

Planning, Transportation Environment and Waste Overview and Scrutiny Panel

Date: **Wednesday 7 January 2009**

Time: **10.30am**

Venue: **Edwards Room, County Hall, Norwich**

Persons attending the meeting are requested to turn off mobile phones.

Membership

Mr A D Adams	Mr G B Hemming
Mr J Baskerville	Mr J M Joyce
Mr D Baxter	Mrs B Lashley
Mr S W Bett (Chairman)	Mr P W Moore
Mrs H A Bolt	Mr B Morrey
Mr A J Byrne	Mr M Taylor
Miss E Collishaw	Mrs C M Ward
Mr T East	Mr A White
Mrs G P Harris	

Non Voting Cabinet Members

Mr A J Gunson	Planning and Transportation
Mr I Monson	Waste Management and the Environment

**For further details and general enquiries about this Agenda
please contact the Committee Administrator:**

Lesley Rudelhoff Scott on 01603 222963
or email Lesley.rudelhoff.scott@norfolk.gov.uk

A g e n d a

1. **To receive apologies and details of any substitute members attending.**

2. **Minutes**

To confirm the minutes of the meeting held on 5 November 2008.

(Page)

3. **Members to Declare any Interests**

Please indicate whether the interest is a personal one only or one, which is prejudicial. A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest, the member may speak and vote on the matter. Please note that if you are exempt from declaring a personal interest because it arises solely from your position on a body to which you were nominated by the County Council or a body exercising functions of a public nature (e.g. another local authority), you need only declare your interest if and when you intend to speak on a matter.

If a prejudicial interest is declared, the member should withdraw from the room whilst the matter is discussed unless members of the public are allowed to make representations, give evidence or answer questions about the matter, in which case you may attend the meeting for that purpose. You must immediately leave the room when you have finished or the meeting decides you have finished, if earlier. **These declarations apply to all those members present, whether the member is part of the meeting, attending to speak as a local member on an item or simply observing the meeting from the public seating area.**

4. **To receive any items of business which the Chairman decides should be considered as a matter of urgency**

5. **Public Question Time**

15 minutes for questions from members of the public of which due notice has been given.

Please note that all questions must be received by 5.00pm Friday 2 January 2009. Please submit your question(s) to the person named on the front of this agenda. For guidance on submitting public questions, please refer to the Council Constitution Appendix 10, Council Procedure Rules or www.norfolk.gov.uk/reviewpanelquestions

6. **Local Member Issues/Member Questions**

15 minutes for local members to raise issues of concern of which due notice has been given.

Please note that all questions must be received by 5.00pm Friday 2 January 2009. Please submit your question(s) to the person named on the front of this agenda.

7. **Cabinet Member Feedback on Previous Review Panel Comments** (Page)

A joint report by the Cabinet Member for Planning and Transportation and Cabinet Member for Waste Management and the Environment

The report gives feedback to the Panel on Cabinet discussions and the outcome of the Panel's comments and views on any issue that has been considered by the Panel prior to going to Cabinet

Items for Scrutiny

8. **Forward Work Programme: Scrutiny** (Page)

Report by the Director of Planning and Transportation

The report asks Members to review and develop the programme for scrutiny

9. **Climate Related Decisions of Norfolk County Council** (Page)

Report by the Director of Planning and Transportation

The report provides an update on the work done since the previous Cabinet Scrutiny report in January 2008

10. **Update on Refresh of Drainage Protocol** (Page)

Report by the Director of Planning and Transportation

The report updates Members on the progress since the last report to the Panel on 9 January 2008

11. **Transport Provision for Young People in Education Aged 14-19** (Page)

Joint Report by the Director of Planning and Transportation and the Director of Children's Services

The report outlines the recent 14-19 educational reforms and considers the implications for transport

12. **Street Lighting Policy** (Page)
Report by the Director of Planning and Transportation
The report provides an update on the review of street lighting policy with regard to the introduction of part night lighting

13. **HGV Route Hierarchy** (Page)
Report by the Director of Planning and Transportation
The scoping report gives some background information on the HGV route hierarchy and sets out an outline proposal for further scrutiny

14. **Partnership Working** (Page)
Report by the Director of Planning and Transportation
The Overview and Scrutiny Panel have agreed a two year rolling programme of review for planning and transportation's partnership working

Items for Review

15. **Budget Monitoring 2008/09** (Page)
Report by the Director of Planning and Transportation
This is the third report on budget monitoring for 2008/09 which the Panel is asked to comment on

16. **Abandoned Vehicles Policy** (Page)
Report by the Director of Planning and Transportation
This report asks Members to comment on the criteria setting out the policy for disposing of abandoned vehicles

17. **Review of the Norfolk Protocol for the Consideration of Unauthorised Encampments** (Page)
Report by the Director of Planning and Transportation
The report gives the Panel the opportunity to comment on the current review of the protocol and how it is currently implemented in Norfolk

18. **Local Transport Plan** (Page)

Report by the Director of Planning and Transportation

The report outlines the progress made during 2006/07 and 2007/08 on delivering transport objectives and targets

19. **Planning and Transportation Service and Financial Plan 2009/10** (Page)

Report by the Director of Planning and Transportation

The report updates the Panel on proposals for service planning for 2009/10-20011/12

Group Meetings

Conservative	9.30am	Colman Room
Labour	9.30am	Room 504
Liberal Democrats	9.30am	Room 532

Chris Walton
Head of Democratic Services
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Martineau Lane
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Date Agenda Published: 22 December 2009



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**Planning Transportation, the Environment
and Waste Overview Scrutiny Panel**

7 January 2009

Item No.7

**Cabinet Member feedback on previous Review Panel
comments**

A joint report by the Cabinet Member for Planning and Transportation
and Cabinet Member for Waste Management and the Environment

Summary

This short report gives feedback to Review Panel on Cabinet discussions and the outcome of Panel's comments and views on any issue that has been considered by the Panel prior to going to Cabinet.

Planning and Transportation issues

Report	Norwich Park and Ride Fare Proposals
Date considered by Review Panel:	5 November 2008
Review Panel comments:	Review Panel expressed some concerns about the impact of additional costs to the District Councils for concessionary fares, parking control and security measures at sites. Review Panel broadly agreed the Park and Ride fare proposals outlined in the report subject to their concerns above being reported to Cabinet.
Date considered by Cabinet:	10 November 2008
Cabinet feedback:	Cabinet agreed to amend the current park and ride "pay to park" fares structure to a new "pay to person" charging system with effect from January 2009, with the fare structure to be as detailed in the report.
Report	Regional Funding Allocation
Date considered by Review Panel:	5 November 2008
Review Panel comments:	Members noted the list of schemes for submission to RFA2.
Date considered by Cabinet:	10 November 2008
Cabinet feedback:	Confirmed the list of schemes for submission to RFA2.

Waste Management and the Environment issues

Report	Norfolk Climate Change Strategy
Date considered by Review Panel:	3 September 2008
Review Panel comments:	A draft version of the Strategy was reported to Review Panel, who noted the progress made but felt that more detail on integrated transport solutions should be included in the Strategy and that there should be less use of jargon in the document.
Date considered by Cabinet:	13 October 2008
Cabinet feedback:	A final version of the Strategy was reported to Cabinet, which took account of the comments from Review Panel. Cabinet approved the final version of the Strategy.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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Forward work programme: Scrutiny

Report by the Director of Planning and Transportation

Summary

This report asks Members to review and develop the programme for scrutiny.

1. The programme

1.1. The attached Outline Programme for Scrutiny (Appendix A) has been updated to show progress since 5 November 2008 Review Panel.

1.2. Members of Review Panel are asked to add new topics to the scrutiny programme in line with the criteria below:-

(i) **High profile** – as identified by:

- Members (through constituents, surgeries, etc)
- Public (through surveys, Citizen's Panel, etc)
- Media
- External inspection (Audit Commission, Ombudsman, Internal Audit, Inspection Bodies)

(ii) **Impact** – this might be significant because of:

- The scale of the issue
- The budget that it has
- The impact that it has on members of the public (this could be either a small issue that affects a large number of people or a big issue that affects a small number of people)

(iii) **Quality** – for instance, is it :

- Significantly under performing
- An example of good practice
- Overspending

(iv) It is a Corporate Priority

2. **Waste disposal and recycling**

- 2.1. Cabinet Scrutiny Committee held an 'away day' in 2008 to consider its forward work programme. One of the topics that was put forward was 'waste disposal and recycling' (to examine whether the County Council is investing in the right areas to reduce landfill and increase recycling and composting). Subsequently, Scrutiny Group Leads decided that this topic would be more appropriate for this Review Panel to scrutiny.
- 2.2. Review Panel will want to consider adding this item to the forward work programme. It is proposed that Review Panel receives a scoping report at their next meeting in March giving a brief summary of the current arrangements for waste disposal and recycling, along with details of some of the key challenges that we are facing, so that Members can consider whether more detailed scrutiny is required.
- 2.3 For information, the latest (2007/8) recycling and composting rate in Norfolk exceeds 40%, which equates to upper quartile. The County's performance in terms of waste reduction is also very good, with performance against the km of waste collected per head of population continuing to be the lowest of all County Councils, and the residual waste treatment project is well underway to meet the requirements of the landfill directive targets.

3. **Section 17 – Crime and Disorder Act**

- 3.1 The crime and disorder implications of the various scrutiny topics will be considered when the scrutiny takes place.

Action Required

Review Panel is asked to:-

- (i) Consider any new topics suitable for adding to the scrutiny programme, in line with the criteria at 1.2., and to agree the topics and reporting dates listed on the programme.
- (ii) Consider adding waste disposal and recycling to the forward work programme.

Background Papers

None.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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Outline Programme for Scrutiny

Standing item for Planning, Transportation, Environment and Waste Review Panel :
update for 7 January 2009

This is only an outline programme and could/should be amended as issues arise or priorities change

Scrutiny is normally a two stage process:

- Stage 1 of the process is a scoping and costing stage. Draft terms of reference and intended outcomes will be developed as part of this stage.
- The detailed scrutiny will be carried out by the full Review Panel or a Member Group but other approaches can be considered, as appropriate.
- On the basis that the detailed scrutiny is carried out by Member Group, Stage 2 is reporting back to the Review Panel by the Group.

Changes to Programme from that submitted to Review Panel on 5 November 2008

Added

- Street Lighting Policy – an update on Essex County Council's street lighting pilot was due to be reported to be reported March 2008. Review Panel asked for an early update report on experience elsewhere with reduced operation of streetlights – to be reported January 2009.

Completed / Removed from Programme

- None.

Other

- Partnership working – two year rolling programme of review commenced on 05/11/08; the first report covered casualty reduction partnerships.
- Transfer of landfill sites to the County Council – an update report was discussed on 05/11/08; Review Panel subsequently asked for a further update, which will be reported in March 2009.

Topic	Outline Objective	Cabinet Area	Stage 1 (scoping report)	Stage 2 (report back to Review Panel)	Initiated by	Comment
1. Delays occurring on county and trunk roads	To review the delays that occur as a result of accidents and other incidents.	Planning and Transportati on	3 September 2008	4 March 2009	A Gunson CC & 5 March 2008 Review Panel	Member Working Group set up – first meeting 16/10/08, another meeting is being planned.
2. Partnership working	To scrutinise P&T partnership working using the questionnaire developed by Cabinet Scrutiny Committee.	Planning and Transportati on	14 May 2008	<i>Ongoing - see comment</i>	5 March 2008 Review Panel	Two year rolling programme of review commenced 05/11/08 with a report on casualty reduction partnerships.
3. HGV Route Hierarchy	To scrutinise the process for setting and enforcing the route hierarchy.	Planning and Transportati on	7 January 2009		14 May 2008 Review Panel	Member Working Group met 05/09/08 – scoping report being produced.
4. Diplomas for 14-19 year olds – transport implications	To review the wide-ranging implications on NCC transport provision.	Planning and Transportati on	7 January 2009		14 May 2008 Review Panel	
5. Transfer of landfill sites to the County Council	To monitor the outcomes of the scrutiny carried out by Cabinet Scrutiny.	Environment and Waste	N/A	4 March 2009	9 July 2008 Review Panel	Report discussed 05/11/08, and agree to receive a further update in 2009.

