview of the report bringing Members attention to;

- 3.3 of the report, showing a summary of the income and expenditure for this Committee's services compared to the approved budget at June 2017, noting the forecast £132,490 overspend.

- 3.6.1 Which explains the three largest overspend areas, however noting that it is still early in the year and planning income has picked up since the report was written. The Corporate Director also noted that overall the Council is at a underspend position; however these areas will continue to be scrutinised.

A Member enquired at to why the waste management consultation fees have suddenly increased, The Corporate Director noted that a meeting has been set up to scrutinise and challenge these fees, this will be brought back to the waste task group.

A Discussion was had in regards to Car parking. Members wanted to know what the impact of the increase on charges on market day have made as some felt this may not be encouraging tourism. It was also noted that car parking income was significantly lower due to free parking areas in the town which people will use instead of car parks with charges. The Head of Communities and Neighbourhoods stated that a report will be brought back to this Committee with a 6 month trend of usage to see what is working well and what may need working on. The Corporate Director also noted that the car parking does bring in over £700,000 in income per annum therefore it is wise to be careful of making big changes that could effect the council's financial position in the long term. The Chief Executive wanted to note that it may be beneficial to bring this matter to the next Economic Board meeting for consideration to then bring back to this Committee for discussion.

The Chair moved that the recommendation be approved. All Members were in favour.

	<u>RESOLVED</u> that Members note of the financial position and year end forecast on each of the Committee's services to 30th June.
R18	URGENT BUSINESS There was no urgent business.

The meeting closed at: 6.55 pm

Chair

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Advice on Members' Interests

COUNCIL MEETINGS - COMMITTEE MINUTES : DECLARATION OF INTERESTS

Interests need not be declared at Full Council in relation to Committee Minutes which do not become the subject of debate at Full Council (i.e. Minutes referred to solely on a page by page basis when working through the Minutes of each Committee.)

An interest must be declared at Full Council as soon as it becomes apparent that a relevant Committee Minute is to be debated – this applies even if an interest has been declared at Committee and is recorded in the Minutes of that Committee.

PERSONAL AND NON-PECUNIARY INTERESTS

If the issue being discussed affects you, your family or a close associate more than other people in the area, you have a personal and non-pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

You must state that you have a personal and non-pecuniary interest and the nature of your interest. You may stay, take part and vote in the meeting.

PERSONAL AND PECUNIARY INTERESTS

If a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest and it affects your or the other person or bodies' financial position or relates to any approval, consent, licence, permission or registration then **you must state that you have a pecuniary interest, the nature of the interest and you must leave the room***. You must not seek improperly to influence a decision on that matter unless you have previously obtained a dispensation from the Authority's Governance Committee.

DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS

If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.

You may not attend a meeting or stay in the room as either an Observer Councillor or *Ward Councillor or as a member of the public if you have a pecuniary or disclosable pecuniary interest*.

BIAS

If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias) then you should not take part in the decision-making process; you should leave the room. **You should state that your position in this matter prohibits you from taking part.** You may request permission of the Chair to address the meeting prior to leaving the room. The Chair will need to assess whether you have a useful contribution to make or whether complying with this request would prejudice the proceedings. A personal, pecuniary or disclosable pecuniary interest will take precedence over bias.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.*

*There are some exceptions – please refer to paragraphs 13(2) and 13(3) of the Code of Conduct

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AGENDA ITEM 5

RURAL, ECONOMIC AND ENVIRONMENTAL AFFAIRS COMMITTEE 1st November 2017 UPDATE ON DECISIONS

Item No.	Agenda Item or Minute Number	Decision	REEA Date	Lead Officer	Update
1	R22.CORPORATE REVIEW OF CHARGES 2017-18	<u>RESOLVED</u> Officers to review the current 'free' charges relating to the car parks and bring a report back to this committee in 2017	31/08/16	HR	This is an item on the agenda.
2	R4. <u>NAME OF COMMITTEE</u>	<u>RESOLVED</u> The Governance Committee be recommended that the Constitution set the name of this Committee as Melton Economic and Environmental Affairs Committee	7/06/17	HR	This item has been discussed at Full Council and approved..
3	R7. <u>DRAFT ECONOMIC DEVELOPMENT STRATEGY REFRESH</u>	<u>RESOLVED</u> That Members made comments and approved the draft Economic Development Strategy (Appendix A), for consultation with a view to	7/06/17	HR	Comments have been incorporated into refresh; however, awaiting further economic profile data and consideration by the Economic Board before formal approval. Deferred until 2018, due to delay in sub regional Strategic Economic Plan

Item No.	Agenda Item or Minute Number	Decision	REEA Date	Lead Officer	Update
		bringing back a final version to this Committee in August 2017			
Page 10	4 R8. <u>MELTON TOWN CENTRE AUDIT REPORT</u>	<u>RESOLVED</u> Members agreed that further work be carried out to produce a prioritised action plan; this will be taken to the Town Area Committee for consultation and an updated plan be submitted back to the committee at a later date.	7/06/17	HR	Priorities action plan in development, as per committee resolution 'quick wins' tasks are being implemented and carried out. Report on update to action plan to be brought back to this committee in January 2018.

Key to Officers

MT	Management Team
KA	Strategic Director (KA)
DG	Corporate Director
HR	Head of Communities and Neighbourhoods
JW	Head of Regulatory Services
VW	Solicitor to the Council

Agenda Item 6

MELTON ECONOMIC & ENVIRONMENTAL AFFAIRS COMMITTEE

1 NOVEMBER 2017

REPORT OF CORPORATE DIRECTOR

CAPITAL PROGRAMME MONITORING TO 30 SEPTEMBER 2017 AND CAPITAL PROGRAMME 2017-2022

1.0 PURPOSE OF THE REPORT

- 1.1 To update the Committee on the progress of schemes within the Capital Programme to 30 September 2017.
- 1.2 To determine the Committee's Capital Programme for 2017-22 based on a review of spending in the current year's programme and schemes included in the programme for later years.

2.0 RECOMMENDATIONS

- 2.1 **Members note the progress made on the capital schemes as attached at Appendix A;**
- 2.2 **The revised Capital Programme for 2017-22 attached as Appendix B is approved; and**
- 2.3 **The Committee approves the business case in relation to the Environmental Maintenance Vehicles, attached at Appendix C, to be put forward to Policy Finance and Administration Committee for approval.**

3.0 KEY ISSUES

3.1 Capital Programme Monitoring

- 3.1.1 Under the Capital Programme Project Appraisal System, monitoring of actual capital expenditure against authorised expenditure is undertaken on a regular basis and reported to the Management Team in its capacity as the Council's Programme Board. Appendix A gives details of the spending against budget for all schemes within this Committee up to 30 September which is the latest available information at the agenda date.
- 3.1.2 The overall position for all capital schemes falling within this Committee is as set out below.

Capital Schemes	Allocated Funding 2017/18 Budget	Authorised Funding 2017/18 (Business Case Approved)	Actual Expenditure to 30 Sept 2017	Year End Forecast	Year End Variance Underspend (-)
	£000	£000	£000	£000	£000
General Expenses	1,162	1,069	969	1,037	-125

The forecast for three of the schemes is in line with the budget with the schemes progressing. For the remaining schemes:

- Cattle Market Improvements to Access – This project is now complete with costs lower than budgeted for. The remaining budget within the capital programme of £10k has been removed. As the project was funded from capital receipts, £10k will be added back to this balance;

- EMT Vehicle/Frontline Service Machine Replacement – Due to the need to purchase a larger piece of equipment as previously reported, the £15k budget has been moved into 2018/19 and added to the existing £64k with an additional increase of £2k. This is a slight variation to the equipment included within the project mandate and programme and full details are set out within the Business Case which is attached at Appendix C. Members should note that this is requesting funding from the renewals and repair fund for 2018/19 in advance of the Council budget setting meeting. This is to enable the equipment to be in place for the start of the 2018/19 cutting season. As such Policy finance and Administration committee approval is required as set out in the recommendation;
- Snow Hill Industrial Units Roofing Works – The roofing issues have been investigated and it has been determined that the frequency of the incidents of the problem is not sufficient to justify high cost remedial works. The budget has therefore been removed from the capital programme. As the project was funded from capital receipts, £47k will be added back to this balance; and
- Cattle Market Wash Down Area – Works are complete. The original budget of £83k was based on an estimate from the contractors for the main cattle market re-development project but a local contractor was able to undertake the works at a significantly reduced sum of £30k. The budget has therefore been reduced accordingly in the revised Capital Programme. As the project was funded from capital receipts, £53k will be added back to this balance.

3.2 **Capital Programme 2017-22**

3.2.1 The proposed Capital Programme 2017-22 for this Committee is attached at Appendix B. The Programme gives the total cost of each scheme, the spending profile, the amounts authorised to be spent and the stage each scheme has reached within the Capital Programme Project Appraisal System.

3.3 **Changes to the Programme**

3.3.1 The changes that have been made to the proposed Capital Programme for the current and future years are set out within Appendix B.

3.3.2 In addition to the changes highlighted above in section 3.1.2, a summary of the proposed changes are as follows:

- Scafford Road Car Park - £112k removed from 2017/18 as works are on hold whilst the North site review is progressed. This will be reviewed at a later date and a mandate and business case brought to Committee should the works be required. The scheme was unfunded and therefore there is no impact on reserves and balances; and
- Car Park Capital Improvements – Removed £95k from 2018/19 as scheme no longer expected.

The above changes result in one project of £81k being included in the capital programme for 2018-19 which can be funded from the specific renewals and repairs fund.

3.3.3 Members are aware that the new waste contract is currently in the procurement phase and that one of the options is for the Council to fund the procurement of the vehicles required to deliver the contract. This would require the Council to borrow the funding required and the costs of this would be offset against the reduced contract charge as a result of the Council having access to more favourable borrowing costs. If this was to be of financial benefit the Council would need to include the costs of the vehicle purchases in its capital programme. The procurement is not at the stage where either the capital cost of these vehicles or the most economical financing option is yet known as this would depend on the selected tenderer. As such a business case will be submitted later in the process either as part of the overall budget papers to Council or as part of the tender approval process as appropriate.

