

CABINET MEMBER FOR ECONOMIC AND DEVELOPMENT SERVICES

Venue:	Town Hall, Moorgate Street, Rotherham	Date:	Wednesday, 8 December 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 the meeting of the International Links and TownTwinning Committee held on 29th September, 2004 (Pages 1 - 3)
4. Minutes of meeting of the Rotherham Local Development Framework Steering Group held on 22nd October, 2004 (Pages 4 - 8)
5. Engineers on Street Corners Initiative (Pages 9 - 17)
Senior Engineer to report.
 - to summarise feedback from residents
6. Regional Transport Matters (Pages 18 - 30)
Transportation Unit Manager to report.
 - to report on issues discussed at the Regional Transport Forum
7. Proposed Alterations to Lime Grove Traffic Calming Scheme, Swinton (Pages 31 - 35)
Schemes and Partnerships Manager to report.
 - to seek approval for alterations to the traffic calming scheme to overcome a noise problem caused by HGVs
8. E Planning (Pages 36 - 42)
Head of Planning and Transportation to report.
 - to report proposed introduction of an electronic document management system to process building control and planning applications
9. Revenue, Fee Billing, Trading and Capital Resources - Monitoring Report 2004/05 (Pages 43 - 54)
Executive Director to report.
 - to report on performance against budget for EDS April to October, 2004/05

For Information :-

10. LGA Conference - The Influential Councillor - London - 11th January, 2005
Information not available electronically.

11. **EXCLUSION OF THE PRESS AND PUBLIC**

The following item is 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:-

12. Rotherham Construction Partnership (Pages 55 - 58)

Projects and Partnerships Manager to report.

- to update Members on progress

(Exempt under Paragraphs 8 and 9 of the Act – information relating to expenditure and contract negotiations)

Extra exempt report authorised for consideration by the Chairman:-

13. Partnering Report for the Refurbishment of Civic Building Ground Floor to create a "Rotherham Connect" First Stop Shop. (report attached) (Pages 59 - 61)

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

International Links & Town Twinning Committee

Notes from the International Links & Town Twinning Committee Meeting Held on Wednesday 29th September 2004 in Committee Room 3, Town Hall

Present

Cllr Reg Littleboy Chair
Cllr Gerald Smith Cabinet Member - Economic & Development Services

In Attendance

Emily Knowles Town Twinning & International Links Officer
Anne Grayson Town Centre & Tourism
Rachel Siddall Economic & Development Services
Lindsey Peat Support Officer – Minutes

1. Apologies

Apologies were received from:

The Leader of the Council, Cllr Roger Stone
The Mayor, Cllr Fred Wright

Cllr Reg. Littleboy welcomed the parties present

2. Minutes of the Last Meeting and Any Matters Arising

The minutes were agreed as a true record and there were no matters arising.

3. Cyclists Visit to Rotherham 3rd – 5th September & Accommodation Issues

Emily informed the group of the cyclists' visit. She stated that this was a successful event; the cyclists took a tour around the Borough and Sherwood Forest with Rotherham Wheelers. The cyclists were also very complementary of English drivers, and commented on their courtesy whilst they were on the road.

Emily reported to the group the issue of the accommodation for the cyclists at Hesley Wood Scout Camp. The cyclists had felt that the rooms were dirty and there was no hot water or bed linen provided (although this could have been arranged) therefore the Leader took the decision to move the cyclists to a hotel. It was noted that this incident did not put Rotherham in a good light and the group agreed this must not happen again.

It was stated however that the Town Twinning Budget cannot withstand hotel accommodation in the future and another alternative must be found. Cllr Littleboy suggested the guide's camp (at Hesley Wood) as possible accommodation in future.

Emily also stated to the group that St Quentin would like to organise a joint cycling project in 2006 between St Quentin, Rotherham Wheelers, San Lorenzo and Kaiserslautern.

4. Civic Visit to Versailles 12th – 14th September

Emily informed the group that the Mayor & Mayoress were invited by St Quentin to attend the exhibition of Maurice Quentin de la Tour's work in the Chateau of Versailles. As the Mayor was unable to go due to the Rotherham Show, Cllr Reg Littleboy went in his place. Reg stated that the tour of the Palace was good and that there were over 700 people from St Quentin who attended the Exhibition.

He did state that it was supposed to be a good opportunity to meet counterparts from San Lorenzo and Kaiserslautern as they were both due to attend the same exhibition but unfortunately didn't, so the visit seemed more on the tourist side than forging links.

5. Tourism Visit to Riesa 26th – 28th August

Emily gave a brief report to the group on her visit to Riesa with Sarah Myers to look at Tourism links. She stated to the group that Rotherham was intending to have a promotional stand at the Riesa Market in 2005, however after seeing it, they felt it wasn't appropriate as the majority of the stands were selling Beer and Sausage and it was more of a party theme than somewhere to promote Rotherham.

They visited a number of places including: Riesa town centre, Pasta factory, Meissen, Moritzburg Castle. They also met Professors from the University to discuss work placements for Riesa students in Rotherham. The first placements are arranged for the beginning of 2005.

Emily informed the group that the visit was very worthwhile overall and pointed out that now Sarah Myers has left the Council someone will need to pick up the tourism work with Riesa.

It was noted that the post for a new Tourism Officer was due to be advertised in a couple of weeks and a new events Co-ordinator commences employment on 18th October.

Rachel Siddall mentioned to the group the possibility of involving ACE Project or Phoenix Enterprises on the next visit to Riesa to establish links with Riesa on unemployment. They agreed this would be a good idea.

6. Grants for Aston Comprehensive and Wales High School – Work Experience Costs

Emily stated that she has been in contact with Aston Comprehensive and has arranged work experience placements for 6th formers for March 2005. It will probably be a joint project with Wales High School. Emily put a request for grants towards travel costs to the group.

Cllr Littleboy agreed that a grant of £50 per student would be approved.

Action: Emily to arrange for grants to be sent to Aston Comprehensive & Wales.

7. Grant for Schools Music Service for Christmas Concert in St Quentin

Emily informed everyone that David Lever of Schools Music Service is keen to develop links with St Quentin and Riesa and has proposed to take a group of musicians to St

Quentin in December to perform at the Christmas Concert. She stated that he has recently sent out a letter to pupils to find out who would be interested in the trip, and would contact Emily as soon as possible with further details.

Emily stated that if this trip was to go ahead they will be accommodated for free at the Hostel in St Quentin, but would need a grant of £250 towards travel costs for the trip. She asked the group for their approval to support this request.

Cllr Littleboy agreed that £250 would be awarded to Schools Music Service for the Christmas Concert trip in December.

Action: Emily to arrange for the £250 grant money for David Lever of Schools Music Service.

8. Any Other Business

Emily reminded the group of the Annual Civic Visit which was taking place this week. There are 11 people from St Quentin attending and were arriving on Thursday afternoon. James (from the Visitors Centre) will be taking them for a tour of the Town Centre on Friday morning, and then they will be taking part in the Social History Exhibition that evening followed by a formal Dinner with the Mayor. They are scheduled to visit the National Coal Mining Museum at Caphouse Colliery on Saturday keeping with the theme of Social History.

Rachel Siddall informed the group that she was in the process of putting together a Tourism Strategy and the first draft will be complete by October. She stated that it would be a good idea to have Town Twinning included as a strength, to which the group agreed. Cllr Littleboy suggested that Emily puts together a brief report to send to Rachel.

Action: Emily to write brief report on Town Twinning and send to Rachel Siddall for the Strategy Document.

Cllr Littleboy informed Emily that future reports and minutes need to be sent through to Sue Green and Janet Cromack in Committee Services.

9. Date and Time of Next Meeting

Wednesday 1st December 2004, Committee Room 3, Town Hall.

ROTHERHAM LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP
Friday, 22nd October, 2004

Present:- Councillor G. Smith (in the Chair); Councillors Ellis, Hall, Pickering, Walker and Wardle.

together with:-

Phil Turnidge	Senior Planner
Ken Macdonald	Service Solicitor
Ken Wheat	Transportation Unit Manager
Steve Holmes	Community Involvement Manager
Alison Penn	External Affairs Manager

13. INTRODUCTIONS/APOLOGIES

Apologies were received from:-

Councillor G. Robinson, Cabinet Member, Community Planning
 Phil Gill, Greenspaces Manager
 Bob Crosby, Head of Environmental Health

14. MINUTES OF THE PREVIOUS MEETING HELD ON 24TH SEPTEMBER, 2004

Resolved:- That the minutes of the previous meeting held on 24th September, 2004 be approved as a correct record.

15. MATTERS ARISING

The following issues were raised:-

(i) The Northern Way Growth Strategy

Information from the Yorkshire and Humber Assembly – Regional Planning and Infrastructure Commission’s agenda on 14th October, 2004 - regarding this issue was distributed to those present. The paper was an update on the progress of the strategy and aimed to highlight some of the implications for the Regional Spatial Strategy. Members were asked to note the implications for the production of Rotherham’s LDF and spatial study.

It was noted that to date there had been little information about this Strategy. A regional seminar/conference was due to be held, to involve local authorities and partner organisations.

(ii) Local Development Framework – component parts

A diagram from the ODPM was distributed which illustrated the documents comprising the LDF.

(iii) the Babtie Study

It was reported that this Study, which looked at the sustainable credentials of the individual settlements throughout South Yorkshire, would be completed shortly. The results of this study would be vital in compiling Rotherham's Core Strategy.

A report on the outcomes of the Babtie Study would be submitted to a future meeting of this Steering Group.

(iv) Continuation of the current Unitary Development Plan

It was pointed out that in the interim material from the current UDP would be saved until it was ultimately replaced by relevant parts of the Local Development Framework.

It was likely to take more than three years to completely replace the UDP. Consequently many parts of it would remain relevant. Planning applications would need to be considered according to what stage the documentation had reached and what weight was attributed to the particular document at that time.

Saved parts of the UDP needed to be specified in the Local Development Scheme. Although there was no statutory requirement for formal consultation on the Local Development Scheme it was proposed that the draft would be made available on the Council's Website in order to keep the public informed of what was happening.

(v) Local Strategic Partnership

Reference was made to the Government's emphasis that there should be closer working with stakeholders, the LDP and corporately within the Council.

It was reported that a further approach had been made to the LSP Spoke Managers to nominate representatives to sit on the Task Group to deal with the LDF, the LTP and the review of the Community Strategy. This was seen as an important vehicle.

(vi) Consultees

It was noted that the Statement of Community Involvement would identify discreet groups e.g. Parish Councils, Area Assembly Chairs etc, with whom consultation would take place.