Topic	Outline Objective	Cabinet Area	Stage 1 (scoping report)	Stage 2 (report back to Review Panel)	Initiated by	Comment
6. Climate change	A Cabinet Scrutiny Committee has scrutinised this area – PTEW to monitor progress against the recommendations agreed as part of this.	Environment and Waste AND planning and transportation	N/A	7 January 2009	9 July 2008 Review Panel	Passed to Review Panel by Cabinet Scrutiny. PTEW to receive 6 monthly update reports and then consider whether further scrutiny or monitoring is required.
<i>Community Infrastructure Levy</i>	<i>TBC</i>	<i>Planning and Transportation</i>	<i>TBC</i>	<i>TBC</i>	<i>14 May 2008 Review Panel</i>	<i>To be considered for Scrutiny once a body of evidence becomes available</i>

Follow up actions

Street Lighting Policy – officers to seek an update from Essex County Council and report to Review Panel with recommendations regarding dimming on traffic routes and consultation on part night lighting in residential areas. There will be an opportunity for further scrutiny by the Review Panel, if required. Current position – Essex CC have recently completed a pilot and are reviewing/assessing their findings. The update on the results of the pilot will be reported to Review Panel as soon as they are available. In the meantime, Review Panel asked for an early update report on experience elsewhere with reduced operation of streetlights – to be reported **January 2009**.

Drainage protocol – report presented to Review Panel 9 January 2008 updating Members on the drainage protocol between District Councils, the Environment Agency, Internal Drainage Boards and the County Council. It was agreed that the County Council would be more proactive in promoting and implementing the protocol and review progress in a year – with a report to Review Panel **January 2009**.

Scrutiny items completed since 2001

Date completed	Topic	Method
5 December 2002	Trading on the highway	Full Panel
5 December 2002	Safer Journeys to School	Task & finish group
23 January 2003	Norfolk Waste Partnership	Full Panel
23 January 2003	20mph speed limits	Task & finish group
14 April 2003	Draft Local Performance Indicators for 2003/04	Full Panel
14 April 2003	Accident rates for different modes of transport	Full Panel
4 March 2004	S106 Agreements – phase 1	Task & finish group
15 July 2004	Snow situation 28 January 2004	Full Panel
16 September 2004	Trading on the highway	Full Panel
16 September 2004	Impact of Castle Mall and future developments on city centre traffic	Task & finish group
16 September 2004	Effectiveness of walking & cycling schemes	Task & finish group
25 November 2004	Signage to local business and tourist destinations	Task & finish group
9 March 2005	County Council travel plan	Full Panel
8 June 2005	Residual waste treatment and disposal contract	Full Panel
8 November 2005	Concessionary travel schemes	Task & finish group
15 March 2006	Temporary road closures & cost implications of H&S legislation- phase 2	Task & finish group
17 May 2006	S106 Agreements – phase 2	Task & finish group
19 July 2006	Safer and Healthier Journeys to School – school travel plans	Full Panel
24 January 2007	Operation of intelligent transport systems	Full Panel
18 July 2007	Coastal protection and the Marine Bill	Task & finish group
18 July 2007	County parking standards for new development	Task & finish group
18 July 2007	Management of commuted sums	Full Panel
14 November 2007	Casualty reduction strategy	Full Panel
14 November 2007	Effectiveness of new waste recycling contracts	Full Panel
14 November 2007	Validity of financial forecasts for waste budgets	Full Panel
9 January 2008	Drainage protocol between district councils, Environment Agency and the Council	Full Panel
9 January 2008	Bus Net system cost effectiveness and use of information	Full Panel
14 May 2008	Environmental impact of grass cutting on highway verges	Full Panel

Other items identified

None.

Climate-related decisions of Norfolk County Council

Report by the Director of Planning and Transportation

Summary

This report provides an update on the work done since the previous Cabinet Scrutiny Report in January 2008. This work has been structured into a framework that addresses climate change under the requirements of the new Local Government Performance Framework and the specific performance indicators that relate to Climate Change. To that end the report is structured in two parts. Firstly, it looks at the internal carbon management process. Secondly, it looks at wider partnership work that is covered by the newly adopted Norfolk Climate Change Strategy. Finally, there is a focus on the future implications of involvement of the authority within the Carbon Reduction Commitment (CRC). The CRC will introduce a mandatory carbon trading scheme from 2010.

1. Background

- 1.1. The report is in two parts. Firstly it provides a progress review of work to address climate change impacts as a direct result of running the organisation. Secondly, it provides a wider overview of the work undertaken to develop the Norfolk Climate Change Strategy. Both strands of work have been developed to incorporate the climate change obligations placed on local authorities within the new Local Government Performance Framework.

2. Introduction – Carbon Management in NCC

- 2.1 Cabinet Scrutiny commissioned a Working Group in December 2006 to investigate how, Norfolk County Council, in conducting its services addressed climate change. The result of this was a report ultimately submitted to Cabinet in January 2008 with 21 recommendations. In response to this a report was put before Cabinet in April 2008 outlining what was currently in place and what was expected to be addressed within forthcoming work. Many of the recommendations relating to internal impacts were best felt to be managed by the Carbon Management Programme. This Programme was a result of involvement with the Carbon Trust as part of its Local Authority Carbon Management Programme. A key output from work with the Carbon Trust is a Strategy and Implementation Plan (SIP). This provides the roadmap for reducing carbon-based impacts of the organisation

2.2 The focus of the work of Cabinet Scrutiny was very much on the internal working of the authority. However, given the equally important community performance requirements, this report also will provide an overview of what has taken place under the requirements of the two national indicators that address this aspect.

3. **Progress**

3.1 Since involvement with the Carbon Trust, the Local Government Performance Framework has been introduced from April 2008. Within this there are climate change indicators. One, National Indicator 185, focuses on the impacts of each local authority's estate. The NCC Carbon Management Programme has incorporated the additional requirements of this new indicator.

3.2 The governance structure is currently in place and consists of a Programme Board that includes Director level membership and the Cabinet Member for Environment and Waste. A Carbon Management Group consisting of representatives with a role within the key impact sectors has also been convened. Both groups meet regularly to oversee progress.

3.3 An 'Invest to Save' fund of £200K has been set up to help kick-start projects additional to those already identified, these are currently in development

3.4 The project team is currently undertaking work to review the baseline to take on board additional requirements of the new National Indicator 185. This looks beyond 'direct' impacts but is attempting to quantify the 'indirect' impacts from outsourced services. Currently work is underway identifying and contacting key contractors. This is likely to see an increase in the currently known baseline figure. A recent additional requirement from central government is that the County Council is required to co-ordinate all the district council returns for NI 185.

3.5 The key projects currently within the Programme are:

- **Buildings** – This is the most significant impact area, in excess of 70% of carbon emissions can be attributed to the buildings portfolio. The work will cover technical improvements. Currently a capital bid for £7.4m has been developed by NPS to address the improvements necessary to make the building infrastructure more energy efficient over the period 2009-14.
- **Streetlighting** – the programme has incorporated the current PFI project. The aim of this programme is to institute improved lighting across the county but also to implement different lighting regimes.
- **Schools** – This is a key awareness raising programme and expands on the current Energy Busters/Energy Futures work in schools, conducted in partnership with the National Trust. This expanded programme aims to embed this energy awareness raising programme in all schools
- **Communications** – work needs to progress in rolling out wider awareness raising such as the Environmental Champions scheme.
- **Transport** – to be developed. While there are examples of good practice already in place, such as the Eco-driving scheme and Travel Planning, a more robust overview with respect to Fleet management and business

mileage needs to be developed.

4. Future focus

- 4.1 Under the previous work with the Carbon Trust, waste was identified as a key impact sector and crucial work has been achieved through the Schools' Waste Action Club (SWAC). However, under the requirements of NI 185, waste as an impact has been ignored. Currently waste-related impacts are not being covered in our work, though it is intended that a focus will remain on raising the profile that landfill has as part of the climate change agenda. Currently, there is investigative work underway to assess the role that bio-methane may play, for example as a carbon neutral fuel.
- 4.2 Transport was a key impact sector identified in the original work on the Carbon Trust Programme. Under NI 185 Transport is a key impact sector alongside buildings and street-lighting, and therefore will need to be tracked this financial year to determine a more complete understanding of its impact. It is hoped to embed targets around transport within the current service planning work.
- 4.3 Additional requirements from government now request that county councils co-ordinate baseline data returns from the districts as well. These are expected to be submitted to Audit Commission as a joint return by July 2009. To this end a network of key contacts from all the local authorities is working on this exercise.
- 4.4 The Climate Change Act received Royal Assent on 26 November 2008. This commits the UK to an 80% reduction in its carbon footprint. Within the Act there will be requirements on large local authorities and private sector organisations to reduce their impacts. These will be entrenched within the 'Carbon Reduction Commitment' (CRC), which will form part of the Climate Change Act. This takes effect from 2010.
- 4.5 The CRC will enforce a carbon trading scheme on organisations that are large consumers of electricity (in the first instance). NCC meets the qualifying criteria by consuming in excess of 6000 MWhr. This means that a 'cap and trade' scheme will operate based around what the organisation's baseline footprint is in the qualification footprint year 2010-11. It is expected that 'carbon allowances' will be valued at £12/tonne. In the forthcoming year the organisation will need to register for the scheme, but will also need to investigate the burden that this will place on the authority with regard to additional resources, and what additional complications will be placed by the Local Government Review. It is expected that future work with respect to the CRC will be integrated into the Carbon Reduction Programme.

5. Norfolk Climate Change Strategy

- 5.1 The Norfolk Climate Change Strategy was commissioned by the Norfolk Local Government Association in December 2006 and has subsequently been developed by a Task Force of local authority officers from each of the Norfolk local authorities. It has been adopted by all the local authorities and will be officially launched on 6 February 2009. Prior to its adoption the PTEW and CARP Review Panels have already contributed to the development of the Norfolk Climate Change Strategy during the autumn of 2008.

5.2 The Strategy acknowledges that as local authorities we have a major role to play in tackling climate change, as corporate estate managers and major service providers. It is also an expression of each council Leader's commitment to providing clear community leadership on the issue and consequently stresses that all sections of society have a role to play.

5.3 The Strategy sets two high level goals: **mitigate** and **adapt** to the impacts of climate change. However, the thrust of the strategy are key priorities that support the three key climate change performance indicators – NI 185, NI 186 & NI 188:

- **NI 185** - *Reducing each council's own carbon footprint. For NCC this is covered in the programme mentioned above*
- **NI 186** - *Reducing per capita emissions in the wider community.*
- **NI 188** - *Planning to adapt to climate change*

5.4 A key part of the strategy will also involve raising awareness within the community. To this end funding has been obtained through the Norfolk County Strategic Partnership to develop a Behaviour Change Strategy, and any supporting community-based activity. In addition funding for a Partnership Co-ordinator to drive forward the process has also been obtained.

