

CABINET MEMBER FOR ECONOMIC AND DEVELOPMENT SERVICES

Venue: Conference Room 3,
3rd Floor, Bailey House,
Rawmarsh Road,
Rotherham.

Date: Monday, 28 June 2004

Time: 9.00 a.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested, in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Minutes of a meeting of the Tourism Panel held on 7th June, 2004 (Pages 1 - 4)
 - to consider the minutes of the above meeting.
4. Representatives on Outside Bodies 2004-2005. (report attached) (Pages 5 - 8)
 - to consider nominations to Outside Bodies for the 2004-2005 Municipal Year.
5. Local Transport Plan 2001-2006 - Annual Progress Report. (report attached) (Pages 9 - 14)
Local Transport Plan Delivery Manager to report.
 - to seek approval to submit the Annual Progress Report.
6. Public Art on Roundabouts. (report attached) (Pages 15 - 24)
Economic Strategy Manager to report.
 - to inform Members of work being done to bring forward proposals for public art on key roundabouts within the Borough.
7. Rotherham Visitor Centre Opening Hours. (report attached) (Pages 25 - 26)
Town Centre, Tourism and Markets Manager to report.
 - to seek approval to revise the opening times of the Rotherham Visitor Centre.
8. Town Centre Spaces Policy. (report attached) (Pages 27 - 50)
Town Centre, Tourism and Markets Manager to report.
 - to seek approval for the introduction of the above policy.
9. Local Transport Plan - Thrybergh Concept Plan. (report attached) (Pages 51 - 56)
Schemes and Partnerships Manager to report.
 - to seek approval for the concept plan and carry out detail design and consultation.

10. Slade Road, Temperance Street, Manor Road, Cliffe Road and Brookfield Avenue, Swinton - Traffic Calming Scheme. (report attached) (Pages 57 - 64)
11. Proposed Bus Lane - A630 Doncaster Road, Dalton. (report attached) (Pages 65 - 70)
Schemes and Partnerships Manager to report.
 - to consider an objection to the proposed Traffic Regulation Order.
12. Street Cleansing Policies to be adopted within Streetpride Service. (report attached) (Pages 71 - 80)
Streetpride Community Delivery Manager to report.
 - to seek approval for a range of policies relating to the provision of Street Cleansing Services.
13. Revenue from Local Land Charges Searches. (report attached) (Pages 81 - 98)
Head of Planning and Transportation to report.
 - to consider long and short term strategies for dealing with land charges searches revenues.
14. The Sharing of Construction Cost Savings. (report attached) (Pages 99 - 102)
Projects and Partnerships Manager to report.
 - to seek approval to the formulae for sharing.
15. Draft Regional Freight Strategy for Yorkshire and The Humber. (report attached) (Pages 103 - 112)
Transportation Unit Manager to report.
 - to introduce and comment on the regional freight strategy.
16. Agreement with the Driver and Vehicle Licensing Agency to Participate in the Wheelclamping or removal of unlicensed vehicles. (report attached) (Pages 113 - 116)
Network Manager to report.
 - to seek approval to enter into a partnership agreement.
17. Conferences/Seminars:- (Pages 117 - 120)
 - to consider attendance at the following:-
 - (i) Local Government Association – Local Environmental Quality Conference – 22nd July, 2004 – London. (information attached)
 - (ii) APSE – Association of Public Service Excellence – 13th July, 2004.
18. EXCLUSION OF THE PRESS AND PUBLIC

The following items are likely to be considered in the absence of the press and public as being exempt under the paragraphs, indicated below, of Part 1 of Schedule 12A to the Local Government Act 1972:-

19. End of Year report for CERB 2003/2004. (report attached) (Pages 121 - 126)
Economic Strategy Officer to report.
 - to report the performance of CERB in 2003/2004 and identify and agree carry over amounts into 2004/2005.(Exempt under Paragraph 8 of the Act – report relating to expenditure)
20. CERB - 8.43 Incubation Space - Century Business Centre. (report attached) (Pages 127 - 130)
Partnership Implementation Officer to report.
 - to seek approval to an application for CERB funding in 2004/2005.(Exempt under Paragraphs 5 and 8 – application for financial assistance and expenditure)
21. Templeborough to Rotherham Town Centre Flood Alleviation. (report attached) (Pages 131 - 134)
Partnership Implementation Officer to report.
 - to seek authorisation to enter a partnership agreement.(Exempt under Paragraph 9 of the Act – information relating to a proposed contract)
22. Moorgate Crofts Business Centre.
Project Officer, RiDO to report.
(Exempt under Paragraphs 8 and 9 of the Act – information relating to proposed expenditure and contracts)

**TOURISM PANEL
MONDAY, 7TH JUNE, 2004**

Present:- Councillor Boyes (in the Chair); Councillors Austen, Littleboy and Walker.
The Leader, Councillor Stone attended for consideration of item No. 11(i)

together with:-

Colin Scott, Rotherham Chamber of Trade

Steve Blackburn, Museums and Galleries

Fabienne Cotte, Marketing Manager

Guy Kilminster, Manager, Libraries, Museums & Arts

Sarah Myers, Tourism Manager

Richard Poundford, Head of RiDO

Julie Roberts, Town Centre, Tourism & Markets Manager

1. APOLOGIES FOR ABSENCE.

Apologies for Absence were received from:-

Marie Hayes

Commercial & Promotions Manager

Councillor G. Smith

Cabinet Member, Economic & Development
Services

2. MINUTES OF THE PREVIOUS MEETING

The Panel received and noted the minutes of the previous meeting held on 26th April, 2004.

3. MATTERS ARISING.

There were no issues arising from the previous minutes.

4. TOURISM UPDATE.

The Tourism Manager gave an update on the following tourism issues:-

- (i) South Yorkshire Destination Management Organisation (DMO)

Members were informed that the South Yorkshire Tourism Task Group (comprising the four South Yorkshire local authorities, private sector stakeholders and Objective 1 officers) had drafted a discussion paper that was to be presented to a meeting of the four South Yorkshire Chief Executives today, on the proposal to establish a South Yorkshire Destination Management Organisation.

Members expressed concern that there had been very little Elected

Member involvement and very little consultation. Also the role/remit and proposed funding of the Destination Management Organisation was not clear. It was noted that the Regional Development Agencies had been given the remit for tourism. However, the view was expressed that this was a significant area and change of policy for the Council which was being moved out of direct democratic control.

Members were advised that the regional structure for tourism would change from April 2005 and the establishment of a Destination Management Organisation was being put forward as a preferred option.

Concern was expressed that there had been no financial study undertaken or any indication of each local authority's likely contribution. The timescale proposed was also of concern.

A brief synopsis of anticipated advantages and disadvantages of the proposal was given. Reference was made to Rotherham's regional, national and international tourism potential.

Resolved:- (1) That the report be noted

(2) That Elected Member continue to receive further updates on the creation of a South Yorkshire Destination Management Organisation.

(3) That the Cabinet Members for Economic and Development Services and Education, Culture and Leisure Services write to Yorkshire Forward and the South Yorkshire Tourism Task Group expressing concern that up until now Elected Members and Senior Officers had not been involved in the proposal and requesting further more detailed information.

(4) That a meeting be arranged, as soon as possible, with representatives from Yorkshire Forward and Yorkshire Tourist Board, the Cabinet Members for Economic and Development Services and Education, Culture and Leisure Services, the Head of Rotherham Investment and Development Office and the Head of Libraries, Museums and Arts to discuss the proposals for the Yorkshire Tourist Board.

(ii) Tourism Plan (draft)

The Tourism Manager distributed copies of the draft Tourism Plan to those present. It was pointed out that previous comments from Panel Members had been incorporated.

Members were informed that the process was underway for the Service to apply for the Charter Mark for the Rotherham Visitor and Information Centre and evidence was being collected.

Members of the Panel were asked to let the Tourism Manager have any further comments within the next two weeks for inclusion in the final document.

Resolved:- (1) That Panel Members be invited to comment on the draft Tourism Plan, with comments being forwarded to the Tourism Manager within the next two weeks.

(2) That Panel Members inform the Tourism Manager of any organisations or outside bodies thought to have an interest in the draft plan, so that a copy could be sent inviting their comments also.

(3) That once all comments had been received and considered and the Tourism Plan finalised the plan be forwarded to the Regeneration Board and the Regeneration Scrutiny Panel.

5. RE-OPENING OF CLIFTON PARK MUSEUM.

The Principal Officer, Museums, Galleries and Heritage, submitted a report outlining the proposed events and activities for the reopening of Clifton Park Museum.

The current position with the project in terms of building work and the exhibition fit-out etc was detailed.

A draft timetable of the phased opening and proposed events was set out in the report. The key months being November 2004 (soft opening) and March 2005 (celebrity opening).

Members discussed the following:-

- publicity for the re-opening of the Museum at Rotherham Show
- future use of the Museum for functions by the Mayor
- catering and conference facilities
- future plans of Friends of Clifton Park Museum
- finance and funding of the proposed events and activities
- possibilities for the celebrity launch e.g. by a Government Minister, a celebrity, the Mayor etc

In addition it was reported that it was proposed to invite the last three families to visit the Museum prior to it closing for refurbishment to be the three families to visit when it re-opened.

Members referred to the role of this project in improving and promoting the image of Rotherham and assisting with the Town Centre Renaissance by acting as a social, economic and cultural centre for activity for the wider area.

Those present wished to thank everyone involved in this long term project for their commitment and enthusiasm.

Resolved:- That the proposals be supported.

6. ANY OTHER BUSINESS.

The following items were raised:-

- (i) Commemoration of Mr. Tony Munford

Following discussion of this issue with the Churches Tourism Initiative consideration was requested of a means of commemorating Tony.

It was reported that ideas were being put forward, and discussions were taking place with Archives staff and Mr. Munford's wife.

- (ii) Walker Mausoleum

The Libraries, Museums and Arts Manager referred to the funding package through SRB that was being put together for the refurbishment of the Mausoleum and reported that access to the site had been withdrawn by the owner of the Chapel and graveyard, and this had meant that the SRB funding had had to be relinquished. Discussions were now taking place with Legal Services, and advice was being sought on what action to take. The Council needed to demonstrate its responsibilities towards this building.

In the meantime the Service was in the process of submitting a bid to the Heritage Lottery Fund and discussion would also take place with the Council's Conservation Officer.

Resolved:- That the update be noted.

7. DATE, TIME AND VENUE FOR THE NEXT MEETING.

Resolved:- That the next meeting of this Panel take place on MONDAY, 19th July, 2004 at 2.00 p.m. at the Town Hall.

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

MEETING: CABINET MEMBER FOR ECONOMIC AND DEVELOPMENT SERVICES

DATE: MONDAY, 28TH JUNE, 2004-06-14

TIME:- 9.00 A.M.

VENUE: CONFERENCE ROOM 3, THIRD FLOOR, BAILEY HOUSE

REVIEW OF REPRESENTATIVES ON OUTSIDE BODIES 2004 – 2005

ECONOMIC AND DEVELOPMENT SERVICES

Consideration is requested for nominations to the following outside bodies:-

The current nominations are as follows:-

(names in bold, italics and underlined indicate Councillors who have retired, did not seek reselection, are deceased, etc.)

1. ASSOCIATION OF PUBLIC SERVICE EXCELLENCE (APSE)

Councillor R. S. Russell

2. BARNSELY CANALS CONSORTIUM

Councillor R. S. Russell

3. CHESTERFIELD CANAL MEMBERS' STEERING GROUP

Councillor Smith

4. CHURCH TOURISM MANAGEMENT COMMITTEE

Councillors Smith and S. Walker

5. COALFIELD COMMUNITIES CAMPAIGN

Councillor S. Wright (Chair, Regeneration Scrutiny Panel)

Substitute: Councillor **Gilbert**

6. DEARNE AND DOVE INTERNAL DRAINAGE BOARD

Councillor Hodgkiss

7. EIRA – EUROPEAN INDUSTRIAL REGIONS ASSOCIATION
Councillors Stone and Smith
8. EURACOM
Councillor S. Wright (Chair, Regeneration Scrutiny Panel)
9. GROUNDWORK CRESWELL
(joint appointments by Economic and Development* and Education,
Culture and Leisure**)
Councillor **Gilbert*** (as named Director)
Substitute:- Councillor Thirlwall** (Education, Culture & Leisure)
10. GROUNDWORK DEARNE VALLEY
Councillor S. Wright (appointed by the Council as Director on the Board
of Groundwork Dearne Valley)
11. HACKNEY CARRIAGE AND PRIVATE HIRE TRADES –
CONSULTATION BODY
Councillor **Foden** (***retired***), R. S. Russell, Senior and Smith (Cabinet
Member & the Senior Advisor from Economic & Development plus Chair
and Vice-Chair of Licensing Board)
12. NATIONAL ASSOCIATION OF BRITISH MARKET AUTHORITIES
(NABMA)
Councillor Smith
13. ORGREAVE LIAISON MEETING
Councillors Littleboy from Ward 3 (Brinsworth and Catcliffe)
A representative from Ward 6 (Holderness)
Councillor Smith, Cabinet Member Economic and Development
Services
Chair of the Planning Board
Councillor F. Wright (Housing & Environmental)
14. REACT LTD
Councillor Smith

15. SHEFFIELD CITY AIRPORT

Consultative Committee

Councillor Jackson, Littleboy and F. Wright (reps from Ward 3 – Brinsworth and Catcliffe)

16. SRB5/6 Management Committee

Councillor G. Smith

17. STEEL ACTION

Councillors Stone and Whelbourn

18. TALBOT LANE PROJECT

Councillor **Furnell** (from Ward 2 – Boston Castle)

19. TOURISM FORUM

(joint appointments from Economic and Development* and Education, Culture and Leisure**)

Councillors Boyes**, Littleboy**, Smith* and S. Walker*

20. TOWN CENTRE INITIATIVE STEERING GROUP

Councillors Smith, S. Walker and S. Wright

21. TRANS-PENNINE TRAIL

Councillor **Pearson** (*retired*), Chair of Planning Board (or substitute)

22. WATH MANVERS PLANT SITE COMMUNITY LIAISON COMMITTEE

Councillor R. S. Russell and the representatives of Ward 19 (Wath)

23. YORKSHIRE TOURIST BOARD

(joint appointments from Economic and Development* and Education, Culture and Leisure**)

Executive Committee:- Councillor S. Walker*

Marketing Operations Sub-Committee:- Councillors S. Walker* and Barron**

1. **Economic and Development Services Matters**
2. **28 June 2004**
3. **Local Transport Plan 2001-2006
Annual Progress Report 2004**
4. **Originating Officer:** Dave James, Local Transport Plan Delivery Manager, Streetpride Service, dave.james@rotherham.gov.uk, extension 2954.
Divisional Manager: John Bufton, Schemes and Partnerships Manager, Streetpride Service, john.bufton@rotherham.gov.uk, extension 2943.
Originating Officer and Divisional Manager: Ken Wheat, Transportation Unit Manager, Planning and Transportation Service, ken.wheat@rotherham.gov.uk, extension 2953.
5. **Issue**
To provide members with an update on current progress in preparing the fourth LTP Annual Progress Report (APR) 2003/04 and to seek approval to submit the document to Government Office for Yorkshire and The Humber (GOYH) by the deadline of 30 July 2004.
6. **Summary**
The Annual Progress Report details the progress made towards delivering schemes on the ground in 2003/04 as well as progress towards achieving the targets and objectives set out in the LTP 2001-2006.

A substantive draft of the APR will be available at the meeting.
7. **Clearance/Consultation**
All South Yorkshire Partners are contributing towards the production of the APR. There is to be stakeholder consultation on the draft in late June and early July.
8. **Timing**
The Annual Progress Report must be submitted to Government Office for Yorkshire and the Humber by 30 July 2004. The production schedule attached as Appendix A, details the programme designed to meet this deadline.
9. **Background**
The Department for Transport (DfT) has issued guidance in support of the preparation of Annual Progress Reports for 2003/04.

Shared Priorities for Transport

In 2002 the Government and LGA agreed seven shared priorities for local government to focus efforts on improving public services. The Shared Priorities for transport involves *sustainable improved access to jobs and services, particularly the most needy*. Public transport, congestion, pollution and safety are key issues in achieving this priority. These together with the issue of accessibility planning will be central themes of LTP2 and as such it is suggested that the "Targets and Objectives" section of the APR should begin to explain and acknowledge how this will be addressed.

Structure and Presentation

The Guidance is very specific as to the format of this year's APR document. This will comprise:-

- An Executive Summary;
- An Introduction, describing overall issues;
- Delivery of schemes on the ground:-
 - comparison information between scheme delivery against the planned delivery programme.
 - how the programme is to be brought back on track, (if necessary).
 - major scheme progress.
- Progress towards targets and objectives.
 - pro-forma showing progress towards DfT core indicators.
 - pro-forma showing progress towards local targets.
 - narrative explaining progress towards achieving targets and future trajectories.
 - indication of whether targets are “on track”, “not on track” or “no clear evidence”.
 - authorities should consider the delivery of the shared priorities as an integral part of their local transport plan. Authorities are invited to organise their local outcome targets under the most appropriate shared priority heading.
- An effective LTP spending programme;
- Finance forms;
- Supplementary Bid Information.

Changes to the document structure:

The document does not now require sections on:-

- responses to comments made in the settlement letter.
- the inclusion of examples of consultation and best practice.
- wider issues.
- accessibility planning.
- barriers to implementing LTPs

Criteria for Assessment and Scoring

In assessing APRs, evidence that authorities are delivering their local transport programmes and spending their funding effectively in order to make progress towards their targets and objectives will be a major factor, particularly in the areas of: -

- delivery on the ground.
- progress towards targets and objectives.
- an effective spending programme.

A higher weight will be given to authorities evidencing they are making good progress towards targets and objectives that clearly contribute to the shared priorities.

10. Argument

Production Schedule

Meetings of the APR Production Team, (those with editorial responsibility for the document) and representatives from GOYH have been taking place over the last few months in order to ensure Partners are in a position to provide robust data and narrative in accordance with guidance.

The Production Schedule set out at Appendix A highlights key milestone dates for delivery and recognises the requirement for extensive consultation with key stakeholders prior to submission on 30 July 2004.

As stated above, this year's document focusses very heavily on the following:

- Delivery of schemes
- Narrative explaining any divergences between 2003/04 planned and actual figures
- Progress towards performance indicators
- Capital expenditure, planned and actual

Key to "telling this year's story" will be that improved Performance and Delivery Management Systems are both now in place and there is confidence that progress towards many of the targets is beginning to improve.

Future Major Schemes

Within the APR document, markers will need to be placed regarding potential future major projects (ie those greater than £5million, which are individually approved/funded by DfT and therefore necessitate separate "Cost-Benefit" submissions. Within this category are the following potential schemes in or affecting Rotherham: -

- Extensions to Supertram;
- The "Yorkshire Bus" Project;
- M1 Junction 33 improvement;
- Waverley Link Road.

Further discussion with Members regarding the possible way forward on these projects will clearly be necessary over the coming months, so that any new major schemes are incorporated into the development work required for the Second LTP, required to be prepared over the coming year and submitted in July 2005.

Given the "weak" assessment of last year's APR the Partners are determined that this year's document will be significantly better. This improvement if recognised by the DfT may result in additional resources being awarded to South Yorkshire for 2005/06.

11. Risks and Uncertainties

The Annual Progress Report must be submitted to Government Office by 30 July. Any delay will severely jeopardise the award of funding for 2005/06.

In addition, the quality of the report needs to be as high as possible to ensure that it can be marked as highly as possible in order to avoid last year's situation when the APR was marked as Weak, resulting in only the indicative allocation being awarded to South Yorkshire.

12. Finance

The better the APR is scored the higher the allocations for 2005/06 will be.

13. Sustainability

All proposals are in line with the objectives and strategies in the Local Transport Plan, which has sustainable transport at its core.

14. Wards Affected

All wards are affected.

15. References

South Yorkshire Local Transport Plan 2001-06
DfT Guidance on the Submission of APRs - 2004

16. Presentation

The Annual Progress Report details the progress made towards delivering schemes on the ground in 2003/04 as well as progress towards achieving the targets and objectives set out in the LTP.

Progress and the quality of the report will influence the allocation of funding via the 2005/06 local transport settlement.