16. FUTURE MEETING DATES FOR 2005

**ROTHERHAM LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP -
22/10/04**

The following dates for future meetings in 2005 were agreed:-

Fridays, all at 10.00 a.m. at the Town Hall

28 th January	22 nd July
25 th February	August – propose no meeting
1 st April	23 rd September
29 th April	21 st October
27 th May	18 th November
24 th June	16 th December

17. NEW DEVELOPMENT PLAN SYSTEM - GLOSSARY

The Glossary for the new Development Plan System was received for future reference.

18. FEEDBACK FROM GOVERNMENT OFFICE YORKSHIRE AND THE HUMBER - LOCAL DEVELOPMENT FRAMEWORK SEMINAR ON 12TH OCTOBER, 2004

A paper was distributed which set out the significant points from the seminar that would influence how Rotherham would go about producing some of the documents.

The Government was changing the culture of planning and putting planning in a more central position in relation to the Community Strategy, spatial planning, sustainable places, empowering inclusive participation, community involvement etc.

Information from the Seminar was given on the following:-

- Regional Spatial Strategy - Reference will need to be made to this document when considering planning applications and should be declared on searches.
- Local Development Scheme - It was reported that the deadline for submission to GOYH was now 28th February, 2005 and not 28th March. The minimum submission would include: Core Strategy and Policies; site specific allocations; Proposals Map; Statement of Community Involvement; Annual Monitoring Report and Local Development Scheme.

It was emphasised that the submission had to be realistic and submitting the LDS on time had implications on the receipt of Planning Delivery Grant.

- Milestones - It was pointed out that these milestones would need to be co-ordinated with Council meetings.

**ROTHERHAM LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP -
22/10/04**

- Supplementary Planning Documents – it was envisaged that producing a document would be a year long process. The documents would be subject to sustainability appraisal but not public examination.
- Statement of Community Involvement – this was required in the first submission. It was essential that the approach to consultation was clearly recorded and that there could be budget and staffing implications. Reference was made to the tensions between the requirement to consult and the creation of a speedier planning system.
- Front loading – the need to consult stakeholders and the community from the onset of the process was emphasised and this was likely to lead to less opposition at later stages in the process.
- Annual Monitoring Report – the first report would be required by 31st December, 2005. This would need new data management systems and the streamlining of numerous Performance Indicators. This would be a major challenge.
- LDF/Community Strategy – the role of the Community Planning Officers was discussed. It was pointed out that community planning needed to be embedded into all local authority processes and that this required a cultural change.
- Sustainability Appraisal – this also had significant implications for data collection and management in establishing a baseline against which the effects of the LDF would be judged.
- Soundness – there was a presumption from the outset that a DPD would be sound unless proved otherwise in evidence at the Examination. The Planning Inspectorate would be publishing Soundness Guidance in November.
- Public examination – a Public Examination Guide was expected in March 2005.
- Previous UDP work – It was pointed out that provision was made under the Transitional Arrangements Regulations to use earlier UDP Review Issues material, but these would need to be subject to Sustainability Appraisal. The more prominent issues would need to be related to spatial options arising out of the RSS, Babbie Study and the SY Spatial Study.

Resolved:- (1) That following consideration of the Local Development Scheme by this Group, the document be referred to the Cabinet for approval.

**ROTHERHAM LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP -
22/10/04**

(2) That the Corporate Management Team be asked to discuss the following issues:-

- (i) the extent and resourcing of LDF consultation.
- (ii) Performance Indicators which had the most benefit for the Council related to the LDF, Community Strategy and Sustainability baselining.

19. ANY OTHER BUSINESS

The following issues were raised:-

- (i) Scope of the draft Local Development Scheme

It was proposed to submit a first draft of this to the next meeting of the Steering Group and the recommended content was a Core Strategy, Development Control Policies (new policies for housing – including HMR Pathfinder), economic (including retail and transportation), Site Specific Allocations, Proposals Map and Statement of Community Involvement.

- (ii) Regional Spatial Strategy

It was confirmed that the new legislation would require the Council to consult the Regional Assembly on major planning applications and their compliance with the Regional Spatial Strategy.

- (iii) Feedback

Members of the Group were asked to provide feedback to the Forward Planning Team on any of the issues raised at this meeting or contained within the working papers.

- (iv) Further involvement of Members/officers and dissemination of information

Resolved:- (1) That as part of the Planning Board Training a session on the LDF be included for other Members, and that the Senior Planner and Area Partnership Manager discuss the most appropriate ways of briefing Community Planning staff.

(2) That a draft of the LDS be submitted to the next meeting of the Steering Group for consideration.

20. DATE, TIME AND VENUE OF NEXT MEETING

Resolved:- That the next meeting of the Rotherham LDF Steering Group be held on FRIDAY, 26TH NOVEMBER, 2004 at 10.00 a.m. at the Town Hall.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Economic and Development Services Matters
2.	Date:	6 December 2004
3.	Title:	Engineers on Street Corners
4.	Programme Area:	Economic & Development Services

5. Summary

Report on involving and consulting stakeholders regarding highway maintenance schemes undertaken as part of the Engineers on Street Corners initiative.

6. Recommendations

That it be resolved to continue to support the Engineers on Street Corners initiative.

7. Proposals and Details

Background

In the autumn of 2000 it was becoming clear that the residents of Rotherham needed to be more involved and consulted about highway schemes. There was evidence, from contact with different stakeholders, that they were unhappy with the present situation. Some of the comments received included, "I did not know the works were being done", "They never told us when it would start", "Why are they not doing the footways as well".

The then Engineering Manager (now Head of Streetpride), Mr T R Knight, asked a selection of staff to meet to discuss a possible solution. At this and subsequent meetings the Engineers on Street Corners (EoSC) initiative was developed. It brought together and co-ordinated all existing contact methods in use, such as Street Works notices, letters to Councillors, internal memos and looked to include other methods of involving and consulting.

A trial took place in 2001/2002 and was extended in to 2002/2003. The basic premise of EoSC is to involve and consult with all stakeholders and especially residents affected by the scheme at the very start of the design, allowing residents comments to influence the proposed works and later the opportunity to comment on the completed scheme and how it was managed.

Process

There are three methods employed in order to engage and learn from stakeholders.

Letters and Notices

Letters are sent to the following affected by the scheme, residents, Ward Members, Cabinet Member and Advisors, Parish Council, Area Assembly, the three Streetpride Unit Managers and Planning. Street Works notices are sent to all Statutory Undertakers. The letters and notices have the scheme designers address, contact telephone number and email address.

Street Meeting

The letters sent out include an invitation to a street meeting where those present have the opportunity to discuss the proposed scheme and to report other issues and problems in the area.

Questionnaire

On completion of the scheme questionnaires are sent to residents asking their views on a number of issues and, from 2003/2004, to give an over all score for the scheme.

By employing these three methods it allows those affected by the scheme to have a real say in the final design, including more hard to reach groups.

Details of the questionnaires and results obtained are included in the Appendix attached.

Action

All responses to the questions from the residents are passed on to the relevant construction team, whether it is the Streetpride Construction Delivery Team, the Partner Delivery Team or any other Delivery Team. Any issues raised are discussed within team meetings and ways to improve performance are investigated.

Advantages – Stakeholders

The residents and other stakeholders have a real say in the proposed scheme prior to any design being commenced. They can report local issues which the designer will endeavour to resolve and if not pass it on to the relevant unit within Streetpride or other Service Areas. The stakeholders have one point of contact throughout the life of the scheme. They should be better informed about what is happening in their area.

Advantages – Designer

The designer can build a scheme which is better suited to the local environment. Problems previously associated with a scheme where no involvement from stakeholders occurs are usually resolved prior to works commencing. Designers learn from each scheme which improves the service to the stakeholders. The designer builds up a good working relationship with the local community.

Conclusions/Comments

Referring to the chart of positive answers to the questions asked there are four areas that require action; question 3 (Did the work start on time?), 7 (Was the street kept safe, clean and tidy during the works?), 8 (Was the street left clean and tidy after the works were completed?), and 9 (Is the quality of the completed work satisfactory?).

It is proposed to set targets for each question with special attention paid to the four areas mentioned above. These targets will be set in consultation with the designers, Delivery Team and our partners. We will have to ensure that the Delivery Teams and our partners inform residents of the actual start date and, if necessary, any alterations to this date to ensure we improve on the results for question 3. The other three areas will require better monitoring from all sides including responding better to residents at the time of the works.

It is hoped that by improving these four areas and by setting targets we can continue the trend of improving performance shown in the overall score.

It is also pleasing to note that the percentage of feedback forms being returned by residents is increasing annually.

8. Finance

The cost of carrying out Engineers on Street Corners is built in to the design of each scheme.

9. Risks and Uncertainties

In undertaking the consultation there is the risk that residents may expect that action can be taken to resolve or implement measures outside the scope of the works and a failure to resolve these issues could have some negative outcomes.

10. Policy and Performance Agenda Implications

Equalities

Regular liaison is undertaken with disabled groups.

Political Priorities

The Engineers on Street Corners initiative supports the corporate priority to create “A place with active and involved communities” by giving all residents affected by our maintenance programme an opportunity to have a real influence on what is being proposed and a chance to resolve many minor, but important local highway, issues either as part of the works or through separate action.

11. Background Papers and Consultation

None.

Contact Name : *Mr Stephen D Finley, Senior Engineer, EDS, Streetpride, 2937, Stephen.finley@rotherham.gov.uk*

ENGINEERS ON STREET CORNERS

Questionnaire

The questionnaire has ten questions, with yes/no tick boxes and room for comments. The questions are as follows:

1. Were you consulted about the works before they started?
2. Were you given a date when the works would start?
3. Did the work start on time?
4. If you needed to contact the Council about the works were you able to speak to the right person and were your reports/complaints dealt with positively and quickly?
5. Were all Council employees polite and courteous?
6. Was there safe passage for you around the works and were you provided with reasonable access to and from your property?
7. Was the street kept safe, clean and tidy during the works?
8. Was the street left clean and tidy after the works were completed?
9. Is the quality of the completed work satisfactory?
10. Have the works improved the highway?

Scheme Data – Questions 1 to 10

2001/2002	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
Yes	117	122	106	122	123	115	115	115	116	120
No	8	3	19	3	2	10	10	10	9	5
Yes + No	125	125	125	125	125	125	125	125	125	125
% Yes	93.6%	97.6%	84.8%	97.6%	98.4%	92.0%	92.0%	92.0%	92.8%	96.0%

2002/2003	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
Yes	210	212	201	214	220	210	213	209	196	209
No	15	13	24	11	5	15	12	16	29	16
Yes + No	225	225	225	225	225	225	225	225	225	225
% Yes	93.3%	94.2%	89.3%	95.1%	97.8%	93.3%	94.7%	92.9%	87.1%	92.9%

2003/2004	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
Yes	207	205	185	211	215	203	199	196	207	197
No	13	15	35	9	5	17	21	24	13	23
Yes + No	220	220	220	220	220	220	220	220	220	220
% Yes	94.1%	93.2%	84.1%	95.9%	97.7%	92.3%	90.5%	89.1%	94.1%	89.5%

2004/2005	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
Yes	101	100	98	102	102	96	94	97	95	101
No	6	7	9	5	5	11	13	10	12	6
Yes + No	107	107	107	107	107	107	107	107	107	107
% Yes	94.4%	93.5%	91.6%	95.3%	95.3%	89.7%	87.9%	90.7%	88.8%	94.4%

Scheme Data – Questions 11 – Overall Score

The last part of the questionnaire asks for the resident to give an overall score for the scheme.