4.0 POLICY AND CORPORATE IMPLICATIONS

4.1 Policy and corporate implications in relation to the current capital programme were addressed in setting the current year's budget. Any policy and corporate implications for the proposed capital programme should be covered in any associated reports and forms linked to these schemes as they progress through the decision making process.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 The financial and resource implications for the proposed capital programme have been addressed within section 3.

5.2 The financial implications for each current scheme are as set out in Appendix A.

6.0 LEGAL IMPLICATIONS

6.1 Legal implications/powers were addressed in setting the current year's programme. For the proposed capital programme individual schemes could have links to legal issues. These should be covered in any associated reports and forms linked to these schemes as they progress through the decision making process.

7.0 COMMUNITY SAFETY

7.1 Individual schemes could have links to community safety issues. These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

8.0 EQUALITIES

8.1 Individual schemes could have links to equalities issues. These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

9.0 RISKS

9.1 There will be risks associated with each of the individual projects and these should be considered as the schemes progress through the decision making process. There is also the risk that the Council is unable to fund all of the schemes in the Capital Programme and therefore public expectations may not be met.

10.0 CLIMATE CHANGE

10.1 Individual schemes could have links to climate change issues. These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

11.0 CONSULTATION

11.1 Consultation takes place between project managers and the Financial Accountant to determine the information to be included in Appendices A and B. In addition, the capital programmes reports are submitted to the Council's Programme Board. The extent to which consultation has been undertaken on individual schemes is set out in the associated project mandates.

12.0 WARDS AFFECTED

12.1 To varying degrees all wards are affected by capital schemes within this Committee

Contact Officer Natasha Allsopp
Date: 20 October 2017
Appendices: Appendix A – Capital Programme Progress Report – Sept 2017
 Appendix B - Capital Programme 2017-2022
 Appendix C – EMT Vehicle Business Case
Background Papers: Oracle Financial Reports
 Budget Holder Comments on Performance

Reference: X: Ctte,Council & SubCttes/MEEA/2017-18/01-11-17/DG- DG-Capital Prog.
Monitoring- Apr 17 to Sept 17 and Capital Programme 2017-22.

CAPITAL PROGRAMME 2017/18 PROGRESS REPORT -SEPTEMBER 2017

APPENDIX A

	Grant Funded	Business Case Approved	Budget for Year	Actual April 17 to September 17	Forecast	Variance (-) = Underspend	Project Manager	Comments
	Y/N	Y/N	£000	£000	£000	£000		
General Expenses								
Partnership Scheme in Conservation	N	Y	6	0	6	0	PCO	The previous ambition to transfer the funds to Historic England's Heritage Action Zone (HAZ) programme has not come to fruition. However there is an ambition to address the condition of one property on Market Square in respect of which the funds may be required for incentivisation or match funding. In this scenario, authorisation will be sought to transfer the sum.
Cattle Market - Improvements to Access (Health & Safety)	N	Y	10	0	0	-10	CD	The works have been completed with no further spend expected. The £10k has been removed from the capital programme as part of the 2018/19 budget setting process.
EMT Vehicle/Frontline Service Machine Replacement	N	N	15	0	0	-15	RS	It is proposed that the budget is carried forward into 2018/19 to help fund towards a larger piece of equipment. This is a slight variation to the equipment included within the project mandate and programme and full details are detailed within the Business Case which is to be put forward as part of the budget setting process.
Snow Hill Industrial Units Roofing Works	N	N	47	0	0	-47	CD	The roofing issues have been investigated and it has been determined that the frequency of the incidents of the problem is not sufficient to justify high cost remedial works. The budget has therefore been removed as part of the 2018/19 budget setting process. However, the issues will be monitored and a mandate will be brought back to Committee should any works be required.
Lake Terrace Waste Depot Refurbishment	N	N	31	0	31	0	CD	Presently MBC are in discussion with the existing contractor in relation to the dilapidation survey in conjunction with the ending of their contract in 2018. At this stage, it would appear that the works discussed in the project mandate are the responsibility of the contractor to resolve and some of the capital improvements are expected to be covered by these works. As the negotiations with the contractor evolve, MBC will be clearer as to remaining works and a business case will be brought once determined. Similarly, should any works be identified as a result of the the ongoing tender process these will be included within the business case.

Cattle Market - Phase 1 Securing the Future	Y - Partial	Y	970	939	970	0	CD	The project is now mainly complete. Further works are still required to the lower car park with an anticipated cost of up to £30k. These works are at the planning approval stage which are expected to be put to Committee for approval in Quarter 3 with works commencing within a month after approval of planning.
Cattle Market - Wash Down Area Water Main Supply	N	Y	83	30	30	-53	CD	The works are now complete. The original budget was based on an estimate from the contractors for the main cattle market re-development project but a local contractor was able to undertake the works at a significantly reduced sum. The budget has therefore been adjusted accordingly as part of the 2018/19 budget setting process.

TOTAL - GENERAL EXPENSES

1,162	969	1,037	-125
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Key to Initials:
 CD = Chris Damri
 PCO = Conservation Officer
 RS = Raman Selvon

Serv	Cost	Sub	Proj Ref	Scheme	Project Manager	← Latest Approval →		← 2017/2018 →			← 2018/2019 →			2019/20	2020/21	2021/22	Total Scheme Cost	
						Committee	Date	For Projects Only - Previous Years Actual Cost	Total Estimate (Mandate)	Allocated Funds (Budget)	Authorised Spending (Bus Case)	Total Estimate (Mandate)	Allocated Funds (Budget)	Authorised Spending (Bus Case)	Total Estimate (Mandate)	Total Estimate (Mandate)		Total Estimate (Mandate)
								£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
GENERAL EXPENSES																		
<i>Miscellaneous Schemes</i>																		
910	9160	754	0388	Partnership Scheme in Conservation Area	PCO	PFA	01-Jul-14	68	6	6	6	0	0	0	0	0	74	
900	9000	755	0438	Car Park Capital Improvements	CD	REEA	30-Oct-13	34	0	0	0	0	0	0	0	0	34	
900	9000	755		Scaford Road Car Park	CD	REEA	29-Oct-14	N/A	0	0	0	0	0	0	0	0	0	
900	9000	755	0439	Cattle Market - Improvements to access	CD	REEA	30-Oct-13	62	0	0	0	0	0	0	0	0	62	
900	9000	753	0464	EMT Vehicle/Frontline Service Machine replacement	RS	REEA	03-Sep-14	N/A	0	0	0	81	0	0	51	0	132	
900	9000	752	0465	Snow Hill Industrial Units Roofing Works	CD	REEA	29-Oct-14	N/A	0	0	0	0	0	0	0	0	0	
900	9000	755	0486	Lake Terrace Waste Depot Refurbishment	CD	REEA	29-Oct-14	N/A	31	31	0	0	0	0	0	0	31	
900	9000	755	0467	Cattle Market-Phase 1 Securing the Future	CD	PFA	02-Dec-14	4705	970	970	970	0	0	0	0	0	5,675	
900	9000	755	0489	Cattle Market - Wash Down Area Water Main Supply	CD	PFA	12-Apr-17	N/A	30	30	30	0	0	0	0	0	30	
GENERAL EXPENSES TOTAL								4,869	1,037	1,037	1,006	81	0	0	51	0	0	6,038
COMMITTEE TOTAL								4,869	1,037	1,037	1,006	81	0	0	51	0	0	6,038

Key to Project Managers:-

CD = Chris Damri
 PCO = Conservation Officer
 RS = Raman Selvon

Change

Summary of Changes:

Cattle market Improvements to Access	Removed £10k from the programme as project complete as per report to REEA 30.08.2017
EMT Vehicle/Frontline Service Machine Replacement	Moved £15k from 2017/18 to 2018/19 as per report to REEA 30.08.2017. Increased programme by £2k and changed area of spend as per attached business case
Snow Hill Industrial Units Roofing Works	Removed £47k from the programme as per report to REEA 30.08.2017
Cattle market Wash Down Area	Reduced the programme by £53k as per report to REEA 30.08.2017
Scaford Road Car park	Removed £112k mandate amount from the programme as per report to REEA 30.08.2017
Car Park Capital Improvements	Removed £95k from 2018/19 as scheme no longer expected - updated mandate will be brought back should any car park capital improvements be identified.

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Part B – Business Case, Project Background / technical issues

B 1 - General

An EMT vehicle and front line mower renewal and replacement programme was agreed by MEEA committee on 12/8/14. This programme allowed for capital set aside monies to be used to create a replacement fund for the purchase of the services front line ride on mowers and crew carrying vehicles. This business case is seeking the release of set-aside funds, to carry forward this years allocation and to utilise a further portion of set aside monies no longer required

B 2 –Service / Service / Function

The Environmental Maintenance Team maintains all the councils open space and relevant land ,carry out maintenance to grass, trees shrubs hedges borders beds maintains the sports pitches, the annual Town flower displays in tubs and baskets and provides a small building works provision dealing with bins signs benches barriers paths fencing . It fully participates with sandbags and winter gritting , many Town Centre events , a number of cemetery specific services and links up and provides occasional manpower for other council sections including improvements within priority areas .It also assists with land drainage problems keeping trash screens clear and associated bank sides well maintained

Crew Carrying Vehicles:

Two of the current frontline operative carrying vehicle are nearly six years old and are approaching the end of their optimum efficient and economic operational life. This business case seeks approval to replace them with monies set aside in line with the previously agreed renewal and replacement programme. That programme and a policy that supported it looked to bring about consistency with the vehicle fleet and this proposal to replace the older crew vehicles (currently Mercedes Sprinters) with two Ford Transits, will achieve this by establishing all four front line crew carrying vehicles as Ford Transits.