5.5 **The Strategy and the Local Area Agreement (LAA)** - Norfolk's LAA for 2008-2011 includes two of the designated climate change National Indicators mentioned above. Under agreement with the Government Office, measures have been identified to track progress to 2011:

- **NI186 - Per capita reduction in CO₂ emissions in the LA area**
Our LAA target is an 11% reduction in CO₂ emissions across Norfolk by 2011 (of which local authorities are responsible for 3%).
- **NI188 - Planning to adapt to climate change**
Our LAA target is to reach Level 3 of the Government's performance framework by 2011. In the interim we have agreed to fully assess our baseline and beyond by March 2009, which will take us to 'level 1'. This means conducting a comprehensive risk assessment for Norfolk, identifying the vulnerabilities and opportunities for each sector, developing a detailed action plan and embedding that action in the strategies and policies of all local authorities and key partners.

5.6 Meeting the expectations of these indicators forms the backbone of the Norfolk Climate Change Strategy. Consequently, the Strategy attempts to set out a clear vision for delivery against these two National Indicators, as well as **NI185 - Reducing CO₂ emissions from local authority operations.**

5.7 **Implementation of the Strategy: the Norfolk Climate Change Partnership**

While the strategy was developed by the county's LA's, key to its implementation will be its delivery via a Partnership that reflects the broader nature of the NCSP.

5.8 **Proposed Partnership Structure:**

- A *Steering Group* with a high, credible external profile will act as the figure-head body for the Partnership, in order to maximise funding and publicity opportunities. This Group will guide the Partnership's top-line Strategic direction, with assistance from the *Governance Board*.
- A *Governance Board* comprising the Norfolk Climate Change Task Force in conjunction with the Chairs of a set of *Project Sub-Groups* will act as Group project arbiters and provide Partnership Governance. It will in the first instance act as the approval body for the Terms of Reference for the *Steering Group*, *Governance Board* and *Project Sub-Groups*.
- A set of *Project Sub-Groups*, containing only the key relevant external and internal stakeholders, will lead the practical project implementation. Each Group will report in to the *Governance Board* via the Sub-Group Chair.

5.9 This proposed structure was agreed by the Norfolk County Strategy Partnership on 19 November 2008.

6. **Resource Implications**

6.1 **Carbon Management Programme**

6.1.1 **Finance** : Funding has been secured to roll out the Energy Busters/Energy Futures programme. Also, capital funds have been secured to assist schools when funding boiler replacement to investigate renewable solutions. To assist with this process, NPS have attracted additional grants through the government's Low Carbon Buildings Programme. This has enabled various technologies to be put in place. However a structured approach to funding to stimulate future work at a corporate level, is required; including support to develop an approach to manage carbon trading. Currently, a funding model is in development in discussion with the Department of Finance.

6.1.2 **Property**: NPS have submitted a capital bid to cover the 5 year period from 2009-2014 of £7.4M. This bid to improve the building stock of the authority is crucial to enable the authority to deliver on project cost and emissions reductions that will in turn demonstrate meeting the projected 25% emissions reduction by 2013.

6.1.3 It will be necessary during 2009/10 to identify a funding source to enable participation in the CRC from April 2010. At the moment a funding model is in development. Initial indications, suggest that allowances will cost circa 8-12% of annual energy spend (ref EDF Energy) to participate, though money will be repaid based on performance during the year. Initial indications suggest that the cost to the authority to participate in carbon trading within the CRC would be circa £800K at the start of the process (based on having to buy two year's worth of allowances in advance).

6.2 **Staff : Climate Change Strategy**

- The Partnership will be supported by a *Climate Change Partnership*

Coordinator, a 12-month fixed term role based within the Sustainability Strategy team at County Hall. This has been funded through second homes money allocated by the Norfolk County Strategy Partnership.

- In addition to funding for the Partnership Co-ordinator post, funds for a Behaviour-change Strategy and Local Climate Impacts Profile have been made available.
- It is envisaged that further resources will be investigated as part of the *Climate Change Partnership Coordinator's* remit.

7. **Other Implications**

7.1 **Legal Implications** : See reference to CRC above.

7.2 **Human Rights** : None

7.2 **Equality Impact Assessment (EqIA)** : As the programme is managed through the Planning and Transportation Department, equality impact assessments have been carried out covering all Planning and Transportation activities, and these will be reviewed as part of forthcoming service planning development.

7.4 **Communications** : None

8. **Section 17 – Crime and Disorder Act**

8.1 None

Action Required

- (i) The Review Panel is asked to note progress to date and future implications, particularly around the introduction of the Carbon Reduction Commitment.
- (ii) Panel is asked to consider whether any further scrutiny or monitoring is required. In particular, whether Members wish to receive further information on the carbon trading scheme that will be enforced by the CRC; technical guidance will be issued in February, and a further report could be presented to Panel on this in the Summer.

Background Papers

Cabinet Scrutiny Report 18 December 2007.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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Update on Refresh of Drainage Protocol

Report by Director of Planning & Transportation

Summary

This report updates members on the progress since the last report to Panel on 9th Jan 2008, on the refresh of the Drainage Protocol between District Councils, the Environment Agency, Internal Drainage Boards and the County Council regarding responsibilities and agreed working practices for drainage and flooding issues in Norfolk.

1. Introduction

- 1.1 At the January 2008 meeting, Panel reviewed the responsibilities and working practices for dealing with drainage and flooding issues in Norfolk, as set out in the drainage protocol between District Councils, the Environment Agency, Internal Drainage Boards and the County Council.
- 1.2 Panel heard that, in November 2007, the district councils were contacted to provide assurance that they continue to support the protocol and to provide contact details to ensure improved resolution of any problems. At the time of reporting in January 2008, replies had not been received from all districts and it was becoming evident from NCC operational staff that some district officers were not aware of the protocol. Panel agreed that further work should be done to promote and implement the protocol, and that progress should be reviewed in a year. This report updates Panel on the progress that has been made.

2. Actions Undertaken

- 2.1 To ensure that all organisations understand their roles and responsibilities in respect of drainage issues as detailed in the agreed Norfolk Drainage Protocol (Appendix A) the following actions have been taken.
 - (i) The Drainage Protocol was taken, discussed and agreed at the Norfolk Resilience Forum Environmental Sub Group at its February meeting and also further discussed at the July meeting.
 - (ii) The Protocol was also discussed at the Environmental Protection Act – Highways Management Liaison group which involves all district councils.
 - (iii) All District Councils, the Environmental Agency and the Internal Drainage Board have returned signed letters stating that they agree

with the Protocol and have undertaken to ensure their staff are aware of its existence and understand each partners responsibilities.

- (iv) Norfolk County Council have added the Drainage Protocol to its website and have ensured the Customer Service Centre is aware of its existence and understand its contents.
- (v) NCC P&T Area Managers have refreshed the protocol amongst their operational staff to ensure members, parish councils and the public can be fully briefed on its existence and thus who they should contact for any drainage queries.

2.2 There has been liaison and activities with most districts where we have worked together to tackle flooding problems using the agreement set out in the protocol.

3. **Next Steps**

3.1 A refresh of the protocol will be undertaken annually through the relevant forums as detailed above, to ensure continued commitment to the agreed arrangements

3.2 In addition the Government initiated the Pitt Report following the summer floods in 2007. The report gives 92 recommendations, and central Government published their response to them on 17 December. The Pitt recommendations show that the Local Authorities would lead on 25 actions with a further 12 recommendations to be actioned through the Local Resilience Forums. Emergency Planning Unit will take the lead for addressing the Norfolk Resilience actions in close liaison with partners and other NCC departments. There will need to be close liaison with all NCC Departments and in particular P&T Highway Operations Group (responsible for the maintenance of existing highway drainage systems) and Strategy & Performance Group (responsible for influencing the location of development through the planning system, addressing associated flooding / drainage matters). The drainage protocol will provide a strong platform in ensuring we work together with our partners in addressing the Pitt recommendations.

4. **Resource Implications**

4.1 **Finance** : None

4.2 **Staff** : Current activities are contained within the existing resources. Any increase in this area would take resources from other activities.

4.3 **Property** : None

4.4 **IT** : None

5. **Other Implications**

5.1 **Legal Implications** : None

5.2 **Human Rights** : None

5.3 **Equality Impact Assessment (EqIA)** : This report is not directly relevant to equality, in that it is not making proposals which will have a direct impact on equality of access or outcome. The implementation of the recommendations from the Pitt report could bring some benefits, in terms of equality of access, and the impact of this will be reviewed as part of the implementation of individual actions.

5.4 **Communications** : None.

6. **Section 17 – Crime and Disorder Act** None

7. **Conclusion**

7.1 Work has been carried out to ensure that all relevant organisations agree with and are working within the protocol. The annual re-refresh of the protocol will ensure that there is continued commitment to agreed arrangements.

Action Required

- (i) Panel are asked to note the progress that has been made in promoting and implementing the protocol. We will need to look at this again, once we have digested the Government's response to the Pitt recommendations, and propose bringing a further report on this to Panel in March 2009.

Background Papers

Panel Report "Drainage Protocol" - 9th January 2008 (Item No 17)

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Statement of Common Policy

Land Drainage in Norfolk

In order to clarify public accountability for action under the Land Drainage legislation, all Enforcement Authorities within Norfolk agree the following:

- In event of widescale flooding all authorities will respond and co-operate in alleviating the danger to public and damage to buildings.
- In responding to other land drainage problems the following authorities will take a lead by initially investigating problems in the areas specified.

Environment Agency	Main River within the meaning of Part IV of the Water Resources Act 1991 including urban flooding affected by Main River.
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Internal Drainage Board	Non Main river problems within the Internal Drainage District.
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County Council	Drainage problems in County Council smallholdings, estates or highways, or other associated County Council property.
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District Council	Small urban flooding problems or isolated rural problems affecting domestic or commercial buildings.
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- Any Authority receiving a request which is not for them will take the message and themselves pass it on for the customer to the appropriate lead Authority.
- Each lead Authority will decide what action, if any, it will take in pursuing enforcement or remedial activities, and for informing other agencies which may be involved.
- All enforcement authorities will work together in finding solutions to more widespread problems.

**Transport provision for young people in education
aged 14-19**

Joint report by the Director of Planning and Transportation and
Director of Children's Services

Summary

This report outlines the recent 14-19 educational reforms and considers the implications for transport. It gives examples of methods being tested in other rural authorities and informs Members about the first rural diploma to be delivered in Norfolk. It also outlines what Norfolk are proposing to do in the future in order to meet the new educational requirements whilst keeping costs and travelling to a minimum.

This report will also go to Children's Services Review Panel for consideration on 14 January 2009.

1. Background

- 1.1. The recent 14-19 educational reforms mean that the Local Authority now has a duty to provide a wider curriculum for learners aged 14-19. This includes, but is not limited to, the new diploma lines which provide an opportunity for young people to engage in applied learning courses at an earlier stage of their learning life.

The 14-19 reforms also include GCSEs and A Levels, Apprenticeships and the new Foundation Learning Tier. By 2013, all young people aged 14 and 16 will have the entitlement to choose one of these learning routes.

- 1.2. The diplomas are being phased in over a five year period and the Government requirement is that all young people aged 14-19 will be entitled to access one or more of 17 diploma lines of learning by 2013.
- 1.3. The new diploma is an alternative to the traditional GCSE or A level route. It offers a mix of classroom learning, creative thinking and hands-on experience. It can help students develop the skills and experience that are valued by employers and which universities and colleges look for in potential students. Access to these diplomas, as well as other forms of 14-19 learning, is key and is a particular challenge for rural authorities where comprehensive transport networks do not exist.
- 1.4. Local solutions, not necessarily transport solutions, will need to be developed to take account of the wide variety of different circumstances: urban areas with good public transport links, the existing home to school transport networks which exist for traditional eligible children only, dispersed market towns, scattered rural areas, and the varied locations of the schools, colleges, training providers and employers.