17. Recommendations

It be resolved that: -

- (i) the progress made to date be noted together with the process for stakeholder input prior to submission of the document on 30 July 2004 as set out in the Production Schedule;**
- (ii) the summary of this year's Annual Progress Report be noted;**
- (iii) Cabinet Member recommend the submission of this year's APR to the Government Office for Yorkshire and the Humber (GOYH); and**
- (iv) a copy of this report be referred to Cabinet and Regeneration Scrutiny Panel for information.**

Local Transport Plan Annual Progress Report 2003/04 Production Schedule

DATE	EVENT/ACTION
Dec 2003	Editorial Team – initial meeting to discuss production schedule.
7 Jan 2004	ITG – Consider Production Schedule
20 January	Editorial Group meeting
4 February	ITG - Consider approach to APR production. Begin to produce baseline/trend information on schemes proposed/completed during 2003/4 and financial spend – based loosely on F4 Finance Form, the information will provide those with responsibility for producing text an early indication of likely outputs /outcomes. (Pro forma being produced by Doncaster – to be circulated at ITG).
26 February	Editorial Group Meeting. Consider information provided by respective Partners. Invite Keith Oates to discuss Monitoring Group input .
Early March	Meeting with GOYH/David Brown. Discuss approach to delivery/early issues requiring clarification.
8 March	Progress Report to Planning and Transportation Steering Group.
End of March/April	ITG/Heads of Service Group to consider revised DfT Guidance on APR production.
Early April	Group meeting – consider revisions to APR Production in light of DfT Guidance
7 April	ITG – Assign responsibility for production of text. Identify those elements of the document that we can commence work on now. Identify/research best practice/case studies in support of our submission. Collate/commission photographs for inclusion in document. Determine the most effective way of presenting information/data.
5 May	ITG – Progress Report
10 May	Planning and Transportation Steering Group - Invite Members to comment on Production Plan and Skeleton Document
14 May	Group meeting
17 May – 28 May	Finalise Finance Forms/Monitoring Tables
1 June-18 June	Produce Supporting Narrative.
21 June – 9 July	Stakeholder Consultation on Draft APR – Briefing sessions with Leaders/Chief Executives/Members of P&TSG by Strategic Officers/ITG. Alternatively arrange an event to which all the above are invited. Focus on key outcomes rather than the document.
9-16 July	Final Amends to document. Friday 16 July 2004 – Sign Off Document.
19/23 July	Print Document
26/27 July	Production Team - Check final submission. 27 July 2004. E-mail/Post APR Document to DfT/GOYH
30 July 2004	DTLR deadline for submission of APR.
2 August	Launch of APR with press releases and more
2-6 August	Distribution of APR and Newsletter
4 August	Strategic Officers Group/ITG – APR de-brief

ROTHERHAM METROPOLITAN BOROUGH COUNCIL – REPORT TO CABINET MEMBER

1. Meeting: Economic and Development Services matters

2. Date: 28th June 2004

3. Title: **Public Art on Roundabouts**

4. Originating Officer:- Deborah Fellowes, Economic Strategy Manager, RIDO, Ext: 3828
David Cooper, Network Manager, Streetpride
Ext: 2828

Designated Manager: - Richard Poundford, Head of RiDO, Ext: 2971
Tom Knight, Head of Streetpride, Ext: 2906

5. Issue

To inform the Cabinet Member of work being done by an officer team within EDS, to bring forward proposals for public art on key roundabouts within the Borough. It also sets this work within the context of a wider public art strategy and work being developed by RIDO on enhancing strategic gateways into the Borough.

6. Summary

It is proposed to establish a Steering Group to take this work forward by working with the Arts Council to develop a public art strategy for the Borough and to develop a CERB bid, plus other funding bids, to develop initially, a “satellite” public art project on key roundabouts within the Borough. It is also important that this work is developed as part of wider RIDO activity to develop strategic gateways into the Borough. This has a key contribution to the Regeneration Plan, in terms of improving the image of the Borough.

7. Clearance/Consultation

This proposal has been cleared with the Heads of Service for Streetpride and RiDO. The officer group working on these proposals has also included representation from Education Culture and Leisure Services.

It is intended that the Steering Group, once established, will be responsible for ensuring that the communities that the project impacts on will be engaged in the process.

The proposed CERB bid will be subject to the usual bidding process and will be reported to the Cabinet Member as part of that process.

8. Timing

Phase One: It is intended to pump prime the “satellite” project by an early CERB bid. This will allow briefs to be developed, designs to be commissioned from local artists and will cover the construction costs of 2 quick win projects (see appendix 2 for an indicative budget).

Phase Two: The rest of the project and the development of a Public Art strategy (see appendix 1) will be developed as funding bids allow. It is intended to engage the Arts Council in the development of this Strategy.

9. Background

The project started with the establishment of a small working group which has been meeting since September 2003 to investigate the possibilities of establishing some public art projects on key roundabouts in Rotherham.

Membership of the Group:

David Cooper	Streetpride
Helen Jones	Streetpride
Deborah Fellowes	RiDO
Louise Richardson	Conservation and Urban Design
Lizzy Alageswaran	Community Arts (ECaLS)
Joanne Bloy	RiDO

The group found that there are other activities going on in the borough with regard to public art and that any developments should be done within this wider context. It has already been identified by ECaLS that a public art strategy is required and that public art on roundabouts would be one element of this.

These proposals meet Priority One of the Regeneration Plan – Improve and promote the image of Rotherham.

10. Argument

It is proposed that there should be a commitment to developing a range of public art pieces, for differing audiences and therefore impacting on location. A paper produced by the Community Arts Officer is attached at Appendix 1. This outlines proposals for 3 public art projects. It is proposed that the “Satellite” project outlined in this paper is adapted to include public art pieces on key ‘gateway’ roundabouts and highway verges, targeting visitors to the town. This would be developed as part of a wider Public Art strategy, which will encompass all of the elements contained within Appendix 1. It will also contribute to a key strategic project being brought forward under Priority One of the Regeneration Plan, to enhance and improve gateways into the Borough. The proposal will therefore be project managed by RiDO, as part of this initiative.

The project will therefore be phased, with the first phase being to bring forward the satellite project by the following:

- Commissioning a set of designs from local artists
- Completion of site surveys and briefs
- Construction of 2 early win pieces of public art.

This will be project managed by officers within the Development Team of RiDO and overseen by a Steering Group. This would include the relevant officers from EDS and EcaLS, Councillors and representatives from independent Arts Organisations. Phase one will be the subject of a CERB bid.

Phase two will include the development of a public art strategy and the development of further pieces for the “Satellite” project. It is envisaged that this phase will enable funding to be sought from the Arts Council and other sources.

Proposed locations for satellite public art on roundabouts have been considered. These may be close to the borough boundary, near exit points from the motorway network, or at the commencement of a main conurbation of an area of the borough. All suggested locations are on major routes into the town. Suggested locations are as follows:

- A629 Upper Wortley Road, Thorpe Hesley
- Mushroom Roundabout, A630 Doncaster Road, Dalton
- A631 Bawtry Road, Bramley
- A631 West Bawtry Road, Rotherham
- A57 Aston Way, Aston
- A57 Worksop Road, Aston/Todwick
- A57 Chesterfield Road Roundabout, Swallownest

The chosen sites will need careful consideration of the final positioning of any public art, to ensure safety of road users.

11.Risks and Uncertainties

The main risk with this project is not being able to secure the relevant funding to enable it to be developed. This is the purpose of the proposed CERB bid, as further funding sources are more likely to be secured with a longer term strategy in place and match funding being put into the project.

12.Finance

It is proposed to finance the project through bids to various sources of funding, starting with a bid to CERB, to pump prime the process. A proposed budget for phase one of the project is attached at Appendix 2.

13.Sustainability

The project will involve and consult, it will improve the image and environment of the areas being targeted and it will potentially provide business opportunities for local artists. All of these issues contribute to sustainable regeneration and in

particular Priority One of the Regeneration Plan, to Improve and Promote the Image of Rotherham.

14.Wards Affected

Wards affected are Keppel, Valley, Wickersley, Boston Castle, Rother Vale and Holderness.

15.References

None

16.Presentation

This report outlines the proposals for the establishment of a “satellite” public art project and the development of a public art strategy for the Borough. This will be developed in two phases.

17.Recommendations

That the Cabinet Member notes the contents of this report in terms of the development of a public arts project and strategy. In particular, the proposed development of a quick win, first phase to the project, which will be the subject of a future bid for CERB funding.

Appendix 1.

Economic Regeneration and the Built Environment

Public Art has a vital role to play in the way that both residents, visitors and potential investors feel about the area, and the public face of Rotherham. This is expressed through the temporary such as Festivals, shows and events, permanent installations and art interventions into the built and landscaped environment.

Public arts projects are a means to:

- Attracts funds into an area to complete work, under the headings of Arts, Innovation, Regeneration.
- Involve the community in consultation and implementation of improvements to the area – increasing ownership and care
- Raise interest and confidence in an area – attracting commercial inward investment

Community Arts Plan

The Community Arts Unit (CAU) can work with existing initiatives (Urban Renaissance) and groups to develop projects which complement local patterns of development. In addition the CAU can initiate arts and community arts projects which give local people a voice in their environment . Public Art is included within the Community Arts plan with recommendations for the future employment of a permanent arts worker to represent Public Art , including temporary installations and Festivals.

In the meantime, the Community Arts unit has earmarked three projects to push forward the public art agenda, and to act as Action Research projects to develop information towards a wider strategy:

Project 1 Supporting Arts in Rural communities

‘ Transported’

Rotherham Borough is made up of a number of small communities in addition to Rotherham Town itself. This means that Individual communities frequently do not have enough people to raise capacity. Arts Activities relying on local volunteers remain restricted to the expertise of those few volunteers and people do not always have the opportunity to experience the full spectrum of the arts.

Arts provision in Central Venues will only engage those with transport, funds and ability to travel, which excludes those economically or otherwise disadvantaged.

Therefore proactive arts development to engage and provide for rural communities must take into account

- Exploiting community and other flexible venues
- Providing for small audiences,
- Providing links between communities to share funds and expertise.

To ensure that all communities contribute to a wide consultation, we would like to develop a two week festival programme based on temporary / permanent public art/ installations and events based on the local transport system and local heritage sites in Rotherham. This could possibly be linked to Open studios event across Rotherham Borough. The work will focus on bringing quality arts events to rural audiences, and developing capacity.

The festival would be served by a programme and an occasional free Arts bus which travels the area for part of the installation time. We do not envisage this purely as a

community arts event but as an arts 'taster' audience development and consultation project for public art in the area.

- To provide opportunities for local artists to display their work as part of a high profile programme.
- To develop sites for future large scale works
- To bring new artists and ideas into the area
- To provide tasters of future arts opportunities
- To raise the profile of Rotherham as a cultural venue
- Reaching non – users and new audiences
- Using project evaluation as a consultation tool.

Project 2 Communities and Public Space

'Satellite' Public Art Project

The project is to develop small Public Art projects based in each of the Area Assembly defined areas, linked and contributing to, artwork for the Arts / Town Centre. A later stage of the project would be to develop these themes for a possible motorway side work identifying Rotherham

- To develop pride in local identity
- To link communities through working on a common goal
- To link Communities with the 'centre' of the Rotherham area and develop new ownership of, and audiences for, the Arts Centre.
- To create links between Rotherham and the outside world – create culture of local/global influence

The project is targeted at members of rural and disadvantaged communities, especially those with difficulty accessing cultural activities, or otherwise not engaged with community activity, for example, young people, older people and people with disabilities or disadvantaged people. An early development might be to establish a number of gateway art projects at available strategic roundabouts/highway verges around the Borough.

Project 3 : Central Interventions

Over the long term to work in conjunction with local RMBC and other developers and agencies to develop interest in, and a programme of, public arts to contribute to the improvement of the built environment, with an emphasis on innovation, quality, and consultation.

Routes

- Percent for Art Scheme in Council Buildings, new build, transport
- Cross agency approach –advocacy to and working with Tourism, Planning, housing associations, Streetpride.
- 106 planning agreements
- Arts Funding – Yorkshire Arts
- Community development and Arts Funding schemes

Developing a Public Arts Strategy

It is recommended that a public art strategy for public art be developed to inform the development of temporary and permanent public artworks and landscape

interventions, with input from/ under the leadership of, the Town Team / Urban and Rural Renaissance.

- ❖ That the Public Arts Strategy be developed under guidance of a Steering group, with representation from Rotherham MBC agencies, such as Community Arts, Business Development, Planning and Streetpride with interested Cabinet members.
- ❖ The Group could have as members or advisors local arts agencies who contribute financially or otherwise to the strategy, including Arts Council England, Yorkshire Arts and Business and local colleges.
- ❖ That a local or regionally based organisation be employed to develop the strategy with community consultation. Such organisations would include: Eventus, Public Arts Wakefield and Chrysalis.
- ❖ That the Arts Council and other funding bodies be approached to support the costs of producing such a strategy, which could be up to £10 000 depending upon the scope and complexity of the research and recommendations.

Appendix 2: Public art project simple budget

project development and management	£1,200
advertise posts & artists (Artists Newsletter, Guardian & appoint)	£1,000
office costs, telephone	£100
Venue hire and storage	£500
transport and travel	£250
Insurance	£250
Publicity and consultation	£600
workshops	£1,550
Artists design and make Fee	£5,000
materials	£8,000
installation	£1,000
Launch	£500
contingency	£1,995
Total Costs	£21,945

1. Economic and Development Services Matters**2. 28th June 2004****3. Rotherham Visitor Centre Opening Hours****4. Originating Officer-**

Julie Roberts, Town Centre, Tourism & Markets Manager,
Email: julie.roberts@rotherham.gov.uk, Ext.6853

Designated Manager-

Richard Poundford, Head of Rotherham Investment and Development Office,
Email: richard.poundford@rotherham.gov.uk , Ext.3858

5. Issue

To seek member approval to revise the opening times of Rotherham Visitor Centre.

6. Summary

The 1st annual review of Rotherham Visitor Centre operations has identified a benefit to reduce the opening hours by one hour per day.

7. Clearance/Consultation

Discussions have taken place with EDS staffing officers and the visitor centre staff.

8. Timing

The proposed operating hours would be introduced from Monday 5th July 2004.

9. Background

Rotherham Visitor Centre opened in May 2003, the opening hours were established, but without the ability to forecast future customer patterns.

Currently the Visitor Centre opens:

Monday to Friday	9.00am – 5.30pm
Saturday	9.00am – 5.00pm.

During the past year the footfall at the Visitor Centre has been excellent, with 74,900 using the facility in the 1st year. Two Visitor Centre staff are on duty throughout the day handling customer enquiries and sales by phone, email, post and in person. To meet the current opening hours the staff work overtime and are paid Saturday enhancements.

During the annual review it has been identified through both staff observations and the footfall counting system that the number of visitors are at their lowest

between the hours of 9.00am- 9.30am and 5.00pm – 5.30pm. This is also reflected in the trading across Rotherham Town Centre as a whole.

10. Argument

It is proposed to amend the opening hours to:
Monday to Saturday 9.30am – 5.00pm

These new opening times are easy to remember and will communicate a consistent message to the customer. The saved operating time will allow the visitor centre staff time to undertake additional training and development, stock refresh, merchandising and window dressing. It will reduce the amount of overtime paid to the staff.

11. Risks and Uncertainties

Customer views should be monitored through feedback forms and comments. If requests are sufficient then the original opening hours should be reinstated.

12. Finance

There will be a reduction in overtime payment to the staff.

13. Sustainability

The financial saving will contribute to the long-term viability of the Visitor Centre. The proposal will enable staff to utilise their time and work patterns more efficiently and effectively to ensure excellent customer service and service development.

14. Wards Affected

Boroughwide

15. References

Appendix 1, Rotherham Visitor Centre Footfall Figures to be handed out at the meeting.

16. Presentation

That Rotherham Visitor Centre will continue to develop its services and products in order to deliver a sustainable service. The service will benefit from time spent on staff development and training, product and knowledge improvement and reduction in staffing costs.

17. Recommendations

**That members approve the new opening hours of:
Monday to Saturday – 9.30am to 5.00pm.**

1. Economic and Development Services Matters**2. 28th June 2004****3. Town Centre Spaces Policy****4. Originating Officer-**

Julie Roberts, Town Centre, Tourism & Markets Manager,
Email: julie.roberts@rotherham.gov.uk, Ext.6853

Designated Manager-

Richard Poundford, Head of Rotherham Investment and Development Office,
Email: richard.poundford@rotherham.gov.uk , Ext.3858

5. Issue

To seek member approval for the introduction of a Town Centre Spaces Policy and fees. (Attached, Appendix 1 & 2),

6. Summary

Rotherham Town Centre Management, partners and colleagues from RMBC have identified the need to introduce a Town Centre Spaces Policy. The policy would be managed, monitored and administered by the Town Centre Management team in order that commercial, voluntary and community organisations could book space in designated pitches within Rotherham Town Centre.

7. Clearance/Consultation

The policy has been prepared with the involvement and consultation of colleagues in Streetpride, Environmental Health, Licensing, Legal Services, Health & Safety and ECALS. Consultation has also taken place with the Town Centre Initiative Steering Group, Town Centre Zone Reps, Town Centre Forum, Town Centre business community, Chamber of Trade, Chamber of Commerce, current licensed vendors, South Yorkshire Police, Events & Planning section and the Traffic Warden Division.

8. Timing

The proposed policy would be introduced from Monday 5th July 2004.

9. Background

At present colleagues within Streetpride manage the letting of spaces within the Town Centre to vendors and process ad hoc bookings for All Saints Square loading bay area.

The Town Centre and Markets teams are responsible for the provision of street trading, markets, events, festivals and entertainment within the Town Centre. It is recommended that it would be beneficial for the administration to be integrated into the Town Centre Management function to ensure that the

activity is co-ordinated and organised in line with the events calendar and is sensitive to the needs of the Town Centre and Market business community. In addition, there has been a growth in the number of canvassers, traders and community organisations who are not seeking authorisation and are setting up a stall without proper supervision, health & safety and consideration to the town centre environment or it's users.

10. Argument

Rotherham MBC and partners are committed to increasing the vitality and viability of Rotherham Town Centre. This policy would contribute to those aims by providing a co-ordinated approach to the management of public spaces within agreed guidelines and procedures for the use of the Highway.

In deciding the priorities for the application the policy will take into consideration –

- (a) the marketing and publicising of the town centre and the town in general;
- (b) the potential for community involvement and participation in town centre promotions and events;
- (c) the promotion of education;
- (d) the potential for income generation, including sponsorship;
- (e) the scale and nature of proposed town centre events for the next following financial year commencing on 1 April; and
- (f) any other proposed events in the town centre and the town as a whole during the year.

11. Risks and Uncertainties

All bookings are subject to adequate public liability insurance being provided by the organiser. This should be reviewed in consultation with RMBC Health & Safety and Risk Management teams as required.

12. Finance

The proposed fees are attached in Appendix 2. Income generated from the spaces will contribute to the sustainability of activities within the Town Centre, Tourism and Markets. It is forecast that the income for 2004/2005 will be a minimum of £6000.

13. Sustainability

The policy aims to positively contribute to the overall visitor experience when visiting Rotherham Town Centre by reducing the amount of unauthorised

traders and canvassers. It aims to raise visitor satisfaction of the Town Centre environment and thus increase footfall, dwell time and associated spend. Income generated will be reinvested to support the Town Centre, Tourism and Markets and events activity.

14.Wards Affected

Boroughwide

15.References

Appendix 1, Town Centre Spaces Policy

16.Presentation

Rotherham MBC and its partners are committed to the revitalisation of Rotherham Town Centre. The policy will contribute to increasing visitor satisfaction and provide a sustainable income for Town Centre, Tourism and Markets Service.

17. Recommendations

- i) That members approve the introduction of the Town Centre Spaces Policy as set out in Appendix 1.**
- ii) That members approve the spaces fees as set out in Appendix 3.**

Rotherham Borough Council

TOWN CENTRE SPACES POLICY AND PROCEDURE

Economic and Development Services

CONTENTS

- 1 INTRODUCTION**
- 2 THE PITCHES**
- 3 THE POLICY**
- 4 THE CHARGING POLICY**
- 5 APPLICATIONS FOR A PITCH**
- 6 GRANTING AND RENEWING THE LICENCE**

APPENDIX A - LOCATION PLAN

TOWN CENTRE SPACES POLICY AND PROCEDURE

1 Introduction

The Council is keen to encourage the use of town centre spaces by developing an effective town centre spaces policy and procedure in order to enhance and support existing businesses, the public and the town centre environment.

GENERAL

2 The pitches

2.1 This policy applies to the following pitches –

- Pitch No. 1** Howard Street (adjacent to Vantage),
- Pitch No. 2** Howard Street (facing Ilkeston Co-op),
- Pitch No. 3** Effingham Street (facing Nat West),
- Pitch No. 4** Effingham Square,
- Pitch No. 5** Frederick Street,
- Pitch No. 6** Bridgegate (adjacent to McDonalds),
- Pitch No. 7** Bridgegate (facing T.I.C.),
- Pitch No. 8** Upper Millgate,
- Pitch No. 9** High Street (upper),
- Pitch No. 10** High Street (middle),
- Pitch No. 11** College Street (adjacent to Top Shop),
- Pitch No. 12** College Street (adjacent to M & S),
- Pitch No. 13** All Saint's Square (loading bay),
- Pitch No. 14** All Saint's Square (central),
- Pitch No. 15** Effingham Street (adjacent to Woolworths),
- Pitch No. 16** Effingham Street (adjacent to H. Samuels),

which are correspondingly numbered on the location plan reproduced as Appendix A to this policy.

2.2 The Town Centre Manager will consider all promotions or events in accordance with this policy and any priorities and programmes of events set by the Council from time to time.

THE POLICY AND CHARGING POLICY

3 The policy

3.1 The policy comprises the following.

3.2 The pitches listed in paragraph 2.1 and numbered on the location plan will be available for booking for activities, such as promotions, events, public entertainments and charitable or other public activities.

3.3 Activities will be favoured that help to improve the vitality and viability of the town centre.

3.4 Each year in December the Council will determine its priorities in relation to proposed events in the town centre for the next following financial year commencing on 1 April.

3.5 In deciding its priorities the Council will take into consideration –

- (a) the marketing and publicising of the town centre and the town in general;
- (b) the potential for community involvement and participation in town centre promotions and events;
- (c) the promotion of education;
- (d) the potential for income generation, including sponsorship;
- (e) the scale and nature of proposed town centre events for the next following financial year commencing on 1 April; and
- (f) promotion of equalities and diversity within the community;
- (g) any other proposed events in the town centre and the town as a whole during the year.

3.6 Having regard to the Council's priorities, the Town Centre Manager will draw up a programme of events for the next following financial year commencing on 1 April.