Front line Ride on Mower:

The ride on mower replacement request is to replace one of the main cutting machines used by the councils Environmental Maintenance Team – a triple cylinder hydraulic powered ‘Ransomes Parkway 2250 plus’. The current machine in use has exceeded its expected longevity and has now reached the end of its optimal working life as a front line high usage tool . This machine is particularly efficient and effective in regards to cutting a number of the councils large open spaces

B 3 – Strategic fit**Crew Carrying Vehicles:**

- ***The Councils Environmental Maintenance Team are key to ensuring a high standard of all round ground maintenance is provided to all the council responsible open spaces, green sites, external areas to a number of council owned properties, and in particular the Boroughs PNA's In addition the team provide both manpower and horticultural expertise to support Town centre events , Melton in Bloom, the cemetery service , sports pitch preparation and maintenance Tree maintenance , hedge maintenance , trash screen and watercourse bank side maintenance , drainage works , a wide range of street scene activities, play area maintenance / inspections .***
- ***This work helps raise pride and ownership in local areas, discourages antisocial behaviour and crime and demonstrates a caring council focussed on those most in need of support and ensures clean and green environments.***
- ***This business case is seeking members support to replace 2 failing and increasingly costly to keep in service frontline vehicles, purchased almost 6 years ago.***
- ***The service will have efficient well presented frontline vehicles that will greatly reduce the ever increasing maintenance requirements of the older vehicles and have been selected as suitable replacements which fit the needs and demands required by the service***
- ***The 2 new Ford vehicles being sought have proven to be reliable and cost effective and are a frequent choice for many ground maintenance organisations.***

Front line Ride on Mower:

- ***The mower to be purchased will benefit the service well being designed to work on and keep grass short and to a high finish ,this particular model has proven to provide a high output in terms of the large areas it can cover with minimal residual cuttings***
- ***The machine has the highest output of the councils mower fleet due to its triple cylinders with the flexibility to cut with 1,2 or 3 cylinder cutting sections.***
- ***The current machine in service has passed its optimum life but has proven to be a key front line machine which most suitably compliments other types of ride on mowers which together are able to tackle grass cutting under most environmental conditions This renewal will allow for the good standards achieved annually to be retained***
- ***The expectation is that standards will be maintained and as a result complaints will remain at a very low level as is the case currently***

B 4 - Options appraisal**Crew Carrying Vehicles:****Methods of acquisition**

- *Lease options although ideal for some organizations do incur significant annual charges, millage limitations, and all include strict return condition penalties.
Vehicles we have previously acquired under lease arrangements have invariably ended up at the end of the lease term costing considerably in excess of the purchase price and have incurred considerable return condition surrender charges. The vehicles consumables tires brakes etc. are not covered under commercial lease agreements.*
- *Hire Option, the need to replace vehicles which are in service daily all year long, makes the annual cost of the hire option excessively and un realistically high. This option is best suited to short term requirements, intermittent and limited use requirements and contingency / unplanned requirements and not long term.*
- *Used vehicles .Commercial used vehicles are available at times in a range of conditions and age but many are sold as seen, and nearly all have either no or at best minimal warranties. The specific requirements of the vehicles required cannot be guaranteed and resale value is highly likely to be very low and the rate of depreciation for set aside monies purposes are extremely difficult to estimate accurately.*
- *Purchase outright – This appears to be the best option to replace the remaining 2 frontline vehicles. Advantages of outright purchase include – 3 year unlimited millage warranty, a significant dealer purchase price discount the acquisition of vehicles to the exact specification and requirements of the service essentially like for like replacement vehicles to the existing fleet .*
- *The council commitment to the service and the councils reputation are both enhanced with appropriate quality vehicles*

Front line Ride on Mower:

- *Hire – this is not the optimum method for sustainable resource acquisition for a grounds maintenance service , Machines are very difficult to obtain during the cutting season and are invariably a compromise in terms of being Efficient , Economic and Effective (the 3 EEE's) . Lease of these vehicles is not the optimum method of obtaining the machine needs for this service, machines deteriorate quickly with high levels of use, return condition penalties are extremely onerous and generally for a long term provision leases are not cost effective. Purchase outright is on balance the closest method of adhering to the 3EEE's*
- *The continues good standards all round of the EMT service are benefiting the residents who are increasingly taking ownership and demonstrating increased pride in line with the general environmental improvements being consistently provided*
- *The service has built up good working relationships with a number of suppliers and dealers and is aware of the latest developments prices and offers*
- *The service already uses the local specialists known to provide the best value , it will ensure a purchase from one of these suppliers that is the best in value achievable at the time of purchase*

B 5 - Achievability**Crew Carrying Vehicles:**

There has been lengthy consideration to ensure the vehicles identified are the most suitable, effective and economically advantageous for Melton's EMT fleet. The Ford Transits proposed to be purchased are to be obtained through Ford Direct and our local commercial Ford dealership Sandiccliffe in Leicester. Vehicles obtained through Ford Direct (essentially ordered from the factory) have a lengthy lead time which allows for modifications and customisations as required with the expected delivery date to be met with a high level of certainty

Front line Ride on Mower:

There are a number of relevant suppliers and stocks in the market place and therefore no achievability issues are expected

B 6 - Legal Issues (if applicable)**Crew Carrying Vehicles:**

The vehicles have been selected as ones that replace like for like and which strike a balance between(by virtue of their type and nature):the legal restrictions on Drivers (age of driver / groups of vehicles able to be driven) legal restrictions on the vehicles load bearing capacity ,(the weight of the vehicle and what it leaves as carrying capacity) its legal towing limitations regarding both weight and the age of driver.

Front line Ride on Mower

There are few legal issues, the services frontline machines are all road capable and legal, The new purchase will greatly assist achieving the ground maintenance standards expected

B 7 Specification***Crew Carrying Vehicles:***

2 x Ford Transit Single Chassis Cab One Way Tipper 350 L2 H1 2.0L 130ps RWD SRW Diesel 6 speed manual (A984)- plus extras - beacons , lock boxes, side step , rear floor lining.

Front line Ride on Mower:

1x Ransomes Parkway 2250 plus

This mower to be purchased through this business case is of a type that has proven to be a key component of the service mower fleet. It potentially has the highest output of all the front line machines. Its triple cylinder configuration gives a high quality finish as well as offering a large precise cut, mostly limited by the land form it is working on, this machine is ideal for the large open grass areas that are maintained to the highest standards, its high output allows it to cover vast areas, cutting to very short length with the generation of minimal cuttings. This type of machine is ideal and performs its best on well-maintained dry grass sites.

B 8 - Financial Implications

This business case proposal requests carrying £15k of capital monies already set aside and allocated for mower purchases in 17/18 forward to 18/19. The capital programme for 18/19 already has £64k set aside for replacing two EMT crew carrying vehicles and a caretakers van (for which accounts for £11.5k of the £64K) The proposal is to use the £15k carry forward plus the £11,500 still within the in the 18/19 capital programme no longer needed for the caretakers van as that van was purchased outside of the capital programme in 2016/17 (being below the £10k threshold for capital purchases), Together with the remaining £52k within the programme for the replacement crew EMT vehicles giving a total capital sum of monies available for 18/19 of £79k.

This business case is for the purchase of the 2 replacement EMT crew carrying vehicles are expected to cost in the region of £24k each (total £48k) and the proposed new front line mower a 'Ransomes Parkway triple' in the region of £33k giving a potential total of capital funds requested in 18/19 of £81k which is £2k more than the currently available funds.

Note that the capital expenditure will all be funded through the EMT vehicles R&R fund.

	£	Comment
Initial Costs	24,000	2 x Ford Transit -Single Chassis Cab One Way Tipper 350 L2 H1 2.0L 130ps RWD SRW Diesel 6 speed manual (A984)- plus extras - beacons , tail lift, lock boxes, side step , floor lining.
	24,000	
	33,300	1x Ransomes Parkway 2250 plus Parkway Triple Mower with lighting kit and beacon
External Funding	NIL	
Net Cost		
Ongoing Savings	NIL	
Phasing	No	

B 9 – Project Scoring Matrix***Crew Carrying Vehicles:***

Criteria	1 Point	2 Points	3 Points
Cost £ (budget, time and human resource)		£10k - £50K	
Timescale	< 6 months		
Impact if project failed on the organisation		Moderate	
Melton's Track Record	Done Successfully Many Times Before		
Stakeholder Interest (internal and external)	Minimal		
Project Complexity	Straight-forward		
Projects scoring <u>8</u> points - Formal methodology <u>not</u> necessary			

Front line Ride on Mower

<u>Criteria</u>	<u>1 Point</u>	<u>2 Points</u>	<u>3 Points</u>
Cost £ (budget, time and human resource)			>£50K
Timescale	< 6 months		
Impact if project failed on the organisation		Moderate	
Melton's Track Record	Done Successfully Many Times Before		
Stakeholder Interest (internal and external)		Moderate	
Project Complexity	Straight-forward		

Projects scoring 10 points - Formal methodology **not** necessary



MELTON ENVIRONMENTAL & ECONOMIC AFFAIRS COMMITTEE

1st NOVEMBER 2017

REPORT OF HEAD OF REGULATORY SERVICES

ADVISORY REPORT ON THE COLLECTION OF FINES AND EXPENSES ASSOCIATED WITH STRAY DOGS

1.0 PURPOSE OF REPORT

1.1 To advise Members on the income generated by the collection of fines and expenses from owners of stray dogs and to set the associated fee for 2018/19.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee:

- (i) Note the collection of fines and expenses associated with stray dogs;
- (ii) Agree the charges for the collection of stray dogs as set out at para 3.3 below and Appendix A.

3.0 KEY ISSUES

3.1 The stray dog Service is a statutory function undertaken by the Council.

3.2 The Committee was advised at its meeting of 30th August 2017 that the 'administration fee' associated with the collection of stray dogs was fixed by contract. However this matter has been investigated further and it has been clarified that this is not the case – the fee stand separate from the contract and is within the jurisdiction of the Council. Therefore it can be adjusted in a manner similar to all other charges, under the Charging Policy.