2. The statutory duties of local authorities in relation to 14-19 transport

- 2.1. County 14-19 strategic partnerships made up of the local authority, schools and colleges are responsible for deciding how best to arrange transport, particularly during the school or college day.
- 2.2. When the 14-19 statutory entitlement to diplomas is in place by 2013, local authorities, schools and colleges will need to be able to demonstrate that they have provided access to all elements of the reforms, including diploma provision, including but not limited to effective transport solutions.
- 2.3. At pre 16 the local authority is required to provide free home to school transport for students who live more than 2 or 3 miles from their nearest appropriate school. This includes an alternative establishment providing learning under the 14-19 curriculum.
- 2.4. At post 16 the local authority has a duty to assist students with transport, in the form of financial support or transport services, to ensure they are not prevented from participating beyond the age of 16 (and up to age 19 or 21) because their fares are too high or because transport provision is inadequate. In other words the local authority has a responsibility to ensure that transport is not a limiting factor in access to post 16 education.

3.0 The “access” challenge

- 3.1 Outside of the three main urban areas of Great Yarmouth, Norwich and King's Lynn, students in Norfolk live in the market towns or in dispersed communities, with transport provided to their local appropriate school or to a sixth form/college that is on a contracted or local bus/train route.

Access to other establishments is limited, unless there happens to be a local transport service to that place at the appropriate times due to other transport movements e.g. journeys to work.

- 3.2 The Local Transport Plan recognises that accessibility, particularly in certain areas of Norfolk, is limited and seeks to address this through different solutions (e.g. flexible transport services), however it would not be possible to provide transport in all areas to all places.
- 3.3 Transport to schools is also generally limited to one bus in and one bus out at the start and end of the school day. If students need to attend other establishments during the day then we need to make sure they are back by the time the school bus goes, or have direct transport to and from the alternative establishment.
- 3.4 We also need to consider what impact the travelling element might have on the students – how can we minimise the need for them to travel, and minimise the time it takes for any one journey? For each situation we would need to consider whether students should travel direct to their learning establishment or via their host school or college, and also what could be provided by teachers travelling instead or even via e-learning. Wherever possible, one of our principles should be to reduce the need to travel.

4.0 14-19 in Norfolk

4.1 Norfolk has a 14-19 Strategy Group chaired by the Director of Children's Services. There is a 14-19 Director and a small development team. Providers work together in local 14-19 partnerships.

The partnerships include high schools, special schools, colleges and work-based training providers. Schools and colleges are responsible for implementing the 14-19 strategy with their partnership and for developing local solutions within the county strategy.

4.2 The geographic range of some of the partnerships is quite large, for example one in the north of the county includes providers and schools from Wells across to Aylsham. Access to any of the providers in this area from such a wide geographic area is going to be really challenging and could be very costly.

5.0 Linking with other transport provision and the County's transport policies

5.1 It is important that any transport for 14-19s fits within the transport already in existence, e.g. existing local bus services and existing school or college services. In the past we have had instances where schools have booked transport direct with operators, resulting in overloading of vehicles or extra costs.

5.2 If transport is procured centrally it is more likely to be cheaper due to economies of scale and a better bargaining position. For example, at the moment the Passenger Transport Group buys bus passes in bulk for traditional post 16 students to get to and from City College, while City College also buys bus passes, from the same operators, for 14-19 students.

5.3 It is also essential that any transport provision is delivered in accordance with the County's overall transport policies and achieves value for money, whilst retaining quality provision for the learners.

6.0 Helping 14-19 delivery work in rural areas

6.1 Case studies from Shropshire and Cumbria (who were Pathfinder authorities for 14-19 delivery) show how some rural areas are tackling the particular challenges posed by delivery in largely rural areas.

6.2 Shropshire

Shropshire is a county much like Norfolk, with the population fairly evenly spread and the majority of homes and schools located around its small market towns. Whilst schools are fairly evenly distributed, very few are in close proximity to each other and colleges are dispersed across the county, making movement between institutions difficult and lengthy.

Strategies being used to overcome access issues in Shropshire include:

- The use of e-learning, e.g. video conferencing;
- Strong local collaboration and coordination of the curriculum within each local partnership;
- Some providers and colleges taking training to students as opposed to

- students travelling to different venues;
- A moped loan scheme (similar to Kickstart in Norfolk).

To date the central transport team in Shropshire has not been responsible for arranging travel for 14-19 learning, but this is now being reviewed as the benefits can be seen of having a central coordination point. They are also going to appoint a 14-19 transport coordinator.

Students in Shropshire are positive about their increased curriculum opportunities, demonstrated by approximately 40% of 16 year old students with a vocational qualification and staying-on rates above the national average.

6.3 Cumbria

Cumbria's approach involved strategic coordination of all transport for students across the county, as part of the traditional home to school transport provision.

Through collaborative working they have also achieved economies of scale for a range of courses, particularly A-levels, by creating larger teaching groups made up of students from a number of schools.

Cumbria appointed a 14-19 transport coordinator to organise transport across the county and this person is a key member of the 14-19 development team, ensuring that each of the partnerships always take access and transport into account when planning new provision.

To cut down on travel for students the curriculum offer is provided through a mix of staff and students moving. Costs are also kept down by organising the curriculum provision and transport strategically through collaborative working and larger teaching groups.

Cumbria also has a moped loan scheme, and uses the main transport providers for travel into and around the urban areas.

Schools, parents and students are very positive about the increased curriculum offer; parents can see the benefits of coordinated transport and know that travel time from rural areas will be considered, and students enjoy the range of facilities and learning offered.

7.0 Delivering the CBE (construction) Diploma in Fakenham

7.1 The first rural diploma to be delivered in Norfolk started in September 2008 and already we face a challenge in providing transport from a range of locations, from Wells and the north coast, Dereham to the south and Coltishall to the east.

7.2 The diploma is delivered at a purpose built location in Fakenham. Students do a day at the specific diploma delivery site, half a day at a local high school, and the other three and a half days at their normal high school. Transport planning and access issues were not a priority in shaping this diploma line.

7.3 Transportation requirements were considered very late on and the emphasis was on achieving minimum travelling time and the maximum learning time at

the diploma course.

Students who normally attend Fakenham High use their normal method of transport to get to school and then get on one of the school buses to move to the diploma delivery site.

7.4 The diploma was planned for up to 20 students, but demand was higher than expected and 26 Year 10 students are now taking this option. It is expected that a further 20-25 students will opt for this diploma in Fakenham, starting in September 2009.

7.5 The journeys have been planned using 8 seat minibuses, to keep travelling times to a reasonable level, but this has impacted on unit costs. The cost of transport for students to access this diploma, not including their transport to their normal high school, will cost £20k this financial year (£29k in a full year), which is about £20 per student per day, far higher than the average cost of mainstream transport which is about £4 per day.

Although transport is working well, if delivery costs this much across all diploma lines, then costs to the county could rise considerably.

7.6 Whilst transport to access this diploma has been considered and organised centrally by the Passenger Transport Group, it may have looked different (and ultimately been cheaper) had access issues been considered much earlier in the process.

8.0 Joint working between Planning & Transportation and Children's Services

8.1 It is essential that work is co-ordinated between Passenger Transport, Children Services and 14-19 partnerships, to ensure that transport and access needs are identified and addressed.

8.2 A project is proposed to take forward the development of this co-ordinated approach. A Project Initiation Workshop was therefore held at the end of November involving staff from Passenger Transport and Children's Services. They were:

- Paul Fisher, Assistant Director CS
- Richard Snowden, Head of Pupil and Student Support, CS
- Mary Roche, Transport Policy Manager, CS
- Christine Brown, Connexions, CS
- Gordon Boyd, 14-19 Director, CS
- Paul Dunning, 14-19 Senior Adviser, CS
- Tracy Jessop, Head of Passenger Transport, P&T
- Niki Park, Business Support Manager, P&T

8.3 It has been agreed that a project team will work through the transport and access implications of delivering the full 14-19 curriculum across the county. It will be a staged approach as different diplomas become available, with the full range being in place by 2013.

8.4 At the moment there are 5 workstreams to the project:

- developing an access map and a travel to learn map
- defining the transport eligibility criteria for 14-19 education, including charging and looking at the extended school day
- reviewing the existing 14-19 transport strategy group (which involves college principals) and access work group, and setting up the governance arrangements for this project and for 14-19 transport delivery overall
- reviewing and revising the communication and information flows between the 14-19 partnerships and Passenger Transport, and ensuring learners are also involved
- investigating the different options for a model of 14-19 transport delivery, for example should it be centrally coordinated or delivered by the individual partnerships?

A later stage, once the above have been decided, will be to define an operational planning process – how will students find out about transport, how will they apply, etc.

8.5 The Government have given local authorities £75k over 18 months to fund new 14-19 transport coordinators. It was therefore also agreed that we would appoint a 14-19 transport coordinator, to 'bridge' the Passenger Transport Group and the 14-19 partnerships.

This post would liaise with the local partnerships about their 14-19 delivery, advise on access issues, identify transport implications and then assist the Passenger Transport Group with the necessary transport planning. They would also become the project officer for this project.

9.0 Resource implications

9.1 Finance:

It is inevitable that transport and therefore costs will increase. There are a number of current funding streams available, held within Children's Services, including:

- Learner Support Funds for 16-19s;
- LSC 14-19 Funds;
- LSC post-16 Transport Funds;
- 14-19 Flexible Funding;
- Sparsity top-up funding.

The Government has also recently announced £1m for each of the 20 most rural authorities, including Norfolk, to improve access, and £75k over 18 months to fund new 14-19 transport coordinators.

9.2 **Staff:** An additional post for 18 months will coordinate the transport implications and planning for 14-19 education delivery.

9.3 **Property:** There are no implications.

9.4 **IT:** No additional IT equipment is required.

10.0 **Other Implications**

10.1 **Legal Implications:** The Authority has statutory transport duties for children in education and we would need to make sure we keep to these in anything that is decided.

10.2 **Human Rights:** There are believed to be no implications.

10.3 **Equal Opportunities:** By determining an eligibility criteria and model of delivery for access to the 14-19 curriculum we will be ensuring that access is fair and equal to all learners.

10.4 **Equality Impact Assessment (EqIA) :**

A full Equality Impact Assessment has not yet been undertaken, but by determining an eligibility criteria and model of delivery for access to the 14-19 curriculum we will be ensuring that access is fair and equal to all learners. Students with disabilities will be considered at all stages.

10.5 **Communications :** The set up of this project and the workstreams will ensure that there are good communications between Children's Services and P&T. Information will be disseminated to the local 14-19 partnerships and the learners as the model develops.

11.0 **Section 17 – Crime and Disorder Act**

11.1 There are no specific implications for Crime and Disorder, although the provision of more varied education for students aged 14-19 could ensure that more young people stay engaged in education for longer.

12.0 **Impact on Children and Young People**

12.1 The outcome of this work will be the co-ordination of transport for young people to varied 14-19 education and training providers. Such co-ordination should make transport easier to access, clarify eligibility and make transport available to ensure the delivery of 14-19 learning and training entitlements.

13.0 **Conclusion**

13.1 As an authority we have a requirement to ensure delivery of the new 14-19 curriculum.

13.2 Part of this delivery will inevitably involve travel outside of the normal home to school and college transport movements, and therefore will result in increased costs.

13.3 To minimise these costs it is essential that Children's Services and P&T work together to solve the access and transport issues which will arise as a result of this delivery.

13.4 The two departments have decided to set up a project to oversee this, and to

appoint a 14-19 transport coordinator for 18 months to provide the link between curriculum delivery and transport delivery.

Recommendation

- (i) Members are asked to discuss the detail of the report and to consider the importance of joint working to introduce the new duties and maintain a cost effective transport service.