The overall score for the scheme is between 1 and 10 within the following ranges:

Poor – 1 and 2.

Fair - 3, 4 and 5.

Good - 6, 7 and 8.

Best - 9 and 10.

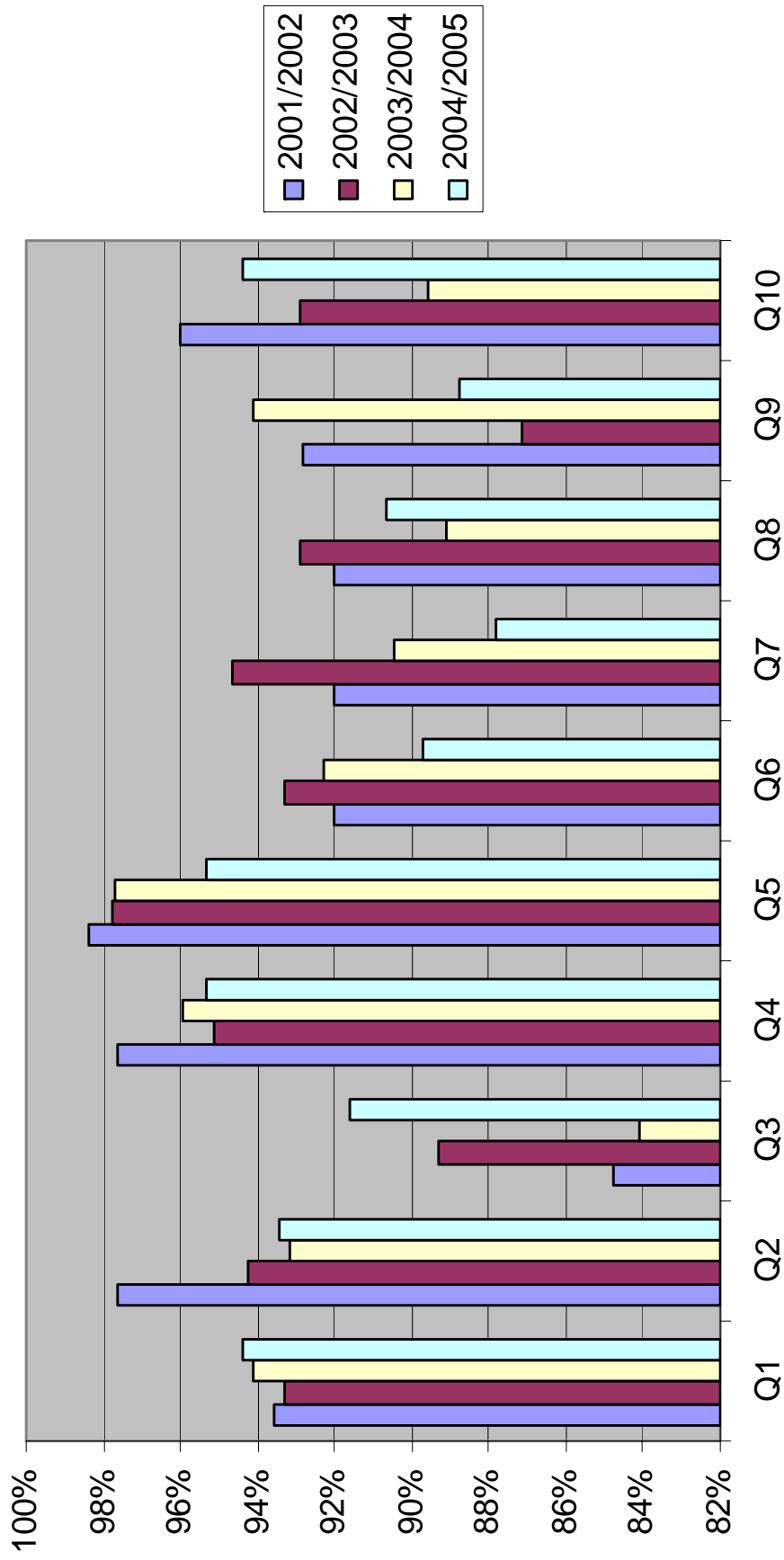
Year	Total Score	Replies	Average Score
2003/2004	1704	220	7.75
2004/2005	909	114	7.97

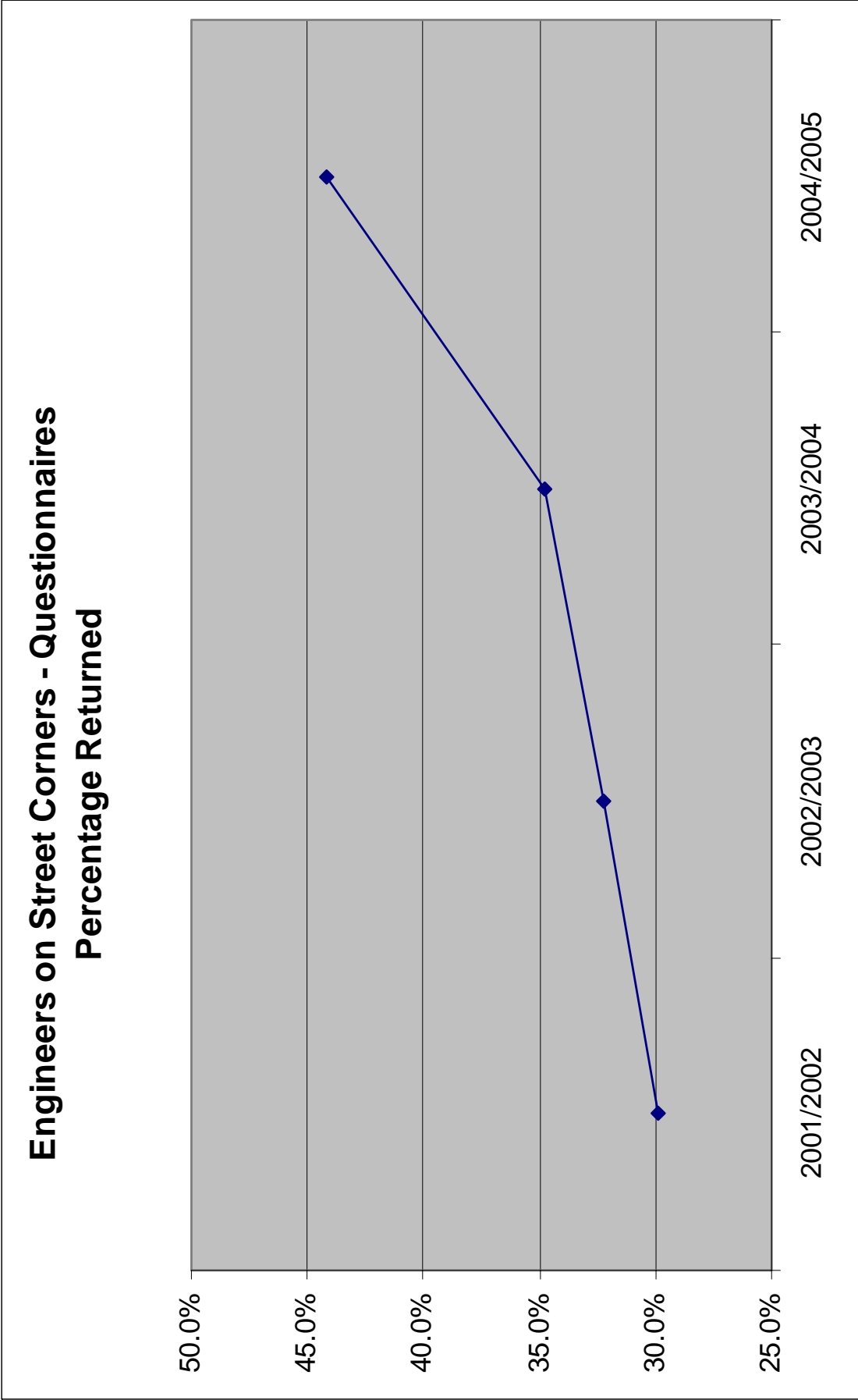
Scope

Year	Schemes Designed	EoSC Process Used	EoSC Meetings	EoSC Meeting Attendees	Question Sites	Question Sent Out	Question Returned	% Returned
2001/2002	71	11	11	66	11	418	125	29.9%
2002/2003	65	57	30	120	30	698	225	32.2%
2003/2004	51	51	20	102	20	632	220	34.8%
2004/2005	31	31	7	35	7	242	107	44.2%