3.3 It is therefore proposed it is increased by 2.5% in line with inflation for 2018/19 to £38.

4.0 POLICY AND CORPORATE IMPLICATIONS

4.1 There is a statutory obligation for the council to provide a stray dog collection service. The service does generate an income from the collection of fines payable by the owners of the stray dogs on collection. This includes £25 statutory fine (fixed) and £37 administration fee (total £62). In addition, the dog owner is liable to pay for boarding and heating (as need be). The former is collected by the kennels and the remainder by the Council to cover its costs.

4.2 There are no other direct policies or corporate implications as a direct result of this report.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 The current contractor charges £5000 per annum for providing the stray collection service (£416.67 per month) and £1800 per annum (£150 per month) for the use of the kennels.

5.2 The dog owner is obliged to pay £62 in addition to the cost of kennelling, micro-chipping

and vet's fees.

5.3 The Council benefits from the collection of the administration charge and recovers the kennelling cost of £8 + VAT per day.

5.4 It is estimated that the increase in the charge would result in approx. £20 per annum in revenue, based on frequency of use.

6.0 **LEGAL IMPLICATIONS/POWERS**

6.1 The Environmental Protection Act 1990 Section 149 (5). Seizure of stray dogs, states that a person claiming to be the owner of a dog seized under this section shall not be entitled to have the dog returned to him unless he pays all the expenses incurred by reason of its detention and such further amount as is for the time being prescribed.

6.2 The Environmental Protection (Stray Dogs) Regulations 1992, section 2 states that the sum of £25 is prescribed as the further amount (additional to all expenses such as kenneling and veterinary fees) to be paid by a person claiming to be the owner of a seized dog before he is entitled to have the dog returned to him.

6.3 The Council service does not include any concessionary rates

7.0 **COMMUNITY SAFETY**

7.1 There are no Community Safety issues arising from this report.

8.0 **EQUALITIES**

8.1 There are no direct equality implications as a result of this report

9.0 **RISKS**

The risks identifies below are the potential outcomes should this report not receiving member support.

9.1

L I K E L I H O O D	A	Very High				
	B	High				
	C	Significant				
	D	Low	1			
	E	Very Low				
	F	Almost Impossible				
			Negligible 1	Marginal 2	Critical 3	Catastrophic 4
			IMPACT			

Risk No	Risk Description
1	Resistance to increased costs

10.0 CLIMATE CHANGE

10.1 There are no direct implications or impacts resulting from, this report

11.0 CONSULTATION

11.1 No direct consultation has been carried out in regards to the proposed change suggested by this report.

12.0 WARDS AFFECTED

12.1 All

Contact Officer Yvonne Garraway, Senior EHO
 Date: 8/9/2017

Appendices : A – fee setting template

Background Papers: None

Reference : X : Committees\

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REVIEW OF CHARGES

CHARGES CONTROLLABLE BY MBC

Service Provided	Financial Objectives of Charging Policy	Existing Charge	Effective Date of Last Increase	Annual Income	Annual Usage	Concessions	Net cost/ (surplus) to MBC	Recommended Charge 2018/19	Reason for Recommendation	Additional Income
Environmental Health (005)										
Collection of stray dog	Full Cost Recovery	25 (statutory fine) + £37 admin fee	1st April 2017		20	None		25 (statutory fine) + £38 admin fee	Fixed under new dog collections contract	£20
Kennelling fees	Full Cost Recovery	£8 +VAT per day per dog + heating as required £1 per day	1st April 2017	£2,514	56	None		Variable	Fixed under new dog collections contract	£0

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MELTON ENVIRONMENTAL & ECONOMIC AFFAIRS

1st NOVEMBER 2017

REPORT OF HEAD OF COMMUNITIES AND NEIGHBOURHOODS

PEST CONTROL SERVICE DISINVESTMENT WITH ASSOCIATED REINVESTMENT OF REMAINING RESOURCE

1.0 PURPOSE OF REPORT

- 1.1 To seek members support for: a) withdrawing the main public pest control service but retaining an in house function for special need council properties and council commercial premises only b) reducing the Pest Control Officers working week from 4 days down to 2 days d) revise the job description from Pest Control Officer to better reflect the revised duties and responsibilities of the new post of Environment and Waste Services Support Assistant

2.0 RECOMMENDATIONS

- 2.1 **Members support the withdrawal of the main public pest control service and delegate to the Head of Communities & Neighbourhoods to implement the change after ensuring appropriate alternative provision is in place.**
- 2.2 **Members agree the requested reduction in both the working week of the Pest Control officer post from the current 4 day down to 2 days per week as well as a change in the title and associated core duties and responsibilities of the post to be retitled Environment and Waste Services Support Assistant.**

3.0 KEY ISSUES

- 3.1 The Pest Control Service is one of the few remaining non-statutory services currently provided by the Council
- 3.2 The public demand for this council service has greatly reduced over recent years as the private sector provision has grown along side increased 'Do-It- Yourself' options. Many Councils are now signposting residents to various pest control services, the proposal, if approved by members, will ensure that more than adequate information and signposting is available through the council's website and other communication vehicles.
- 3.3 This report is seeking members support for changing both the core role and length of working week for the current post holder
- 3.4 Should members be minded to support the changes and reductions to the existing post the new post will still include an internal pest control function for council homes as requested by

tenant officers in special need and for the councils public buildings and properties to ensure its statutory legal requirements are met.

In addition, officers will ensure that a suitable alternative provision is provided and clearly accessible through the Council's website and other communication channels.

3.5 During recent years as demand for the pest control service has reduced, spare capacity has been filled with duties and responsibilities that support both the councils waste management and environmental maintenance services

3.6 These increasingly essential range of support duties, which either already includes, albeit in a scaled down form or through this proposal should it be supported will formally include:

- Melton Country Park proactive weekly inspections, covering maintenance issues i.e. cleansing, litter bins, vandalism, graffiti, fly tips, life buoy availability, and access and maintenance inspections. Following the councils insurance broker recommendations a footpath condition inspection schedule has been created that will be developed into a monthly programme.

These inspections will cover all the parks official paths annually, plus inspections of footways across or surrounding council grassed areas in Harby/Hose/Long Clawson and Bottesford. The purpose of these inspections is to minimise and reduce the cost of insurance claims.

- Sewer baiting – intensive 10 day programme
- Trash Screen inspections (screen preventing debris blocking water flow) approx. 10 locations – unblocking obstructions or gathering information for an instruction to EMT or contractor to carry out work.
- Monitoring/Inspecting EMT Grounds work core programme.
- Battery recycling collections from all schools sure start centres/library/village stores/halls.
- Assist with site visits regarding initial and re-inspections as required of abandoned vehicles (increased six fold since 2015) fixing warning notices and taking photographic evidence
- Sand Bag availability and deliveries together with monitoring and reordering of stock
- Inspections in regards to land drainage issues and problems flooding enquiries/initial home visits and site assessments.
- Fire safety checks & audit log, daily & weekly – Snow Hill
- Viewing upon request of Severn Trent underground maps/schematic plans.
- Checks and inspection on Biffa H&S operational requirements, service delivery performance (covert on site and pre-planned depot checks) and vehicle safety checks. These inspections are a requirement of the HSE.

4.0 POLICY AND CORPORATE IMPLICATIONS

4.1 There is no statutory obligation for the council to provide a pest control service. A high number of local authorities' no longer offer this service but in place guide customers to external providers. The service does generate an income, however the income is lower than that required to either consider the service as self sustaining or profitable and in regards to the current commercialisation objectives this service does not offer economic value. There are no other direct policies or corporate implications as a direct result of this report.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 As previously mentioned the Pest Control service although receiving an income for the services it provides, it does not make an overall profit. This proposal includes seeking a reduction in the post holder's working week from 4 day down to 2 days.

5.2 The reduced salary requirement for this reduced working week is almost exactly the same as the income reduction from withdrawing the public service, therefore as the table below shows that change alone results in an almost cost neutral change

17/18 Estimate - 0.8 (4 day week)	17/18 Estimate - 0.4 (2 day week)		
Salary			
16,110	8,060		
Pension			
3,860	2,090		
National Insurance			
1,090	0		
<u>Total cost</u>	<u>Total cost</u>		
£21,060	£10,150	£10,910	Salary Saving
		<u>£11,648</u>	Income loss
		<u>-£738</u>	Total Loss

5.3 Members should note that one of the main benefits and positive element of this proposal is the potential to reduce, mitigate or even nullify insurance claims against the council by establishing and recording defensive regular comprehensive inspection programmes in regards to footpath slips trips and falls (ST&F)

5.4 The councils insurance arrangement carries an excess payment of £5k.for successful claims against it. Excess insurance payments for ST&F paid out to customers in 2016 amounted to £20k in excess payments

5.5 Accordingly if any of those cases could have been defended with records of proactive and

regular inspections, it is not unlikely that those claims may either have been settled at a greatly reduced cost to the council or even not upheld due to the council taking all reasonable steps to prevent such occurrences through regular inspections. Members will therefore understand that his proposal could save considerable sums of settlement or excess payment monies.

6.0 LEGAL IMPLICATIONS/POWERS

6.1 This report seeks the cessation of the public pest control service which is a non statutory service. The intention is to retain an in house pest control function for certain council properties and as there is a legal requirement to proactively manage / prevent pest infestation within council controlled public premises.

7.0 COMMUNITY SAFETY

7.1 Private sector Pest Control Services are easily and widely available to the Boroughs residents. There are a number of competing companies offering services similar to those currently provided by the council service. The council service does not include any concessionary rates therefore Customers wishing to access our service have to pay in advance and in full. Accordingly by virtue of there being a number of alternate similar service providers available to Borough residents, the withdrawal of the main public element of the pest control service is not expected to have any significant impact or resulting implications as a result of its cessation

8.0 EQUALITIES

8.1 This report is about changes to an existing service that are expected to increase increasing service economy, efficiency and effectiveness, as such there are no direct equality implications as a result of this report

9.0 RISKS

The risks identifies below are the potential outcomes should this report not receiving member support.