Background Papers None

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Street Lighting Policy

Report by the Director of Planning and Transportation

Summary

Update on the review of street lighting policy with regard to the introduction of part night lighting.

1. Background

- 1.1. At its meeting on 05 January 2007 Planning Transportation Environment Waste and Economic Development Review Panel (PTEWED) considered the findings of a task and finish group to scrutinise street lighting policy with regard to energy savings achievable through reductions in the burn hours and/or intensity of street lighting. This work was specifically carried out in advance of the award of the PFI contract for street lighting, which became operational in February 2008, and was instigated in part by the Essex County Council decision to introduce a pilot scheme to switch off lights in parts of Maldon and Uttlesford between midnight and 5 00am (part night lighting). The previous report to Review Panel contained the Terms of Reference of the task and finish group as well as details of the Essex pilot scheme.
- 1.2. As reported in January 2007, three technically feasible ways to reduce the use of electricity are:-
 - (a) **Use of modern photo cells which switch on and off much more quickly (trimming)** –these allow the lamps to be switched on slightly later and off slightly earlier. Trimming can be applied to all our street lights as they are brought up to standard under the PFI contract and there is no additional equipment cost. Although predicted energy savings are modest (approximately 1% of overall consumption), this could save up to £1m over the lifetime of the PFI contract at no cost to the Council.
 - (b) **Reduce intensity of lighting when traffic flows reduce (dimming)** – using electronic control gear to reduce the level of lighting to permissible levels on heavily trafficked routes between 8 00pm (or dusk if later) and 6 am (or dawn if earlier) in order to reflect lower traffic flows between those times. This could be applied to about 5,000 lights out of a total stock of 50,000 with predicted energy savings of approximately 3% of overall consumption.
 - (c) **Reduce lighting by switching off lights (part-night lighting)** – it is possible to switch off lights for part of the night, say midnight to 05.00hrs

on lightly trafficked routes such as residential streets. The level of energy reduction would be directly influenced by the extent of part-night lighting introduced but it is estimated that overall energy consumption could be reduced by up to 20%.

- 1.3. The task and finish group concluded that appropriate consultation should take place before any change to street lighting policy or practice in Norfolk, with the possible exception of imperceptible dimming on traffic routes, and that as a first step, officers should seek updates from Essex County Council and inform Review Panel of their experience of switching off lights. The Review Panel agreed that once an update had been received from Essex County Council, a report should be brought back with recommendations regarding dimming on traffic routes and consultation on part night lighting in residential areas.

2. **Current considerations**

- 2.1. Trimming and dimming can be done within existing Norfolk County Council street lighting policy and Cabinet in April 2007 therefore approved their inclusion in the PFI contract. Trimming photocells will be installed in all the County council lighting stock as it is brought up to standard and timed dimming will be introduced on those traffic routes where surveyed traffic volumes fluctuate sufficiently to allow reduced lighting standards to be adopted at night. Whilst saving energy, the level of light reduction is not considered to be perceptible to road users.
- 2.2. Discussions have been held with the street lighting PFI contractor about active dimming whereby the lighting level on the road is governed by sensors which monitor real time traffic flows and adjust the lighting to appropriate levels. This technology is however considered most appropriate only to very major traffic routes and it is considered that its likely impact in Norfolk would be marginal and not therefore cost-effective.
- 2.3. Part night lighting is not included within our current street lighting policy. If the County Council were to adopt such a policy in future the change could be accommodated under the PFI contract. The additional costs of installing part night cells would be marginal if fitted as part of column replacement or upgrade during the PFI core investment period. If the cells were changed as part of a future routine maintenance operation, there would be an additional cost of approximately £20 for each replacement photocell. If the replacement operation was completed as a separate operation to other works there would however be a significant increase in the cost due to the need to provide plant and labour.
- 2.4. If policy were changed to allow part night lighting, it would not be necessary to implement across the whole county, either initially or in the long term. Technically it would be feasible to implement part-night lighting in discrete areas or even individual streets.
- 2.5. Reductions in energy achieved through the introduction of part night lighting would contribute towards the Council's carbon reduction targets and its obligations under National Indicator 185, the percentage CO₂ reduction from Authority operations. Taken in conjunction with the other measures being

introduced through the Street Lighting PFI contract, the installation of modern energy efficient lamps and the implementation of trimming and dimming, part night lighting should help to reduce the overall level of light emission from the street lighting system.

3. **Results from other Authorities**

- 3.1. Essex County Council has not yet reported the results of its pilot part night lighting scheme in Maldon and Uttlesford and it is not therefore possible to provide Review Panel with a formal update of its experience with switching off lights.
- 3.2. Leicestershire County Council has recently carried out a desk top review of part night lighting progress in other authorities across the country, as shown in Appendix 1. Whilst this list may not be exhaustive, it indicates that several authorities have looked into part-night lighting and that trials are now underway in Gloucestershire and Oxfordshire in addition to Essex.

4. **Resource Implications**

- 4.1. **Finance** : Our current annual street lighting energy bill is approximately £2.3m. It is not possible to predict the potential savings from part night lighting without knowing the extent to which lights could be switched off after consultation.

Discussions with the Essex County Council street lighting manager have however indicated that savings of approximately 20 percent are realisable in those areas where part night lighting has been introduced on the streets considered suitable for such action.

Since the street lighting energy price is a blended price between day and night rates, it is possible that the energy providers may impose a higher unit rate if the low tariff consumption is reduced whilst the day rate consumption remains relatively unaffected. This would reduce or even nullify the realisable financial benefits.

The additional costs of installing part night cells would be marginal if fitted as part of column replacement or upgrade during the PFI core investment period. If the cells were changed as part of a future routine maintenance operation, there would be an additional cost of approximately £20 for each replacement photocell.

- 4.2. **Staff** : None
- 4.3. **Property** : None
- 4.4. **IT** : None

5. **Other Implications**

- 5.1. **Legal Implications** : There are believed to be no implications
- 5.2. **Human Rights** : There are believed to be no implications
- 5.3. **Equality Impact Assessment (EqIA)** : The street lighting service has undergone an outline Equality Impact Assessment
- 5.4. **Communications** : An appropriately scoped and detailed consultation campaign will be necessary to promote any proposal to introduce part night lighting in Norfolk

6. **Section 17 – Crime and Disorder Act**

- 6.1. Switching off street lights in residential areas could significantly affect the public's fear of crime, and possibly affect the incidence of crime. If the Review Panel considers that a change in policy should be explored then crime and disorder implications will need to be carefully considered during the consultation process and before any decisions are made.

7. **Conclusion**

- 7.1. The introduction of part night light lighting will reduce energy consumption and the extent of implementation will influence the amount of energy saving. This energy saving will contribute towards the Council's carbon reduction targets and should result in cost savings, although these cannot be guaranteed if energy providers amend their rates to reflect changes in usage patterns.
- 7.2. There is an opportunity to explore Norfolk residents' attitudes to switching off street lighting in the next questionnaire to the Norfolk Citizens' Panel, which is programmed to go to Citizens' Panel members in February 2009, with a final report in May.
- 7.3. Should this opportunity be taken, it would be possible to see whether prevailing attitudes in Norfolk reflect the views of people in Essex before its 'switch-off' trial. The Council would then be better placed to consider carrying out a similar trial in Norfolk. The scope of such a trial would be guided by more focused consultation within the selected area or community.

Action Required

- (i) The Review Panel is asked to comment on the proposed use of Norfolk Citizens' Panel in February 2009 to establish current attitudes to switching off street lights late at night.
- (ii) Should the Citizens' Panel be so used, the Review Panel should receive a report on the findings together with the results of the Essex County Council pilot scheme, so that it may give further consideration to whether Cabinet should be asked to approve a change in street lighting policy to allow a part night lighting trial in Norfolk.

Background Papers

Report to Review Panel January 2007

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**Planning Transportation, the Environment
and Waste Overview Scrutiny Panel
07 January 2009
Item No.12**

Appendix A

Street Lighting - Part Night Lighting Desk Top Review

Authority Contacted	Part Night Lighting		Comments	Ctte Papers	
	Yes	No		Yes	No
Derbyshire		No	No formal decision, but unease from Community Safety Office.		No
Nottinghamshire		No	Select Ctte Select Ctte Overview and Scrutiny	29/05/200 7 22/10/200 7 Jan-08	
Northamptonshire		No	Proposed PFI in Northants to dim all lights from midnight and use 35/16 lux cells		No
Peterborough		No	Switched off 2 out of 3 lights on the Parkways 10 years ago		No
Lancashire		No	Undertaking technology trials in photocell array only at this stage. No site trials		No
Nottingham City		No	Urban Area. Gun crime capital. Considering full remote monitoring system as part of PFI to allow for dimming/part night lighting in future with virtual metering but even this decision regarding the infrastructure has		No

			not yet been taken	
Derby City		No	Urban Area	No
Powys CC	Switch off		Not really part night lighting	22/04/2008
			Completely turning off 2 out of 3 lights Started this work 8/9/08.	15/07/2008
			Also info on BBC Wales website	18/04/2008
				22/04/2008
				16/07/2008
Oxfordshire	Yes		340 lamps have been identified through consultations with Parishes. These lights are on main roads between settlements. This initiative came out of Carbon man Prog but there was no ctte paper written. There was a hope that it could move into the settlement areas in future but the bad press has meant that members now want to consider if this goes ahead	No
Gloucestershire	Yes		3 Parish trial for last 11 months Criteria has resulted in 36% of lights becoming part night. Now contacted other Parishes and had support for 50 more part-night schemes. Funding has been secured through SALIX (company set up by the carbon trust to administer funds made available by Gov't) but cabinet have got to agree the loan of £704k.	04/09/2006

		Huge consultation to keep public onside Very successful. Crime has fallen slightly.	
Buckinghamshire	Switch off	Selected lights at Rural and semi rural locations Criteria given in report. Need to check suitability of lines, signs, catseyes etc	Jan-07
Lincolnshire		Still trying to obtain info	
Essex	Yes	Part night in 2 borough areas Bad press to start with but now accepted Crime fallen between midnight and 5am Overall crime up. Essex Chronicle - 78% residents in favour	Yes

Planning and Transportation the Environment and Waste Overview and Scrutiny Panel Review Panel

7 January 2009

Item No.13

HGV route hierarchy

Report by the HGV Route Hierarchy Member Working Group

Summary

This scoping report gives some background information on the HGV route hierarchy, and sets out an outline proposal for further scrutiny.

1. Background

1.1. The HGV Route Hierarchy was identified as a scrutiny item at the meeting on 14 May 2008, and subsequently added to the forward work programme. It was also agreed at this meeting that a small Member Working Group would be set up to discuss this scrutiny item and to produce a scoping report for Panel to consider (instead of officers producing a scoping report direct).

1.2. The Member Working Group has met to discuss this scrutiny item, and this report reflects the views of the Group. The Working Group was attended by:-

- Alexander Byrne (Chair) – Conservative
- John Baskerville - Conservative
- Barbara Lashley – Labour
- Laurie Egan – Network Manager, P&T
- Sarah Rhoden – Scrutiny Support Officer, P&T

The following were nominated to join the Working Group, but unable to attend the initial meeting:-

- Derek Baxter - Conservative
- Gail Harris – Labour (Barbara Lashley substituted at the meeting)
- Peter Moore – Liberal Democrat

2. The Route Hierarchy

2.1. The route hierarchy was established in the 1980's and reviewed countywide through the 1990's. The 1990's process was very controversial and cost over £10 Million pounds to complete.

2.2. The purpose of the route hierarchy was to encourage through signing the heaviest traffic flows and the largest vehicles on to the most appropriate and best maintained routes to help ease network conditions, protect rural communities and protect the rural landscape from unnecessary damage by traffic.