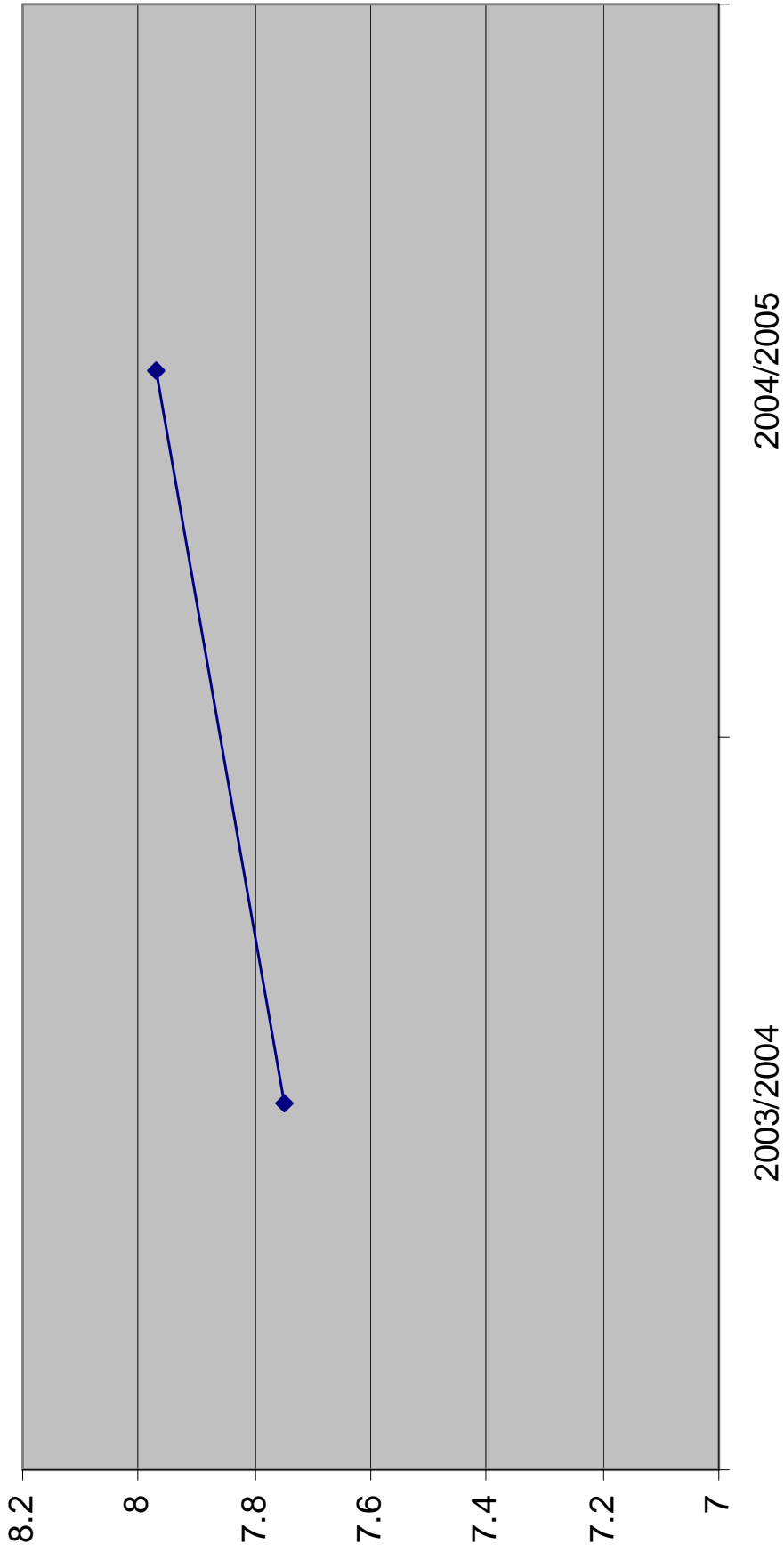
Please note that EoSC meetings do not take place on quick surface treatments such as surface dressing and microasphalt and where there are no residents fronting the scheme.

Engineers on Street Corners - Questionnaire Yes Percentages





Engineers on Street Corners - Questionnaire Average Overall Score



ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet Member and Advisors for Economic and Development Services
2.	Date:	8 December 2004
3.	Title:	Regional Transport Matters
4.	Programme Area:	Transportation Unit, Planning and Transportation Service

5. Summary

This report outlines the matters discussed at the Regional Transport Forum on 11 November 2004 and refers to those items which have a particular impact on Rotherham.

6. Recommendations

That Cabinet Member notes the report.

7. Proposals and Details

Members will be aware that the Regional Transport Forum meets roughly once every 2 months under the auspices of the Yorkshire and Humber Assembly. It debates and informs strategic transport issues and helps formulate and monitor the Regional Transport Strategy which forms part of the Regional Planning Guidance and emerging Regional Spatial Strategy.

Appendix A gives the agenda for the 11 November 2004 meeting and Appendix B the draft Minutes. Items of particular interest to Rotherham relate to:

(a) Regional Spatial Strategy

This will be a statutory document and the new LDF and SYLTP will have to comply with the policies therein. Our targets and performance indicators will also have to be consistent.

(b) Regional Transport Priorities

Amongst other things, it should be noted that the Supertram extension, Waverley Link Road and A57 (M1J31 - Todwick Crossroads) Improvement are regional transport priorities as is a new Junction 1A on the M18 which will give the opportunity to improve access to the Dearne/Manvers area from the east and potentially improve the current situation on the A631 through Maltby.

(c) The Northern Way

This initiative by the Deputy Prime Minister is likely to be the main long term driver for change both regionally and sub-regionally in terms of strategic transport and spatial and economic development. Some are questioning its sustainability credentials and there will inevitably be an impact on the environment.

8. Finance

There are no direct financial implications from this report.

9. Risks and Uncertainties

There are no risks and uncertainties directly impacting on the Council as a result of this report.

10. Policy and Performance Agenda Implications

As stated earlier our planning and transportation policies, targets and performance indicators will have to demonstrate congruence with RPG/RSS and have regard to the Northern Way initiative.

11. Background Papers and Consultation

This is a report for information only. The reports/presentations associated with the 11 November 2004 RTF have been filed and are available from the Transportation Unit.

Contact Name : K. J. Wheat, Transportation Unit Manager, Ext. 2953
ken.wheat@rotherham.gov.uk

APPENDIX A

AGENDA FOR REGIONAL TRANSPORT FORUM

ON 11 NOVEMBER 2004

AT MERCHANT TAYLOR'S HALL, YORK

1. Introduction and apologies	10.00
2. Minutes of the last meeting – attached	10.05
3. Matters Arising	10.10
4. RSS Update. Verbal update by YHA.	10.15
5. RSS - Transport Topic Papers - attached	10.25
6. Regional Transport Priorities Action Plan - attached	10.50
Two minutes silence to mark Remembrance Day	11.00
Coffee	11.05
7. Presentation by Professor George Hazel on Northern Way and Transport	11.20
8. Regional Transport Board – With the expectation of the publication by GOYH of the Board's report to DfT on 5 th November this item will follow	11.55
9. Letter to Secretary of State (ECML) - attached	12.05
10. Presentation by SDG on Sustainability and Transport Policies – covering paper attached	12.10
11. Date of the Next Meeting	12.35
12. Any Other Business	12.40
Close	12.45

REGIONAL TRANSPORT FORUM

11 November 2004

St William's College, York

DRAFT Minutes

Agenda Item 1 – Introduction and apologies

John Hoare (Chair) explained that it had been necessary to change the venue because of an error in the booking system at the Merchant Taylors' Hall.

Agenda Item 2 – Minutes of the meeting on 3 September 2004

The minutes were accepted

Agenda Item 3 – Matters arising

Paul Roberts (Metro) reported that he had drafted a brief for work on cross-boundary concessionary travel. It was agreed that the brief would be circulated with the minutes.

Agenda Item 4 – RSS Update

Chris Martin (Y&HA) advised that the overall aim was to produce a draft RSS by 21 April 2005. The Forum had a key role in preparing the transport sections. A lot of work had been done to underpin the strategy, building on the principles of RPG12. The Assembly had consulted on a vision and strategy document and a lot of technical work was being carried out using consultants and through officer working groups.

A further round of consultation would take place in December, ending on 18 February. The whole philosophy of preparing RSS was to achieve as much consensus as possible – the consultation documents were about sharing thinking and work in progress.

Agenda Item 5 - RSS Topic Papers

Mike Padgett (Y&HA) noted that the November Forum meeting would be the last one before the next round of RSS consultation. The RSS Project Plan included a large number of transport topics for which topic papers might be required. A brief note had been prepared on each to summarise the key issues and to recommend where topic papers were necessary and where they were not. MP also advised that because of the importance of some transport themes to the core of the RSS, it was likely that some material previously included in the transport chapter would be integrated with the key themes to be set out in the early chapters of RSS. Overall, he noted, it was essential to integrate transport fully with the remainder of RSS.

Freight strategy

Jason Copper (Y&HA) indicated that the Full Assembly was considering the Freight Strategy on the 25th November, where it was hoped approval would

be given. The topic paper on freight would be developed from the Freight Strategy.

On strategic public transport MP reported that the first draft report from consultants would be available that day and this would inform the development of the RSS. One particular aspect of this work was the use of the 2001 census to test actual travel patterns against historic patterns of public transport. JH asked if there were any key messages coming out of the work so far. MP replied that the census data was throwing up some interesting information and that it was providing a clearer picture as to the journeys to work that were being made, these were not necessarily being match by PT provision. Keith Oates (SYPT) commented that the census would not cover leisure travel. John Bann (Sheffield) noted that there were strong links with neighbouring regions. Ken Wheat (Rotherham) also felt this to be the case. Chris Martin (Y&HA) suggested that the South Yorkshire Partnership could develop stronger links with the East Midlands.

Anthony Rae (TAR) was very depressed reading the papers; he felt that it did not bode well for the RSS. He didn't feel that the problem of climate change was being addressed appropriately given the failure of the RTS to address the need to reduce travel. MP replied by indicating that a fundamental thrust in the RTS was to promote travel by public transport and that the RSS encouraged Sustainable Development.

CM made two points, firstly there was a lot of work being carried out and that it might not yet be possible to see just how these threads of work would join up, so the level of integration might not be clear and secondly that there was the core strategy work going along in parallel to the topic work. CM advised the RTF that the joining up was going on.

Ray Wilkes (TAR) felt that there were two topics missing, road safety and modal shift / active travel, the promotion of other modes particularly walking and cycling. JH agreed with RW but highlighted the need for caution, as it was not the role of the regional body to prescribe to LAs about their LTP content.

MP also agreed with RW and felt that the general thrust of the points could probably be picked up under the demand management topic.

On public transport accessibility criteria MP reported that the work to develop these was going well. The brief also required the consultants to advise whether the *accession* software could be used to inform the RSS. Andy Chymera (Barnsley) wondered if there was a link to be made with this and rural transport, MP said there was and added that at the EIP it was the accessibility criteria in urban areas that had caused the most difficulty, as the RTS had not gone into enough detail.

On demand management MP noted that the Examination Panel had put more emphasis on delivery of demand management than on strategy development.

This highlighted the need to consider the extent to which the Assembly could require local authorities to introduce demand management.

Cllr Reid (York) felt that this topic was perhaps the most important of all of them; it was the only topic paper that contained any real innovation and was looking to the future.

Cllr Ann Denham (Kirklees) felt that modal shift was hampered by unreliable bus services and overcrowding on trains. Kirklees was developing a pedestrian strategy.

David Fanaroff (CA) felt there was a contradiction in the RTS and RSS as the stated aim to reduce the need to travel was being undermined by the support for greater air travel.

Chris Martin (Y&HA) said that it would be useful to have feedback from individual authorities to help develop a collective view on how far the demand management policy might be taken. If there were concerns that individual action on demand management might be harmful to the local economy, would a collective view be helpful?

Anthony Rae (FoE) was not clear on the role of the Assembly. How could we achieve a level of demand management without targets? He noted that the East Midlands RPG included a target for traffic reduction that had been accepted by the Inspector.

On parking standards MP recommended that there was no need for a topic paper as there had been no material change from the revision to RPG.

On aviation MP indicated that the Aviation White Paper was a statement of national government policy. It appeared that aviation travel would grow, which did appear to be at odds with the Government's general view that there should be a reduction in travel. MP also highlighted the role the RA could play in relation to aviation and that it was likely to centre on surface access.

JH was personally not happy with the White Paper and was also not happy with the aspects in the Northern Way regarding developments around airports.