L I K E L I H O O D	A	Very High				
	B	High				
	C	Significant		3,4	1	2
	D	Low				
	E	Very Low				
	F	Almost Impossible				
			Negligible 1	Marginal 2	Critical 3	Catastrophic 4
		IMPACT				

Risk No	Risk Description
1	No resource available to establish robust inspection programmes
2	No resource available to check lifebuoy's, trash screens
3	No resource available to support the abandoned vehicle officer
4	No resource available to support waste management related issues i.e. fly tipping inspection , Battery collections , Proactive checks on the H&S measures employed by our waste contractor

10.0 CLIMATE CHANGE

10.1 There are no direct implications or impacts resulting from, this report as any pest problem increases or decrease that may emerge through climate change can be managed by the significant numbers of private pest controllers. . A number of the proposed changes / new duties and responsibilities may have a positive impact on preventing, identifying , mitigating or reducing environmental issues compounded by climate change

11.0 CONSULTATION

11.1 No direct consultation has been carried out in regards to the proposed change suggested by this report, however if supported as previously mentioned there is known to be an adequate supply of local alternate private pest control services and the revised duties and responsibilities of a new Waste and Environmental support officer are intended to better ensure safer and stronger local environments. In essence the changes are expected to result in positive improvements and benefits for both the council and the residents it serves.

12.0 WARDS AFFECTED

12.1 Residents of all wards are entitled to access the pest control service so its withdrawal will impact upon all wards. In a similar way the additional duties and responsibilities of the proposed new post is expected to bring environmental benefits to wards throughout the Borough so is expected to potentially benefit all wards

Contact Officer Raman Selvon
Date: 8/9/2017

Appendices : None

Background None
Papers:

Reference : X : Committees\

MELTON ENVIRONMENTAL & ECONOMIC AFFAIRS COMMITTEE

1st NOVEMBER 2017

REPORT OF HEAD OF COMMUNITIES & NEIGHBOURHOODS

CAR PARK ANALYSIS

1.0 PURPOSE OF REPORT

- 1.1 To provide members with an update on car park usage since the car park tariffs and delegations were made in 2016/17 and to furthermore seek member guidance on the 'free' car parking provision introduced as a pilot in 2016/17.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee:

- (i) **Note and comment on the car park usage presentation attached as Appendix A.**
- (ii) **Provide guidance on whether to continue with the 'free' car parking pilot provision introduced in 2016/17 taking into account the financial implications.**

3.0 KEY ISSUES

- 3.1 Members at their ad hoc meeting of 17 March 2016 approved a range of car park tariff changes and other designations these included:

- New charges for short and long stay car parks
- Introduced free 20 min parking at St Mary's in 9 spaces
- Re-designated part of Burton Street car park to short stay
- Removed 1 hour tariff at Mill Street
- Introduced monthly season tickets (6 month and 1 year also retained)

- 3.2 Attached as Appendix A is a short presentation showing the usage since those changes and where possible comparisons prior to the changes.

3.3 Members will note that the key summaries are:-

- Income increased in 2016/17 from 2015/16
- The number of actual ticket sold was only slightly down and in regards to short stay actually increased. The figures are higher than projected in the modelling, indicating that the increased income is not solely due to the price changes
- Income during 2017/18 is slightly lower than in 2016/17
- Ticket sales are slightly lower in 2017/18 compared to 2016/17.
- The number of 'free' tickets has significantly increased in 2017/8 compared to 2016/17 and continues to increase.
- The re-designation of part of Burton Street into short stay has proved positive and provides short stay coming from that side of the town.

- The change to Mill Street Car Park has seen a positive uptake of tickets purchased.
- The Tuesday Tariff plays a significant part in contributing to the overall car park income.
- There has been an increase of seasonal tickets purchased.

3.4 Free Parking

There are 118 spaces available at St Marys Way Car park. 6 are disabled bays, 9 are free spaces for 20 mins and 103 are regular spaces.

8% of the available spaces are free to use Wednesday - Monday for 20 minutes, 20 pence on Tuesdays.

The use of the free spaces at St Marys Way has currently increased by 52% from 2016/17 to 2017/18 and continues to increase.

The loss of income, over the full year, due to the free spaces is estimated at £36k. This has been calculated by multiplying the number of tickets sold by the next lowest tariff

Members originally introduced this as a pilot and are asked to consider whether this should continue and are asked to note that there are other on street care parking is provided free of charge available to enable visitors to park for a very short period for a one-item purchase.

4.0 POLICY AND CORPORATE IMPLICATIONS

4.1 There are clear links to some of the priorities in the Corporate Plan specifically:

- o Promoting a vibrant and sustainable economy, focused on growth and prosperity
- o Developing a thriving Melton Mowbray town centre that is the heart of the Borough

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 The total income from Car Parks is just below £700k p.a. over the years the council spent considerable budgets on improving the car parks to a decent standard

5.2 Members will be aware that whilst the 2017/18 budget has been successfully balanced, the finance settlement sets out significant reductions in Revenue Support Grant which is then phased out completely. As such the current approved MTFs is indicating a shortfall in its general fund revenue budget of up to £900k to 2019/20

5.3 Plans are being developed to invest in some of the issues identified in the strategy such as RinGo (pay by mobile phone) and signage until such time as this may need to be reviewed in the future. Future capital programmes contain a number of required improvements works in later years that will require funding and with the shortage of alternative capital resources this will provide much welcome funding..

5.4 After expenditure on car parking any surplus on the car parking account can be utilised to fund expenditure on other transport related matters, environmental improvement including maintenance of amenity land and recreational facilities thereby reducing the burden on the general taxpayer. As such car parking income provides a important source of funding for

the provision of such services

6.0 LEGAL IMPLICATIONS/POWERS

6.1 Any changes to car parking orders (CPO) will require a period of consultation prior to making the CPO amendments.

7.0 COMMUNITY SAFETY

7.1 There are no Community Safety issues arising from this report.

8.0 EQUALITIES

8.1 A full Equalities Impact Analysis was completed as part of Car and Coach Parking Strategy (2015), there are not considered to be any direct equality issues arising from this report, since there are a range of charging options which will remain available to cater for the widest needs of local car park users.

9.0 RISKS

The risks identifies below are the potential outcomes should this report not receiving member support.

9.1

L I K E L I H O O D	A	Very High				
	B	High				
	C	Significant		1		
	D	Low				
	E	Very Low				
	F	Almost Impossible				
			Negligible 1	Marginal 2	Critical 3	Catastrophic 4
			IMPACT			

Risk No	Risk Description
1	Members retain the free car parking provision

10.0 CLIMATE CHANGE

10.1 There are no direct implications or impacts resulting from, this report

11.0 **CONSULTATION**

11.1 No direct consultation has been carried out in regards to the proposed change suggested by this report.

12.0 **WARDS AFFECTED**

12.1 All

Contact Officer H Rai
Date: 24/10/17

Appendices : Appendix A- Presentation on car parking usage

Background None
Papers:

Reference : X : Committees\MEEA\2017/18\011117\HR-car park

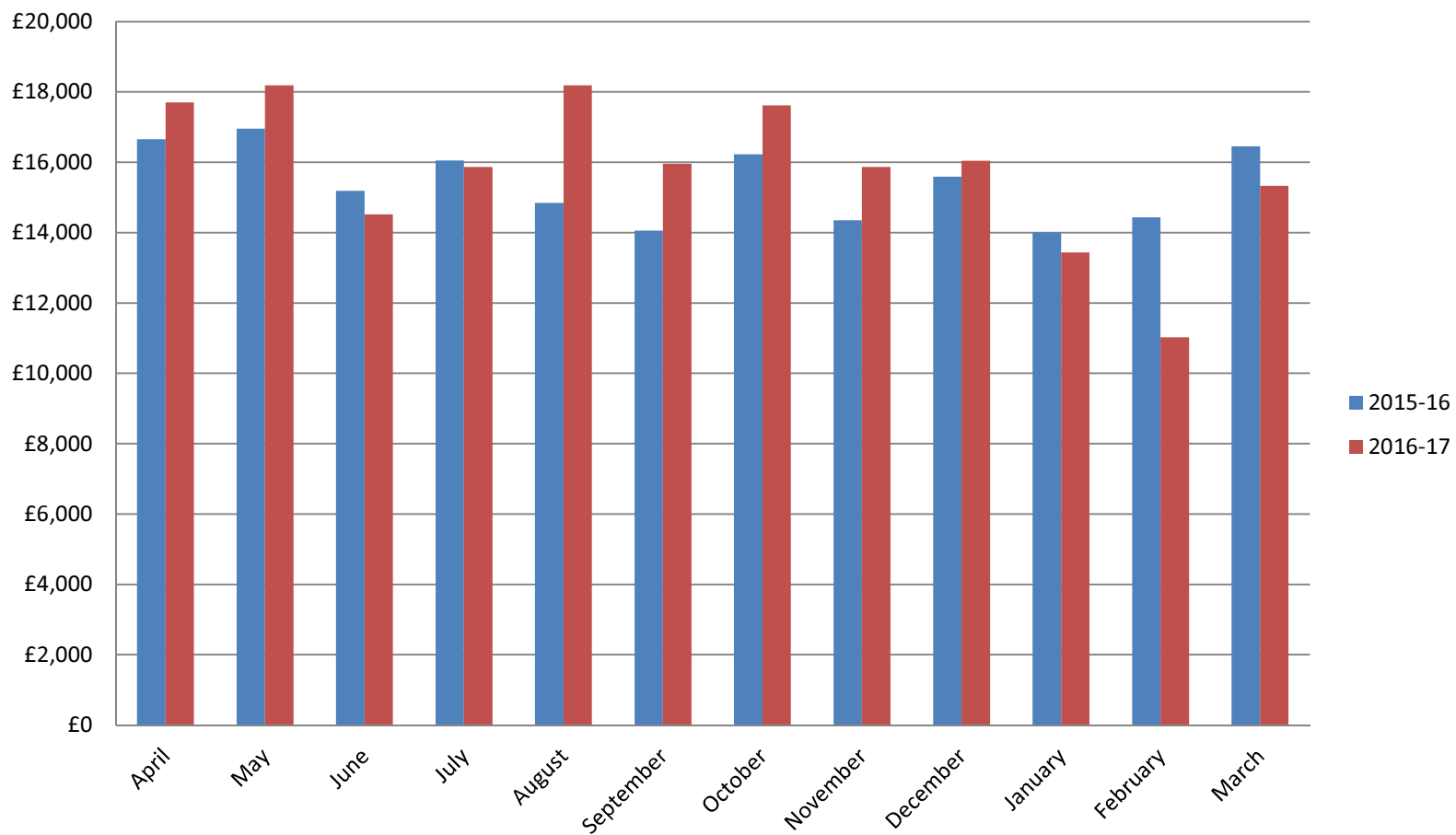
Car Park Strategy- impact of charges and designation