- 2.3. The route hierarchy was developed on a series of cells bounded by principal or main distributor roads; an extract from LTP1 showing the make up of the cells used to develop the route hierarchy is shown at Appendix A. Key routes into settlements, and industrial areas were developed for the area of the cell depending on its characteristics and nature.
- 2.4. The routes were consulted on with local communities. The consultations were extremely detailed and were often controversial. Following the consultations reports were taken to Committee and finalised. Appendix B gives an extract relating to the route hierarchy from the current LTP.
- 2.5. The issues of road standard, verge erosion and landscape protection, standard of maintenance, and winter gritting were key in the consultation with communities understanding the need for the heaviest traffic flows and particularly the largest vehicles to use designated routes.
- 2.6. Since the 1990's review the signing of designated routes has been completed and local issues are being raised and resolved locally using the toolkit of measures listed in Appendix C.

3. **Working Group Proposal**

- 3.1. When this scrutiny item was initially identified, Panel agreed that it would not be appropriate to review the route hierarchy itself as that would be very time consuming, and the Member Working Group, therefore, have developed a proposal on that basis.
- 3.2. The Working Group felt that this subject was worthy of further scrutiny, and that further scrutiny should be carried out to look at what has changed since the route hierarchy was developed, and gauging whether the arrangements in place are still appropriate/suitable - and if not, identifying some improvement actions.
- 3.3. Bearing in mind that it would be impracticable to review the whole route hierarchy, the Working Group proposes the any further scrutiny focuses a small sample of two locations:-
 - B1111 East Harling
 - C246 Spixworth
- 3.4. The following broad areas were identified as potential areas that could be covered by the review of these two sample locations:-
 - how has the area developed since the route hierarchy was agreed - e.g. housing growth, changes in traffic volumes, changes in HGV operator licences, developments with impact on freight, business closures with impact on freight
 - how has the road network changed since the route hierarchy was agreed - e.g. road condition, number of traffic restrictions (particularly HGV restrictions) including bridge and environmental weight restrictions, casualty

figures, traffic management programme schemes

- potential impact that major developments may have - e.g. Norwich airport increased passengers, outer harbour (including potential problems with overnight parking for HGVs), NDR
- how has the freight industry changed since the route hierarchy was agreed - e.g. number of vehicles licenced, size of vehicles, changes in legislation (inc driver hours)
- views of stakeholders - views of operators and local residents
- Number of HGV cell related items of correspondence, and the issues raised

For some of the points above, a fairly simple desk exercise can be carried out to gather information to be scrutinised. But, other items may have significant resource implications in terms of officer time to gather the information needed. These type of issues could be considered during the scrutiny process, and requirements prioritised if needed.

- 3.5. The Working Group selected these two locations as they felt that the communities affected by the route hierarchy in these locations had some concerns, and that a number of issues/queries had been raised with local members. However, although it is proposed that any further scrutiny focuses on these locations, the scrutiny process would use this small sample to consider the effectiveness of the entirety of the route hierarchy and not to effect changes purely at these locations. It is important that we do not raise expectation that this exercise would resolve any and all problems in the two sample locations, but some improvement actions relating to these locations may be identified.
- 3.6. A number of more general points were identified as suitable for further scrutiny, to form part of the review outlined above. These were:-
- Communication - how is the hierarchy publicised/communicated, how are environmental issues communicated to operators (e.g. sometimes longer routes on a bigger road are more economical than shorter routes on unsuitable roads)
 - Engagement with freight operators - what happens now
 - Enforcement - what happens now, links to TMA, how do we take account of the route hierarchy when considering/giving highway advice on planning applications
 - Approach taken by others e.g. Suffolk CC
 - CIVITAS pilot in Snetterton
- 3.7. Any further scrutiny could be carried out by the existing Member Working Group, as detailed in para 1.2.

4. **Resource Implications**

- 4.1. **Finance** : None identified as yet.
- 4.2. **Staff** : There could be significant resource implications in terms of officer time to gather some information, but any implications of this can be considered during the scrutiny process and requirements prioritised, if needed.
- 4.3. **Property** : None identified as yet.
- 4.4. **IT** : None identified as yet.
5. **Other Implications**
 - 5.1. **Legal Implications** : None identified as yet.
 - 5.2. **Human Rights** : None identified as yet.
 - 5.3. **Equality Impact Assessment (EqIA)** : A full programme of equality impact assessments has been carried out covering all Planning and Transportation activities. This report is not directly relevant to equality in that it is not making proposals which may have a direct impact on equality of access or outcome, however, equality issues will be considered as part of any further scrutiny.
 - 5.4. **Communications** : Key issue is not raising expectation of a solution to locally controversial problems as a result of this scrutiny exercise.
6. **Section 17 – Crime and Disorder Act**
 - 6.1. Crime and disorder implications would be considered as part of any further scrutiny.
7. **Conclusion**
 - 7.1. The Member Working Group considers that further scrutiny of the HGV Route Hierarchy would be beneficial, and propose further scrutiny based around a review of two sample locations.

Action Required

- (i) Overview and Scrutiny Panel are asked to consider the proposed way forward for further scrutiny set out in this report.

Background Papers

None.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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If you need this report in large print, audio, Braille, alternative format or in a different language please contact Sarah Rhoden on 01603 222867 or textphone 0844 8008011 and we will do our best to help.

Chapter 27 Route Hierarchy

27.1 Main Objective

To complete all works resulting from the review of the route hierarchy to ensure that all vehicles travel on the most appropriate roads to minimise the impact of their movements on the community and the environment.

Key Priorities

- Completion of minor outstanding Review issues in 2000/01
- To complete re-signing for integral sections of the County by 2005/06
- To complete improvement work within cells. Completion likely by 2015/16 based on current funding levels

This will assist in:

- helping the economy by ensuring that the designated routes for goods vehicles are signed and maintained/improved to the required standard;
- improving the environment of many rural communities by removing non-essential traffic;
- investing increasingly limited maintenance resources to achieve "Best Value;" and
- providing an integrated network which allows roads at the lower end of the hierarchy to be developed to encourage more walking, cycling and horse riding.

The Route Hierarchy seeks to remove HGVs from unsuitable roads.



27.2 The Strategy

The County Council first developed its lorry routeing strategy in the late 1980's. It aims to provide an adequate road network to service all significant communities, traffic generators and tourist attractions. It does this by directing traffic to the most appropriate routes. Work on the route hierarchy comprises a review followed by resigning and any necessary works. The county has been divided into 50 cells, which are areas bounded by Trunk, Principal and Main Distributor Routes. Each of these cells has been reviewed to identify the most appropriate 'Access Route' for traffic from outside the cell to access each significant HGV operating centre, local community and tourist attraction within the cell via the main road network. These 'Access Routes' are subdivided into three categories, HGV, Local and Tourist Access Routes. For the purposes of the review Trunk and Principal Roads were grouped under the one description 'Principal Routes'.

All cell review work on the review of the county is now completed, with only isolated issues outstanding. The implementation of the Route Hierarchy resigning and improvement is underway but many necessary improvements to make the hierarchy effective remain uncompleted. There is a presumption that the fourth category of the hierarchy 'other roads' will not be improved in any way although essential maintenance will continue at a level appropriate to their use by traffic with local destinations or origins within each cell.

The Need for Improvements

The 'desirable' standards for road and verge widths were set out within the Route Hierarchy Strategy. The County Council is committed to achieving these standards within the constraints of the Highway budget.

The Route Hierarchy is used to categorise and manage the road network.

There are four categories of road:

Principal Routes	➔ 'A' roads	➔ Routes of national importance
Main Distributor Routes	➔ Generally 'B' roads	➔ Providing for the essential cross-county links and radial routes around Norwich
Access Routes	➔ Typically 'C' roads	
	<ul style="list-style-type: none"> • HGV Access Route • Local Access Route • Tourist Access Route 	These link communities, tourist attractions and HGV operations to the Principal and Main Distributor network
Other Routes	➔ Roads on which it is intended to discourage non-essential movements	

Schemes will be proposed only where significant problems arise as a result of a route being significantly below the desirable standard.

Lower Levels in the Hierarchy

In order to reap some of the benefits of concentrating the main flows of traffic on the designated routes Norfolk is looking in detail at the use of roads at the lower levels in the hierarchy. Here lower speeds can be aimed for and walking, cycling and horse riding encouraged. As part of this initiative the County Council is also involved in a national 'demonstration' project which is investigating how 'quiet lanes' could be introduced.

27.3 Benefits arising from a Route Hierarchy

- Concentrating non local traffic onto the most appropriate routes reduces the overall impact of traffic in the rural environment;
- Network improvements and maintenance can be targeted to those roads where most traffic should be travelling;
- It is a tool to resolve issues within the network and provides a method for applying traffic and environmental measures;

- It enables better and more effective signing to communities and other attractions using the main road network; and
- It helps in the consideration of the most appropriate locations for development.

27.4 Public Involvement in Determination of the Route Hierarchy

The road network and associated problems for each cell were the subject of extensive public consultation prior to debate by Members of the County Council. The form of the public consultation changed and developed during the review but typically included extensive site investigation and examination of problems already identified by communities. A Consultation Report was distributed to all District and Parish Councils, together with the larger haulage operators and HGV generators within the review area, and any other interested parties. The consultation included open public meetings.

A great deal of time and effort was spent involving the public in the cell reviews. If the work, particularly signing, is not carried out within a reasonable period after the review this will result not just in abortive costs but loss of public goodwill.

27.5 The Programme

Route Hierarchy

During the cell reviews and consultation a number of network improvements were identified as necessary to implement the route hierarchy. These improvements include:

- upgrading sections of access roads to accommodate significant HGV traffic, large traffic generators and HGV operating centres;
- providing passing bays and junction improvements where road safety issues are identified;
- priority changes necessary because of revised traffic routing.

To concentrate traffic movements onto the designated routes, the signing of the network to reflect these routes is essential. This represents a significant signing programme for the future.

Diagram 27.1 identifies:

- cells where all work is complete (green);
- cells where signing is complete but network improvements are required (pink);
- cells where signing is currently being carried out (red);
- cells where signing is currently being carried out and network improvements are required (yellow);
- cells awaiting signing but network improvements are complete (blue);
- cells awaiting signing and network improvements (purple).

The LTP programme in Appendix 1 includes £2.77 million over the 5 years including £359,000 for 2001/02 for this scheme. The full funding of this programme will allow the implementation of the network and avoid having to re-consult on the details of the schemes. It will also allow the further development of 'quiet lanes' type projects at the lower levels of the route hierarchy. If this programme is not fully funded it will result in abortive costs for extra public consultation and the delay of worthwhile projects such as quiet

lanes. Even with the full implementation of the programme at Appendix 1 Norfolk will still have a problem with the high proportion of roads (even on the re-defined network) which are inadequate in width. As a consequence damage to carriageway edges is frequent - a defect which is reflected in the National Road Maintenance Condition Surveys.