AR felt that the RA should not just slavishly follow the White Paper. He felt the RA should take a neutral view of it, not promote it, as it seemed to at present. He also felt the RSS should test the NWGS approach.

MP said that the relationship between the RSS and Northern Way was so new he wasn't sure just what it would mean in practice.

Cllr Godfrey Allanson (Scarborough) felt that it shouldn't be forgotten that airports allowed movement in two directions and that there might be a growth of tourists visiting the region.

On European policy MP commented that RPG12 should be strengthened in terms of providing a European context for spatial planning. Although some recommendations had been received from the Brussels office, this was essentially about context rather than policy and he did not think that a topic paper was needed.

On investment priorities MP reported that further guidance was awaited from DfT on how priorities should be addressed in the RSS. He felt that the latest set of priorities (set out in the S of S Proposed Changes) was well-supported and he did not favour an approach that had less specificity.

On indicators Jason Copper (Y&HA) said that although transport indicators had been dealt with separately, he would prefer in future to see them taken forward as part of the overall Annual Monitoring Report, and no topic paper was needed.

Ken Wheat (Rotherham) asked if there was an indicator for air quality. Chris Martin (Y&HA) said that there was a general indicator, not specific to transport.

On rural issues Jason Copper (Y&HA) reported that Jenny Poxon was looking at rural issues across RSS. Cllr Godfrey Allanson (Scarborough) hoped that the Assembly would continue to give rural issues the attention they needed.

On tourism JC again reported that Jenny Poxon was leading and transport issues had been picked up with the other work.

Ray Wilkes ((YHTAR) commented that we should encourage the use of rural buses for people who did not have cars.

David Fanaroff (Countryside Agency) asked if the effects of aviation were built into rural tourism. JC replied that some work was being done on the impact of low-cost flights on domestic tourism.

On ports and waterways JC considered that this was likely to be picked up in other areas such as freight strategy. Cllr Rodney Allanson (Scarborough) noted the advantages to the local economy of visitors from Holland. John Hoare (Chair) noted that ports were already a transport priority.

Agenda Item 6 – Regional Transport Priorities Action Plan

Graham Titchener (Highways Agency) referring to the East Leeds Link Road reported that the Agency was having discussions with Leeds regarding the impacts on the motorway network.

Paul Roberts (Metro) reported that a revised bid for the Leeds Supertram was being submitted that week. It represented a big reduction in the cost – reducing this to the level of the original bid. It would be followed by a lobbying campaign.

Agenda Item 7 - Presentation by Professor George Hazel on Northern Way and Transport

A copy of Prof Hazel's presentation will be attached to the minutes.

GH had been acting as advisor to the Northern Way Growth Strategy (NWGS) in respect of connectivity. He commented that the NWGS had a very big agenda and a very important agenda. There were two key issues – the first was an economic agenda trying to close the gap between the regions in the North and the rest of the country. The gap was actually widening. The other issue was to achieve this "the Northern Way", which did not involve major new developments as were proposed in the South. The approach was based on a polycentric system, which would have huge implications for transport.

The Steering Group/ Task Groups now had to prepare a costed action plan, with a timetable, in time for the Urban Summit at the end of January 2005. There was a team of 4 full – time members, with a secondee from ODPM.

The Government did not want to see another wish list, but guidance on where would be the best place to spend money to benefit the North.

Cllr Merrett (York) asked what solid evidence there was that 2hr access to airports was essential to business. GH replied that based on interviews with business, this appeared to be a breakpoint for travel to airports.

Anthony Rae (FoE) commented that the NWGS privileged the economic pillar of sustainability. In his view the PSA2 target would not be achieved and there was a huge, uncosted, bill attached. He thought that the airports section of the Strategy was ill informed and reckless.

GH could not agree – there were people out of work who needed to get to work and the trans-Pennine issues could not be left without being addressed. He noted that economic development around airports took place in concentric circles and it was best to plan this in a way that could be served by public transport. What was best for economic and environmental planning around airports?

Graham Titchener (Highways Agency) said that it was necessary to relate work and housing. GH commented that the issue was included in the NWGS; perhaps it needed more emphasis.

Jonathan Brown (Yorkshire Forward) noted that economic development was part of sustainable development – the NWGS was not about pushing the economy at the expense of the environment.

Ray Wilkes commented that aviation did not meet its environmental costs. He felt that he could live with airports if all the external costs were picked up. GH commented that the Department for Transport were specifically asking if innovative pricing solutions could be built into the NWGS.

John Hoare (Char) reminded the meeting that any proposals from the NWGS would have to be tested at Examination.

GS summarised the issues around access to seaports and commented that it was not possible to model a range of projects and ask which should be supported.

On City Regions, GH summarised the proposals for transit system in each City Region and stronger linkages between City Regions. He commented that the private sector had put a lot of investment into public transport but this was focused on commercial routes. The public sector had to subsidise the social routes but had little say on the shape of the networks.

Governance was a major issue for the NWGS. GH observed that the present arrangements did not fit together – PTEs did not fully cover Travel To Work Areas and how do 8 City Regions fit into the current arrangements for governance? The Strategy proposed a voluntary Northern Transport Compact. There were transport projects which were important for Yorkshire & Humber but which lay outside the region.

Cllr Stanley King (WYPTE) asked if we could talk about the electrification of rail services Manchester – Leeds. He said that the PTES would be happy to cover all their TTWAs but did not think that a Regional Transport Board was needed to do this.

GHH emphasised that he was flagging up the governance issues. What should be included? What should be left out? The DfT did not want another wish list. It would be very difficult for NWGS to decide on key projects for the whole of the North.

John Hoare (Chair) thanked Prof Hazel for his presentation.

8. Regional Transport Board.

There had been technical problems with supplying copies of the report to members of the Forum. It was agreed that this should be left for a future meeting.

Chris Martin (YHA) emphasised that the report on the agenda set out the recommendations for the Experimental Board for Yorkshire & Humber. He understood that there was to be a consultation on RTBs by the Department for Transport. David Owen (GOYH) advised that this was likely to be launched in December and would consider regional boards covering transport, housing and economic development.

9. Letter to Secretary of State re East Coast Main Line.

Jonathan Brown (Yorkshire Forward) reported that he had attended a meeting with Virgin to discuss their ECML franchise bid at which the company had said that the Forum should be concerned about the infrastructure.

Anthony Rae (FoE) asked if Prof Hazel or Sir Graham Hall could raise this issue with the Secretary of State.

10. Presentation by SDG on Sustainability and Transport Policies

Chris Ferrary (SDG) reported on work that he was doing for the Sustainability Commission. A copy of the presentation will be attached to the minutes of the meeting.

CF emphasised that this was work in progress. It was intended to inform the sustainability appraisal of the RSS. The background to the work was that the Examination into RPG12 noted some inconsistencies between sustainability policies and the Regional Transport Strategy.

SDG had reviewed the criteria used in the sustainability appraisal. They had then reviewed the strategic influences on the RTS, audited the appraisal work done to date and then developed a toolkit of practical ways that policies could be tested to be sure that they took on sustainability principles.

John Hoare (Chair) noted that SDG would report to the Sustainability Commission. He would look to see what messages would be fed through to the Transport Forum.

Anthony Rae (FoE) said that the results of the policy audit were welcome. There was an omission in respect of emissions in terms of integrating transport policy and climate change. CF commented that his report was an element of work to inform the sustainability appraisal of the RSS. The appraisal would pick up emissions. SDG would identify a number of specific transport issues.

John Hoare (Chair) thanked Chris Ferrary for his presentation.

11. Date of Next Meeting

John Hoare (Chair) noted that this would have to wait for a short while as the Assembly was putting together a programme for 2005. Copies of the new dates would be sent to everybody. The meeting would be held in January.

12. Any Other Business

There was no other business.

The Chair closed the meeting and thanked everyone for their attendance.

HMP/12.11.04.

**Regional Transport Forum,
St Williams's College, York**

11 November 2004

Andy Chymera	Barnsley MDC
???	Bradford MDC
Ian Gallacher	Bradford MDC
John Hoare	Chair, of the Regional Transport Forum
George Peach	Confederation of Passenger Transport
David Fanaroff	Countryside Agency
Ian Burnett	East Riding
Anthony Rae	Friends of the Earth
David Owen	Government Office for Yorkshire and the Humber
Carolyn Walton	Government Office for Yorkshire and the Humber
Colin Beckwith	Government Office for Yorkshire and the Humber
Prof George Hazel	Hazel McLean
Graham Titchener	Highways Agency
Mike Ibbotson	Hull CC
Colin Day	Humber Forum
Mark Fudge	Kirklees MC
Cllr Ann Denham	Kirklees MC
Cllr Stuart Andrew	Leeds City Council
Cllr M Vickers	North East Lincolnshire Council
Dick Crump	North East Lincolnshire Council
Stephen King	North Lincolnshire Council
E Williams	North Yorkshire County Council
Geoff Dunning	Road Haulage Association
Cllr Gerald Smith	Rotherham MDC
Ken Wheat	Rotherham MDC
Cllr Rodney Allanson	Scarborough BC
Carole Wood	Scarborough BC
John Bann	Sheffield City Council
Chris Ferrary	Steer Davies Gleave
Hilary Crowther	Steer Davies Gleave
Keith Oates	SYPTE
Cllr M Jameson	SYPTE
Ray Wilkes	TAR
Anthony Rae	TAR
Andrew Spittlehouse	Wakefield MDC
Cllr J S King	WYPTA

Paul Roberts
Cllr Ann Reid
Martin Revill
Mike Padgett
Jason Copper
Chris Martin
Jonathan Brown

WYPTE
York City Council
York City Council
Yorkshire and Humber Assembly
Yorkshire and Humber Assembly
Yorkshire and Humber Assembly
Yorkshire Forward

Apologies

Steff Whitfield
Cllr Bill Newman

Strategic Rail Authority
Barnsley MBC

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Economic and Development Services
2.	Date:	8 December 2004
3.	Title:	Proposed alterations to Lime Grove Traffic Calming Scheme Ward 16
4.	Programme Area:	Economic and Development Services

5. Summary

Outline approval for the traffic calming scheme on Lime Grove was given by Cabinet Member on 6 January 2003 when approval for the Swinton Sector Concept Plan was given. Minute Number 301 refers. Following appropriate consultations with residents, the emergency services, SYPTE and Ward Members the scheme was implemented in May and June this year. Since that time complaints have been received from residents about the noise from HGVs travelling over the traffic calming measures. This report makes recommendations to resolve this problem.