MEEA- 1 November 2017

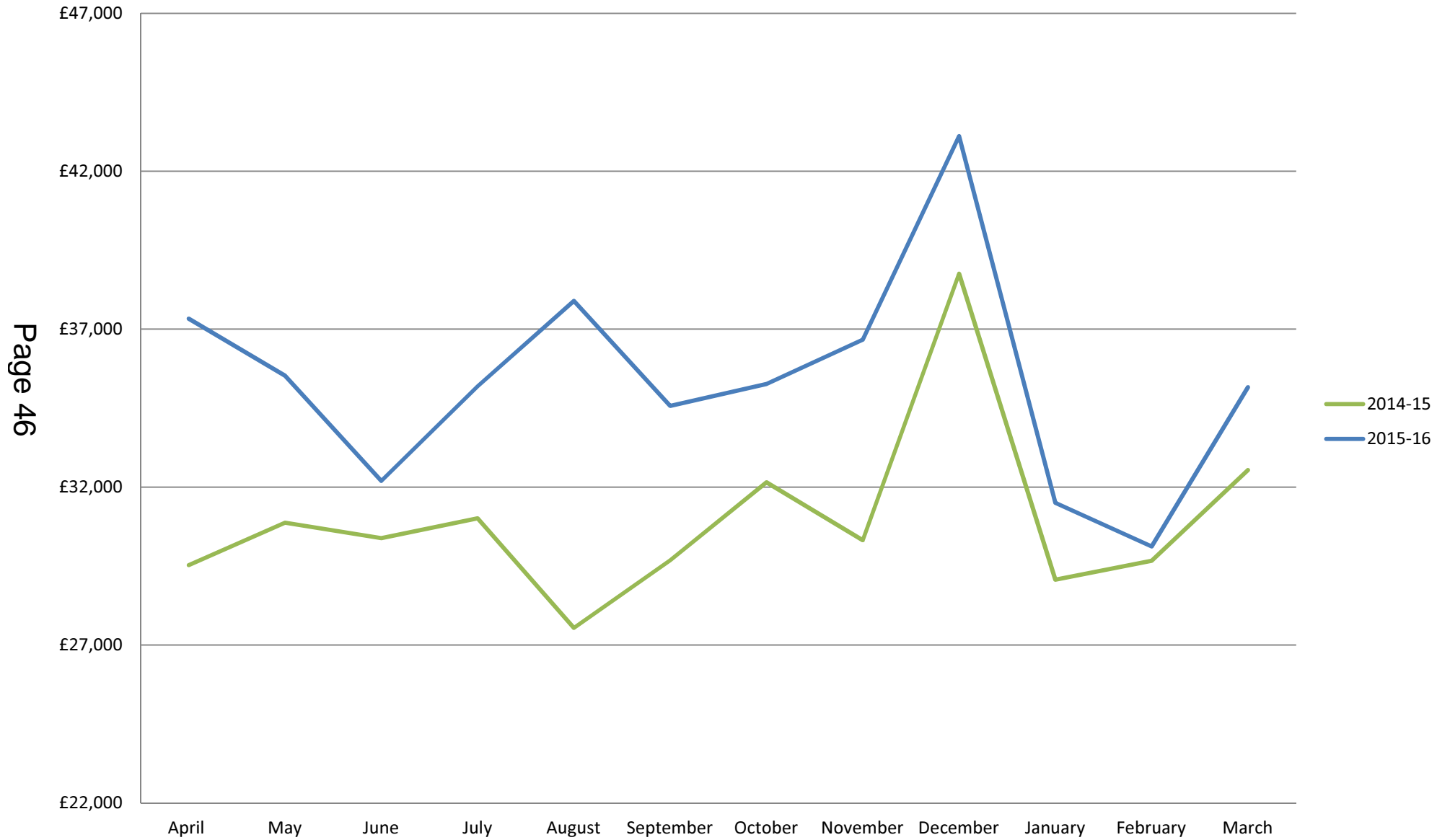
Key Decisions

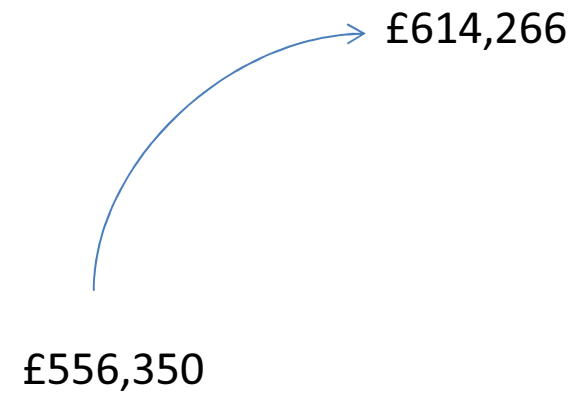
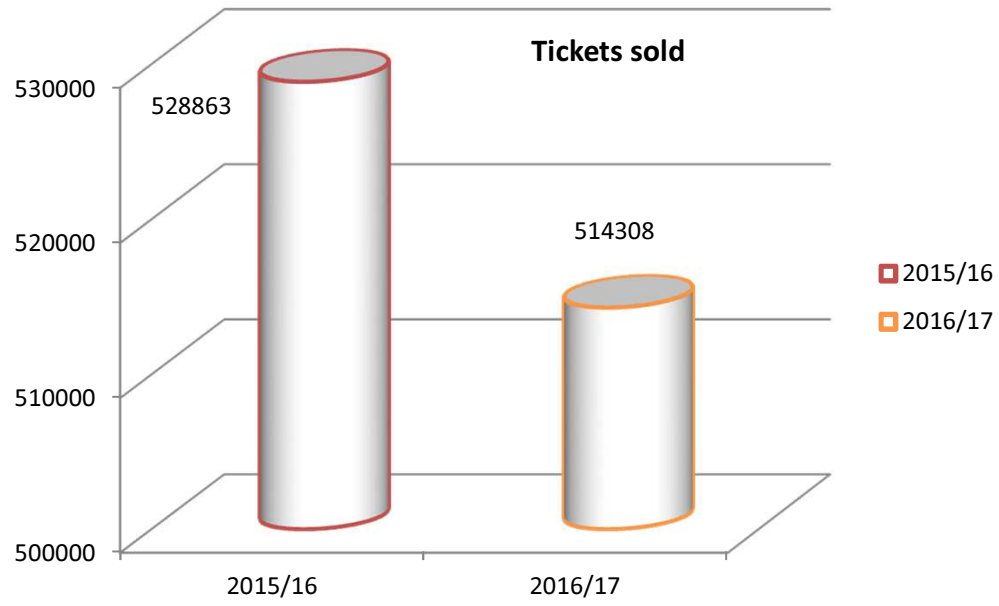
- REEA 17 March 2016 approved:-
 - New charges for short and long stay car parks
 - Introduced free 20 min parking at St Mary's
 - Re-designated part of Burton Street car park to short stay
 - Removed 1 hour tariff at Mill Street
 - Introduced monthly season tickets (6 month and 1 year also retained)