Among the main schemes for 2001/02 are:

- countywide re-signing to direct traffic to appropriate routes - £105,000;
- Hockering. Improvements along alternative routes to reduce the impact of HGVs travelling through Hockering along the designated Main Distributor Route - £105,000;
- Methwold. Provision of passing bays along the U21504 from the A10 for large numbers of HGVs using the route - £45,000;
- Lingwood. In the absence of dualling of the A47(T) and provision of a more direct access to the village a number of passing bays are required on the route currently used by most traffic to access this community - £40,000;
- Thetford/Kenninghall. To remove extraneous traffic from the village of Banham it is proposed to direct traffic onto a route parallel with the former B1113 route, which itself has been downgraded to a Class III ('C') road. To achieve this diversion of traffic it is necessary to modify the junction layout at the junction of the former B1113 and the C142 which provides the alternative route - £44,000;
- Loddon. The reconstruction of the junction of Rectory Lane with Norwich Road at Chedgrave. Norwich Road is a designated 'local access route' and the scheme is intended to make the junction safer to use by better direction of traffic and kerbing to prevent continuing damage to the highway by larger vehicles using the junction - £30,000.
- Wicklewood. Provision of passing bays along U78068 from the C166 Main Distributor Route to an HGV operator - £22,000;

- Reedham. Provision of passing bays along the U59428 to provide for tourist activity in the area - £22,000; and
- Woodton. Junction improvement on the B1135, at Woodton to encourage through traffic away from the village of Woodton - £10,000.

27.6 Quiet Lanes

The national policy background to Quiet Roads originates from the Countryside Agency (formerly Countryside Commission). They floated the idea of Quiet Roads in 1996 and received positive feedback. Quiet Roads were subsequently included in the Government's 1998 Transport White Paper and fit in well with the National Integrated Sustainable Transport Strategy and the related National Cycling Strategy and Walking Strategy.

Norfolk County Council has embraced the national policy and has developed its own policies following a consultation exercise for the Norfolk Coast Transport Strategy (see Chapter 36). 'Quiet Lanes' form one of the policies identified within the strategy. The pilot scheme in Norfolk is part of a national demonstration project which has been jointly funded by the county and the Countryside Agency.

Quiet Lanes are an idea to enhance and protect the countryside character whilst making country lanes better for walkers, cyclists and horse riders. They provide links to the public footpath and bridleway networks, but do not restrict the economic and social needs of the local community.

Quiet Lanes local implementation group

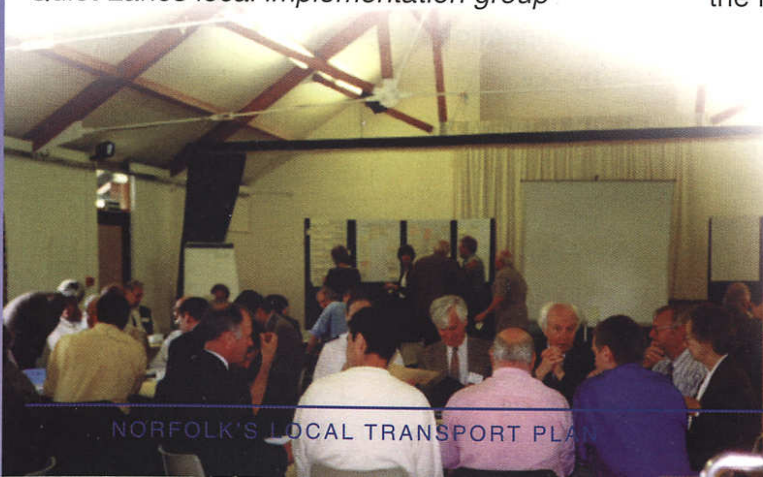
During 1999 many community workshops and exhibitions were held locally, seeking views on the concept and practical ideas for implementation. Building from that work, a local 'implementation' group has overseen the introduction and initial monitoring of the project. The group includes:

- local parish councils
- emergency services
- pedestrian and cycle groups
- disabled groups
- farmers
- businesses
- tourism associations
- politicians
- interest groups
- local authorities



Taya Conrad aged 10

Many ways of informing the community about the project are undertaken. Competitions with schools, exhibitions at local fetes, development of leaflets, poster and other publicity information, target promotion of the project within particular user groups and formation of a quiet lanes site within the <http://www.norfolk.gov.uk> website are a few of the methods undertaken.



The main visible measures are signs that show where the Quiet Lanes start and end and revisions to the existing traffic signing for motorised traffic. This ensures that Quiet Lane users know where they are going and non Quiet Lane users know how to avoid them to reach their destination.



Villages within the pilot also have some additional works. These include changes to the existing signs and integration of the village name and speed limit signs to create 'gateways' at the village boundaries. Use of different coloured surface dressing is made at the gateways and at other locations where driver awareness needs to be raised.

Monitoring of the Quiet Lanes Pilot is vital to assess how the project is working. Before and after surveys of all the different user types (walkers, vehicles, cyclists, etc.) during different seasons are required. The monitoring will also enable the identification of any issues and allow amendments to be made if necessary. As well as the 'traffic surveys' other types of monitoring are also being completed. The main aim of this is to establish any change in attitude of the local community. This monitoring includes telephone and face to face surveys, postal questionnaires and informal monitoring by parish councils and focus group interviews. These surveys will be used in conjunction with the traffic surveys to assess whether the demonstration project is successful. It may be necessary, depending on the results of the first year, to continue the

monitoring and assessment into future years. The Department of Environment, Transport and the Regions is also monitoring the effects of the scheme and has agreed that the monitoring period will be extended to 2003.

Aims

- Provide alternative attractive network;
- Environmental protection/enhancement of minor country lanes;
- Partnership working to deliver project with public support;
- All user awareness of scheme and code of conduct;
- Low cost - low visual traffic engineering measures;
- Village core treatment.

Where?

The pilot scheme is being developed in north-east Norfolk in the area between Cromer, North Walsham and Bacton. This area is part of the Norfolk Coast Area of Outstanding Natural Beauty. It contains many peaceful and beautiful country lanes but, as with much of rural England, these are under growing pressure from traffic.

How?

If we are to make changes to the way we use our lanes the attitudes of local people are crucial. The pilot project is therefore being developed and monitored by the communities and interest groups themselves.

What measures have been used?

Features include:

Physical Works

- distinctive signs and logo;
- surface treatments to identify entry to the network;
- junction and village centre treatments.

Behaviour/Attitudes

- local campaigns on user attitude;
- links to 'safer & Healthier journeys to schools' work;

- 'Share with Care' and promotion of Quiet Lane code of conduct.

The County Council will consider extending the Quiet Lanes to other parts of rural Norfolk and the DETR will consider how best practice could be extended to projects in other parts of the country. This type of project is specifically encouraged in the 1998 Transport White Paper.

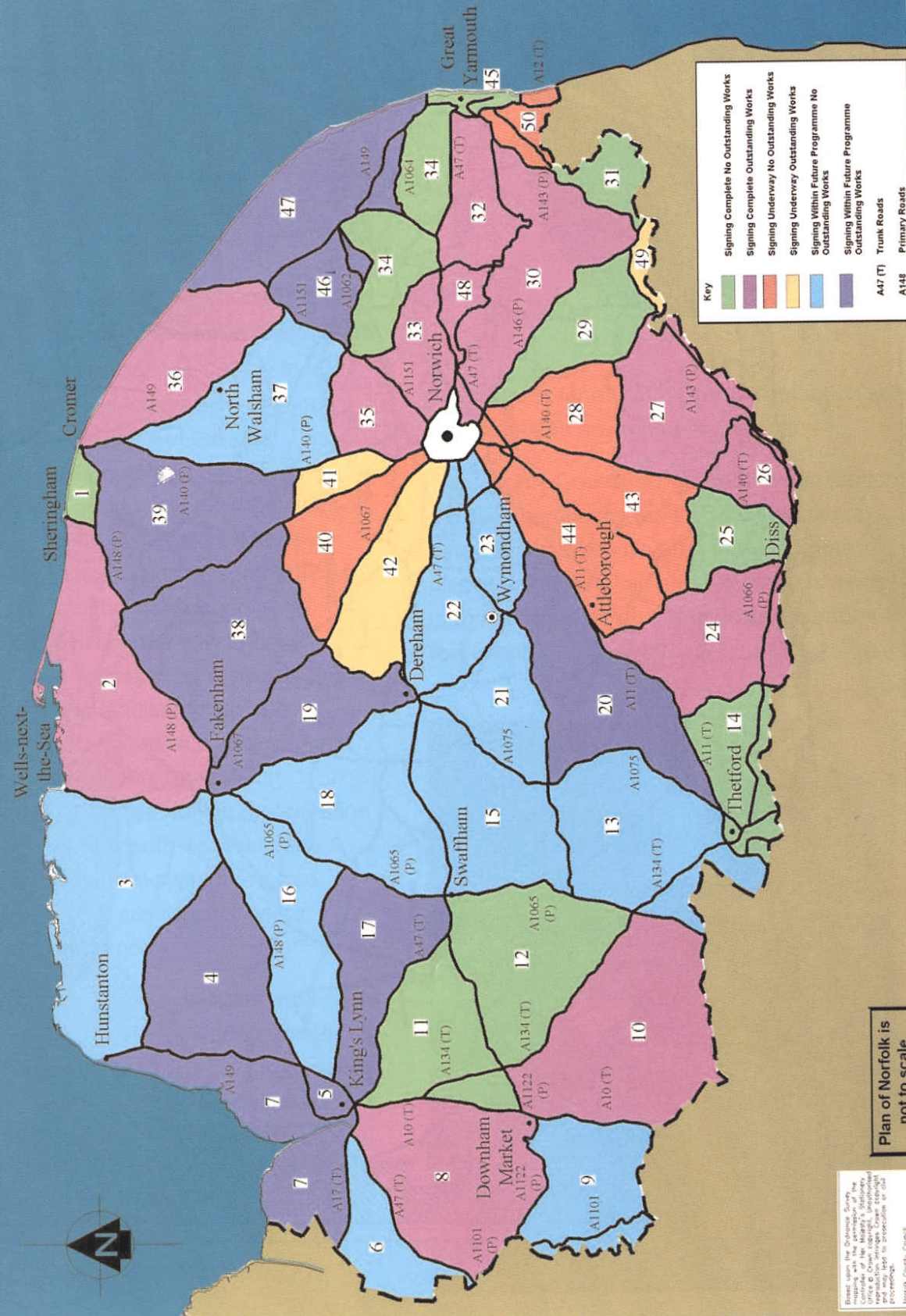
Future funding for the quiet lanes project is detailed under the Norfolk Coast package in Appendix 1. The LTP bid includes £89,000 for 2001/2002 and £30,000 per year thereafter for capital funding. This attracts match funding of the whole County Council spend from the Countryside Agency and additional monitoring monies.

Performance Measures

Performance Indicator	Target	Baseline data
Number of completed route hierarchy cells with no outstanding works		7 cells

Diagram 15.1
Route Hierarchy Cell Network

- Cell Names
1. Sheringham
 2. Field Dalling / Langham
 3. Burnham Market
 4. Great Bircham
 5. King's Lynn
 6. Walpole St. Andrew
 7. Gaywood
 8. Marshland St. James
 9. Nordeph
 10. Methwold
 11. Marham
 12. Gooderstone
 13. Thompson
 14. Thetford
 15. Ashill
 16. Great Massingham
 17. East Winch
 18. Litcham
 19. North Elmham
 20. Great Ellingham
 21. Cranworth
 22. Barnham Broom
 23. Hethersett
 24. Kenninghall
 25. Shimpling
 26. Dickleburgh
 27. Harleston
 28. Shotesham
 29. Seething
 30. Loddon
 31. Burgh St. Peter
 32. Cantley
 33. Rackheath
 34. South Walsham
 35. Horsham St. Faiths
 36. Northrepps
 37. Felmingham
 38. Briston
 39. Aylsham
 40. Felthorpe
 41. Hevingham
 42. Swanton Morley
 43. Aslacton
 44. Ashwellthorpe
 45. Great Yarmouth
 46. Neatishead
 47. Hemsby
 48. Brundall
 49. Geldeston
 50. Fritton



Freight References in LTP 2 2006-11

Chapter 4 Strategic Framework - Page 29

<i>Regional</i>	
<p>Draft East of England Development Plan and Regional Transport Strategy 2001/21</p> <p>The East of England Regional Assembly has developed a draft East of England Plan. This sets out a draft Regional Spatial Strategy to guide development in the East of England, including policies on spatial, economic and transport development. It provides the framework for local authorities to produce more detailed strategies and investment plans for their areas, and it provides an overview of many issues that have implications across the region.</p> <p>The Regional Transport Strategy describes policies and investment proposals that seek to serve the regional spatial strategy. The Regional Transport Strategy has a</p>	<ul style="list-style-type: none"> ● Reduce the need to travel ● Make travel more sustainable and improve opportunities to access services ● Promote rail freight ● Widen travel choice ● Achieve a sustainable relationship between jobs, homes and services ● Improve safety and the environment ● Ensure efficient use of the transport system

Chapter 5 Delivering Sustainable Growth – Page 51

The County Council seeks to promote rail freight as the preferred method of transporting goods around and will pursue land-use policies that will locate major industrial developments so as to maximise access to the rail freight network. We support identification of potential rail freight depots and their protection them from adverse development.