3.7 The Town Centre Manager may amend or otherwise revise the programme of events from time to time during the year.

3.8 In considering an application for a pitch, the Town Centre Manager will have regard to the priorities and programme of events for that financial year.

4 The charging policy

4.1 A fee will be charged for the use of a town centre pitch, which must be paid in advance.

4.2 The fee for a pitch may be waived at the discretion of the Town Centre Manager if –

- (a) the Council has specifically encouraged a particular promotion or event to help promote the town centre;

4.3 A charge for the supply of electricity will be made at those pitches that have a connection to the electricity supply, but the Council cannot guarantee the uninterrupted supply of electricity throughout the period of occupation of a pitch.

THE PROCEDURE

5 Applications for a pitch

Applying for a pitch

5.1 Applications for a pitch should be made to the office of the Town Centre, Tourism and Markets Manager at **The Rotherham Visitor Centre, 40 Bridgegate, Rotherham, S60 1PQ**, or by telephoning Catherine Pashley or Alex Hodgson on (01709) 336854 or by e-mailing, towncentremangement@rotherham.gov.uk .

Booking a pitch

5.2 Applicants, who wish to book a pitch, for a purpose or purposes that accords with the Council's priorities for that year, will be provisionally booked for the day or days requested in the application.

5.3 The Town Centre Manager may suggest an alternative pitch where the applicant's –

- (a) chosen pitch is considered unsuitable by her for the applicant's purpose; or
- (b) the applicant's chosen pitch is earmarked for an event in the programme of events at the time the applicant wishes to book it.

The documentation

5.4 Following the provisional booking of an application for a pitch, the Town Centre Manager will send to the applicant –

- (a) an application form;
- (b) the licence;
- (d) any other documents that the Town Centre Manager requires completing in connection with the application; and
- (c) where appropriate an Event Safety in Rotherham leaflet.

Completing and returning the documentation

5.5 The person authorised to complete and sign the application form, the licence and any other documents requiring completing should complete them then return them to Catherine Pashley at the Rotherham Visitor Centre.

Insurance

The applicant must enclose with the documentation a certificate from the applicant's insurers certifying that the applicant has and will continue to have appropriate insurance cover in accordance with the terms of the licence.

Considering the application

5.6 In considering the application, the Town Centre Manager may consult other persons or bodies, including –

- (a) interested parties, such as town centre businesses, other council departments, the police and other emergency services, the Health and Safety Executive, the Passenger Transport Executive and town centre car park operators;
- (b) the Rotherham Public Events Safety Group; and
- (c) the Council's Festivals and Activities Officer.

6. Granting and renewing the licence

Granting the licence

6.1 On the granting of the licence, the applicant must pay the appropriate fee and charge for electricity (where appropriate) and will be provided with –

- (a) a copy of the licence signed by the Town Centre manager and the applicant;
- (b) a certificate that must be displayed on the pitch indicating that he has a licence to trade on the pitch for the purpose or purposes and period specified in the certificate; and
- (c) a satisfaction questionnaire for completing at the end of the licence period and returning to the Town Centre Manager.

Renewing the licence

6.2 The Town Centre Manager may at her absolute discretion authorise the renewal of an applicant's licence for a particular pitch on the same terms and conditions as the original licence.

DATED

2004

ROTHERHAM BOROUGH COUNCIL

and

LICENCE

in respect of services or facilities
on pedestrianised areas

T.C. Mumford, Head of Legal and Democratic Services, Rotherham.

THE LICENCE

ARRANGEMENT OF CLAUSES

Clauses

- 1 General interpretation
 - 2 Licence
 - 3 Licensee's obligations
 - 4 Indemnity
 - 5 Insurance
 - 6 Withdrawal of licence
 - 7 Service of notices
- The Schedule

THIS LICENCE is made on the _____ day of _____ 2004
BETWEEN the **ROTHERHAM BOROUGH COUNCIL** of The Rotherham Visitor
Centre, 40 Bridgegate, Rotherham S60 1PQ (“the Council”) (1) and _____ of
 (“You”) (2)

WHEREAS

- (1) The Council is the highway authority for the borough of Rotherham.
- (2) You wish to provide a service for the benefit of the public or a section of the public, or facilities for recreation or refreshment or both, at a pitch located within the pedestrianised areas of Rotherham town centre.
- (3) The Council, in exercise of its powers under Part VIIA of the Highways Act 1980 and in particular sections 115E and 115F of the 1980 Act and section 111 of the Local Government Act 1972 and all other powers enabling, has agreed to grant you a licence for the purpose or purposes outlined in paragraph (2) on the terms and conditions set out below.

NOW IT IS AGREED as follows –

1 General interpretation

In this licence unless inconsistent with the context –

the expression “the Council” includes its statutory successors;
the expression “you” means the person or persons, company or body described at the commencement of the licence, and where more than one person is described as “you”, any undertakings of theirs in the licence are deemed to be given jointly and severally by them to the Council;
any reference to a statute in the licence shall be deemed to be a reference to any statutory modification or re-enactment of that statute, and to any rules or regulations made under that statute from time to time in force;
words importing the masculine gender include the feminine gender and neuter genders;
words in the singular include the plural and vice versa where the context requires.

2 Licence

2.1 Subject to subclause 2.2, the Council gives you permission to trade on the pitch which is described in Part I of the Schedule to this licence for the purpose or purposes specified in Part II of the Schedule but for no other purpose.

2.2 The permission given under subclause 2.1 may be suspended, for such period or periods specified by the Council, in order for works of maintenance or repair to be carried out –

- (a) to apparatus on, in or over the pitch;
- (b) to the town centre pedestrianised areas including the pitch;
- (c) to an adjoining or adjacent highway and any apparatus on, in or over that highway.

2.3 This licence shall begin and end on the dates specified in Part III of the Schedule.

3 Licensee's obligations

3.1 You agree and undertake to comply with this licence and the conditions which are set out in Part IV of the Schedule and upon which it is granted.

3.2 You must pay the Council's fees, which are specified in Part V of the Schedule and which are payable at the frequency specified in the Schedule.

4 Indemnity

4.1 You (or your personal representatives in the event of your death) shall indemnify and keep indemnified the Council against all losses and claims in respect of –

- (a) the death of or injury to any person, or
- (b) loss of or damage to any property,

which may arise out of or in consequence of this licence, and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in regard or in relation to such liability.

4.2 Your liability to indemnify the Council under subclause 4.1 will be reduced in proportion to the extent that the act or neglect of the Council, its agents or servants, has or may have contributed to the death, injury, loss or damage.

5 Insurance

5.1 Without limiting your obligations under clause 4 (indemnity), you must ensure that you have public liability insurance, including insurance cover against any liability for –

- (a) the death of or injury or illness of any person, or
- (b) the loss of or damage to the property of any person,

arising in the course of your business and in connection with your use of the pitch for the purpose of the business.

5.2 The insurance required under subclause 5.1 must be for at least **[specify]** in respect of all claims arising out of any one occurrence.

5.3 At the time of signing the licence, you must provide the Council with a certificate from your insurers or brokers certifying that your insurance policy or policies comply with this clause.

5.4 At the request in writing of the Council, you must produce for inspection –

- (a) the insurance policy or policies,
- (b) the cover note or notes,
- (c) the premium receipts, and
- (d) any other documents,

which show that you are complying with this clause.

5.5 The Council may by notice in writing require you to include a cross-liability clause as a term of the insurance, so that your insurance applies to you and the Council as separate insured.

6 Withdrawal of licence

Notwithstanding clause 2.3 (period of licence), this licence shall determine –

(a) if –

- (i) you surrender it,
- (ii) you sell or assign the business,
- (iii) you, being an individual, become bankrupt,
- (iv) you, being a company, enter into liquidation (whether compulsory or voluntary) except where the liquidation is for the amalgamation or reconstruction of a solvent company,
- (v) you have a receiver appointed,
- (vi) you enter into an arrangement for the benefit of your creditors, or
- (vii) you have any distress or execution levied on your goods;

(b) immediately after the service of a notice, in accordance with clause 7 (service of notices), following breach by you of this licence; or

(c) after 7 days, beginning with the date of service of a notice in accordance with clause 7, if the Council considers that withdrawal of the licence is necessary for the exercise of its functions as the local highway authority or otherwise.

7 Service of notices

Any notice may be served on you –

- (a) personally;
- (b) by leaving it at your premises;
- (c) by registered letter or by letter sent by the recorded delivery service to you there;
- (d) by fixing the notice in some conspicuous manner on your premises.

AS WITNESS of which the Town Centre Tourism and Markets Manager duly authorised on behalf of the Council, and [you] for and on your behalf your duly authorised officer] have set their hands the day and year first above written.

The Schedule

PART I
THE PITCH

Clause 2.1

1. The pitch to which this licence relates is situated at –

- Pitch No. 1** Howard Street (adjacent to Vantage)*,
- Pitch No. 2** Howard Street (facing Ilkeston Co-op)*,
- Pitch No. 3** Effingham Street (facing Nat West)*,
- Pitch No. 4** Effingham Square*,
- Pitch No. 5** Frederick Street*,
- Pitch No. 6** Bridgegate (adjacent to McDonalds)*,
- Pitch No. 7** Bridgegate (facing T.I.C.)*,
- Pitch No. 8** Upper Millgate*,
- Pitch No. 9** High Street (upper)*,
- Pitch No. 10** High Street (middle)*,
- Pitch No. 11** College Street (adjacent to Top Shop)*,
- Pitch No. 12** College Street (adjacent to M & S)*,
- Pitch No. 13** All Saint's Square (loading bay)*,
- Pitch No. 14** All Saint's Square (central)*,
- Pitch No. 15** Effingham Street (adjacent to Woolworths)*,
- Pitch No. 16** Effingham Street (adjacent to H. Samuels)*,

and is **[edged in red and]** numbered [x] on the plan annexed to this licence, reference [plan reference].

*Delete as appropriate

PART II
PURPOSE OF LICENCE

Clause 2.1

2. This licence is granted for the purpose of [specify purpose or purposes] but not for any other purpose.

PART III
PERIOD OF LICENCE

Clause 2.3

3. This licence is a [daily] [weekly] licence, which shall start on **[specify]** and end on **[specify]**.

4. On the expiry of this licence, the Town Centre Manager may at her absolute discretion authorise the renewal of this licence on the same terms and conditions for consecutive periods.

PART IV
CONDITIONS OF LICENCE

Clause 3.1

4. The conditions on which this licence is granted are as follows –

General obligations

1. You must not do anything that –
 - (a) interrupts or prevents pedestrians from walking through the town centre;
 - (b) obstructs shop frontages in the vicinity of the pitch;
 - (c) compromises public safety; or
 - (d) adversely affects the general environment or the interests of surrounding businesses, services or residents.
2. You must comply with all relevant legislation in relation to your business and this licence, including health and safety, environmental health, race relations, sex discrimination, and equal opportunities legislation.
3. Where appropriate you must follow the guidelines issued to you by the Rotherham Public Events Safety Group.
4. You must comply promptly with any instructions of the police, the emergency services and the Town Centre Manager or her staff.
5. You must ensure that anyone engaged on the pitch, including staff or employees, is aware of your obligations under this licence and complies with them.

Nuisance

6. You must not do anything that is a nuisance or annoyance to local businesses or pedestrians, including causing a noise nuisance to town centre businesses or members of the public using the pedestrianised areas.
7. You must not use a loud hailer without first obtaining the Town Centre Manager's permission, and, notwithstanding the granting of permission, you must not cause a noise nuisance when using a loud hailer.

Use of the pitch

8. You must keep the pitch in a clean and tidy condition and ensure that any displays are erected and maintained in a safe condition.
9. You must ensure that any cables or wires used in connection with this licence are properly covered and do not present a risk to anyone, including animals, who comes in proximity to them.

10. You must not string cables or wires overhead without first obtaining the Town Centre Manager's permission to do so, and you must comply with her instructions where given permission to do so.
11. You must not attach anything to, or place anything on, trees or street furniture, including lighting columns, and you must not affix anything to the surface of the pitch or the pedestrianised area.

Litter

12. You must promptly remove any litter that has been generated by your use of the pitch, and ensure that it and the surrounding area is left in a clean and tidy condition on vacating the pitch.
13. You must pay any additional costs incurred by the Council for cleansing the pitch and surrounding area if you breach condition 12.

Apparatus and equipment

14. You must not use a petrol generator in connection with this licence, and you must obtain the prior consent in writing of the Town Centre Manager before using any other generator.
15. You must have fire-fighting equipment on the pitch, where the nature of your trade or business makes it appropriate to have fire-fighting equipment to hand.

Damage

16. You must pay for any damage to pedestrianised areas or trees or street furniture caused by your use of the pitch.

PART V
COUNCIL'S FEES

Clause 3.2

5. Except where the fee is waived, you must pay the following licence fees for the use of the pitch for the period of this licence.
6. The fee for renting the pitch is **[specify]**.
7. You will also be charged for the use of electricity at the rate of £5 per day at the following pitches, but the Council does not guarantee the uninterrupted supply of electricity when you are occupying the pitch –
 - All Saint's Square (central),
 - All Saint's Square (loading bay),
 - Bridgegate (facing T.I.C.),

- College Street (adjacent to M&S),
- Effingham Street (facing Nat West),
- Howard Street (adjacent to Vantage),
- Howard Street (facing Ilkeston Co-op).

8. You must pay the licence fee and any charge for electricity when you sign the licence and thereafter each time it is renewed.

9. The licence fee and any charge for electricity may be reviewed each time the licence is renewed.

9. You must also pay any value added tax payable by the Council in respect of and in addition to the sums payable by you under paragraph 8.

Signed: _____
Town Centre Markets Manager

Signed: _____

in the presence of –

Name: _____

Address: _____

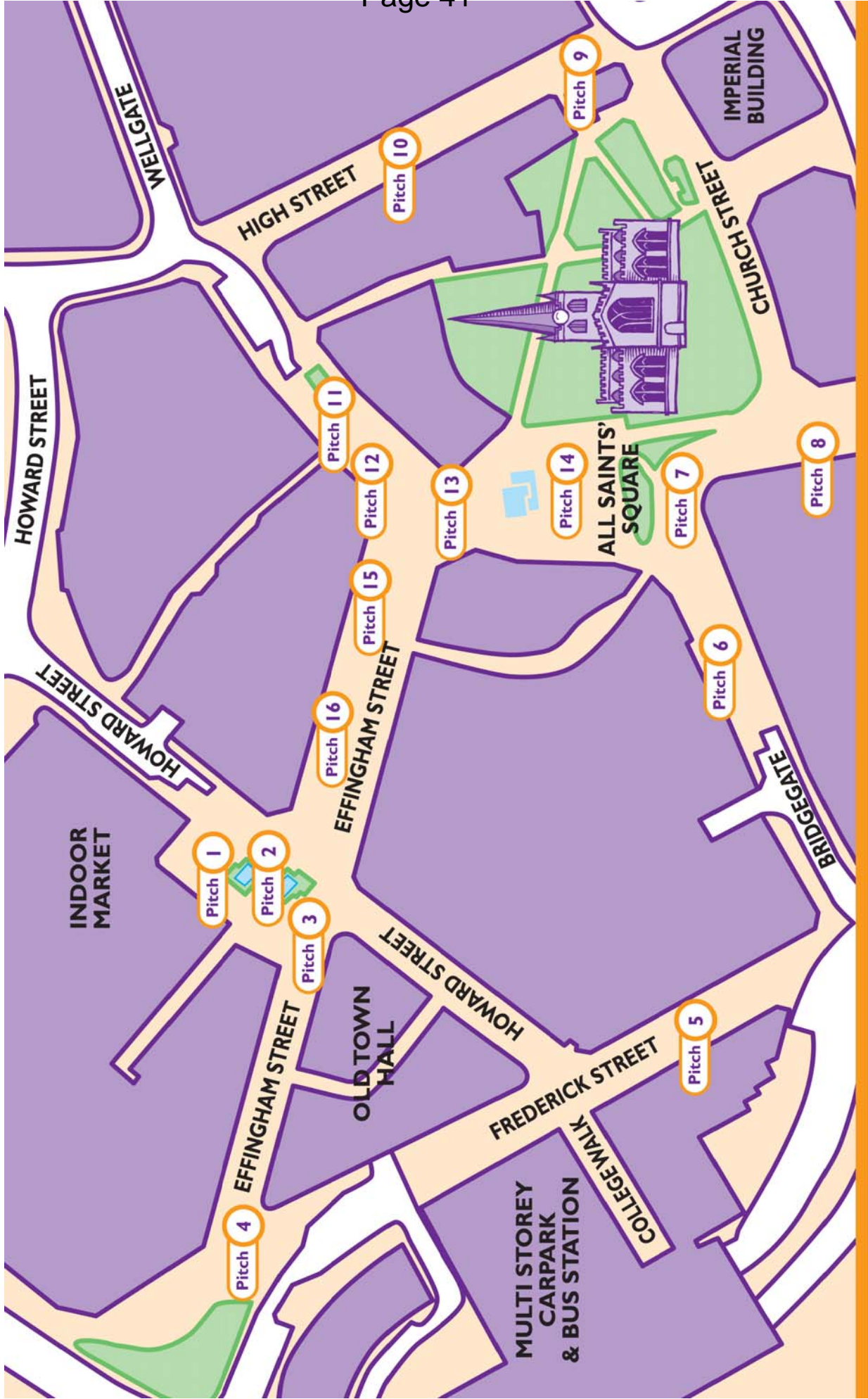
Signed: _____

in the presence of –

Name: _____

Address: _____

APPENDIX A



ROTHERHAM METROPOLITAN BOROUGH COUNCIL

DETAILS OF CHARGES FOR TOWN CENTRE PITCHES – AS AT APRIL 2004

<u>Pitch No.</u>	<u>Location</u>	<u>Uses</u>	<u>Daily</u>	<u>Weekly</u>	<u>Electricity</u>	<u>Restrictions</u>
1.	Howard Street (adjacent Vantage)	Commercial Promotional	£20 £20	£100 £100	£5 per day £5 per day	Loading bay at the bottom of Howard Street must be used. No food trading.
2.	Howard Street (facing Ilkeston Co-op)	Buskers/Entertainment Commercial Food	Free £20 £20	N/A £100 £100	N/A £5 per day £5 per day	Loading bay at the bottom of Howard Street must be used.
3.	Effingham Street (facing Nat West)	Buskers/Entertainment Commercial	Free £20	N/A £100	N/A £5 per day	Loading bay at the bottom of Howard Street must be used. No food trading.
4.	Effingham Square	Buskers Commercial Community Information	Free £5 £5	N/A £25 N/A	N/A N/A N/A	Loading bay at the bottom of Frederick Street must be used. No food trading.

5.	Frederick Street	Buskers/Entertainment Commercial Food	Free £10 £10	N/A £50 £50	N/A N/A N/A	Loading bay at the bottom of Frederick Street must be used.
6.	Bridgegate (adjacent McDonalds)	Commercial Community Information Entertainment	£8 £5 £8	£40 N/A £40	N/A N/A N/A	Loading bay at the bottom of Church Street must be used. No food trading.
7	Bridgegate (facing T.I.C.)	Buskers/Entertainment Commercial Community Information	£5 £10 £5	N/A £50 N/A	N/A £5 per day £5 per day	Loading bay on Howard Street must be used. No food trading.
8.	Upper Millgate	Commercial	£10	£50	N/A	Loading bay at Church Street must be used.
9.	Upper High Street	Buskers/Entertainment Commercial	£5 £5	N/A £25	N/A N/A	Loading bay on Moorgate must be used. No food trading.
10.	Middle High Street	Commercial Entertainment	£5 £5	£25 N/A	N/A N/A	Loading bays on Moorgate or College Street must be used. No food trading.

11.	College Street (adjacent Top Shop)	Commercial Food	£20 £20	£100 £100	N/A N/A	Loading bay on College Street must be used.
12.	College Street (adjacent M & S)	Commercial	£20	£100	£5 per day	Loading bay on College Street must be used. No food trading.
13.	All Saint's Square (loading bay)	Commercial Entertainment	£20 £5	£100 N/A	£5 per day £5 per day	Loading bay at All Saints Square must be used. No food trading.
14.	All Saint's Square (central)	Commercial Entertainment Community Information	£20 £5 £5	£100 N/A N/A	£5 per day £5 per day £5 per day	Loading bay at All Saints Square must be used. No food trading.
15.	Effingham Street (adjacent Woolworths)	Commercial Community Information	£20 £5	£100 N/A	N/A N/A	Loading bay at the bottom of Howard Street must be used. No food trading.
16.	Effingham Street (adjacent Samuels)	H Charities Community Information	Free Free	Free N/A	N/A N/A	Loading bay at the bottom of Howard Street must be used. No food trading.

General Restrictions

- A You must stay within the marked boundary of your pitch.
- B Must be set up by 10.00 am.
- C Earliest finish 4.00 pm.
- D 16 amp fittings required with residual current device where electricity is supplied.

1. **Economic and Development Services Matters**

2. 28 June 2004

3. *Local Transport Plan – Thrybergh Concept Plan*

4. **Originating Officer:-** *M. Lowe, Assistant Engineer, Road Safety, Streetpride, Highways and Traffic, Streetpride Service - matthew.lowe@rotherham.gov.uk - Ext. 2380*

Divisional Manager:- *J Bufton, Schemes and Partnerships Manager – john.bufton@rotherham.gov.uk - Ext. 2943*

5. **Issue**

To seek the approval of Cabinet Member and Advisors for the Thrybergh Sector Concept Plan and to carry out detail design and consultation on the schemes identified for implementation in order of priority.