Income from all long stay



Income from all short stay car parks



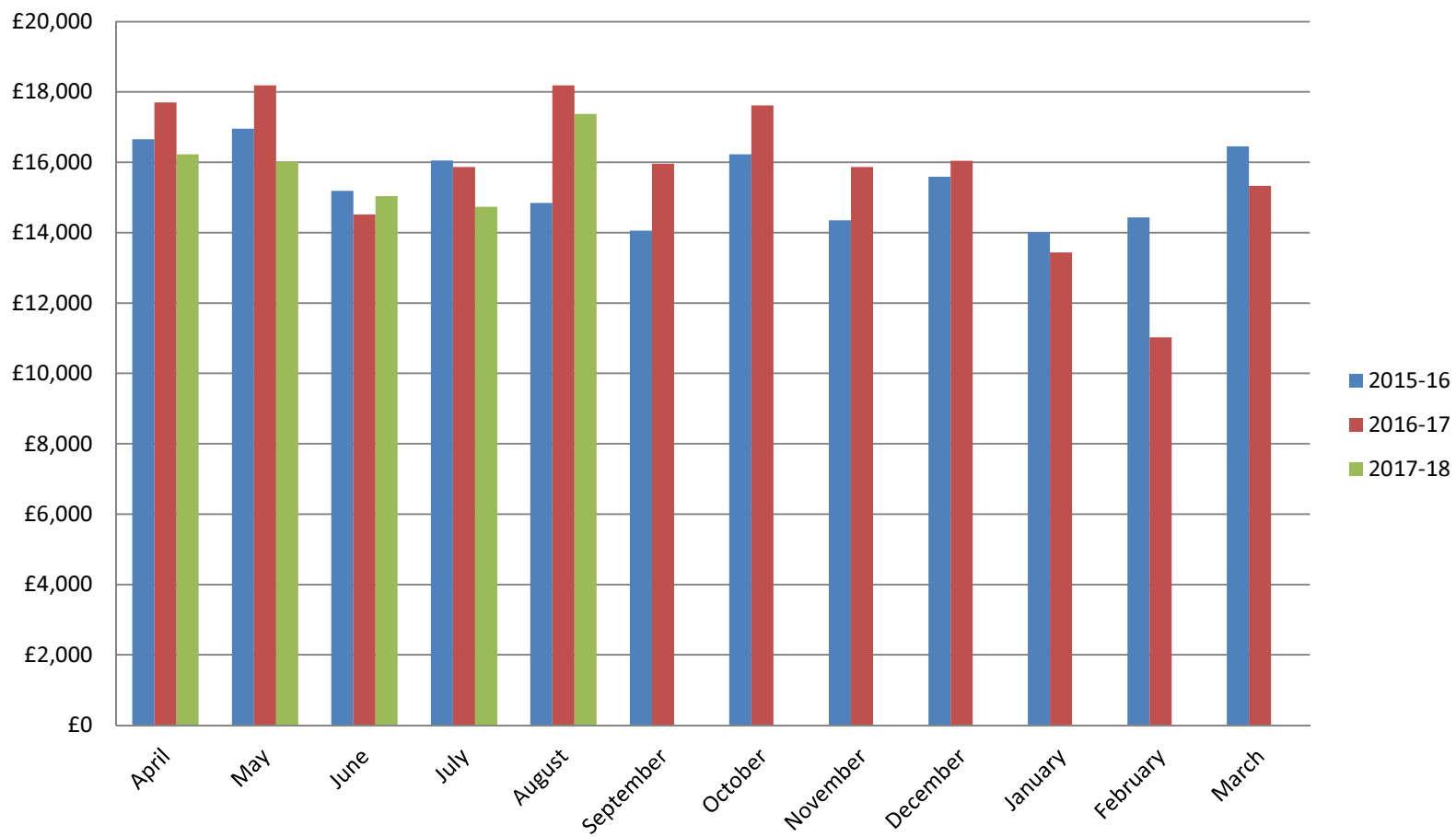


Ticket Breakdown

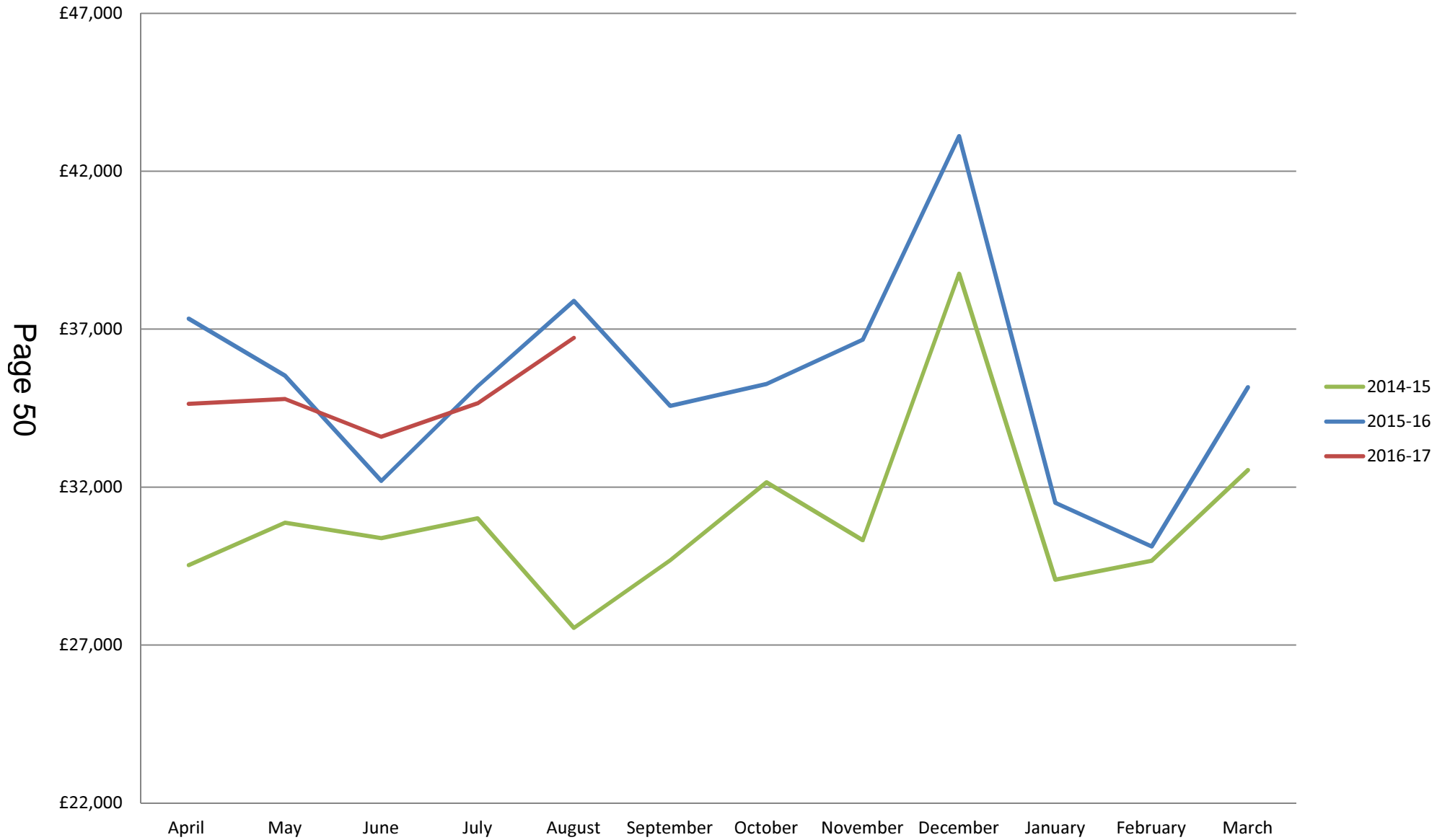
2015/16	£0.70	181374	
	£1.40	109266	
	£2.00	72554	
	£1.10	30961	
	£2.20	24344	
	£3.30	11018	429517
2016/17	Free	27438	
	£0.80	161628	
	£1.60	132519	
	£2.60	25843	
	£3.00	23854	
	£0.20	3281	
	£1.30	26777	
	£2.50	21346	
	£3.70	9904	432590

2015/16	£1.00	8299	
	£1.10	50985	
	£2.20	22782	
	£3.30	12302	
	£7.00	4978	99346
2016/17	£1.50	47054	
	£3.50	12321	
	£3.00	12477	
	£4.00	8793	
	£12.00	1073	81718