6. Recommendations

It be resolved that:-

- I) the alterations to the traffic calming scheme on Lime Grove be approved.**
- II) A Traffic Regulation Order banning HGVs on Lime Grove, Slade Road/Temperance Street and Manor Road/Cliffefield Road be approved.**
- III) The residents and Ward Members be informed of the proposed alterations.**

7. Proposals and Details

Approximately two years ago a study of road safety and traffic-related problems was carried out in the Swinton area. A road safety 'concept plan' was produced for the area showing the problems and measures that could be used to overcome them. The problems were identified following consultations with residents and Ward Members, including attending the Wentworth North Area Assembly and using information collected by Groundwork Dearne Valley when producing the Swinton Community Partnership Environmental Action Plan.

These remedial schemes were ranked in order of their contribution towards achieving the objectives of the Local Transport Plan and the related road safety, speed management, cycling and walking strategies. Specifically, the intention was to introduce measures to improve road safety and to assist vulnerable road users such as pedestrians and cyclists. In the ranked list of schemes that was produced, Lime Grove was placed sixth out of the twenty eight schemes considered and was one of six schemes identified for further investigation, development and implementation within the available funding.

A scheme was subsequently developed for Lime Grove to overcome the problems identified. These included the speed of traffic, the number of accidents, and road safety outside the school. The proposed scheme incorporated a series of speed cushions and two junction tables, one either side of the school.

Following appropriate consultation with residents, the emergency services, SYPTE and Ward Members the scheme was implemented in May and June this year. Speed measurements carried out since completion of the scheme show that 85th percentile speeds have been reduced from 37 mph to 26 mph. However, upwards of twenty residents have complained about the noise from HGVs passing over the speed cushions. The complaints that have been received are not from residents living on one particular part of Lime Grove but are spread out along the length of the road.

In response to these complaints two of the sets of speed cushions were altered to the domed type as a trial to see if this reduced the noise nuisance. The alterations were carried out during week commencing 11 October. Since that time several of the residents living near to these cushions have said that the alterations have made little difference to noise levels. This is backed up by on-site observations.

Domed speed cushions have been used before on Well Lane and Bole Hill at Treeton without causing a noise problem.

To overcome the noise problem it is proposed to remove two sets of speed cushions, where they are currently closely spaced, and to replace the rest of the 1.9 metre wide cushions with ones which are 1.6 metre wide. HGVs up to 7.5 tonnes, which will still be permitted to use the road after the weight restriction is introduced (see below), will be able to straddle these narrower speed cushions without having to travel over them. It is not intended to make any amendments to the junction tables outside the school. The proposed alterations are shown on drawing No. 122/U342/2, attached as Appendix A.

Discussions have been held with the Contractor who has agreed to contribute towards the cost of the alterations since the cushions installed initially should have been of the domed type.

In addition to the complaints we have received from the residents about the noise of traffic we have been asked to implement a Heavy Goods Vehicle ban along Lime Grove. A traffic count has been carried out that shows that HGVs make up approximately 8 per cent of the traffic on Lime Grove. In view of the residential nature of this road it is felt appropriate to ban HGVs over 7.5 tonnes using the road by way of introducing a Traffic Regulation Order. It is proposed to include Slade Road/Temperance Street and Manor Road/Cliffefield Road in the restriction as these could be used as alternative routes by HGVs. The route for HGVs to avoid Lime Grove will be A6022 Station Street/Church Street, Milton Street and Fitzwilliam Street and vice versa. The area covered by the proposed restriction is shown on drawing No. 122/U342/3, attached as Appendix B.

8. Finance

The alterations to the scheme are expected to cost approximately £25,000. Funding is available from the Local Transport Plan Integrated Transport Capital Programme for 2004/05 with a contribution from the Contractor. The level of contribution from the Contractor is currently being negotiated.

9. Risks and Uncertainties

There is a risk that the proposed alterations will result in an increase in vehicle speeds due to narrower speed cushions being used. However, this is not expected to be significant.

10. Policy and Performance Agenda Implications

Any proposed scheme would be in line with objectives set out in the South Yorkshire Local Transport Plan, in conjunction with the Rotherham Metropolitan Borough Council's Road Safety and Speed Management strategies, for improving road safety.

11. Background Papers and Consultation

The Swinton Sector Concept plan received approval at the meeting of the Cabinet Member and advisors for Economic and Development Services on 6 January 2003 minute No 301 refers.

Contact Name : *Stuart Savage, Section Engineer, Ext. 2969,
stuart.savage@rotherham.gov.uk*

**APPENDIX A
(NOT AVAILABLE ELECTRONICALLY)**

PLEASE INSERT MANUALLY.

**APPENDIX B
(NOT AVAILABLE ELECTRONICALLY)**

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	EDS Delegated Powers
2.	Date:	8th December
3.	Title:	E-Planning
4.	Programme Area:	Economic & Development Services

5. Summary

This report advises Cabinet Member of a proposal to introduce an Electronic Document Management System to process Building Control and Planning Applications, and enable Electronic Submission of Applications.

6. Recommendations

That Cabinet Member supports the improvement of the Planning/Building Control Services by the means outlined in this Report

7. Proposals and Details

In order to meet the targets set for e-government within the Planning and Building Control Services, a working group has been examining solutions offered by 5 providers:

- Resolution (Submit a Plan)
- IDOX (UKPlanning)
- Aurora (DocTec)
- BT (Comino)
- IMR UK (Alchemy/Metastorm)

The main functions that the group felt should be fulfilled by the new system are:

- Electronic receipt of Planning and Building Regulations Applications submitted on-line
- Document Management and Workflow Control, including facilities for internal/external Consultancy
- Public access via the Web to Applications as they progress from receipt to decision

Initial budgetary estimates were collected from the providers, and are reproduced in Appendix 1

Following demonstrations to the group of each of these systems, it was decided that Resolution offered the best mix of mature Technical Document Management and a proven track record in other Local Authorities.

Specifically, the Resolution system is tailored to handle developers' plans submitted on paper or in any of 280 different graphics formats (including all of the popular CAD, MS Office, scanned and PDF formats), and has extensive tools for annotation ('redlining') and measurement of plans by Officers and Consultees.

In addition, it provides links to the standard Portals for on-line submission of Planning and Building Regulations Applications (**Planning Portal** and **Submit a Plan**). Submit a Plan is now in use by 140 Building Control Services, and the Planning Portal is used by more than 200 Planning Departments, making them the de facto standards for making electronic applications. Submit a Plan is the only solution developed and endorsed by Local Authority Building Control (LABC) that integrates with the Planning Portal and Innogistic Software.

The web access module provided by Resolution automatically publishes the correct information at the correct time in the process and manages its status

See Appendix 2 for a breakdown of costs of a full version of this system, including RBT oncost (A detailed technical costing is available if required)

The working group are in consultation with Barnsley MBC, and are drawing on their experiences with Resolution to help us design a road map for introducing the various elements of the solution. Our first step will be to meet with Resolution and RBT to

carry out a 'scoping exercise' to build the initial Project Plan, but a possible implementation route could be:

Stage 1 (1st Year)

Action	One-Off Cost	Maintenance pa
Upgrade current Innogistic Planning & Building Control Database Software and install Planning Portal connection Module	£2500	£?
Purchase 4 seats (2 for BC and 2 for DC) to allow for on-line receipt of Applications	£6340	£1000
Integrate with Innogistic Software	£2500	£500
Enable Rotherham on the Planning Portal at Level 3	£0	£0
Install Web Publishing facility	£3000	£750
Install Public Access Coordinator software	£3000	£2500
Resolution Implementation/Training	£10000	£0
Install Scan Capture Software	£3000	£725
RBT Consultation and Hardware: SQL Server £10000 Storage £16000 Internet Link £3000pa Server Management & Support £1980pa Project Management £26250 Solutions Architect £8400 ICT UP Skill £1870	£67500	£4980
Total	£97840	£10455

NB All costs are approximate

Stage 2

Action	One-Off Cost	Maintenance pa
Purchase 30 seats for Officer access to documents	£33000	£6000
Resolution Installation	£750	£0
Purchase A0 scanner	£15000	£?
Total	£48750	£6000

NB All costs are approximate

8. Finance

In July 2002, the Government announced that a sum of £350m would be available to Local Authorities over the period 2003-2006 in the form of Planning Delivery Grants (PDGs). The Office of the Deputy Prime Minister (ODPM) has distributed £130m of this Grant for the 2004/05 financial year.

The money is a performance reward grant and seeks to reward Authorities that have made improvements toward or have achieved Best Value Development Control

performance targets and who have up-to-date Local Plans. The 2004/5 PDG allocation was based on the 12 month period October 2002 to September 2003.

A report from the Rt Hon Keith Hill MP, Minister of State for Housing and Planning, dated 8 March 2004 states:

‘In 2005/06, we will be rewarding Authorities for their progress on implementing E-Planning’

This year, Rotherham satisfied 10 of the 21 Pendleton criteria (Peter Pendleton & Associates Ltd Planning Survey 2004 [see Appendix 3]) used for measuring progress in E-Planning.

To keep initial costs down, it is proposed that the System should be introduced in a staged fashion, starting with the purchase of a small number of seats. Even a limited approach to scanning and publishing of Applications will enable the Authority to meet the ODPM’s next deadline for allocation of the PDG, when we can expect to recoup some of the initial outlay.

The system will be initially financed from existing budgets and utilising remaining Planning Delivery Grant monies.

9. Risks and Uncertainties

There is a risk that delays in installing and configuring the system will result in missing the deadline for the next Planning Survey, because successful implementation depends on close coordination between RBT, Resolution, Planning Portal, Innogistic and the working group

10. Policy and Performance Agenda Implications

Implementation of the proposed system should have a positive effect on the following BVPI’s:

BV109 - % of Planning Applications determined in line with the Government’s Development Control targets

BV157 - The number of types of interactions that are enabled for electronic delivery as a % of the types of interactions that are legally permissible for electronic delivery

11. Background Papers and Consultation

Appendix 1: Initial Budgetary Comparison

Electronic Data Management Systems for Planning And Building Control					
	Resolution (Submit-a-Plan)	IDOX (UKPlanning)	Aurora (DocTec)	BT (Comino)	IMR(UK) Alchemy /Metastorm
Estimated Initial Cost	£73825 for 46 seats	c £90000pa	£63014 for 50 users	c£27000pa for 10 yrs	c£70000

Appendix 2: Full System Costs

RESOLUTION	
Software:	Cost
Submit a Plan 35 concurrent seats	53125
Maintenance pa:	
Submit a Plan/Web Site/Capture	12317
Implementation:	
Config SQL Server/Scoping/Project Plan	12750
RESOLUTION TOTAL	78192

RBTONCOST	
Software/hardware:	
SQL Server	10000
Storage	16000
Maintenance pa:	
Internet Link	3000
RBT Server Management & Support	1980
Implementation:	
RBT Project Management	26250
RBT Solutions Architect	8400
ICT UP skill	1870
RBT TOTAL	67500

OPTIONAL IN-HOUSE SCANNING (APPROX COSTS)	
Hardware:	
A0 Colour Scanner	15000
A3 Scanner	1000
Personnel:	
Scanning Officer	18000
Implementation:	
RBT Advice & Consultation	3000
SCANNING TOTAL	37000

Appendix 3: Peter Pendleton Criteria for E-Planning

***Criteria currently met by Rotherham MBC (Planning Survey 2004)**

****Additional criteria after implementation of proposed E-Planning System**

1 Planning page accessible from council home page

A council website that has a direct link from the home page to the planning page(s) or enables the user to directly locate the planning page through a simple one-step A-Z search.