6. **Summary**

The concept plan has been produced following an investigation of road safety and traffic related problems in the Thrybergh area and shows measures that are being considered to overcome these problems.

7. **Clearance/Consultation**

Residents were consulted in February and November 2002, via the Wentworth South Area Assembly, to assist us in identifying road safety and traffic related problems in the area. A walkabout was also undertaken with the Crime and Disorder group in January 2003 and with Members and Residents in March 2003. When the Concept Plan receives approval it is intended to carry out consultation with South Yorkshire Police, South Yorkshire Fire and Rescue Services, South Yorkshire Metropolitan Ambulance and Paramedic Services, South Yorkshire Passenger Transport Executive and Rotherham Chamber of Trade both on the plan itself and on the details of schemes identified in line with the Consultation Strategy approved by Cabinet Member on 28 October 2002, minute No 230 refers

8. **Timing**

In accordance with the Framework for Delivery of the Local Transport Plan (LTP) it is intended to implement schemes in Thrybergh during the 2004/05 financial year and subsequent years.

9. **Background**

Road safety and traffic related problems in the Thrybergh areas have been identified and assessed using information obtained from the Wentworth South Area Assembly. Requests from members of the public have also been used in this process. Solutions to problems have been assessed on the basis of their contribution towards achieving the objectives of the LTP. A 'concept plan' for the area has been produced that shows the measures that could be used to overcome these problems in line with the objectives of the LTP and the related road safety, speed management, cycling and walking strategies. Specifically, it is intended to introduce measures to improve road safety and to assist vulnerable road users such as pedestrians and cyclists.

10. Argument

The Concept Plan shows measures that will overcome the problems that have been identified in line with the aims and objectives of the LTP. Potential schemes have been assessed and scored in accordance with the criteria contained in the Road Safety Strategy, approved by Cabinet Member on 21 January 2002, minute No 4 refers. Specifically schemes have been assessed on the basis of their effect on the environment, potential to regenerate the area, benefit to pedestrians and cyclists, safety, reducing social disadvantage and their cost. Due to funding constraints only schemes that score the highest, in other words show the greatest benefit, will be implemented initially. Other schemes will be implemented if and when additional funding becomes available. The locations that have been identified for further investigation with a view to introducing remedial schemes are on Park Lane from (and including) the junctions with Holling's Lane and Vale Road. The full list of schemes assessed with scores is attached as Appendix 2.

11. Risks and Uncertainties

There is a danger that residents of the area may expect us to solve all the problems they have brought to our attention in the near future and that this will exceed the funding available to implement schemes. The implementation of measures identified on the concept plan is subject to a satisfactory outcome to the consultation process. In addition the cost of implementing schemes will be dependent upon the need to divert Statutory Undertakers' apparatus. This is expected to be minimal.

12. Finance

Funding will be allocated for schemes identified as priorities in the Thrybergh sector from the LTP Integrated Transport Programme for 2004/05. Schemes further down the priority list can only be implemented if further funding becomes available through future LTP settlements.

13. Sustainability

The proposals are in line with the aims and objectives of the LTP in terms of improving road safety and facilities for vulnerable road users.

14. Wards Affected

Ward 14 – Silverwood
Ward 17 - Valley

15. References

Appendix 1 - The Thrybergh Sector concept plan. This drawing will be available in the Members room prior to the meeting
Appendix 2 - Priority list of schemes in the Thrybergh Sector.
South Yorkshire Local Transport Plan

16. Presentation

Implementation of the measures identified on the concept plan will assist in achieving the objectives of the LTP by improving road safety and facilities for pedestrians and cyclists.

17. Recommendations

It be resolved that:

- (a) Approval be given for the Thrybergh Sector Concept Plan.**
- (b) Authority be given for the detailed design to be progressed on schemes at the locations identified as being priorities for treatment and subject to no objections being received the schemes be implemented.**
- (c) The schemes identified as priorities be funded from the Local Transport Plan Integrated Transport Capital Programme for 2004/2005.**

Appendix 2 Priority list of schemes in the Thrybergh Sector

Location	Request	Score
Park Lane and Vale Road, Thrybergh	Traffic calming & crossing facilities	16
Brierly Road, Dalton	Traffic calming	11
Foljambe Drive, Dalton	Traffic calming	10
Bradstone Road, East Herringthorpe	Traffic calming	10
High Greave Road, East Herringthorpe	Traffic calming	10
Doncaster Road, Thrybergh	Request for crossing	10
Holling's Lane, Thrybergh	Improve junction & extend 30mph limit	10
Estate of Poplar Avenue	Traffic calming	10
Aldwarke Lane, Dalton	Traffic calming	9
Park Vale Drive jn with Park Lane	Parking restrictions	9
Arundal Avenue, Dalton	Traffic calming	9
Flanderwell Lane junction Far Dalton Lane	Bend signing	8
Laudsdale Road, East Herringthorpe	Parking & access problems	8
Mushroom Roundabout	Pelican crossing replacement	8
Ridgeway, East Herringthorpe	Footway extension to crematorium	8
Dalton Lane, Thrybergh	Traffic calming	8
Poplar Avenue, Thrybergh	Parking problems	8
Vale Road, Thrybergh	Parking problems	8
East Vale Road, Thrybergh	Traffic calming	7
Breck Lane. Dalton Parva	Extend 30mph limit & improve signing	6
Holling's Lane, Thrybergh	Traffic signals	3

1. **Economic and Development Services Matters**

2. 28th June 2004

3. **Slade Road, Temperance Street, Manor Road, Cliffefield Road and Brookfield Avenue, Swinton, Traffic Calming Scheme.**

4. **Originating Officer:-** Stuart Savage, Section Engineer, Streetpride Service, e-mail stuart.savage@rotherham.gov.uk, ext 2969.

Divisional Manager:- John Bufton, Schemes and Partnerships Manager, Streetpride Service – e-mail john.bufton@rotherham.gov.uk, ext. 2943

5. **Issue**

To report the results of consultations carried out regarding a proposal to introduce traffic calming measures on Slade Road, Temperance Street, Manor Road, Cliffefield Road and Brookfield Avenue, Swinton.

6. **Summary**

The proposal involves the introduction of a series of round top road humps together with a 20 mph speed limit. The road humps will make the 20 mph speed limit self-enforcing.

7. **Clearance / Consultation**

Consultations have been undertaken about the proposals with South Yorkshire Fire and Rescue Service, South Yorkshire Police, South Yorkshire Passenger Transport Executive, South Yorkshire Ambulance and Paramedic Services, Chamber of Trade, Local Ward Members and local residents.

8. **Timing**

It is proposed that the scheme be constructed during the 2004/2005 financial year.

9. **Background**

In order to assist in the delivery of the Local Transport Plan a programme has been drawn up which sets out a timetable for looking at and building improvements, in each area of Rotherham, over the next five years. As part of this programme we have looked at traffic and road safety problems in the Swinton and Kilnhurst areas. As a result of this investigation we have identified a problem with the speed and volume of traffic on Slade Road, Temperance Street, Manor Road, Cliffefield Road and Brookfield Avenue. Our outline proposal to solve this problem is shown on the drawing number 340011/CON2B, attached as Appendix A.

The results of the survey into road safety and traffic problems were reported to the Cabinet Member and Advisors meeting for Economic and Development Services on 6 January 2003 (Minute No 301 refers – attached as Appendix B).

Letters have been sent to the statutory consultees asking for their views.

South Yorkshire Fire and Rescue Service, South Yorkshire Police, South Yorkshire Passenger Transport Executive, South Yorkshire Ambulance and Paramedic Services, and Local Ward Members have not raised any objections to the proposed works.

Approximately 300 consultation leaflets were sent to residents in July 2003. Of the 51% that replied 83% supported the scheme. The majority of people who disliked the scheme wanted either a one-way system, speed cameras, the roads blocking off at one end to prevent their use as a through route, or a combination of these. Comments regarding humps damaging vehicles and increasing noise from vehicles were also made.

The scheme has been advertised in the local press and on site by way of notices. As a result an objection to the scheme has been received from Mr. Tingle of No 34 Cliffefield Road. A copy of the letter is attached as Appendix C.

10. Argument

The main reasons given for saying no to the proposed scheme centre on the use of road humps. It is alleged that humps will increase noise, cause discomfort, increase wear and tear to vehicles and cause rat-runners to use alternative residential routes.

The introduction of a one-way system would reduce the amount of rat-running taking place in one direction but would do little to reduce vehicle speeds. It would also cause inconvenience to residents and without regular police enforcement would be subject to abuse. There is a similar argument against closing off the roads to prevent their use as through routes. Consequently, these two suggestions have been discounted.

The provision of speed cameras is governed by criteria issued by central government. This is based on the number of speed related injury accidents on the road concerned. This criteria is not met in this particular instance.

The scheme has been devised to slow vehicles down to around 20 mph and encourage drivers to use more suitable alternative routes. Perceptual changes such as textural differences and the provision of road signs alone would be unlikely to achieve the new speed limit of 20 mph. Narrowings and chicanes would be inappropriate for these routes due to the existing narrow carriageway width and the effect these measures would have on on-street parking which is already limited. To achieve the reduced speed limit requires the introduction of vertical deflections in the form of road humps to impede the easy passage of vehicles, thereby improving safety for residents, children going to and from Swinton Brookfield school and pedestrians attempting to cross the roads.

According to research undertaken by the Transport Research Laboratory there may be a slight increase in noise as a result of the introduction of road humps. However the humps on Manor Road / Cliffefield Road, Slade Road / Temperance Street, and Fitzwilliam Street / Station Street have been spaced at the recommended interval to minimise any increase in traffic noise.

Due to the roads being residential and not intended to be used as through

routes between Fitzwilliam Street and Station Street emergency service vehicles will only be adversely effected when attending incidents at properties on these routes. However they will only have to cross a maximum of 3 road humps to access all properties in the area covered by the scheme. This should keep the effect on response times and patient discomfort to a minimum.

I am not aware of any evidence of increased wear and tear to cars from repeatedly crossing road humps although it seems logical that this should occur. It follows that the faster drivers travel over the humps the greater the wear and tear on the vehicle will be. The length of road covered by the scheme is relatively small which means that the 'mileage travelled' over the humps is insignificant when compared to the overall distance covered by the average vehicle.

Although there are disadvantages in using road humps instead of cushions or chicanes/pinch points, especially in relation to the emergency services, when considering all the circumstances they still offer the best option in terms of reducing speeds. The scheme will provide a safer road environment by reducing speeds and improving the ease with which pedestrians can cross the road.

11. Risks and Uncertainties

The estimated cost is expected to be approximately £10,000 but could increase depending on working restrictions imposed by traffic management requirements.

12. Finance

The proposed scheme is estimated to cost approximately £10,000. Funding is available from the LTP Integrated Transport Capital Programme for 2004/05.

13. Sustainability

This proposal is in line with the Council's policy of improving road safety.

14. Wards Affected

Ward No 19 - Swinton

15. References

South Yorkshire Local Transport Plan

Appendix A - Drawing No. 340011/CON2B showing proposed traffic calming measures.

Appendix B - Minute 301 of the Delegated Powers meeting for Economic and Development Service, 6 January 2003.

Appendix C – letter of objection from Mr Tingle of 34 Cliffefield Road.

16. Presentation

The proposed works will improve the safety of pedestrians, especially children, by reducing vehicle speeds.

17. Recommendations

It be resolved that:

- i) The objections to traffic calming be not acceded to.**
- ii) Support for the scheme be reiterated and the scheme be implemented.**

ROTHERHAM METROPOLITAN BOROUGH COUNCIL – REPORT TO MEMBERS

1. Meeting: Economic and Development Services - Delegated Powers

2. Date: 28 June 2004

3. Title: Proposed Bus Lane – A630 Doncaster Road, Dalton

4. Originating Officer:- Leigh Richmond, Streetpride Technician, Streetpride Service, leigh.richmond@rotherham.gov.uk, ext 2970

Designated Manager: - T.R Knight, Head of Streetpride, Streetpride Service, tom.knight@rotherham.gov.uk, ext 2906

5. Issue

To report the receipt of an objection to the proposed Traffic Regulation Order and recommend not to accede to the objection, and further reaffirm Cabinet Member's commitment to provide a bus lane as shown on the attached drawing. Approval is also sought to designate part of the footway on Doncaster Road as shared pedestrian and cycle use.

6. Summary

In October 2003, statutory consultation on the proposed bus lane was carried out. Two objections were received, the first from South Yorkshire Police and the second from Freight Transport Association (FTA). The Police have indicated that they would withdraw their 'objection' if cyclists could be accommodated on the footway where the bus lane reduces to a width less than 4.2 metres.

7. Clearance/Consultation

All statutory consultees, except those mentioned above have considered and agreed to the proposed bus lane. Local Ward members as well as the public have been consulted and no objections have been received. The objection from South Yorkshire Police is withdrawn if part of the footway on Doncaster Road is designated as shared pedestrian and cycle use (as shown on the attached drawing 126/18/TT363/R).

8. Timing

With Cabinet Member approval, it is anticipated that the scheme will be implemented this autumn.

9. Background

A630 Doncaster Road is an integral part of measures proposed for the Rotherham – Thrybergh QBC, previously considered by Cabinet Member on 28 July 2003 Minute No. 75 refers.

10. Argument

The objection from the FTA is based on the grounds that Heavy Goods Vehicles (HGV's) should be able to use bus lanes. The FTA objects to all single use lanes

such as bus lanes. This Authority has previously considered the FTA's argument (Cabinet Member meeting 28 April 2003) and it was resolved (Min No 407) at this meeting that this Authority should continue to make bus lanes available to buses and cyclists only and not encourage HGV's to use the lanes.

South Yorkshire Police raised concerns over the safety of cyclists using the bus lane where the width of the lane reduced to less than 4.2 metres. They feel lane widths of less than 4.2 metres place cyclists in conflict with buses using the lane. Government guidance on the design of combined bus/cycle lanes recommends a preferred width of 4.2 metres but does suggest this can be reduced to 3 metres, but does not recommend widths less than this. It is proposed to create a shared use cycle/footway adjacent to the carriageway where the lane width is less than 4.2 metres (shown on the attached plan 126/18/TT363/R).

11.Risks and Uncertainties

If Cabinet Member upholds the objection then there is a risk that the aims and objectives of the Local Transport Plan through the Rotherham/Thrybergh Quality Bus Corridor may not be achieved.

12.Finance

Measures will be funded from the South Yorkshire Local Transport Plan Integrated Transport Plan and the South Yorkshire Passenger Transport Executive (SYPTTE).

13.Sustainability

The proposals are in line with the Councils policy of improving road safety and encouraging a modal shift from the private motor car to public transport.

14.Wards Affected

Ward No. 17 Valley.

15.References

A630 Rotherham to Thrybergh Quality Bus Corridor Final Report
South Yorkshire Local Transport Plan.
Cabinet Member meetings 28 April 2003 and 28 July 2003

16.Presentation

The development of the Quality Bus Corridor aims to influence and change modal split by promoting choice and improve road safety along the corridor.

17.Recommendations

i)Cabinet Member resolves not to accede to the objection identified in this report.

ii)That the objector be informed accordingly

iii) That the Head of Legal and Democratic Service be asked to make the bus lane order as shown on the attached drawing.

iv) That Cabinet Member approves the designation of shared pedestrian/cycle use as identified on the attached plan.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**1. Economic and Development Services Matters****2. 28 June 2004****3. Street Cleansing Policies to be adopted within Streetpride Service**

4. Originating Officer : *Robert Stock, Network Management Principal Engineer,
Tel. Ext. 2928. E:mail bob.stock@rotherham.gov.uk*

Designated Manager: *Andy Shaw, Streetpride Community Delivery Manager
Tel. Ext. 2981 E:mail
andy_engineers.shaw@rotherham.gov.uk*

5. Issue

To seek Cabinet Member's approval for a range of policies relating to the provision of Street Cleansing Services.

6. Summary

Street Cleansing Services, provided through Streetpride, have undergone considerable development in recent years. The policy document, attached as an appendix to the report, seeks to draw together into one document all of the separate elements relating to cleansing.

7. Clearance/Consultation

Housing and Environmental Services are working closely with the Streetpride Service on many aspects of the Street Cleansing service as detailed in the policy document.

8. Timing

The adoption of a comprehensive policy document will provide evidence for the Corporate Performance Assessment (CPA) Inspection on the Waste Service scheduled to be undertaken week commencing 5 July 2004.

9. Background

The responsibility for Street Cleansing transferred into the former Design & Engineering Service from Environmental Health Service in November 1999.

The levels of Street Cleansing and the breadth of the services provided across the Borough have been progressively built up in the period since 1999. The range of activities has been broadened to introduce the roving lengthsman concept, dedicated fly-tipping removal teams, graffiti removal teams, gum removal and street washing and the provision of dog-waste bins. None of these activities were previously provided for.

Other Service Areas have also developed the environmental aspects of their services resulting in the introduction of Community Caretakers, Neighbourhood

Wardens and Environmental Wardens. The two warden services, whilst based in Housing and Environmental Services, have also come under the umbrella of the Streetpride initiative since April 2003.

Overall the development of the Street Cleansing service and introduction of Rotherham Streetpride has seen a significant improvement in BVPI89 (% of the Public satisfied with cleanliness) which is measured every three years. In 2001/02 this indicator stood at only 46% satisfaction and a target was set for 2003/04 of 60%. Rotherham achieved 58% in 2003/04 which, although just below the target represents a considerable improvement.

10. Argument

Whilst the approval of Cabinet Member has been sought to introduce elements of the Street Cleansing Service changes brought in over the past 4 years, at no time has a comprehensive document of policies and practices been presented for the information and formal adoption by Cabinet Member.

The impending CPA Inspection of Waste, which includes the street cleansing services provided within the Streetpride Service, makes this an appropriate time to present such a document.

11. Risks and Uncertainties

Further significant improvement of public satisfaction with our services is a target within the Streetpride Service Plan. If current levels of cleansing activity are not able to deliver the anticipated improvements in satisfaction levels then further amendments to the services provided may be necessary.

12. Finance

The growth in Street Cleansing services within the Streetpride Service has been funded by allocations made within the Streetpride Revenue Budget and also through the granting of Neighbourhood Renewal Funds. The net effect is that in financial year 2004/05 funding for street cleansing has increased by £140,000 in real terms.

13. Sustainability

High standards of street cleansing and rapid response times to deal with customer reports not only serve to enhance the street scene and wider environment thereby enhancing environmental amenity for residents and visitors to Rotherham but also help in the attraction of businesses into the Borough. In this way the environmental improvements also contribute to the employment of local people.

14. Wards Affected

All

15. References

Street Cleansing Policies – Streetpride Service (attached)

17. Presentation

The Street Cleansing Service provided by the Council has increased considerably in its scope over recent years to provide what has become a comprehensive and “joined-up” service with higher public satisfaction levels.

17. Recommendations

That the Street Cleansing Policies reported be approved as the basis for future service delivery.

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

STREET CLEANSING POLICIES – STREETPRIDE SERVICE

STREET CLEANSING

In the provision of all elements of the Street Cleansing service the aim will be to provide the most appropriate cleansing frequency taking into account a number of factors including the following:

- Traffic use (pedestrian and vehicular)
- Level of commercial activity
- Locality of schools
- Density of housing
- Areas of deprivation
- Location of industry

The frequency of litter clearance set from the consideration of these factors will vary between daily (Monday – Friday) to once in every nine weeks and will be provided by mobile operatives either working individually or as part of clearance teams. The emptying of litter and dog waste bins will be included within the work schedules and any overflowing bins reported dealt with within 4 hours.

A lengthman service will be provided in areas where significant commercial activity takes place (shopping areas). The Service will cleanse the designated areas prior to the start of trading and will provide for a continued presence through the day. The service shall be provided on each day of trading and where appropriate on Sundays and Statutory Holidays.

Customer reports of dog fouling are responded to within two working days with a same day response when near to schools.

Drug litter on the highway will be attended to within three hours on a 24/7 basis. Spillages on the highway will also be dealt with in the same timescale where potential danger to road users exists and a specialist contractor is engaged on a call-off arrangement to deal with hazardous substances.

In monitoring the effectiveness of current cleansing frequencies the number and location of customer reports received and the results of BVPI199 litter / detritus inspections are used to identify where the service should be varied. PI failures identified will be cleared. Other sites identified as unsatisfactory in relation to littering during routine highway inspections are also reported for cleansing.

Mechanical sweeping of roads will be undertaken to remove detritus from the road surface to prevent build-up of material in the road channels and to control the rate at which road gullies become silted. Frequency of sweeping will vary in accordance with the factors listed above but will be swept at least four times a year.

Special arrangements will be put in place each autumn to provide for additional cleansing during leaf fall.

Council car parks will be cleansed at a frequency of three times a week in Rotherham Town Centre and twice a week elsewhere.

GRAFFITI

Two dedicated teams operating specialist removal equipment currently operate within the Streetpride Service. In addition (as indicated in "Integration with other Services" below) Housing Services have two further graffiti machines that also operate under the umbrella of the Streetpride initiative. The Service will provide for the removal of racist or obscene graffiti within 24 hours. Less offensive situations will be dealt with through area based working on a rotational basis covering the whole Borough area. Action will include for the removal of graffiti from private property with the agreement of the owner.

Graffiti on British Telecom and Telewest service cabinets will be over-painted as part of the programme by agreement with these utilities.

Where appropriate the teams will gather photographic evidence for use by South Yorkshire Police in the identification of offenders through their "tags".

Fly-posting, where the person who caused it to be displayed is not clear, will be removed. Where ownership is clear, notice will be served under Planning Regulations prior to either the removal or the obliteration of the poster with a "Cancelled" notice as a deterrent to future offences.