Income from all long stay

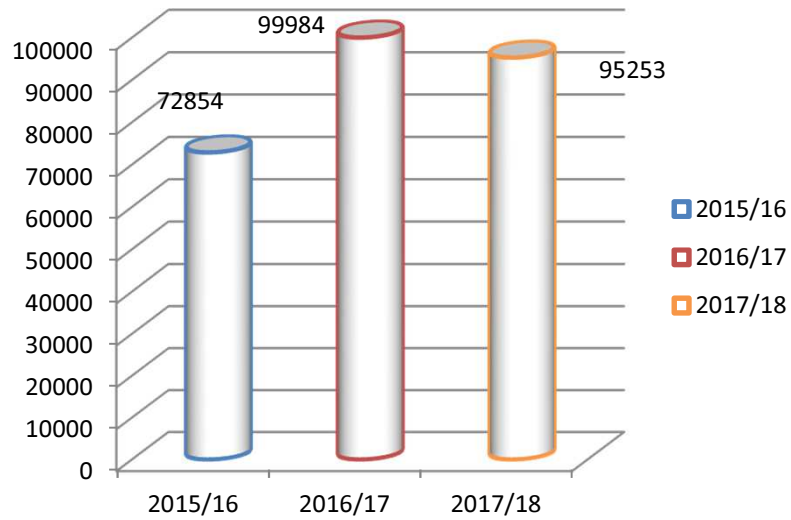


Income from all short stay car parks

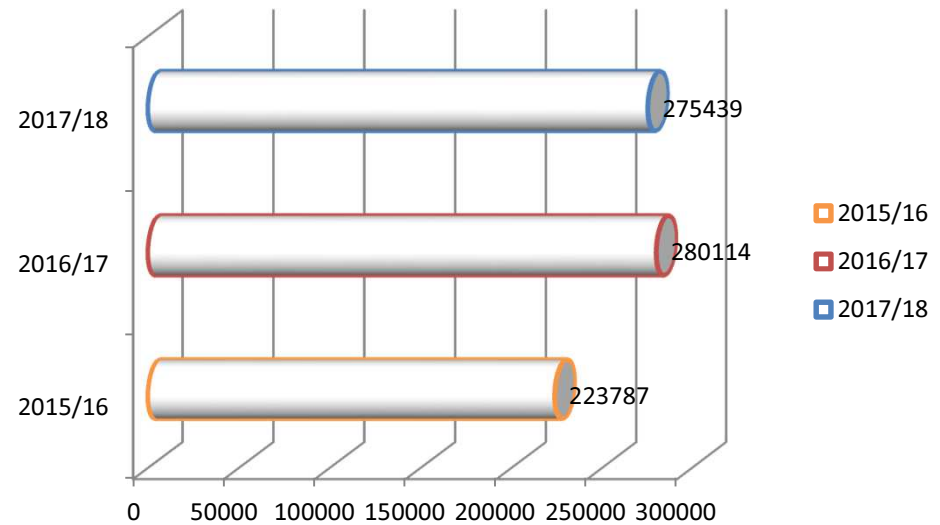


Income- to August

- Long Stay



- Short stay



Ticket sales- long stay

40,615-38,603

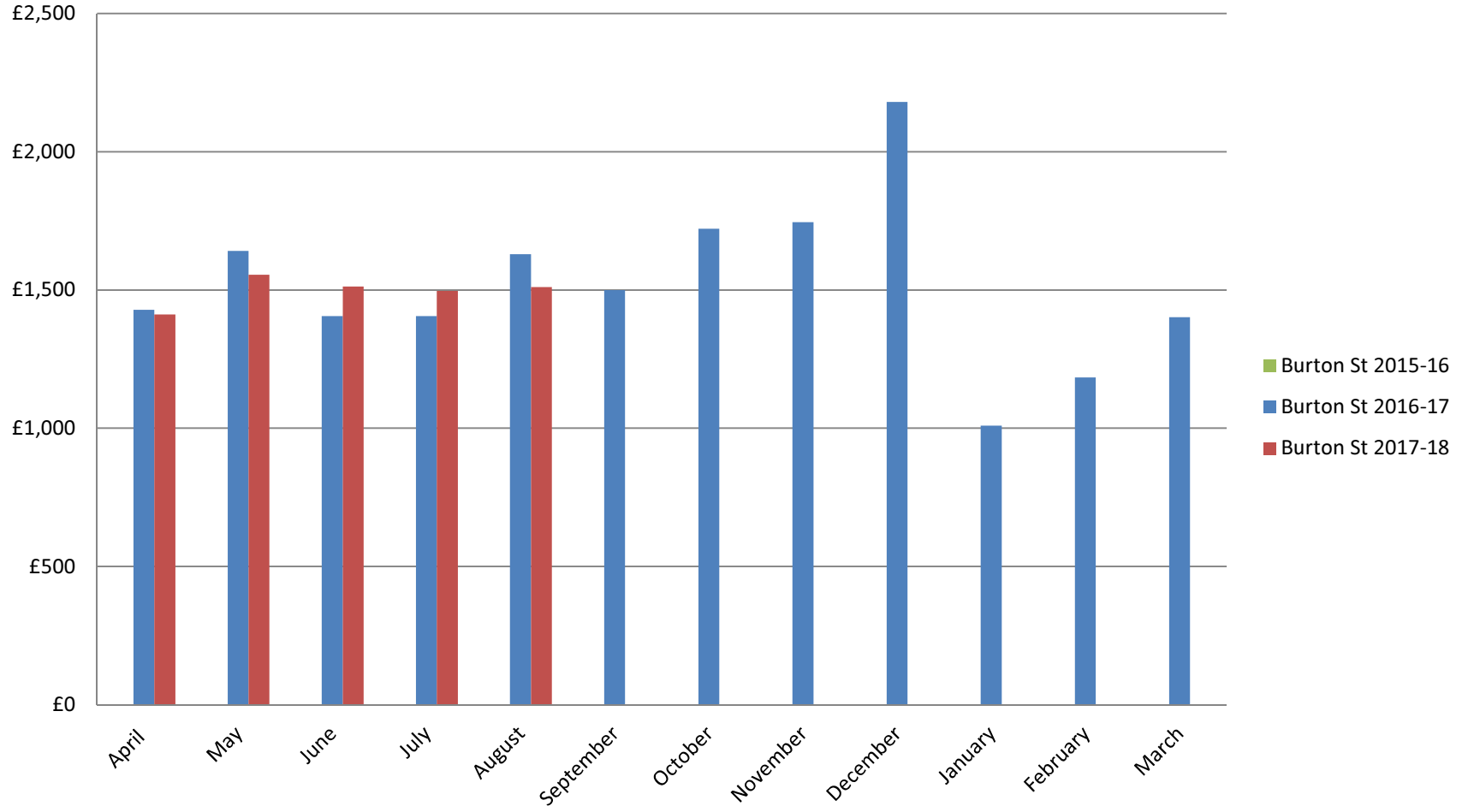
							2016/17	2017/18
2016/17	£1.50	5169	4304	4552	4832	4920	23777	22086
	£3.50	1271	1104	1149	1093	1184	5801	6010
	£3.00	1203	1402	1009	1152	1429	6195	5759
	£4.00	779	911	719	741	1092	4242	4278
	£12.00	165	108	106	105	116	600	470
2017/18	£1.50	4714	4122	4437	4197	4616	22086	
	£3.50	1270	1142	1258	1110	1230	6010	
	£3.00	1107	1277	933	1077	1365	5759	
	£4.00	847	903	725	752	1051	4278	
	£12.00	82	116	90	89	93	470	

Ticket Sales- Short stay

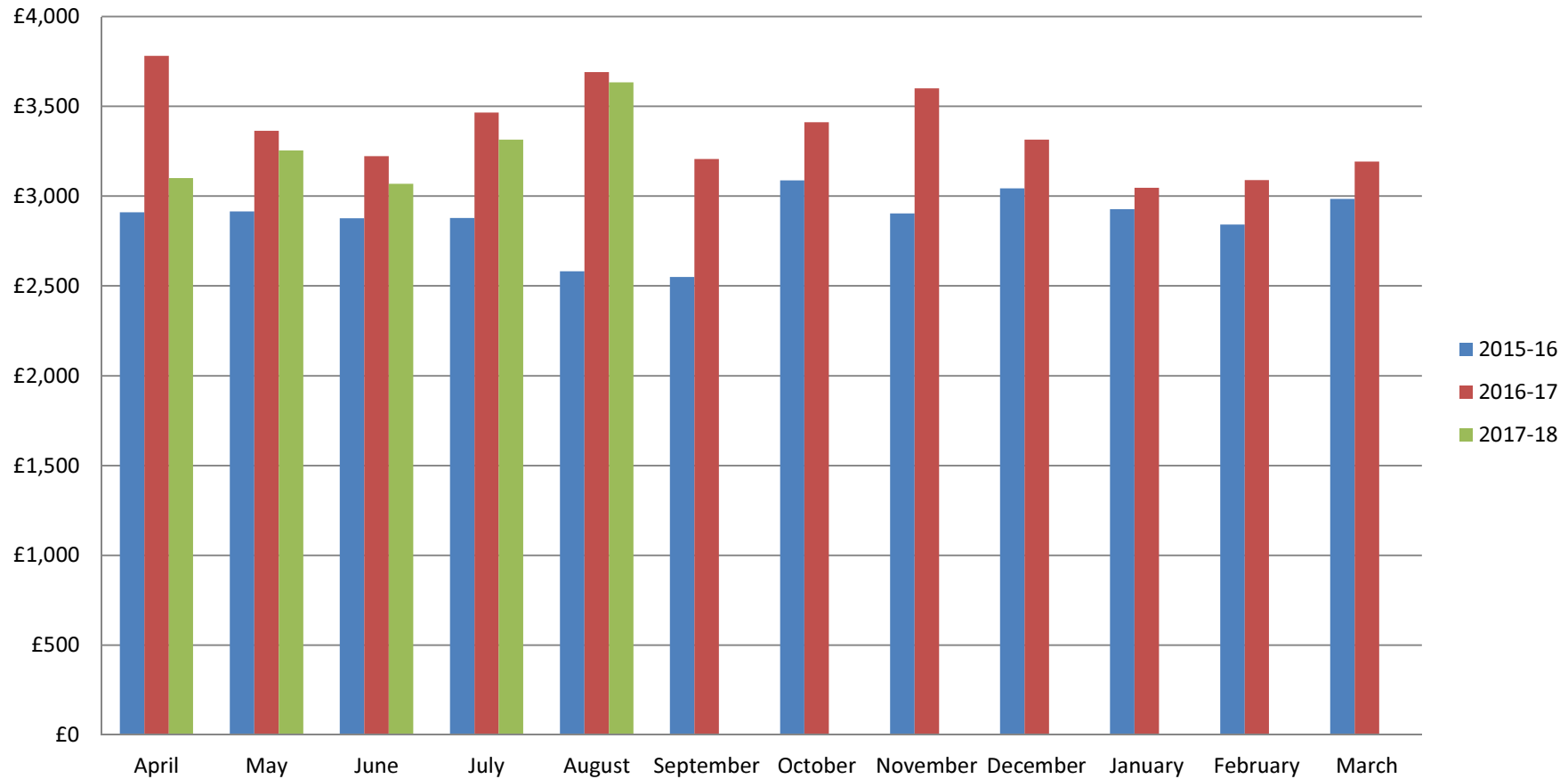
189,486-191,782

							2016/17	2017/18
2016/17	Free	1542	1897	2310	2351	2424	10524	16324
	£0.80	14686	13481	14512	14062	13986	70727	69091
	£1.60	11716	11442	11491	11879	11955	58483	57111
	£2.60	2355	2242	2234	2276	2484	11591	10973
	£3.00	2049	2199	1858	2084	2177	10367	10714
	£0.20	191	301	263	316	318	1389	1739
	£1.30	2296	2880	2250	2133	2597	12156	11787
	£2.50	1661	2188	1774	1723	2280	9626	9583
	£3.70	771	1007	691	926	1228	4623	4460
2017/18	Free	3138	3222	3447	3232	3285	16324	
	0.8	13041	13773	14766	13738	13773	69091	
	1.6	11235	11328	11304	11656	11588	57111	
	2.6	2236	2130	2063	2278	2266	10973	
	3	2221	2093	1989	2135	2276	10714	
	0.2	303	401	322	297	416	1739	
	1.3	2119	2626	2146	2168	2728	11787	
	2.5	1820	2167	1696	1691	2209	9583	
	3.7	890	939	727	775	1129	4460	

Income from Burton Street car park



Income from Mill Street car park



Tuesday Tariff- Long stay

Wednesday to Monday Tariff		
Burton Street	£1.50	£43,886.35
	£3.50	£27,091.55
		<u>£70,977.90</u>
Mill Street	£1.50	£23,852.30
	£3.50	£9,392.20
		<u>£33,244.50</u>
Scalford Road	£1.50	£5,145.45
	£3.50	£6,674.40
		<u>£11,819.85</u>
		£116,040

Tuesday Tariff		
Burton Street	£3.00	£10,587.25
	£4.00	£13,614.00
		<u>£24,201.25</u>
Mill Street	£3.00	£7,017.70
	£4.00	£4,876.05
		<u>£11,893.75</u>
Scalford Road	£3.00	£19,861.65
	£4.00	£16,820.85
		<u>£36,682.50</u>
		£72,776

Tuesday Tariff- Short Stay

Wednesday-Monday Tariff		
Chapel Street	Free	
		£85,178.85
St Marys Way	Free	
		£136,389.30
Wilton Road	Free	
		£147,314.55
Burton Street	Free	
		£16,663.25
		£385,526

Tuesday Tariff		
Chapel Street	£0.20	
		£22,171.95
St Marys Way	£0.20	£716.75
		£28,207.70
Wilton Road	£0.20	
		£39,483.95
Burton Street	£0.20	
		£4,843.05
		£94,704

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