2 Online application register *

An online list of planning applications lodged with the council, current or past. At a minimum these can be static records that list site address, application number and description of the proposed development.

3 Can you view application drawings & attachments? **

Enable the user to view online any drawings, photographs and documents accompanying a planning application

4 Can you view appeals? **

A record of planning appeals against the Council's decisions lodged with the Planning Inspectorate. At minimum the list must give the site address, reference number and description

of proposal for which the appeal is lodged.

5 Facility to comment on applications? **

Enables comments/representations about individual applications to be submitted electronically. Does not include forms that can be filled out online but have to be printed and posted to the Council.

6 Facility to monitor applications online **

Enables the user to track the progress of an application from registration to determination by providing active updated information for each application

7 Online decision registers? **

A record of planning applications determined by the council providing at a minimum the site address, application reference number, description of the development and whether permission was granted or refused.

8 Period of time covered by decision register

Refers to how far back in time the decision notice records go. The period of time is categorised as:

- (a) 1 week
- (b) under 1 month
- (c) under 1 year
- (d) 1-10 years
- (e) +10 years

9 Can the decision notice be viewed? **

The statutory decision notice issued by the Council is available to view in full online

10 Are the conditions/reasons for refusal listed? **

The register lists any conditions on a planning permission or reasons for refusal for each application

11 Can Officer's Reports be viewed? *

Planning reports written by a planning case officer for individual applications on the committee agenda, summarising the relevant planning issues and making a recommendation about the decision. Reports must be provided in full.

12 Can Committee meeting schedule be viewed? *

An online agenda for forthcoming planning committee meeting.

13 Can records of committee meetings be viewed? *

Online minutes from previous meetings, at a minimum the most recent

14 Is there online planning help - text? *

Web-based textual planning guidance to answer basic planning enquires. Councils must answer at least two questions:

- 'Do I need to make an application?'
- 'How do you make an application?'
- 'How do you view and comment on a planning application?'
- 'What is the appeal process?'

15 Online application submission? **

The process of filling out a planning application form online and submitting it electronically either directly to the council or via the supporting external site (e.g. Planning Portal or UKPlanning).

16 Can you pay the application fee online? **

The statutory application fee to accompany an electronically submitted application can also be paid online.

17 Can drawings, photographs and documents associated with the online application be attached to an electronic application? **

Applicants can submit attach documents and visual files to accompany the application forms

submitted online to the council

18 Downloadable forms? *

Electronic copies of standard planning forms that can be downloaded and printed from the Councils website. The form can be filled out once printed or online but the application cannot be submitted electronically to the council or any external support site. Application forms are submitted to the Council via post.

19 Is the development plan text available? *

Includes either the adopted or draft deposit development plan but only when provided in full text format. Councils providing a synopsis of their plan, design briefs, master plans, Inspector's Reports or summary of the development plan review process were not awarded a score for this criterion.

20 Is the proposals map available? *

The proposal map accompanying the development plan is available online. Can be presented as a single map or in sections but must cover the whole borough.

21 Is the proposals map linked to policy? *

Only if the user can access a list of relevant policies and designations for an individual site by clicking on that area on the proposal map or by locating it via address or postcode search. It is an interactive process.

22 Is the proposals map comprehensive and easy to use? *

If the user is able to identify street names and/or locate an individual site on the map. From the user's view point, the key function of a proposals map is to enable the user to check policy and land designations applicable to a specific location or individual site (e.g. an application site). Failing this, the user has to check the designations for individual addresses via the telephone and/or visit the Council to view the full-sized paper proposal map. This is not only resource and time-consuming for both the user and council but also detracts from the usefulness and purpose of providing e-planning services.

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Economic and Development Services Matters
2.	Date:	6th December 2004
3.	Title:	Revenue, Fee Billing, Trading and Capital resources monitoring report for 2004/2005
4.	Programme Area:	Economic and Development Services

5. Summary

To report on the performance against budget for the Economic and Development Services Programme Area Revenue, Fee Billing Trading and Capital resources for the period – **April to October 2004/05.**

6. Recommendations

That Members note the anticipated outturn position for the Economic & Development Services Programme Area Budgets as at October 2004.

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

7. Proposals and Details

Members are asked to receive and comment upon budget monitoring reports on a monthly basis from June onwards. This report reflects the position on the budget for the period 1st April 2004 to 31st October 2004. The attached **appendices** give a summary of the projected 2004/05 revenue position for the Programme area;

Appendix A – E&DS Summary Report.
Appendix A1 to A5 – Service Level Summary Report.
Appendix B1 to B2 – Capital Programme summary

At this stage in the financial year and following the latest round of budget meetings the Programme Area has identified that currently it is likely to achieve a break-even position against its total net revenue budget of £15,804,006. There are however a number of emerging cost pressures, potential savings and additional income sources which as yet cannot be quantified with accuracy.

The Programme area is currently projected to fully commit its capital programme resources of £22,145,689 in 2004/05. Current levels of actual expenditure charged to the programme represents (£7,091,965) 32% of this total. However historically this percentage of spend is not unduly low for this point in the year. The trend over the last three year's corporately and for EDS in 2003/04 is for expenditure of approximately 30% of the total programme by October. There are currently two unfunded projects likely to impact upon the EDS programme. These are £101,000 for the Civic ICT Suite and £300,000 for the 3rd Floor Contact Centre refurbishment works. However the Authority is currently projecting a surplus of £509,000 in capital resources globally to off-set the above.

Rotherham Investment and Development Office

- At this point in the financial year the Service is reporting a nil variance against it's budget. However there are emerging cost pressures around the Commercial properties portfolio which will be closely monitored.

Planning and Transportation

The overall position on this account is currently a projected balanced budget position.

Asset Management

- At this point in the financial year the Service has a nil variance against it's revenue budget. There are emerging cost pressures around Office accommodation which are currently being offset by unbudgeted income from design consultancy fee work.

Streetpride

- There are no significant cost pressures or savings to emerge as this point in the year.

Business Unit

- There are no significant cost pressures or savings to emerge as this point in the year.

Corporate Accounts

- Vacancy Factor – A nil variance is projected at this stage in the financial year.

8. Finance

Please refer to the attached appendices for detailed financial analysis.

9. Risks and Uncertainties

The projected outturn position is based on early indications of rising cost pressures and identifiable savings. However as more robust data becomes available it is entirely possible that further costs and savings will emerge which will increase the accuracy of subsequent month's projections.

10. Policy and Performance Agenda Implications

The CPA Resources Action Plan sets out the requirement to improve the financial monitoring and reporting to Members and to maintain and improve budget monitoring and control. Programme Area spend is aligned only to Programme area and corporate priorities. A tight control continues to be maintained on all areas of expenditure.

11. Background Papers and Consultation

This is the fifth budget monitoring report for the Programme area for 2004/05 and reflects the position from April 2004 to October 2004. This report has been discussed with the Executive Director, Heads of Service of Economic and Development Services and Corporate Finance.

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REASONS FOR VARIANCE FROM APPROVED BUDGET (Based on available information as at period 07)

Service	Under (-) / Over (+) Spending Projected to Year End £,000	Reasons/Implications	RAG Status	Actions Proposed	Impact of Actions	Revised RAG Status
Rotherham Investment & Development Office	#REF!	Nil variance at this stage in the financial year, although there are possible cost pressures on commercial properties	A	Any confirmed shortfall can be managed via savings on the repairs and maintenance budget.	To achieve a nil variance against the RIDO budget allocation.	G
Planning & Transportation	#REF!	Nil variance at this stage in the financial year	G	No action required.		
Asset Management	#REF!	Nil variance at this stage in the financial year, although there are possible cost pressures on office accommodation and additional income on caretakers and Bailey Suite accounts starting to emerge.	A	Any confirmed shortfall or additional income will be balanced by the overall position on the Asset Management accounts.	The aim is to achieve a nil variance against the Asset Management budget allocation.	G
Streetpride	#REF!	Nil variance at this stage in the financial year	G	No action required.		
Business Unit	#REF!	Nil variance at this stage in the financial year	G	No action required.		
TOTAL	#REF!					

REVENUE BUDGET MONITORING REPORT 2004/05

Appendix A - 1

REASONS FOR VARIANCE FROM APPROVED BUDGET (Based on available information as at period 07)

Rotherham Investment & Development Office	Under (-) / Over (+) Spending Projected to Year End £,000	Reasons/Implications	RAG Status	Actions Proposed	Impact of Actions	Revised RAG Status
Business Development	0	Nil variance at this stage in the financial year	G	No action required.		
SYIIP (Priority 1) - S06032	0	Nil variance at this stage in the financial year	G	No action required.		
Commercial Properties	0	Nil variance at this stage in the financial year, although there are pressures around a reduction in achievable rental income through sales in the commercial property portfolio. As a result of the agreed disposal of equitable interest in Reresby House to the residual body of the TEC a possible payment of £38,500 have now been confirmed.	A	If cost pressures are confirmed can be managed via savings on the repairs and maintenance budget.	To achieve a nil variance against the RIDO budget allocation.	G
Development Promotion	0	Nil variance at this stage in the financial year	G	No action required.		
Strategy Development	0	Nil variance at this stage in the financial year	G	No action required.		
Programmes	0	Nil variance at this stage in the financial year	G	No action required.		
Work Implementation	0	Nil variance at this stage in the financial year	G	No action required.		
Objective 1 Delivery Team - S06068	0	Nil variance at this stage in the financial year		No action required.		
Brampton Centre	0	Nil variance at this stage in the financial year	G	No action required.		
Century Business Centre	0	Nil variance at this stage in the financial year	G	No action required.		
CERB	0	Nil variance at this stage in the financial year	G	No action required.		
Valuation Group (Revenue)	0	Nil variance at this stage in the financial year	G	No action required.		
Valuation Group (Fee Billing)	0	Nil variance at this stage in the financial year	G	No action required.		
40 Brigadegate	0	Nil variance at this stage in the financial year	G	No action required.		
Tourism	0	Nil variance at this stage in the financial year	G	No action required.		
IMarkets	0	Nil variance at this stage in the financial year	G	No action required.		
Town Centre Management	0	Nil variance at this stage in the financial year	G	No action required.		
TOTAL	0					