FLY-TIPPING

The presence of fly-tipped material at a site serves to attract further deposits. Rapid removal of reported fly-tipping is therefore crucial.

Streetpride will aim to remove all reported fly tipping from any public land/highway land within 1 working day of it being reported or otherwise discovered. In order to achieve this two rapid response teams dedicated to the removal of fly tipping are maintained. The teams will assist in the enforcement of offences by collecting evidence of traceable items at the scene and passing the evidence to the Environmental Wardens for action.

Where tipping occurs regularly on land adjacent to the highway or at accesses to woodlands the installation of boundary control measures appropriate to the site will be considered.

GUM REMOVAL / STREET WASHING

These activities will not be routinely scheduled but will be arranged on an ad-hoc basis to remove gum and other surface soiling to areas as required.

GULLY CLEANSING

All road gullies and drainage channels will be cleansed at least once a year. More frequent cleansing will be provided where traffic use or other circumstances, such as

in industrial areas and on major traffic routes, dictate. All drainage points in Rotherham Town centre will be cleansed twice a year.

Any reported blocked gully causing severe ponding will have temporary measures to protect highway users put in place within 4 hours and the blockage cleared within one working day.

Problem gullies reported as part of the cyclic cleansing process will have follow up action to clear the problem and gullies regularly reported as being heavily silted will be considered for more frequent cleansing.

SIGN CLEANING

Regular cleansing of illuminated bollards will be undertaken during the winter period to remove salt spray deposits, resulting from road salting action, as a continuous programme.

The faces of road signs are cleaned in response to reports from the public and Streetpride personnel.

LITTER / DOG WASTE BIN PROVISION

All requests for the provision of waste bins will be evaluated and where found to be justified added to the priority list for provision as funding allows. Area Assemblies will often utilise their devolved budget allocations to supplement the provision of waste bins in their areas.

WEEDS

All highways will be treated with a contact weedkiller such as glyphosate twice each year. The programme will commence in Mid-April each year with completion targeted for Mid-june on the first application and by end August for the second.

Application will generally be by using quad-bikes fitted with spraying units and supplemented by hand spraying of areas where access is difficult. Offside spraying will be undertaken with traffic control measures on Sundays.

Rotherham Town Centre will be sprayed using quad-bikes in April operating at quiet periods in early mornings and Sundays. Thereafter treatment will be hand applied by cleansing operatives using controlled droplet applicators.

Areas of gross weed growth will have dead material removed following treatment.

Residents and property owners who maintain their own frontages will not be treated.

The success of programmed action will be monitored through the production of a local performance indicator.

COORDINATION WITH GROUNDS MAINTENANCE

At known problem sites the cutting of rural verges will be co-ordinated with action by the litter teams.

From the commencement of the new contract for Grounds Maintenance, from 1 November 2004, the Contractor will be required to leave all sites following maintenance at a standard compliant with the Code of Practice for Litter and Refuse. In addition at specific sites the litter standards will have to be maintained by the contractor at all times.

ABANDONED VEHICLES

Abandoned vehicles found to be burnt out or otherwise to be in a condition to form a potential hazard or nuisance will be removed within 24 hours. Other vehicles on the highway or on Council land adjudged to have no residual value will have a 24 hour notice posted upon them and be removed within 24 hours from the expiry of the notice. All other vehicles abandoned on the highway or on Council land will be dealt with using standard 7 day notice procedures.

A scheme to offer the free removal and disposal of unwanted vehicles will be offered to Rotherham residents.

Unlicensed vehicles reported that cannot otherwise be regarded as having been abandoned will be reported to the DVLA.

INTEGRATION WITH OTHER SERVICES

The arrangements for the clearance of fly-tipped material were established as an inter-service arrangement in conjunction with Culture, Leisure & Lifelong Learning, Environmental Health and Housing Services. Other areas of Cleansing activity will be subject to increasingly co-ordinated working. All of the following groups of staff are pro-active in reporting fly-tipping, heavy littering and abandoned vehicles.

All the Services will input information on fly-tipping incidents onto the "Flycapture" database maintained by the Environment Agency on behalf of DEFRA. The aim being to collect data in a consistent format, aid the targeting of local action, to produce performance management data and to aid enforcement.

Community Caretakers (Housing Services)

Community Caretakers will provide some litter clearance and small scale fly-tipping removal in their operational areas. They also have access to a machine for graffiti removal that is available for their use in cleaning Council property. Graffiti is over-painted where appropriate.

Streetpride Neighbourhood Wardens (Housing Services)

The Wardens have their own machine for graffiti removal that is fully utilised in their target Neighbourhoods. Rotherham Connect forward graffiti reports in these areas

direct to the Warden Service for removal. The Neighbourhood Wardens also remove small scale fly-tipping within the neighbourhoods.

Streetpride Environmental Wardens (Environmental Health Service)

Will pursue active enforcement of littering, gum dropping, dog fouling and fly-tipping offences. Where small quantities of fly-tipped material are involved this shall be dealt with through fixed penalty fines as litter offences to avoid delays in court proceedings. Where cases are the subject of court proceedings then maximum publicity will be sought to “name and shame” offenders and to provide the maximum deterrent.

1. Economic and Development Services Delegated Powers**2. Date of Meeting 28th June 2004****3. Revenue From Local Land Charges Searches****4. Originating Officer** – Phil Reynders, Searches Manager,
phil.reynders@rotherham.gov.uk – extension 3813**5. Issue**

Short and long term strategies for dealing with falling Land Charges Searches revenues.

6. Summary

Revenue from Local Land Charges Searches fees has been affected by loss of business to Personal Search Companies. This report aims to recommend some strategies for reversing this trend.

7. Clearance/Consultation

There have been numerous meetings and communication with other Local Authority Land Charges Officers, and a consultation with local solicitors has recently been sent out by email.

8. Timing

Not critical.

9. Background

It is difficult to obtain an overall picture of the dynamics of the situation in which many Local Authorities now find themselves with regard to Local Land Charges (LLC) Searches, and which are leading to a reduction in Searches revenue. I will try to set out below the main contributing factors:

- As a public service, Local Authorities are required to maintain a record of all their decisions. Generally, where these constitute a statutory 'restriction' on a property, they are entered in the Register of Local Land Charges. Other information is recorded on various Registers and Plans throughout the LA. The LA must reveal a subset of this information in response to requests for LLC1, Standard, Common Land and Personal Searches.
- A 'Standard' Search consists of a search of the LLC Register (LLC1) and a set of 30 Departmental Enquiries (form CON29). Additional Enquiries may be made and attract an extra fee. Rotherham's fee for a Standard Search is presently £101, and the annual budget for this type of Search is set at £476,000. Numbers of requests for this type of Search are falling.

- A Personal Search consists of a manual inspection of the LLC Register, together with inspections of other public registers maintained by the Authority. The fee for a Personal Search of the LLC Register is £11, and the annual budget is £25,000. Because of the growth of Personal Search Companies and their ability to offer an 'all in one package' (see next paragraph), the number of requests for this type of Search is rising.
- Most Personal Search Companies offer an 'all-in-one package' service to solicitors:
 1. LA Search - includes some CON29 enquiry information ie: adopted highways, sewer records, UDP, Building Regulations, Planning Applications
 2. Drainage Search – from Water Companies
 3. Environmental Search

---- all for about £120 and returned in about 3 days. In addition to personally inspecting the LA Register, they often pay £6 for an LLC1 Search (an LLC Register Only Search, carried out by Land Charges staff) and make enquiries in the LA Drainage Section. Naturally, they are insured against the consequences of any omissions in their Search Report. Another factor contributing to the move to Personal Search Companies is that while some Mortgage Lenders insist that solicitors carry out a full LLC Search, others will accept Searches from Personal Search Companies.

- Clearly, as the number of Personal Searches increases at the expense of Standard LA Searches, overall revenue is declining, and there will be a continuing shortfall on this budget. **The Personal Search fee is set by law**, whereas the Standard Search fee can be varied. It would be tempting, therefore to increase the fee we charge for Standard Searches, but a recent legal opinion (James Goudie QC) states that **“Local Authorities cannot trade at a profit nor can they cross subsidise services”**, which implies that LA revenue from Standard Search Fees should not exceed the amount needed to maintain the Register and carry out the Search
- A National Working Party consisting of representatives from the Government, ALLCO (Association of Local Land Charges Officers [London]), NALLCO (National Association of Local Land Charges Officers), and Personal Search Companies has been meeting to address the following:
 1. The production of National Guidelines for LA's and PS Companies designed to establish what records are available to PS Companies and reasonable access.
 2. An increase in LLC1 and Public Inspection fees to cover LA's costs.

The fee for a Personal Search was increased in November 2003, but only from £10 to £11!

- Other factors contribute to reduce Search revenue:

1. Drainage matters for the Rotherham area are now handled by Yorkshire Water or Severn Trent, with a six-monthly update given to the LA Drainage Section. When these enquiries were removed from the CON29 form, Rotherham's fee for a Standard Search was reduced from £112.21 to £100, as Water Companies charge £25-30 for this service.
2. Local Authorities were required to establish differential pricing for electronic (NLIS) and traditional (NON-NLIS) Searches, so that a Standard NLIS Search costs £81. These factors combine to further reduce revenue

As the attached figures show (Appendix 1), Rotherham's experience of rising Personal Search numbers is by no means unique, and it is unlikely that, even with improved turnaround times for LA Searches and/or lower fees, we will be able to dramatically reverse this trend. Indeed, we can expect revenue from LA Searches to continue to decline in the short term.

10. Argument

What can Rotherham do to compete with Personal Search Companies?

- **Send a letter to local solicitors about personal searches**

Any such letter must be factual and must not suggest that personal searches are not acceptable or are not as good as official searches. That is for solicitors to decide and some personal searches companies have taken legal action against local authorities who have written to solicitors questioning their practices. A possible letter is attached as Appendix 2. **We sent out a similar letter to this about a year ago.**

- **Stamp register-only searches as such**

Any information provided as part of a personal search could be overstamped with the note "This information is provided as part of a personal search of the Local Land Charges Register only." This may be of limited value as it is easy for personal search companies to retype the information provided, indeed many already do. **Rotherham already forces a watermark on to any printouts produced as part of the Personal Search process**

- **Limit opening hours for personal searches**

Legislation requires the Local Land Charges register to be available for inspection (i.e. for personal searches) "during reasonable office hours". The Local Government Ombudsman has ruled that this does not mean "at all office hours" and that restricted opening hours are permitted as long as they are clearly advertised and well publicised.

Some authorities only allow personal searches at certain times of day or on certain days. This allows staff to concentrate on the primary jobs of maintaining the Register and processing official searches of it with fewer interruptions. Limited opening hours should not be used solely to reduce the number of personal searches. **Rotherham limits Personal Searches to 9:30 to 12:00 and 14:00 to 16:00 each day. Because of staffing constraints on Fridays, it may be worth introducing a temporary restriction of Personal Search visits to Monday –Thursday.**

- **Limit the number of personal searches per visit or per day**

Where an appointment system is in place for personal searches these may be limited on the grounds set out above. In practice this can mean fewer searches per day but appointments being made up to three weeks in advance.

- **Reduce fees for official searches**

This may have the greatest impact of all on personal search numbers. As the greatest advantage of personal searches appears to be their much lower cost this advantage could be negated by reducing official search fees to a level much closer to the actual cost of providing them. This would obviously have a significant impact on the council's income but if fees remain high the level of personal searches will only increase, full official searches decrease and the council lose income anyway. **It might be prudent to monitor take-up of NLIS Searches, as these are already discounted (see next item)**

- **Reduce fees for NLIS searches**

If solicitors are offered NLIS searches at reduced rates they may be more inclined to apply for official searches via NLIS than to commission personal searches. Approximately one hundred authorities already offer this differential pricing. The impact of this on search numbers is not known. **Rotherham has been operating differential pricing for some time, and the number of NLIS Searches is slowly but steadily rising.**

- **Increase fees for personal searches**

This is not possible unless the fees were to be deregulated. **The Local Government Information House (LGIH) is currently lobbying ODPM on behalf of LA's for an increase of Personal Search fees to, say, £45 to reflect the true cost of administering them**

- **Recommend to the Office of the Deputy Prime Minister that only official searches should be included in Home Information Pack**

If only official searches are acceptable in the pack the market for personal searches would virtually disappear overnight but a very good case would have to be made for this and personal search companies would undoubtedly resist such a proposal very strongly. **LGIH is lobbying for this.**

- **Advertise our services locally and on Rotherham's internet site**

See Appendix 3 for an example from another Authority. An insert for Rotherham's internet site is scheduled for inclusion as part of the current overhaul.

- **Consult Local Solicitors**

A questionnaire has been designed and submitted to the Involving and Consulting Change Team. It asks solicitors whether they commission personal searches, why they do and what we would have to do to encourage them to opt for official searches instead. The questionnaire has been sent out and we are currently examining the results.

One of the respondents has indicated that their firm will be more inclined to submit official searches when Rotherham moves to NLIS Level 3 (see Item 12 below)

- **Charge for information necessary to answer questions on the CON29 form**

The 1994 Charging Regulations (see Appendix 4) allow us to charge for providing property-related information to third parties. We should ask all the departments in our Authority that provide information to personal search companies to do so. This will provide extra income for the Authority and reduce the price gap between personal and official searches, making the former less attractive. **The Local Land Charges Section have recently introduced charges for Past History printouts and printed extracts from the LLC Register.**

- **Move to NLIS Level 3**

Rotherham is currently on NLIS Level 2 (Electronic receipt of official searches). We are in the final stages of preparations for moving to Level 3, which will virtually eliminate 'keying in' of search request details. As the rest of the search process is already semi-automatic, a faster turnaround of search replies should result. (See Proposed Integrated Search Process Appendix 6)

However, as timely responses from other Sections/Programme Areas (Environmental Health, Highways and Planning) affect turnaround rate, data retrieval problems in these areas must also be addressed. The Local Authority Modernisation Programme (LAMP) initiative, whereby finance is made available for integrated improvements across all areas contributing to the Search response, provides a way forward.

- **Add Value to Official Search Replies**

It will be feasible soon to provide extra information to Solicitors to make Rotherham's Official Searches more attractive, eg:

- Information about the surrounding area of a property
- Plans showing positions of Protected Trees (where applicable)
- etc

11. Finance

In the short term, moves to create an environment wherein solicitors will choose Official Searches rather than commissioning Personal Searches will incur extra costs, particularly if the Official Search fee is reduced. In the longer term, the strategies outlined below should halt and eventually reverse the current decline in revenue.

12. Sustainability

This initiative improves the sustainability of the Land Charges Service by raising its profile in the conveyancing community as an accurate and efficient land information Service.

13. Wards Affected

None

14. References

Local Land Charges Act 1975 (as amended)
The Local Land Charges Rules 1977 (as amended)

15. Presentation

The recommended actions are designed to increase the revenue generated by the Local Land Charges Section, and are in accord with Government guidelines for electronic delivery of Council Services

16.Recommendations

That the Cabinet Member endorses the report and agrees the following actions to be carried out. A report will be brought back to Delegated Powers in six months to update on progress and the effect that these actions have had.

- 1. Send a letter to Solicitors about Personal Searches**
- 2. Advertise our services locally and on Rotherham's internet site**
- 3. Accelerate move to NLIS Level 3**
- 4. Commission preliminary investigation as part of the LAMP procedure (no financial commitment)**
- 5. Restrict opening times for Personal Search visits to Monday - Thursday**

Appendix 1 Search Fees, Budget Details, Performance Indicators and Personal Search Arrangements

Rotherham MBC Local Land Charges Search Fees 2004

		£
LLC1 (Statutory Fee)	Search	6.00
	Additional Parcels	1.00
Part 1 Enquiries	One Parcel	95.00
	Several Parcels:	
	- first parcel	95.00
	- each additional	16.40
Part 2 Enquiries	Each printed enquiry	10.00
	Each additional enquiry	11.65
Personal Search (Statutory Fee)	Search	11.00
	Additional Parcels	1.00

Budget Details 2003/2004

	Full Year Budget	Actual Income	Variance at year end
Land Charges – S01007			
9479 Search & Enquiry Fees (Manual and NLIS Searches)	475,966	403,533	-72,433
9480 Personal Searches	25,000	40,976	15,976

**NATIONAL ASSOCIATION OF
LOCAL LAND CHARGES OFFICERS
VOLUNTARY PERFORMANCE INDICATORS APRIL 2001 - MARCH 2002**

AUTHORITY NAME	TOTAL NO. SEARCHES RECEIVED (2000-2001 IN BRACKETS)	% STANDARD SEARCHES IN 10 WORKING DAYS	% OF ALL SEARCHES IN 10 WORKING DAYS	LLC1 ONLY	NO. OF PERSONAL SEARCHES (2000-2001 IN BRACKETS)
Barnsley M.B.C.	3157 (5087)	100%	100%	2731	3160 (2001)
Bradford M.B.C.	8404	91%		90	4140
City of York	5855 (5155)	100%	100%	298	1398 (1273)
East Riding Yorkshire Council	10312 (9812)	86%	83%	466	2332 (1811)
Leeds C.C.	20135 (18728)	95%	97%	7296	10249 (7399)
North East Derbyshire D.C.	2036 (2210)	100%	100%	278	500 (241)
North Lincolnshire Council	5240 (4565)	100%	100%	154	472 (524)
Rotherham M.B.C.	4153 (5709)	96%	96%	2107	2599 (1640)
Scarborough B.C.	3913 (3425)	99%	99%	438	1013 (500)
Sheffield C.C.	8819 (12082)	80%	N/A	14146	4237 (3573)
South Derbyshire D.C.	3035	84%	—	399	451
Wakefield M.D.C.	5981 (6007)	100%	100%	121	3836 (2511)
		94.25%	97.22%	2,377.00	

PLEASE NOTE, PERCENTAGES HAVE BEEN ROUNDED UP/DOWN TO THE NEAREST WHOLE FIGURE.

Fees

**NATIONAL ASSOCIATION OF
LOCAL LAND CHARGES OFFICERS
FEES 2001-2002**

AUTHORITY NAME	STANDARD FEE	PART II	WRITTEN ADDITIONAL QUESTION	EXTRA PARCEL OF LAND	STANDARD 2000-2001
Barnsley M.B.C.	£106.00	£8.00	£15.00	£10.10	£106.00
Bradford M.B.C.	£118.00	£9.50	Direct to Depts.	£22.00	
City of York	£120.00	£20.00	£30.00	£9.30	£115.00
East Riding of Yorkshire	£85.00	£10.00	£20.00	£9.30	£80.00
Leeds C.C.	£115.00	£10.00	£5 + additional fee levied by department (if applicable)	£15.50	£115.00
North East Derbyshire D.C.	£75.00	£10.00	£10.00	£11.30	£75.00
North Lincolnshire Council	£73.00	£9.00	£12.00	£12.00	£70.00
Rotherham M.B.C.	£101.00	£10.00	£11.65	£16.40	£112.21
Scarborough B.C.	£95.00	£15.00	£10.50	£10.00	£89.50
Sheffield City Council	£105.60	£7.50	£15.00	£12.00	£105.60
South Derbyshire D.C.	£88.50	£14.70	£8.00	£11.00	
Wakefield M.D.C.	£114.60	£6.34	£14.36	£24.36	£114.60
AVERAGES	£99.64	£10.48	£14.65	£13.61	

Personal Searches

AUTHORITY NAME	OTHER DEPARTMENT'S FEES	OPENING TIMES (if applicable)	IS AN APPOINTMENT NECESSARY?	DO OTHER DEPARTMENTS REQUIRE APPOINTMENTS	PERSONAL SEARCH FEE
Barnsley M.B.C.	N/A	9am - 12noon & 2pm - 4pm	YES	NO	£11.00
Bradford M.B.C.	H'ways £17 & £19.40 Planning £54, B.C.£10, Env. £31	10am - 12 noon & 2pm - 4pm	YES	NO	£11.00
City of York	N/A	10am - 12 noon & 2pm - 4pm	YES	YES	£11
East Riding of Yorkshire Council	N/A	Office Hours	YES	YES	£11
Leeds C.C.	N/A	Mon - Fri 10am 1pm & 2pm - 4 pm	NO	NO	£11
North East Derbyshire D.C.	N/A	Office Hours	YES	YES	£11
North Lincolnshire Council	N/A	Office Hours	YES	YES	£11
Rotherham M.B.C.	N/A	9.30am-12noon & 2pm - 4.00pm	NO	NO	£11
Scarborough B.C.	N/A	10am - 12 noon & 2pm - 4pm	YES	NO	£11
Sheffield C.C.	N/A	9am - 12 noon	YES	NO	£11
South Derbyshire D.C.	N/A	Office Hours	YES	YES	£15
Wakefield M.D.C.	N/A	10.30am - 11.30am & 2.30pm - 3.30pm	Request must be faxed previous day	NO	£11 & £15

Appendix 2 - Draft Letter to Solicitors about Personal Searches

Dear Sirs

PERSONAL AND OFFICIAL SEARCHES OF THE LOCAL LAND CHARGES REGISTER

The aim of this letter is to provide information about the local land charges service and to clarify what information this local authority provides when personal local authority searches are undertaken.

This authority is currently taking an average of **6** days to process official searches and can on occasion process searches faster than this. You may wish to take this into consideration if you are thinking of commissioning a personal search.

The information given by this authority for a personal search consists of a search of the Local Land Charges Register only. A schedule of the Register entries may be produced, if requested, but this is not signed and is stamped "Personal Search of the Local Land Charges Register only". Replies to the CON29 Enquiries are not provided by this authority as part of the Personal Search process. The words "CON 29 replies were not issued" are therefore also added to any schedule given as part of a personal search. Any replies to the CON29 that you may have received as part of a personal search have not been provided by this authority. You should give due regard to the responses provided.

A further practice has been brought to my attention recently, whereby an Official Certificate of Search is being undertaken by submitting an LLC1 Form only. The officially completed form is then appended to replies to the CON29 which have not been answered by the local authority. This could be misleading and may give the impression that a full search has been provided.

I would be most grateful if you would give consideration to the above points when receiving documentation on local authority searches. If you uncover evidence of misleading or false information, please contact me.

Thanking you in anticipation.

Yours faithfully

Appendix 4 Charging Regulations

The legal position on charging

The Local Land Charges Act 1975 imposes a duty on local authorities to maintain and to process searches of the Register of Local Land Charges. The Local Land Charges Rules of 1977 laid down statutory fees for searches of the Register. The Local Land Charges (Amendment) Rules 1998 revised the statutory fees for searches. The current fee for an official search of the LLC Register is £6.00 and for a personal search of the Register £11.00.

The conveyancing form "Enquiries of Local Authorities" (Form CON29) is approved by the Local Government Association, the Association of Council Secretaries and Solicitors, the Law Society and the Council of Mortgage Lenders. Until 1994 there was no clear provision for charging for answering the questions on the form.

In 1992 a firm of developers called McCarthy and Stone challenged the London Borough of Richmond's fees in court. As a result of this challenge the Local Authorities (Charging for Land Searches) Regulations 1994 came into effect in July 1994. These give a local authority the power to charge for answering enquiries concerning property transactions. The amount of the charge is at the authority's discretion and in determining that amount the authority must have regard to its costs in dealing with enquiries. It is worth noting that these regulations allow authorities to charge for any enquiry from a third party relating to a property transaction, including but not solely those specified on the CON29 form. This charging power can therefore apply to almost any enquiry by e.g. personal search agents.

Appendix 5 - Background Information

The ALLCO Report (Extract)

The Competition from Personal Searches

The growth of personal searches

Until recently solicitors generally only commissioned personal searches when it was necessary to have a local authority search carried out extremely quickly e.g. when properties were bought at auction. The percentage of all searches that were personal searches was for many years about 5%, even when official searches were routinely taking two or three weeks or more to process. In the 1990s many local authorities recognised that lengthy processing times created problems both for themselves and for their customers. They introduced computerised local land charges systems and brought the average time for processing searches down to five days or less. The number of personal searches should logically have dropped. In fact the opposite has happened.

As authorities raised their fees following deregulation (see "Fees" below) to fund improvements in the Local Land Charges service (and to raise additional revenue) companies providing general services to the legal community spotted a gap in the market. They realised that they could provide personal searches to conveyancers at a much lower cost than authorities were charging for official searches. If they were prepared to traipse round the various council departments that provide the information on an official search and find out the answers to the questions on the CON29 form themselves they could package this and sell it to conveyancers as an alternative to an official search. Where the information necessary to answer a question on the CON29 form was not available they could either indicate this in their answers or provide the best answer they could. With official searches costing up to £200 and a personal search costing £10 plus the personal searchers' time and expenses it is not difficult to see how the personal search companies can undercut local authorities.

Some companies providing personal searches are long established service providers to the legal and business communities. Others have spotted a business opportunity and seized it. Some are franchised businesses. Others are advertised as a chance to start your own business. The reports presented to solicitors as completed searches are of varying quality. Recently some personal search companies have adopted a new practice of doing a personal search and also requisitioning an official search of the Local Land Charges Register only. The results of the personal search are appended to the official certificate of search giving the impression that the personal search results also have official status. Whether conveyancers who commission personal searches are aware of this is not known.

Personal search companies appear to have targeted different parts of the country and advertised their services to solicitors as an alternative to applying to local authorities for official searches. A few years ago authorities in South Wales reported that personal searches comprised as much as 40% of all searches. A straw poll of authorities indicates

that in the past year personal search numbers have risen by 30-50%. In parts of London they have doubled in a year. In parts of Yorkshire they now account for 60% of all searches. The personal search company that accounts for almost 50% of all searches in Scotland has recently extended its activities to the rest of Great Britain and Northern Ireland. There can be no doubt that the traditional practice of solicitors submitting official searches in the vast case of property transactions, and of local authorities receiving significant income as a result of this, is under threat.

The acceptability of personal searches

The Law Society advises solicitors only to commission personal searches in cases where speed is of the essence. As many authorities process searches in less than a week and some authorities are accepting appointments for personal searches three weeks in advance it is obvious that these guidelines are not always being followed.

Mortgage lenders traditionally would not lend money against a property unless an official search had been carried out but the growth of personal searches indicates this is no longer the case. Where a purchaser is not borrowing to fund their purchase they are free to commission whatever kind of search they please. Legally there is no obligation on a purchaser to carry out a local authority search at all. Many personal search companies now offer insurance cover on their searches which indemnifies the purchaser should it transpire that their personal search was wrong, and some lenders are happy to lend on personal searches with this cover. This being the case, and given the general difference in price between official and personal searches, it is perhaps a mystery why anyone requisitions official searches any more.

The advantages of personal as opposed to official searches

The advantages of personal searches are that they are generally, though not always, cheaper than official searches. They can also be faster than official searches although even authorities which process searches in less than a week, and even one day, say their personal search numbers are increasing.

The advantages of official as opposed to personal searches

The advantages of official searches are, as the name says, that they are official documents produced by the authority. If they are wrong there is a legal provision for compensation to be paid. The work on official searches is carried out by trained local authority staff who have full access to the information needed to answer search enquiries. Not all the information needed to answer the questions on the CON29 form is publicly available i.e. available to personal searchers and there have been instances where inaccurate or misleading information has been provided to solicitors by personal search companies who do not have access to the correct information.

Fees for Local Authority Searches

The historical background

Until 1987 recommended fees were agreed nationally by the Law Society and the predecessors of the Local Government Association (LGA); the Association of County Councils, the Association of District Councils and the Association of Metropolitan Authorities. From 1987 each authority was able to set its own fees although the Association of District Councils continued to recommend fee levels until 1997 when it became part of the LGA. Fewer and fewer authorities adhered to these recommendations and the LGA issued its last set of recommended fees in 1999. Since the “deregulation” of setting of search fees the fees have increased by many times the rate of inflation e.g. from £15.30 in 1987 to £200.00 in 2003, a rise of approximately 1,200%.

Revenue to local authorities from searches

Local Land Charges is a major contributor to local authority funds, in some cases £1 million or more. Search fees (and hence income) have risen by much more than the rate of inflation in the last ten years but there is a danger that the higher the fee for an official search is set the more attractive a personal search becomes for a purchaser or their conveyancer. All surplus income derives from full official searches – the charges for personal searches do not even cover the cost of processing them. As noted above personal searches in some parts of the country account for 40-60% of all searches, and the number of personal searches in some areas doubled in the year 2002/03. If this rate of increase continues authorities may end up losing income by seeing the number of (full fee) official searches fall and the number of (low fee) personal searches rise. Any income targets they set may be totally unrealistic.

The National Land Information Service (NLIS)

NLIS is an electronic network that enables conveyancers to submit applications for local authority (and other) searches direct from their PC to the relevant authority. It provides faster searches for solicitors willing to invest in the necessary technology and pay the appropriate fee to the transmitting network. Some authorities charge lower fees for processing NLIS searches. It is possible that an increase in the use of NLIS by solicitors would result in a reduction in personal search numbers as these searches are transmitted more quickly and the lower price of NLIS searches in some authorities makes them a more attractive option.

The Housing Bill and the Home Information Pack

Legislation to introduce ‘seller’s packs’ was introduced in the Homes Bill in December 2000, but was unable to complete its passage before Parliament was dissolved for the

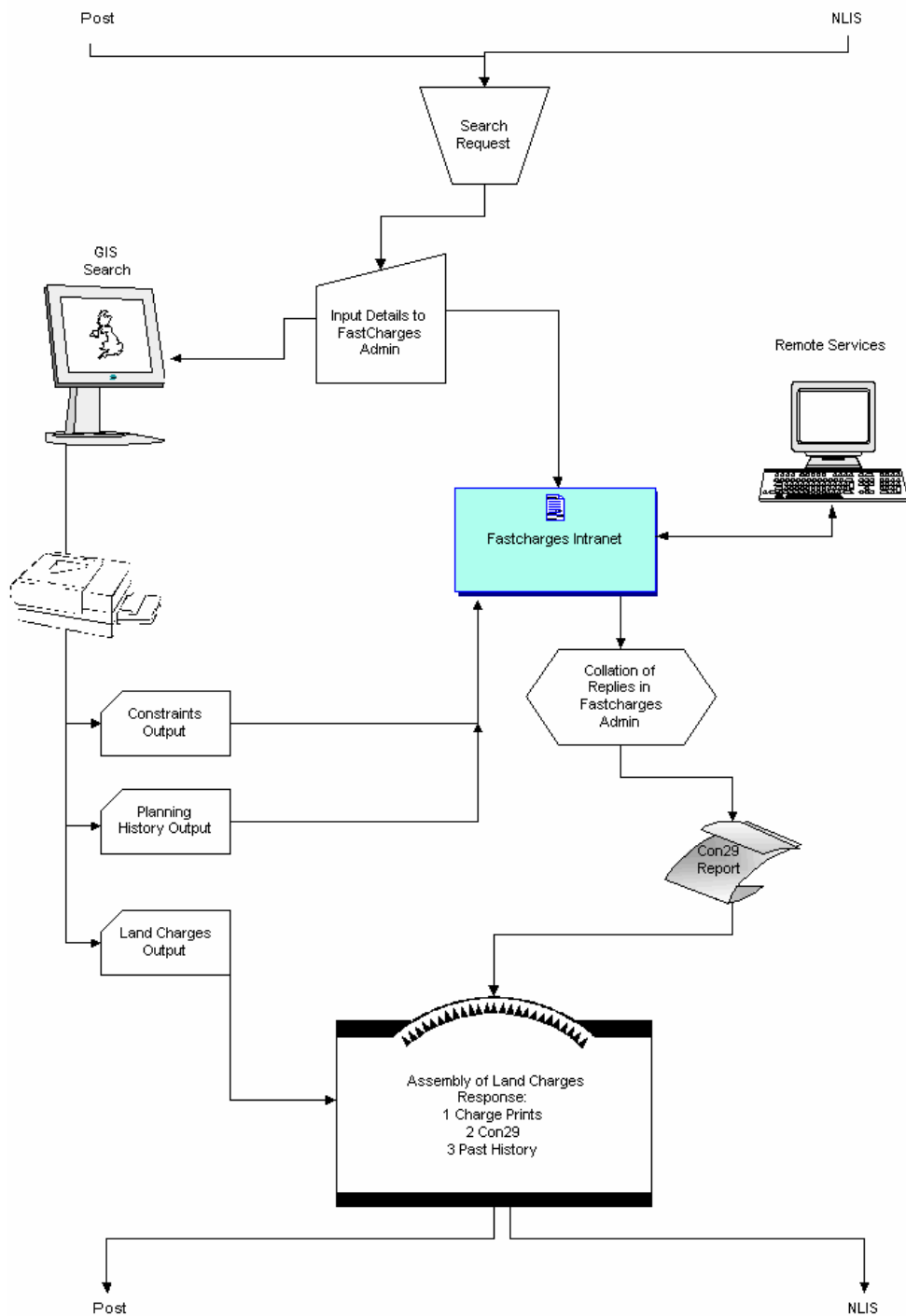
General Election in 2001. Legislation is now to be reintroduced as part of a new Housing Bill.

The Home Information Pack, formerly 'seller's pack', is part of a series of government reforms aimed at modernising the conveyancing process. Estate agents and anyone else marketing a home for sale will be required to have a pack containing key information about the property and for copies to be made available to prospective buyers. Responsibility for obtaining local searches and a home condition report will transfer from the buyer to the seller. The Home Information Pack will be compulsory.

The Office of the Deputy Prime Minister is carrying out consultation from April to June 2003 on what should be included in the pack including on what kind of searches should be included. Other relevant documents could be: terms of sale; evidence of title; copies of planning consents, agreements and directions, and of building control certificates; replies to preliminary enquiries made on behalf of buyers; a home condition report based on a professional survey of the property; copies of warranties and guarantees; a copy of the lease (if applicable); details of service charges and building insurance policies; and regulations made by the landlord or management company.

Appendix 6

Proposed Integrated Search Process



**ROTHERHAM BOROUGH COUNCIL
REPORT TO MEMBERS**

- 1. Economic and Development Services Matters.**
- 2. 28 June 2004**
- 3. The Sharing of Construction Cost Savings**
- 4. Originating Officer**
David Nappin, Projects and Partnerships Manager, Asset Management Service, ext. 2104, (e-mail: david.nappin@rotherham.gov.uk)
Ian Smith, Head of Asset Management, ext. 3850, (e-mail: ian-eds.smith@rotherham.gov.uk)
Tom Knight, Head of Streetpride, ext. 2906, (e-mail: tom.knight@rotherham.gov.uk)
- 5. Issue**
To seek approval to the formulae for sharing cost savings on future partnered construction projects.
- 6. Summary**
In accordance with the Procurement Strategy for Construction-related Services, approved by the Council in October 2002, we are about to source the bulk of the Council's mainstream construction programme from a small number of strategic contractor partners.

One of the reasons for this is to achieve cost savings for the authority. This will be done in several ways and the report explains how those savings will be shared between the Council, contractor and RBT.
- 7. Clearance/Consultation**
This report has been approved by the Executive Directors of Economic and Development Services and Resources and the Procurement Manager in RBT.
- 8. Timing**
We are already working with our strategic contractor partners on a range of projects for the summer. Approval to the formulae is therefore required as soon as possible.

9. Background

9.1 BT's Contract with the Council

The contract between the Council and RBT uses construction savings as a means of repaying RBT for its investment in IT equipment for the authority. These are defined as "the benchmarked total cost of ownership (TCO) minus the new TCO". Where no benchmark exists, agreement must be reached on a TCO figure that can be used as a substitute benchmark.

The share of savings will be as shown in table 1 below:

Table 1

Savings	RBT's Share of Savings
First £30m	66%
Next £5m	33%
Next £5m	40%
Next £5m	45%
Thereafter	50%

9.2 Building Works (Categories A to F)

The tender documents for all six categories of strategic building partners state that future contracts will be based on agreed target prices (the benchmark TCOs against which savings will be measured). The work will then be paid for on an actual cost basis (the new TCOs).

Incentives will be incorporated for the project teams to identify cost savings during the design and construction stages, these being shared 50:50 between the Council and contractor, subject to a cap on the larger schemes. Increases in cost above the target price will also be shared in the same way, although if the out-turn cost exceeds the guaranteed maximum price, the excess will all be borne by the contractor.

These terms are ones that typically apply to partnered construction projects under the "Rethinking Construction" agenda. They are intended to help achieve continuing value for money, better target prices reflecting any savings achieved on earlier projects. Hence it is likely that the amount of savings will gradually diminish over the first two or three years of the partnership and prices will then stabilise.

The means of sharing these savings with RBT has been discussed with the Procurement Manager and the following points have been agreed:

- Any savings deriving from design activity are likely to relate to decisions over the specification and size of the works, neither of which are procurement activities and therefore it has been agreed that it would be inappropriate for RBT to take any share of these.
- Any savings during the construction stage are more likely to be related to the sourcing and unit costs of the work elements, which are procurement

decisions that fall within scope of the RMBC/RBT contract. It has therefore been agreed that RBT should rightly be able to claim a share of these savings.

It has also been agreed that RBT's share can only sensibly be based on the half of the savings that remains with the Council, otherwise there would be a net cost to the Council for every saving that arose. Thus, up to the first £30m savings the distribution will be:

Contractor	50% of savings
RBT	33% of savings
Council	17% of savings.

The 17% that remains with the Council will be passed to a central fund to be used at the Council's discretion (on recommendation from the Cabinet and Corporate Management Team). The client service will not share directly in any of the savings, but will receive the benefit of cost predictability.

Should costs increase above the target price, RBT will not be required to pay any part of that increase.

9.3 General Civil Engineering Construction Work (Category G)

The prices for work in Category G will be determined using the new Strategic Partner's tendered Schedule of Rates.

Benchmark TCOs will be derived from the rates tendered for the 12 month 'Term Contract for Highway Schemes' (6th January 03 to 5th January 04), prior to the start of the RMBC/RBT contract. The new TCOs will be based on the tendered Schedule of Rates submitted by the Strategic Partner.

9.4 Streetpride Services (Category H)

The prices for works in Category H (which in the first year will comprise Grounds Maintenance only) will be the prices tendered by the successful Strategic Partner in the Activity Schedule.

Benchmark TCOs will be derived from the current Grounds Maintenance contract using the tendered schedules of rates applicable in the financial year 02/03, prior to the start of the RMBC/RBT contract. The new TCOs will be based on the priced Activity Schedules submitted by the new Strategic Partner.

9.5 Dealing with Inflation on Categories G and H

The Strategic Partners' rates for both categories will be subject to review at the start of each financial year, when they will be increased in line with the inflation as prescribed in each contract. In the event of any negotiated savings, these will be shared with RBT in line with table 1 and the balance will be passed to the central fund referred to in paragraph 9.2.

9.6 Externally funded schemes

It has been agreed that it would be inappropriate for cost savings achieved on schemes funded externally to be shared in this way. This includes building projects funded from schools' delegated budgets, highway schemes funded by the Local Transport Plan, landscape schemes funded by outside bodies and infrastructure projects funded by developers.

10. Argument

These formulae represent a pragmatic solution to the need to incentivise our strategic partners, while at the same time repaying RBT for its investment in the authority.

11. Risks and Uncertainties

There is a real risk that RBT will not receive the order of savings required to repay its investment costs. If this is the case, the subject may need to be reviewed again in due course.

There is also some concern that savings that in the past have been used by client officers to reinvest into their projects will not now be available to them. This is inevitably controversial and needs to be publicised widely so as to avoid future conflict.

12. Finance

All savings will be derived from EDS clients' revenue and capital budgets throughout the authority. Providing these are adequate to meet the initial guaranteed maximum price of projects, no extra cost will be incurred.

13. Sustainability

There is a potential conflict between the wish to save capital funding during the design and construction phases of a project and the need to minimise the revenue cost of maintaining and servicing the facility over the remainder of its lifetime. These are often opposing goals and the resolution of this conflict over the use of whole-life costings must be addressed.

14. Wards Affected

All Wards.

15. References

None.

16. Presentation

Not relevant.

17. Recommendations

(i) That the above formulae for sharing cost savings on construction projects be approved.

(ii) That relevant officers investigate and report on the use of whole-life costings and their effect on capital and revenue budgets.

1. Economic and Development Services Matters

2. 28th June 04

3. Draft Regional Freight Strategy for Yorkshire & The Humber

4. **Originating Officer:** - James Levens, Planning Officer, Planning and Transportation Service, Ext. 2186
james.levens@rotherham.gov.uk

Divisional Manager: - Ken Wheat, Transportation Unit Manager, Planning and Transportation Service, Ext. 2953
ken.wheat@rotherham.gov.uk

5. Issue

To inform Cabinet Member of the objectives of the draft Regional Freight Strategy (RFS) for Yorkshire and The Humber, and its potential impacts on Rotherham.

6. Summary

The draft RFS for Yorkshire and the Humber is being developed for the Regional Assembly in co-operation with stakeholder groups representing local authorities, the freight haulage industry, distribution, environmental concerns and government agencies. Preliminary consultations were held in January 2004, and March 2004. The findings of both have gone towards the draft final report, which we have been asked to comment.

A copy of the draft Summary is attached as Appendix A with this report and members' comments are sought prior to the final version of the RFS being published in July 2004.

7. Clearance/Consultation

The Planning and Transportation Service contributed to the Strategy by taking part in consultation events and a sub-group meeting with South Yorkshire representatives and the Strategy's appointed consultants.

8. Timing

A strategy for South Yorkshire is proposed to be developed building on after the final RFS is released in July 2004.

9. Background

The Regional Assembly is seeking comments as the draft RFS for Yorkshire & the Humber. Freight is a key element of the Local Transport Plan and many businesses in Rotherham are involved in, rely on and service the industry. The draft Strategy builds upon what Rotherham has already achieved in terms of HGV routeing and weight restrictions across the Borough.

10. Argument

The Council currently has an informal HGV routeing strategy, using the Motorways and 'A' roads with restrictions on HGVs entering some sensitive residential areas according to the vehicle weight. This complements the

Primary Route Network for freight (PRN) being developed by the RFS. This will develop a regional and sub-regional HGV routeing strategy. Members' attention is brought to the following key issues in the draft RFS:

Lorry Road User Charging

The Strategy suggests the region should engage as an active consultee in the process of considering a proposal to implement Lorry Road User Charging – by which “foreign hauliers could be made to pay more towards the use of UK roads” thereby reducing cost differentials between UK and non-UK hauliers and between road and rail generally.

This is relevant to Yorkshire & Humber and the sub-region because more freight is moved by road than by any other mode. Lorry Road User Charging could lead to benefits including:

- Less HGV road traffic;
- Less noise and air pollution;
- Increased movement of freight by rail, through a more level playing field between road and rail.

One potential drawback of lorry road user charging is the impact on smaller, more localised freight operators. Although the charge is directed at overseas lorries, if smaller operators are included then they would have more difficulty in competing on grounds of costs.