REVENUE BUDGET MONITORING REPORT 2004/05

Appendix A - 2

REASONS FOR VARIANCE FROM APPROVED BUDGET (Based on available information as at period 07)

Planning & Transportation Service	Under (-) / Over (+) Spending Projected to Year End £,000	Reasons/Implications	RAG Status	Actions Proposed	Impact of Actions	Revised RAG Status
Forward Planning	0	Nil variance at this stage in the financial year	G	No action required.		
Planning Support	0	Nil variance at this stage in the financial year	G	No action required.		
Management	0	Nil variance at this stage in the financial year	G	No action required.		
Land Charges	0	Nil variance at this stage in the financial year	G	No action required.		
Development Control	0	Nil variance at this stage in the financial year. Although there is the possibility of an underspend.	G	No action required.		
Building Control (72% Trading)	0	Nil variance at this stage in the financial year, although there is potentially higher income from building regulation fees.	G	No action required.		
Building Control (28% Revenue)	0	Nil variance at this stage in the financial year	G	No action required.		
Transportation	0	Nil variance at this stage in the financial year	G	No action required.		
TOTAL	0					

REVENUE BUDGET MONITORING REPORT 2004/2005

Appendix A - 3

REASONS FOR VARIANCE FROM APPROVED BUDGET (Based on available information as at period 07)

Asset Management	Under (-) / Over (+) Spending Projected to Year End £,000	Reasons/Implications	RAG Status	Actions Proposed	Impact of Actions	Revised RAG Status	Swing
Facilities Management	0	Nil variance at this stage in the financial year	G	No action required.			0
Facilities Management (Education Premises)	0	Nil variance at this stage in the financial year	G	No action required.			0
Community Buildings	0	Nil variance at this stage in the financial year	G	No action required.			0
Office Accommodation	0	There are some cost pressures emerging around cleaning services charges.	A	To identify underspends within the Asset Management Service which will achieve an overall balanced budget.		G	35
Environmental Management	0	Nil variance at this stage in the financial year	G	No action required.			0
Caretakers	0	Nil variance at this stage in the financial year, although there is the possibility of additional income being generated.	G	If additional income is confirmed this will be used to offset any cost pressures to emerge within Asset Management.	The aim is to achieve a nil variance against the Asset Management budget allocation.	G	-5
Public Conveniences	0	Nil variance at this stage in the financial year	G	No action required.			0
Bailey Suite	0	Nil variance at this stage in the financial year, although there is the possibility of additional income being generated.	G	If additional income is confirmed this will be used to offset any cost pressures to emerge within Asset Management.	The aim is to achieve a nil variance against the Asset Management budget allocation.	G	5
Emergency Planning	0	Nil variance at this stage in the financial year	G	No action required.			
Health and Safety	0	Nil variance at this stage in the financial year	G	No action required.			
Swinton District Heating	0	Nil variance at this stage in the financial year	G	No action required.			0
Misc. Fee Accounts	0	Nil variance at this stage in the financial year	G	No action required.			0
Strategic Support Team	0	Nil variance at this stage in the financial year	G	No action required.			50
Miscellaneous Properties	0	Nil variance at this stage in the financial year	G	No action required.			-10
Building Cleaning	0	Nil variance at this stage in the financial year	G	No action required.			
Fee Billing - Projects & Partnerships	0	Nil variance at this stage in the financial year	G	No action required.			
Fee Billing - Consultancy Management	0	Currently identified surplus on consultancy fees income.	G	No action required.			
TOTAL	0						75

REVENUE BUDGET MONITORING REPORT 2004/05

Appendix A - 4

REASONS FOR VARIANCE FROM APPROVED BUDGET (Based on available information as at period 07)

Streetpride	Under (-) / Over (+) Spending Projected to Year End £,000	Reasons/Implications	RAG Status	Actions Proposed	Impact of Actions	Revised RAG Status
Community Delivery Teams	0	Nil variance at this stage in the financial year	G	No action required.		
Schemes & Partnerships	0	Nil variance at this stage in the financial year	G	No action required.		
Network Management	0	Nil variance at this stage in the financial year, although there are possible cost pressures around the need to replenish the Winter Maintenance Fund if resources are not made available corporately.	G	No action required.		
Corporate Accounts - Streetpride	0	Nil variance at this stage in the financial year	G	No action required.		
TOTAL	0					

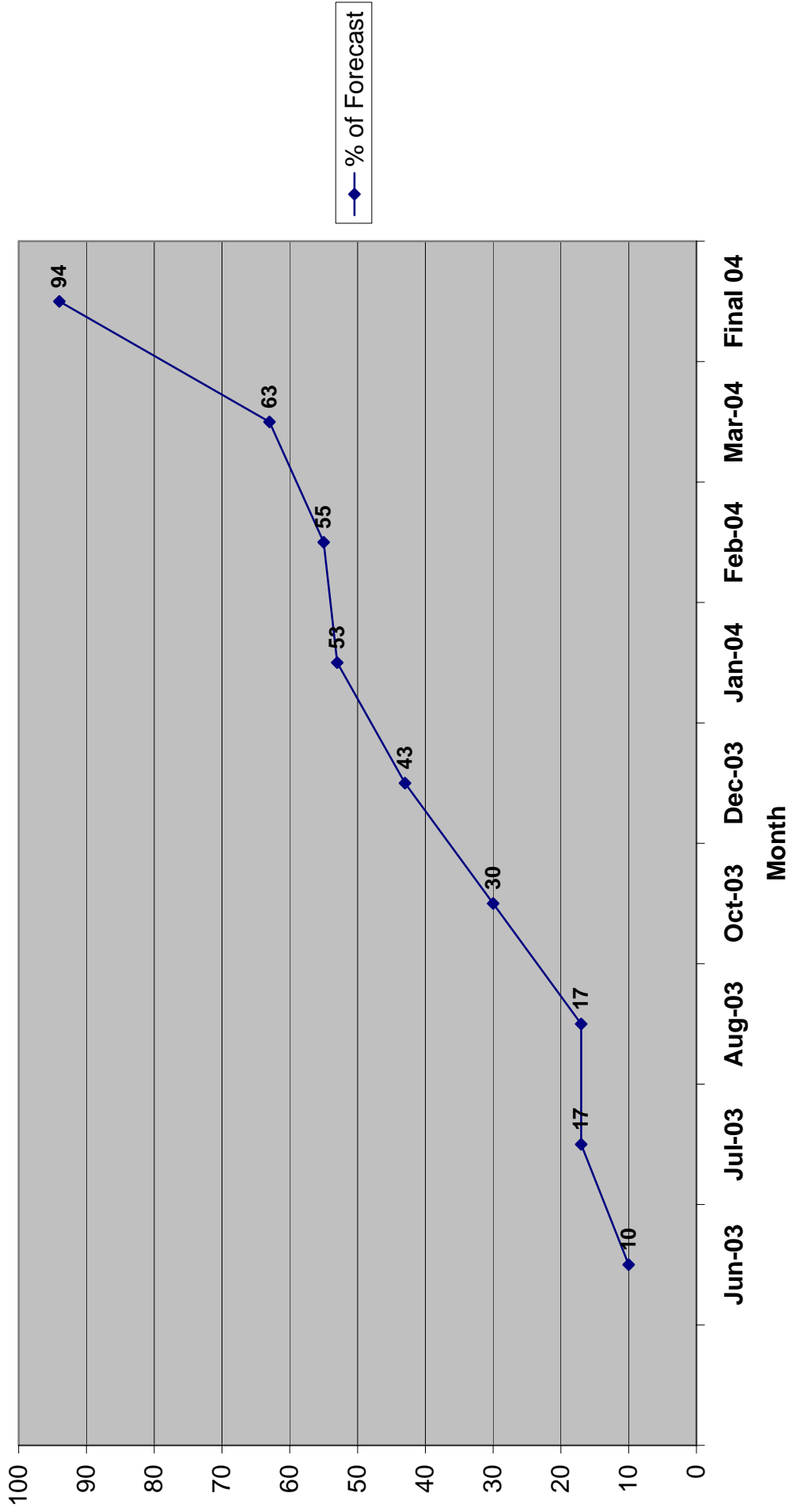
REASONS FOR VARIANCE FROM APPROVED BUDGET (Based on available information as at period 07)

Business Unit	Under (-) / Over (+) Spending Projected to Year End £,000	Reasons/Implications	RAG Status	Actions Proposed	Impact of Actions	Revised RAG Status
Administration Services	0	Nil variance at this stage in the financial year	G	No action required.		
Finance	0	Nil variance at this stage in the financial year	G	No action required.		
Payments to RBT	0	Nil variance at this stage in the financial year	G	No action required.		
Management	0	Nil variance at this stage in the financial year	G	No action required.		
Corporate Account	0	Nil variance at this stage in the financial year	G	No action required.		
Typing Services	0	Nil variance at this stage in the financial year	G	No action required.		
Performance & Quality	0	Nil variance at this stage in the financial year	G	No action required.		
Drawing Services	0	Nil variance at this stage in the financial year	G	No action required.		
TOTAL	0					

EDS CAPITAL PROGRAMME MONITORING REPORT TO 31ST OCTOBER 2004-2005

	Revised Programme 1 Apr 04 to 31 Mar 05 £	£	Actual Expenditure to 31/10/04 £	Spend to forecast % %	Projected Expenditure 1 Apr 04 to 31 Mar 05 £	Projected spend to forecast %
EDS Capital Programme Block						
Highways - General		8,013,000	2,194,899	27.39	8,013,000	100.00
Economic Regeneration						
- Derelict Land Reclamation grant	9,778,551		4,235,842	43.32	9,778,551	100.00
- Industrial & Commercial Regen	0		7,493		2,493	
- CERB	1,279,675		133,393	10.42	1,279,675	100.00
- SRB	586,188	11,644,414	466,738	79.62	586,188	100.00
Land and Property Services			53,600	2.15	2,488,275	100.00
EDS Capital Programme Total		22,145,689	7,091,965	32.02	22,148,182	100.01

Appendix B2 EDS Capital Programme spend as % of Forecast in 2003/04



EDS AMENDMENTS TO PROGRAMME

	Expenditure £	Funding £	Funding key	Comments
Economic and Development Services				
TPT Meadowhall to Elsecar Site - DLG	200,000	200,000	SG	
Treeton Colliery Tip - WREN	3,000	3,000	SG	
Drainage Adoptions - DLG	30,000	30,000	SG	
CERB	472,915			
SRB	-6,534,051	-6,534,051	SG	
One Stop Shop	439,000			
	-5,389,136	-6,301,051		

Carry forward from 2003/2004
Balance of 7 year programme c/f into future years
Report to Property Board 15th September 2004
increased costs from £1,920,000 to £2,359,000

Key:

- SG Specific grant
- CR Capital receipts
- OC Other contributions

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of the Local Government Act 1972.

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