Measuring Economic and Environmental Impacts

The Strategy suggests local councils can influence the environmental impact of freight through legislative constraint, infrastructure provision and planning controls. The Strategy suggests that local authorities set up an intermodal framework review of freight journeys to consider economic and environmental costs, to support the use of sustainable transport modes in different circumstances. This should form a key part of any local freight strategy.

Safeguarding Potential Development Sites For Port or Waterways Activity

The Council should recognise and promote the role of inland waterways as key corridors for the transportation of goods. Protection of future potential sites for wharves, dock facilities and multi-modal access is essential and should be included in the emerging LDF. In Rotherham, we have the Sheffield & South Yorkshire Navigation and in the south, the Chesterfield Canal is playing an increasing role.

Rail Freight

The LTP partners, the Strategic Rail Authority and Network Rail should identify potential bottlenecks on the rail network for passenger and freight trains and consider diverting some freight services onto other parts of the network in order to reach a balance with the increasing number of passenger trains.

Air Quality

Air quality is being co-ordinated across South Yorkshire. However the Strategy recommends that air quality is co-ordinated across the whole region although the strategy stops short of suggesting how that could be best

managed. The additional co-ordination requirement could have resource implications for Rotherham.

Further information on these issues can be gained from the copy of the draft Summary attached with this report.

11. Risks and Uncertainties

In the absence of an elected regional body to co-ordinate the Strategy, it is likely that the Strategy will be co-ordinate at a local level. However, were an elected Yorkshire & the Humber Assembly to be formed, responsibility could be transferred to the Region.

12. Finance

Some additional transport infrastructure may be required to meet the objectives of the Strategy. However, most investment should be centered around the Rail and Motorway network and financial impact on Rotherham's budgets would be minimal. Where freight bottlenecks are identified, funding bids could be made through the Objective 1 (P6) programme.

13. Sustainability

Sustainability has been the core concept behind the RFS. The regional assembly, consultants and stakeholders recognise the need for freight to be transported, in such a way that balances the economic, sociological and environmental.

14. Wards Affected (Based on Rotherham Wards Scheme 2004)

Freight is a borough-wide issue and it is likely that most wards will be affected by the RFS.

15. References

The draft RFS for Yorkshire & Humber – Faber Maunsell May 04, Appendix A: Draft RFS Summary.

16. Presentation

The implementation of the Strategy will lead to the movement of freight being more sustainable and keep the environmental impacts to a minimum.

17. Recommendations

That Cabinet Member notes the content of this report and authorises that the comments contained here in to be referred to the Regional Assembly as a response to the consultation.

Summary of **DRAFT** Policies and Actions

Section	Policies and Actions	
2.1 Background	Policy	The Regional Freight Strategy seeks to understand and deliver the interventions that support the economic and efficient movement of freight in a way that minimises the negative impact on the transport infrastructure, environment and the people of the region.
2.4 Lorry Road User Charging	Policy	The region should engage as an active consultee in the process of implementation of Lorry Road User Charging and form a long term view of its role in the promotion of efficient but well managed road freight in the region. This should be set against the background of the ongoing debate on the wider introduction of road user charging.
	Action	Active consideration should be given to the regional impacts of variable and flexible charging in support of regional transport policy objectives including a view on the regional ring fencing of a proportion of finance raised by LRUC.
2.5 Logistics Skills Shortages	Policy	Ensuring the region has a sufficient number of suitable qualified and experienced staff is fundamental to the well being of the regions freight industry. Support should be sought from European, national, regional and local sources to support co-ordinated and active initiatives in partnership with the freight industry in order to deliver new entrants to the industry, raise skills levels within the industry and investigate high level research in freight operations.
	Action	Undertake a review of the current initiatives in the region providing skills for logistics and draw together a senior regional plan to ensure optimum co-ordination and benefit to the regions economy.
2.6 Local Sourcing	Policy	The benefits to the region of an increase in local sourcing and consumption is consistent with the overall strategy where this can be achieved without economic disbenefits. The region should, where possible, seek to encourage positive opportunities to increase local competitiveness building on the efficiencies of reduced freight transport requirements.
	Action	Undertake cross regional research into the current policy support and practical actions being undertaken to promote local sourcing. This would identify steps actionable across a range of regional partners and primarily aimed at retailers and consumers.
2.7 Air Quality	Policy	Increase the awareness of the general public and freight users about the impact of poor air quality and continue to give long term priority to freight related air quality management area actions in order to minimise areas of poor air quality
	Action	Undertake a regional review of current air quality management area action plans and share best practice across authorities both those that have declared AQMA's and those considering declaration

Section	Policies and Actions	
	Policy	Within air quality management areas seek to understand closely the contribution of goods vehicles to poor air quality. This may be through improved understanding of the nature of freight, through random testing of goods vehicle emissions and by promoting public participation in emission helplines.
	Action	Consider regional agreement on the approach to random roadside emissions testing within Air Quality management areas, more accurate modelling of HGV contribution to air quality and initiating a regional emissions helpline.
2.8 Noise Impact	Policy	Freight related ambient noise should be a particular focus of noise mapping and subsequent action plans within the region. In many cases noise related issues specific to freight will be raised and properly dealt with on a case by case basis.
	Action	Participate in regional action to undertake noise mapping highlighting the occasions where freight transport related actions are the primary cause for concern.
2.9 Measuring Economic and Environmental Impact	Policy	Policy development for freight transport management and support should be informed by an understanding of the impacts of differing modes and journeys on the environment as well as the economy.
	Action	Undertake regular intermodal framework reviews of journeys into, within or from the region in order to inform regional and local policy.
2.11 Road Safety	Policy	Appreciating the serious nature of many road traffic accidents involving goods vehicles the region should investigate locations where goods vehicle accidents are particularly high with a view to remedial action.
	Action	Analyse the region's HGV accident statistics in detail highlighting the locations and circumstances that feature most and use this information to improve junctions and facilities at lorry accident black spots.
3.2 Lorry Routeing	Policy	The routing of goods vehicles should take into account the high proportion of trips within the region by provision of guidance as to the preferred lorry routes. These routes should be the subject of regional discussion and agreement and should provide the lead for goods vehicle specific signage and mapping.
	Action	Continue to develop and agree a regional preferred lorry routeing strategy. Commitment to considering a regional lorry routeing strategy to be included in LTP APR 2004. Local Authorities to identify current PRN conditions and establish an achievable timetable for strategy implementation.
3.3 Driver Rest Areas and Lorry Parking Facilities	Policy	Authorities should play a responsible role in the provision of adequate driver rest and lorry-parking facilities, both through direct provision and through appropriate planning support and partnership working with the Highways Agency and the freight industry. This should be undertaken with the aims of promoting road safety, freight efficiency, security and reducing unauthorised lorry parking.

Section	Policies and Actions	
	Action	The region should undertake a capacity versus usage study of driver rest facilities in the region including the adequate provision of secure facilities and produce and disseminate a Lorry Park Guide for the Region. In partnership with the HA discuss a signage strategy of lorry parks from the HA network Each Authority should undertake a review of their role in the provision and management of lorry parking.
3.4 Consolidation Centres	Policy	Authorities to undertake take practical steps to promote consolidation centres serving retail locations though dissemination of best practice and where appropriate take a practical management role. This may include new start up centres or the use of currently dedicated facilities by other retailers.
	Action	Authorities may, have a practical role to play in promoting consolidation. They may own or operate shopping centres or employ city centre managers who could fulfil a co-ordinating role. In any event authorities should disseminate information about the best practice already taking place in the region.
3.5 Lorries in Urban Areas	Policy	Goods vehicles delivering into urban areas are often appropriately sized and many are scheduled to make retail deliveries outside peak shopping and traffic hours. Authorities should ensure a coordinated management approach to allowing efficient deliveries whilst minimising impact on the environment, residents and shoppers.
	Action	As a first step to understanding the scope and need for a review of timed access restrictions for goods vehicles all authorities should provide a listing of the main location and nature of restriction. This may also prove to be a useful working guide for freight operators when scheduling vehicles.
3.6 Improving Traffic Condition Information	Policy	Authorities and should work between each other and particularly with the Highways Agency to ensure that the increased availability of data on real time traffic conditions is used to best effect for all road users travelling cross boundary and to and from the Highways Agency Network.
	Action	As UTMC systems develop and the HA Traffic Control Centre becomes operational investigate information sharing between the strategic and local roads networks.
3.7 HGV Crime	Policy	Co-ordinated action to lower HGV related crime should between be undertaken by different agencies and authorities in the region.
	Action	Bring together affected local authorities, police forces and specialist interests to share best practice and examine a regional role to reducing truck crime.
3.8 No Car Lanes	Policy	Consideration should be given to the priority afforded to goods vehicles in situations where congestion is causing delays for goods vehicles carrying goods with no sensible alternative mode or route. Such consideration should take place within an objective and structured assessment within the framework of wider traffic management policies. Where priority for goods vehicles is supported this may be delivered through joint bus and lorry lanes or No Car lanes.

Section	Policies and Actions	
	Action	Each authority to agree policy position on HGV priority as a concept, three authorities to undertake assessment with one practical trial with before and after assessment.
4.2 Promoting Water Freight	Policy	Encourage the increased use of short sea shipping and inland waterways where practical and promote further use of Freight Facility Grants (FFG) and the new Waterborne Freight Grant (WFG) to assist with infrastructure development. Such that investment in new infrastructure should be based on a multimodal approach delivering a safer, more efficient and integrated transport network
	Action	Share best practice across the region encouraging companies to take full advantage of the new water freight grant funding situation where suitable product flows and business case can be identified.
4.3 Supporting the Regions Ports and Dock Facilities	Policy	Promote the use of shipping and the future development of facilities in the region's ports to maintain the prominent position that the region enjoys of having Britain's biggest port.
	Action	Continue to offer practical and planning support to the port and waterways activity in the region.
4.4 Safeguarding Potential Development Sites for Port or Waterway Activity	Policy	Safeguard suitable land/wharves for the possible future developments of multimodal terminals including protection and where appropriate provision of road and rail links to facilitate such developments.
	Action	Develop a regional database of sites with potential for development or redevelopment as a wharf handling commercial traffic including a measure of the likelihood of development.
4.5 Promoting Multimodal Access	Policy	Support improved road and rail links to the regions ports and multi-modal terminals recognising the need for practical support for sustainable transport objectives.
	Action	Support the growth of use of intermodal terminals at all port locations and the growth of inland terminals that allows vessels further penetration into the region prior to the use of surface transport modes. Continue to support A63, A160 and A180 roads through inclusion in the Highways Agency Targeted programme of Improvements and lobby the SRA and Government to deliver line improvements along the Humber South Bank rail line
5.5 Encouraging Future Pipeline Development	Policy	Encourage the use of existing pipelines to the maximum potential by ensuring a presumption in the planning process in favour of pipelines
	Action	Be aware of the potential of pipeline transport and its relatively positive environmental credentials. Endeavour to make the planning process for new pipelines or alterations to existing structures as smooth as possible to encourage development.
6.2 Capacity and Gauge Enhancements	Policy	Identify bottlenecks and capacity constraints likely to affect future growth of rail freight and lobby for targeted improvements.

Section	Policies and Actions	
	Action	In accordance with the regional transport priorities continue strong regional support for the campaign for a route capacity upgrade of the South Humber mainline to enable it to handle additional tonnage and a gauge enhancement of a Trans-Pennine route for high cube boxes.
6.3 Intermodal Terminals for the Region	Policy	The region should support the development of further opportunities to enhance current or develop new rail freight terminals in the region where need can be demonstrated and commercial support is in place. The planning process should support terminal provision in the following priority order; rail connected developments with committed business, sites with protected rail connections, non-rail connected sites.
6.4 Securing Adequate Funding Support	Policy	The region should continue to actively seek to source funding in order to deliver on the priority improvements rail gauge and capacity in the region. This may take the form of gathering evidence of need, lobbying for national and European support and assisting with applications for private terminal developments.
	Action	Campaign for the reinstatement of the Freight Facilities Grant and assist prospective users obtain funding through alternative routes such as the European Union.
6.6 Diversionary Routes	Policy	Continued support to be given to an improvement in the network of diversionary routes for freight trains in the event of unexpected disruption and planned maintenance
	Action	The region should continue to campaign nationally for a functional network of diversionary routes for freight trains.
6.7 Rail Disruption and Safety: Other Modes	Policy	Understand the extent and cost of the problem of bridge strikes and accident related level crossing disruption in the region, identify the worst locations and implement an action plan to improve safety and reduce road and rail disruption.
	Action	Highlight the worst locations of bridge strikes and level crossing incidents in the region and suggest a programme of actions to minimise the future incidents.
7.2 Robin Hood Airport	Policy	The region supports the offer of new and developing direct freight services from the region enhancing direct and indirect economic opportunities. However services offered by airports outside the region are likely to continue to prove to be a valuable service for the regions businesses.
	Action	Continue liaison with those promoting and supporting Robin Hood Airport in order to maximise surface access improvements.
8.2 Local Authority Role	Policy	Local Authorities should view freight as an integral part of their transport and economic responsibilities and ensure active co-operative between departments in order to more effectively manage freight transport.
	Action	Individual Authorities to consider cross departmental freight issues and demonstrate Authority-wide cooperative working.
8.5 Partners in Freight	Policy	The region must actively seek, through partnership, to action, manage and monitor the implementation of the regional freight strategy.

Section	Policies and Actions	
	Action	<p>It is therefore proposed to instigate a Freight Partnership and Delivery Group for the Region. Its key objectives would be to:</p> <p>Review targets and monitor progress of the regional freight strategy</p> <p>Monitor progress of LTP freight strategies in the context of the regional freight strategy;</p> <p>Share information and best practice relating to freight management; and</p> <p>Act as the key co-ordinator with industry and other regional and national partners in the delivery of the wider strategy elements.</p>
8.6 Improving Freight Efficiency and Reducing Environmental Impact	Policy	<p>Authorities within the region should seek to encourage industry best practice by various means including leading by example within their own vehicle fleets as a practical working demonstration to others.</p>
	Action	<p>Authorities and Regional Partners should seek examples of innovative industry and local authority practice in goods vehicle operations and act as a catalyst in disseminating best practice.</p>

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**ECONOMIC AND DEVELOPMENT SERVICES MATTERS****28 June 2004**

AGREEMENT WITH THE DRIVER AND VEHICLE LICENSING AGENCY TO PARTICIPATE IN THE WHEELCLAMPING OR REMOVAL OF UNLICENSED VEHICLES.

Originating Officer : *Robert Stock, Network Management Principal Engineer*
Tel. Ext. 2928. E:mail bob.stock@rotherham.gov.uk

Designated Manager: *Dave Cooper, Network Manager*
Tel. Ext 2828, E:mail david.cooper@rotherham.gov.uk

Issue

To seek Cabinet Member and Advisors approval for the Council to enter into a partnership agreement with the Driver and Vehicle Licensing Agency (DVLA) to deal with reported unlicensed vehicles on the Agencies behalf.

Summary

Many reports of abandoned vehicles are found to involve unlicensed vehicles that cannot be treated as abandoned. Agreement with the DVLA for the Council to act as their agent will allow Streetpride to provide a more complete service to residents.

Clearance/Consultation

The Risk Management and Insurance Section in Resources advise that the Council's liability policy generally excludes damage to property in our custody or control. We will need to inform the insurance company and ensure the necessary endorsement is issued to cover this. They do not envisage a problem with this as the company insure police authorities and give them the cover. It's unlikely that there will be a charge. Legal Services had no comments to add to the report.

The Council's contractor is willing to assist the Council in operating the scheme and for the work to form a part of our existing contract for the removal of abandoned vehicles.

South Yorkshire Police welcome the proposal. They comment that there are difficulties in making firm arrangements with the current agents (of the DVLA) and the Police have to work to the agents pace and availability. Having a more local approach they would find very useful and the Police will assist our Officers wherever possible.

Timing

There are no time limitations in regard to submission of an application.

Background

In October 2001 the Department for Transport, Local Government and the Regions and Department for Environment, Food and Rural Affairs published a consultation document on abandoned cars. The contents of this document were summarised in a report to Cabinet Member on 17 December 2001. A number of proposals outlined within the document have subsequently been enacted:

- Notice periods before an abandoned vehicle can be removed by authorities have been reduced.
- Notice periods for removing unlicensed vehicles have been reduced.
- Local authorities have been given direct online access to DVLA records.
- Authorities enabled to act on behalf of DVLA by agreement.

Rotherham are progressively making increased use of the shorter notice periods to ensure the removal of vehicles that create a nuisance or present a potential hazard in the shortest possible time. We have also taken advantage of direct access to DVLA records via an internet link and plan to extend this facility to provide online access direct from site to increase efficiency.

Argument

It is now proposed to enlarge the scope of the Streetpride service in relation to abandoned vehicles by entering into an agreement for partnership working with the DVLA so that unlicensed vehicles can be dealt with.

Many investigated reports of abandoned vehicles received by Streetpride relate to unlicensed vehicles that for various reasons cannot be regarded as abandoned. It is estimated that there are about 300 such instances each year. A proportion of these are causing some form of obstruction, nuisance or safety concern for residents which has led to their being reported. An agreement entered into with DVLA would therefore benefit the Council in being able to respond directly to the public's concern regarding these vehicles instead of only reporting the vehicle onto the DVLA as presently happens.

The DVLA supports agreements with local authorities to take action on unlicensed vehicles as this strengthens their action against vehicle excise duty evasion.

In operating the scheme the Council will be empowered to wheelclamp or instantly remove vehicles to store in certain circumstances. In the local area Doncaster MBC already act as agents for the DVLA and in so doing automatically arrange removal of all unlicensed vehicles discovered on the grounds that clamping and unclamping vehicles would unnecessarily expose their Officers to danger. DVLA have been contacted to confirm that they have no objections to this approach and it is proposed that immediate removal be adopted in Rotherham rather than clamping.

Under the agreement with DVLA the Council must comply with a code of practice (attached) that ensures that all agents of the Agency act in a consistent manner. Powers granted to the Council by the DVLA will be withdrawn should we fail to comply with the requirements. On signing up to the agreement detailed operational instructions and training will be provided by the Agency.

The Council under the scheme retains all recovered fees and charges for storage, vehicle release and income from the auctioning of unclaimed vehicles. Details of these charges are given in the code of practice.

It is proposed to take action in relation only to unlicensed vehicles found on the public highway.

Risks and Uncertainties

Compliance with the DVLA's code of practice will need to be carefully observed if the Council is not to be open to claims for compensation from aggrieved car owners.

Finance

All reports received regarding abandoned vehicles are investigated. When the vehicles are found to be merely untaxed they are at present reported to DVLA. The Council has therefore already incurred the cost of investigating the report.

Although the Council will incur additional cost for our contractor to remove untaxed vehicles and through other administrative duties, the experience from other local authorities that participate in the scheme is that these costs are more than offset by the release fees paid and retained by the authority.

Sustainability

The linking of licence enforcement to the procedures for removal of abandoned vehicles will help to reduce the number of vehicles that end up being vandalised or burnt out across Rotherham. It will also result in a more joined-up service being provided to residents.

Wards Affected

All

References

Agreement and Code of Practice (attached).

Report to Cabinet Member for Economic Development Services, 17 Dec. 2001.

Presentation

The Council seeking to further develop partnership working with external agencies in order to provide the people of Rotherham with a more holistic service in relation to problem motor vehicles.

Recommendations

That it be resolved that application be made to the Driver and Vehicle Licensing Agency for the Council to participate in the Agency's scheme for Vehicle Excise Duty enforcement as outlined in the report.

LGA – LOCAL ENVIRONMENT QUALITY CONFERENCE

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

MEETING: ECONOMIC AND DEVELOPMENT SERVICES –
DELEGATED POWERS

DATE: MONDAY, 28TH JUNE, 2004

TIME: 9.00 A.M.

MEMBERSHIP OF SUB-GROUPS, WORKING PARTIES, PANELS ETC
2004/2005

Consideration is requested of nominations to the Council's various sub-groups and working parties etc. insofar as the Economic and Development Services Programme Area is concerned.

A copy of last year's information is attached.

(Please note names in bold italics and underlined indicate changes following the June 2004 elections and changes to positions.)

MEMBERSHIP OF SUB-GROUPS, WORKING PARTIES, PANELS ETC 2004/2005

Reponsible to CABINET

Property Board:-

Councillor G. Smith, Cabinet Member, Economic & Development Services - Chairman
Councillor G. Boyes, Cabinet Member, Education, Culture & Leisure Services
Councillor M. Kirk, Cabinet Member, Social Services
Councillor S. Ellis, Cabinet Member, Housing & Environmental Services
Councillor **R. Stone**, G. Robinson, Cabinet Member, Community Planning & Social Inclusion
Councillor R. Stonebridge, Chairman, Performance and Scrutiny Overview Committee
Councillor P. Wardle, Cabinet Member, Finance & Resources

Voluntary Action Rotherham/RMBC Liaison Group:-

Councillors **R. Stone**, G. Robinson, Cabinet Member, Community Planning & Social Inclusion
Councillor M. Kirk, Cabinet Member, Social Services
Councillor G. Whelbourn, Chair, Democratic & Resources Scrutiny Panel
Councillor Hussain, Vice-Chair, Democratic & Resources Scrutiny Panel
Councillor **J. Burton**, Member, Democratic & Resources Scrutiny Panel

Recycling Group:-

Councillor S. Walker, Senior Advisor, Economic & Development Services
Councillors R. Littleboy, J. Austen, or A. Rushforth, Senior Advisor and Advisors, Education, Culture and Leisure Services
Councillor S. Ellis, Cabinet Member, Housing & Environmental Services Substitute:- Councillor Hamilton
Councillor A. Senior
Councillor K. Wyatt, Cabinet Member, Sustainability, Performance & Modernisation
Councillor **F. Wright**, A. Atkin, Chair, Environment Scrutiny Panel
Councillor G. Robinson, Cabinet Member, Community Planning & Social Inclusion

Asylum Seekers Working Party:-

Councillor M. Kirk, Cabinet Member, Social Services
Councillor S. Ellis, Cabinet Member, Housing & Environmental Services
Councillor G. Boyes, Cabinet Member, Education, Culture & Leisure Services
Councillor G. Robinson, Cabinet Member, Community Planning & Social Inclusion
Councillor T. Sharman, Deputy Leader

Groundworks Trusts Panel:-

Councillor T. Sharman, Deputy Leader - Chairman
Councillor G. Smith, Cabinet Member, Economic & Development Services
Councillor **R. S. Russell**, S. Walker, Senior Advisor, Economic & Development Services
Councillor G. Boyes, Cabinet Member, Education, Culture & Leisure Services (Substitute for Councillor Boyes if possible from Lifelong Learning Scrutiny Panel)

Councillor R. Littleboy, Senior Advisor, Education, Culture & Leisure Services
 Councillor **R. Stone**, G. Robinson, Cabinet Member, Community Planning & Social Inclusion
 Councillor **A. Gilbert**, (?) Director, Groundwork Creswell
 Councillor **S. Wright**, (?) Chair, Regeneration Scrutiny Panel and a Director of Groundwork Dearne Valley nominated by RMBC
 Councillor K. Wyatt, Cabinet Member, Sustainability, Performance and Modernisation

Members Training and Development Panel:-

Councillor **M. Edgell**, R. Stone, Leader
 Councillor G. Smith, Economic & Development Services
 Councillor G. Boyes, Education, Culture & Leisure Services
 Councillor T. Sharman, Deputy Leader - Chairman
 Councillor M. R. Kirk, Social Services
 Councillor **I. Furnell**
 Councillor R. Stonebridge
 Councillor **R. Stone**, G. Robinson, Community Planning & Social Inclusion
 Councillor Environment Scrutiny Panel
 Councillor J. Austen, Advisor, Education, Culture & Leisure Services

Also attend:-

Councillor A. Gosling, Senior Advisor, Social Services
 Councillor St. John
 Other Councillors attend as necessary

Transport Liaison Panel:-

Councillor **M. Edgell**, R. Stone, Leader
 Councillor T. Sharman, Deputy Leader
 Councillor G. Smith, Cabinet Member, Economic & Development Services (SYPTA)

and one member from each Ward as follows:-

- Ward 1 – Stonebridge
- Ward 2 – Wootton
- Ward 3 – Jackson
- Ward 4 – Davies
- Ward 5 – Cons – no nominee
- Ward 6 – G. Smith
- Ward 7 – Hodgkiss
- Ward 8 – Walker
- Ward 9 – Robinson
- Ward 10 – Labour – no nominee
- Ward 11 – Nightingale
- Ward 12 – Dodson
- Ward 13 – Senior
- Ward 14 – Stone
- Ward 15 – Cons – no nominee
- Ward 16 – Doyle
- Ward 17 – Burke
- Ward 18 – Hall
- Ward 19 – Atkin
- Ward 20 – Labour – no nominee
- Ward 21 – Sharman

Regeneration Board:-

Councillor G. Smith, Cabinet Member, Economic & Development Services – Chairman
 Councillor S. Ellis, Cabinet Member, Housing & Environmental Services
 Councillor G. Boyes, Cabinet Member, Education, Culture & Leisure Services
 Councillor **R. Stone**, G. Robinson, Cabinet Member, Community Planning & Social Inclusion
 Councillor K. Wyatt, Cabinet Member, Performance, Sustainability & Modernisation
 Councillor P. Wardle, Cabinet Member, Finance & Resources
 Councillor **S. Wright**, R. S. Russell, Chair, Regeneration Scrutiny Panel – non-voting observer (or a substitute from the Regeneration Scrutiny Panel – Councillor Sangster (Vice-Chair) or Councillor **Gilbert** or Councillor Barton)

Members’ Sustainable Development Action Group:-

Councillor K. Wyatt, Cabinet Member, Sustainability, Performance & Modernisation – Chairman
 Councillor **F. Wright**, A. Atkin, Chair, Environment Scrutiny Panel
 Councillor T. Sharman, Deputy Leader
 Councillor F. Hodgkiss, Advisor, Social Services
 Councillor B. Kaye, Advisor, Housing & Environmental Services
 Councillor **T. Bowmar**, Advisor, Economic & Development Services
 Councillor S. Ali, Senior Advisor, Community Planning & Social Inclusion
 Councillor R. Littleboy, Senior Advisor, Education, Culture & Leisure Services Subs: Councillor A. Rushforth

The Childrens Board:-

Councillor **M. Edgell**, R. Stone, Leader (Chairman)
 Councillor G. Boyes, Cabinet Member, Education, Culture & Leisure Services
 Councillor M. R. Kirk, Cabinet Member, Social Services
 Councillor S. Ellis, Cabinet Member, Housing & Environmental Services
 Councillor A. Gosling, Children’s Champion
 (NB: Councillor R. Littleboy, represents the South Yorkshire Police Authority)

Executive Group for Children and Young People’s Services:-

(?)

Responsible to EDUCATION, CULTURE AND LEISURE

Education Advisory & Consultative Committee:-

Councillor **M. Edgell**, R. Stone, Leader
Councillor T. Sharman, Deputy Leader
Councillor G. Boyes, Cabinet Member, Education, Culture & Leisure Services
Councillor R. Littleboy, Senior Advisor, Education, Culture & Leisure Services
Councillor J. Austen, Advisor, Education, Culture & Leisure Services
Councillor A. Rushforth, Advisor, Education, Culture & Leisure Services
Councillor I. St. John, Chair, Lifelong Learning Opportunities Scrutiny Panel
Councillor N. License, Vice-Chair, Lifelong Learning Opportunities Scrutiny Panel

School Organisation Committee:-

Councillors G. Boyes, Cabinet Member, Education, Culture & Leisure Services
Councillor J. Austen, Advisor, Education, Culture & Leisure Services
Substitute:- Councillor A. Rushforth
One other interested Councillor – currently Councillor S. Ellis

SACRE – Standing Advisory Council on Religious Education:

Councillors R. Littleboy, T. Sharman, J. Austen and P. Burke

Rotherham Cultural Consortium:-

Councillors G. Boyes, R. Littleboy, K. Wyatt, I. St. John and Burke;
plus Ms. C. Cox, Mrs. J. Williams and Mr. R. Newman

Local Admissions Forum:

Councillors G. Boyes, Cabinet Member, Education, Culture & Leisure Services
Councillor F. Hodgkiss, Advisor, Social Services
Councillor J. Austen, Advisor, Education, Culture & Leisure Services
Substitute:- Councillor A. Rushforth

International Links and Town Twinning Committee:-

Councillor G. Boyes, Cabinet Member, Education, Culture & Leisure Services
Councillor R. Littleboy, Senior Advisor, Education, Culture & Leisure Services
Councillor G. Smith, Cabinet Member, Economic & Development Services
Councillor S. Walker, Senior Advisor, Economic & Development Services
and The Mayor (2004 = Councillor F. Wright)

Schools Forum:-

Councillor J. Austen, Advisor, Education, Culture & Leisure Services
Councillor G. Boyes, Cabinet Member, Education, Culture & Leisure Services

Councillor **M. Edgell**, R.Stone, Leader

Councillor A. Rushforth, Advisor, Education, Culture & Leisure Services

Councillor R. Littleboy, Senior Advisor, Education, Culture & Leisure Services

LEA Governors Panel:-

Councillor J. Austen, Advisor, Education, Culture & Leisure Services
Councillor G. Boyes, Cabinet Member, Education, Culture & Leisure Services

Councillor R. Littleboy, Senior Advisor, Education, Culture & Leisure Services

Councillor A. Rushforth, Advisor, Education, Culture & Leisure Services

Transport Appeals Panel:-

Councillors Dodson, Gosling, **Heaps**, Rushforth and Senior

Responsible to ECONOMIC AND DEVELOPMENT

Chamber of Trade Liaison:-

Councillor G. Smith, Cabinet Member, Economic & Development Services
 Councillor **R. S. Russell**, S. Walker, Senior Advisor, Economic & Development Services
 Councillor **R. Pearson**, S. Walker, Chair, Planning Board
 Councillor **G. Robinson**, D. Pickering, Vice-Chair, Planning Board

Tourism Forum:-

Councillor G. Smith, Cabinet Member, Economic & Development Services
 Councillor S. Walker, Senior Advisor, Economic & Development Services
 Councillor G. Boyes, Cabinet Member, Education, Culture & Leisure Services
 Councillor R. Littleboy, Senior Advisor, Education, Culture & Leisure Services

Tourism Panel:-

Councillor G. Smith, Cabinet Member, Economic & Development Services
 Councillor S. Walker, Senior Advisor, Economic & Development Services
 Councillor **T. Bowmar**, Advisor, Economic & Development Services
 Councillor G. Boyes, Cabinet Member, Education, Culture & Leisure Services
 Councillor R. Littleboy, Senior Advisor, Education, Culture & Leisure Services
 Councillor J. Austen, Advisor, Education, Culture & Leisure Services

Parish Liaison Committee (General & Ad Hoc meetings):-

Councillor G. Smith, Cabinet Member, Economic & Development Services - Chairman
 Councillor **R. S. Russell**, S. Walker, Senior Advisor, Economic & Development Services
 Councillor **R. Pearson**, S. Walker, Chair, Planning Board
 Councillor **G. Robinson**, D. Pickering, Vice-Chair, Planning Board

Health, Welfare and Safety Panel:-

Councillor **R. S. Russell**, (?) Senior Advisor, Economic & Development Services - Chairman
 Councillor T. Sharman, Deputy Leader
 Councillor G. Smith, Cabinet Member, Economic & Development Services
 and One Member and one Substitute from the Scrutiny Panels as follows:-

Democratic and Resources Scrutiny Panel - Councillor G. Whelbourn, Subs: Councillor **J. Foden**
 Lifelong Learning Opportunities Scrutiny Panel – Councillor P. Burke
 Subs: none appointed
 Environment Scrutiny Panel - Councillor **A. Senior**, Subs: Councillor **Gouly**
 Regeneration Scrutiny Panel - Councillor Jack
 Subs: to be appointed
 Social & Community Support Scrutiny Panel - Councillor B. Jackson, Subs: Councillor S. Walker

Town Centre Initiative Steering Group:-

Councillor G. Smith, Cabinet Member, Economic & Development Services
Councillor S. Walker, Senior Advisor, Economic & Development Services
Councillor **S. Wright**, R. S. Russell, Chair, Regeneration Scrutiny Panel

**Unitary Development Plan Review Members' Steering Group:-
(shortly to be reconstituted and renamed Local Development Framework Working Group)**

Councillor G. Smith, Cabinet Member, Economic & Development Services – Chairman
Councillors S. Walker, Senior Advisor, Economic & Development Services and Councillors Burke and Hall, Advisors, Economic & Development Services
Councillor **R. Pearson**, S. Walker, Chair, Planning Board
Councillor **G. Robinson**, D. Pickering, Vice-Chair, Planning Board
Councillor **R. Stone**, G. Robinson, Cabinet Member, Community Planning & Social Inclusion
Councillor Wyatt, Cabinet Member, Sustainability, Performance & Modernisation
together with appropriate Cabinet Members and Scrutiny Panel Chairs (depending upon the issue to be considered)

Responsible to SOCIAL SERVICES

Education of Looked After Children:-

Councillors M. Kirk and G. Boyes, Cabinet Members for Social Services and Education, Culture and Leisure Services; together with Councillors A. Gosling and R. Littleboy, Senior Advisors

Monthly visits of inspection:-

All Members of the Cabinet

All Members of the Social and Community Support Scrutiny Panel
Councillor A. Gosling, Senior Advisor, and Councillors J. Burton and F. Hodgkiss, Advisors

Visits to Children's Establishments:-

Councillor M. Kirk, Cabinet Member, Social Services or Councillor A. Gosling (Senior Advisor)
+ One Member of the Social and Community Support Scrutiny Panel and a Ward Councillor

Renewal or Discharge of Guardianship Order Appeals Panel:-

Councillor M. Kirk, Cabinet Member, Social Services
Councillor G. A. Russell, Chair, Social and Community Support Scrutiny Panel
Councillor J. Doyle, Vice-Chair, Social and Community Support Scrutiny Panel

Contracting for Care Forum:-

Councillor M. Kirk, Cabinet Member, Social Services
Councillor A. Gosling, Senior Advisor, Social Services
Councillor G. A. Russell, Chair, Social and Community Support Scrutiny Panel

Supported Living/Home Care Charges Appeals Panel:-

Councillor M. Kirk, Cabinet Member, Social Services
and two Members from the Social and Community Support Scrutiny Panel – Councillors Hall and Wootton

Consultation with Carers – Learning Disability Service:-

Councillor M. Kirk, Cabinet Member, Social Services
Councillor A. Gosling, Senior Advisor, Social Services

Fairer Charging Policy Working Group:-

Councillor F. Hodgkiss, Advisor, Social Services

Domestic Violence Forum:-

Councillor H. Jack, Social & Community Scrutiny Panel
+ other Scrutiny Panel Representative
Subs:- Councillor G. A. Russell, Chair, Social & Community Support Scrutiny Panel

Adoption Panel:-

Councillor M. Kirk, Cabinet Member, Social Services
Councillor P. Wardle, Cabinet Member, Finance and Resources

Please inform Committee Services of any changes that occur throughout the year.
 ext.2050

MEMBERSHIP OF SUB- GROUPS, WORKING PARTIES, PANELS ETC 2004-2005

1. Economic and Development Services Matters**2. Date of Meeting**28th June 2004**3. Title**

EDS Revenue Outturn, 2003/2004

4. Originating Officer (s)

Andrew Kidder, Finance and Accountancy Manager ext. 2922.

Diane Douglas, Business Manager ext. 3803.

4. Issue

To report on the performance against budget for the Economic and Development Services Programme Area Revenue budget for the financial year April to March 2003/04. The revenue position incorporates both fee-billing and trading account areas which have formerly been reported separately.

5. Summary

At the outturn of the financial year the Economic and Development Services has produced an outturn which balances against the Programme Area's total net budget of £15,070,006. This position is analysed by Service area below;

Service Area	Outturn Position £
Revenue budgets	
RIDO	-116,347
Planning & Transportation	-75,472
Asset Management	-72,732
Streetpride	7,055
Business Unit	257,496
EDS revenue total	0

6. Clearance/Consultation

Executive Director, Heads of Service, Economic and Development Services and Corporate Finance.

7. Timing

Financial Year 2003/2004.

8. Background

Members have received 10 previous budget monitoring reports through-out 2003/04 which gave the projected Programme area outturn position against budget. This report is the final and actual outturn position for 2003/04.

9 Argument

Members should note the following issues that had an impact on the EDS 2003/04 budget outturn at Service level: -

Streetpride

This was the first year of operation for the new Streetpride service and this has resulted in the commendable net position of a £7,055 overspend. The principal elements of which were;

A cumulative underspend of £108,893 on Streetworks and Enforcements and Network Assessment off-set by;

Overspends on the Transport trading account, due to decreased workloads for vehicle maintenance and vehicle hire rates being kept static in 2003/04 and on Community delivery teams as a result of an increase in demand for Street Cleaning and Highways Maintenance since the inception of Streetpride.

R.I.D.O.

The net position for RIDO is an £116,347 underspend. This consists primarily of;

Cumulative underspends on the Valuation group revenue (due to savings on planned maintenance charges) and the Objective 1 delivery team budgets.

Planning and Transportation

The net position for Planning and Transportation is a £75,472 underspend, which consists primarily of;

A £52,369 underspend on the development control account, due to an increase over budgeted income from planning applications.

Asset Management

The net position for Asset Management is a £72,731 underspend. Which consists primarily of;

Underspends on miscellaneous properties, office accommodation strategy (which includes the costs of town centre building adaptations for RBT) and caretakers. This is partially off-set by;

An overspend on office accommodation due to the costs incurred for the benefit of the Town centre buildings.

Business Unit

The net position for the Business Unit is a £257,496 overspend, which consists primarily of;

Overspends on the IS Unit and staffing and payroll budgets. These are partly attributable to RBT recharges which have created a need to internally re-align budgets. This has been partially off-set by;

An underspend against the programme area vacancy factor target.

9. Risks and Uncertainties

That the Programme area has with great difficulty managed its resources globally to achieve a balanced budget in 2003/04. However there is a risk associated in being able to sustain this level of spend and also deliver key corporate and service priorities without significant future investment.

10. Finance

The attached graphical illustration gives details analysis of the 2003/04 outturn position.

11. Sustainability

The outturn of the Programme area reflects the prudent management of it's resources and that spend has been aligned with agreed Service and corporate priorities.

12. Wards Affected

All.

13. References

Please refer to previous budget monitoring reports on the Programme area's performance against budget from June 2003 to March 2004.

14. Presentation

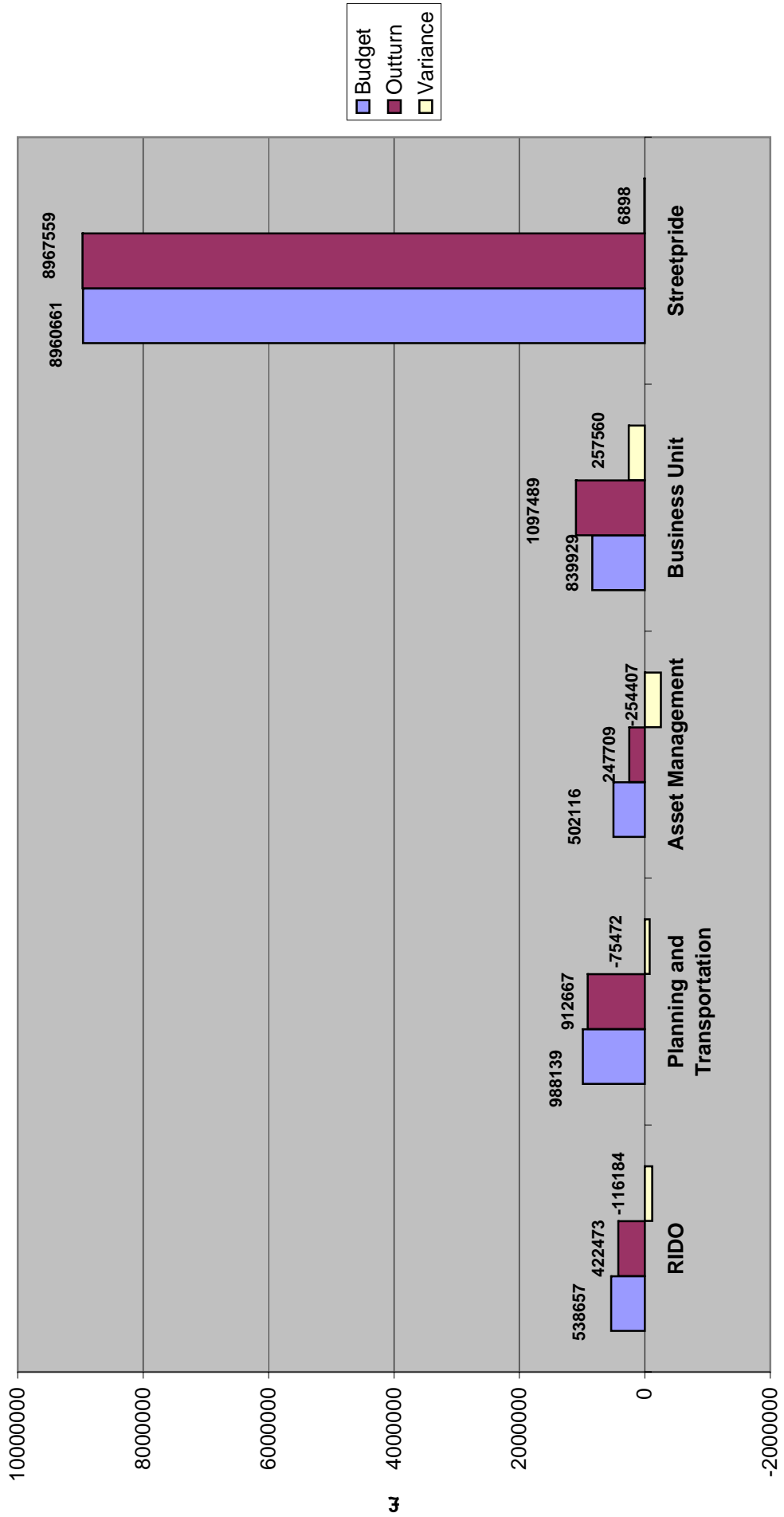
Economic & Development Services recognise the importance of continuous monitoring of its Revenue budgets and attempts to effectively manage its available resources to meet Council's priorities. This is evidenced by the Programme area achieving a balanced revenue outturn in 2003/04.

15. Recommendations

That Members note the outturn position for the Economic & Development Services Programme Area in 2003/04.

That this report be referred to the Regeneration Scrutiny Panel for information.

EDS 2003/04 Outturn by Service area



Service area

By virtue of paragraph(s) 8 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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By virtue of paragraph(s) 5, 8 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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By virtue of paragraph(s) 9 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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By virtue of paragraph(s) 1, 9 of Part 1 of Schedule 12A
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