Chapter 8 Protecting and Enhancing the Environment – Page 96

Freight

Heavy goods vehicles and the transport of freight into and out of the county is vital to supporting and sustaining the local economy. However, heavy goods vehicles are disproportionately more polluting than light goods vehicles and private cars. For example, heavy goods vehicles in one of our Air Quality Management Areas account for 14% of the total nitrogen dioxide concentration, but only 3.3% of the traffic volume. Furthermore, recent reports have shown that 25% of road freight nationally is given over to the transport of food, with an associated environmental cost of nearly £2 billion per annum.

Rail freight is the preferred method of moving goods around and so we support improved access to rail freight facilities and freight interchange hubs. We also support improved facilities that enable the transfer of goods to rail freight, pending consideration of traffic and environmental impacts. However, often the only way to collect and deliver freight is by road and we recognise this as being the dominant mode for freight for the foreseeable future. Whilst it is necessary to manage this and mitigate the impacts on people and other road users, we also need to find ways to accommodate this requirement and help promote its efficient operation.

In order to minimise the adverse environmental effect that freight transport has on the environment without hindering the economic vitality of Norfolk we will:

- Work with freight operators to inform them of ways to improve fuel economy and reduce emissions through better driving practices
- Assist freight operators to retrofit heavily polluting vehicles with pollution reduction equipment
- Distribute information on "food miles" and buying locally produced food. This will help to reduce the freight transport of food - and therefore congestion, carbon dioxide emissions, and air pollution - and will also work to support local farmers and the rural economy of Norfolk.

Policy 27

Freight

We will work with freight associations and operators to mitigate the adverse impacts of freight operations and encourage the use of rail freight.

Chapter 10 Great Yarmouth Sub-Regional Strategies 2006-11 - Page 129

Freight

The transport of freight is an important issue facing the Great Yarmouth area and needs to be given due consideration due to its contribution to the local economy. Great Yarmouth is a port town, and the new the outer harbour, EastPort, which should be operational in 2008 will increase its economic role as a European trans-shipment centre as well as provide a passenger ferry and form a transport interchange for services to Europe. The strategy will positively respond to the outer harbour issues to ensure that economic regeneration is achieved including the servicing and development of gas and off-shore wind farms, and any adverse effects are effectively mitigated.

The County Council will continue to promote the use of the rail freight terminal near the Vauxhall roundabout and encourage further rail freight initiatives by continuing to work with freight operators.

HGV Scrutiny Tools used by Norfolk County Council to support Route Hierarchy

Tools which encourage use of designated Route Hierarchy routes

Route designation for specified purposes and to specific origins/destination

Development control advice to encourage/allow development access off designated route hierarchy routes only

HGV 'O licence' advice to encourage/allow development access off designated route hierarchy routes only

Introduction of point weight restrictions and/or one way circulation

Positive signing via designated route hierarchy routes

Prioritisation of maintenance regimes on designated route hierarchy routes

Prioritisation of footway and crossing improvements in village and town environments on designated route hierarchy routes

Prioritisation of carriageway improvements on designated route hierarchy routes (widening to standard , provision of passing places)

Prioritisation of bridge improvements on designated route hierarchy routes

Tools which reduce HGV impact on non designated routes

'Unsuitable for HGVs' signing

Alternative Route Signing (e.g. Wroxham Bridge, low bridges in North Walsham)

Direct contact with HGV operators (request that they use certain routes)

Development control advice to discourage development access away from route hierarchy routes

Quiet Lanes (as part of project we developed a code of conduct which included staying off these roads)

Introduction of point weight restrictions and/or one way circulation

Introduction of physical width restrictions (Gapton Hall Gt Yarmouth)

Introduction of weak bridge weight restrictions at bridges

Introduction of area wide environmental weight restrictions

Rerouting through improving existing routes

Partnership working

Report by the Director of Planning and Transportation

Summary

Review Panel have agreed a two year rolling programme of review for planning and transportation's partnership working. This is the second report of this programme and covers four community partnerships.

1. Background

- 1.1. At the meeting on 14 May 2008, Review Panel agreed to review all of the Partnerships that P&T work with on a two year rolling programme. It was also agreed that the template developed by Cabinet Scrutiny as part of their scrutiny exercise on partnership working across the Council would be used as a basis for these reviews.
- 1.2. This is the second report to Review Panel as part of the two year programme and covers four community partnerships.

2. Review of community partnerships

- 2.1. The programme of Partnership reviews lists four community partnerships to be reviewed by Review Panel at this meeting. P&T's Partnership working covers a fairly wide spectrum – from networks or groups which exchange information, to more significant partnerships which deliver front-line services.
- 2.2. This report covers two medium sized partnerships working with communities as part of the LSP 'umbrella' – for both of these partnerships a copy of the template developed by Cabinet Scrutiny has been completed. For the two other partnerships covered by this report, P&T is not currently engaging with them, therefore a quick summary of the type of work that the Partnership does is included below.
- 2.3 **Comeunity (see Appendix A)**
 - 2.3.1 Comeunity is the Neighbourhood Management Programme for South and Central Yarmouth. It aims to improve services in order to raise the quality of life of people living in deprived neighbourhoods.
 - 2.3.2 The programme involves working with communities and local service providers - like the council, police, education, health and environmental services.

Residents are at the centre of decision-making, ensuring that solutions are owned locally, rather than being imposed. Increasingly, neighbourhood management is seen as one of the best ways to improve neighbourhoods.

2.3.3 Norfolk County Council is a formal partner, with both an officer and member representative being included in the make up of the partnership. Membership also includes the Borough Council, Primary Care Trust, Norfolk Constabulary and representatives from the voluntary sector.

2.3.4 The Partnership employs a full-time Neighbourhood Manager, who was interviewed as part of the County Council's Corporate Assessment earlier this year. The final report for the Corporate Assessment recognises the Partnership approach that the County Council takes, and says that "...shared ambitions for Great Yarmouth have been clearly articulated and resulted in action".

2.4 **Stalham and Happening Community Partnership (see Appendix B)**

2.4.1 The Stalham with Happening Partnership is one of the 7 recognised local area partnerships in North Norfolk that sit below the District LSP (North Norfolk Community Partnership). The Partnership is legally constituted as a Company limited by Guarantee.

2.4.2 The main purpose of the Partnership is to promote the regeneration of the area, bringing together a wide cross-section of the community – comprising individuals, local organisations, businesses and local councillors as well as such statutory bodies as the Broads Authority, North Norfolk District Council and Norfolk County Council. Over 200 individuals and 100 local small businesses have joined the Partnership over the past 2 years.

2.4.3 P&T is not a formal partner, but does provide officer support to the partnership if it seeks to develop highway infrastructure schemes.

2.5 **Yareside Partnership**

2.5.1 This Partnership covers the Cobholm, Lichfield and Southtown areas of Great Yarmouth. It is one of the CLIPs (Communication, Liaison and Information Point) set up below the Great Yarmouth LSP.

2.5.2 The Partnership provides local individuals and groups with information, puts people with similar aims and objectives in touch with each other, encourages people with similar interests to cooperate and form action groups and acts as a starting point for funding applications.

2.5.3 Norfolk County Council is not a formal part for this partnership, but it engaged through the Great Yarmouth LSP. P&T is not currently working directly/regularly with this Partnership, and therefore a template has not been completed.

2.6 **The Icen Partnership**

- 2.6.1 This Partnership is a community organisation serving Swaffham and the surrounding villages. The main aim of the Partnership is to encourage local people to work together for the benefit of the whole community. The Partnership also bids for funding available to help improve local services and enhance the quality of life in our area.
- 2.6.2 Norfolk County Council is not a formal partner in this partnership. P&T is not currently working directly/regularly with this Partnership, and therefore a template has not been completed.

2.7 **Strengths and areas of good practice**

- 2.7.1 The aims of the two Partnerships above we are currently engage with align closely with the Councils own corporate objectives. They provide good opportunities to provide a joined up approach to local community management issues, by working in Partnership with the District Council, other local stakeholders, and the local communities represented by the Partnerships.

2.8 **Areas for improvement**

- 2.8.1 There are a large number of Partnerships in Norfolk, and beyond, relating to services delivered by Planning and Transportation, of varying sizes with different aims and objectives. P&T engages with some of these on a regular basis (like Comeunity) and with others less regularly or not at all (like the Icen Partnership). Whilst it would never be possible to engage with all of the Partnerships that exist, it may be useful for P&T to carry out an exercise to identify those Partnerships where our regular engagement would provide the most impact e.g. those where we would seek to be a formal partner, as opposed to supporting partnerships on an informal basis. However, this may be difficult as there are many different benefits to be achieved from working in partnership, and to be truly effective any exercise of this type would need to involve the Partnerships themselves, which could raise expectations of the amount of support that we are able to provide.

3. **The next steps**

- 3.1. The report to March 2009 Review Panel will cover some of the environment and sustainability focussed partnerships that P&T is involved with, including the NELM Development Trust and the Norfolk Coast Partnership.

4. **Resource Implications**

- 4.1. **Finance** : None.
- 4.2. **Staff** : None.
- 4.3. **Property** : None.

4.4. **IT** : None.

4.5. **Equality Impact Assessment (EqIA)** : A full programme of equality impact assessments has been carried out covering all Planning and Transportation activities. However, this report is not directly relevant to equality in that it is not making proposals which may have a direct impact on equality of access or outcome.

4.6. **Communications** : None.

5. **Section 17 – Crime and Disorder Act**

5.1. None.

6. **Conclusion**

6.1. Completing the scrutiny questionnaires for these partnerships have not identified any areas of concern.

Action Required

- (i) Review Panel are asked to comment on the partnerships reviewed, and consider whether any further scrutiny is required.

Background Papers

Report to Review Panel 14 May 2008 setting out a two year rolling programme for review of P&T partnerships

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

Name	Telephone Number	Email address
Sarah Rhoden	01603 222867	Sarah.rhoden@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language please contact Sarah Rhoden on 01603 222867 or textphone 0844 8008011 and we will do our best to help.

Partnership Questionnaire

Part 1: Summary

1. Name of Partnership:	Comeunity				
Contact name:	Nick Tupper				
Position/title:	Area Manager (North) Planning and Transportation				
Telephone:	01263 738314				
Email:	nick.tupper@norfolk.gov.uk				
2. Main purpose of the Partnership: <i>Please outline:</i> <ul style="list-style-type: none"> • <i>Focus and key functions</i> • <i>An indication of scale (e.g. size of membership, number of volunteers, stakeholders)</i> • <i>The geographical area it serves</i> • <i>The size of the public it serves (e.g. approximate number of members of the public, inc. visitors)</i> 	<p>Great Yarmouth was awarded the Neighbourhood Element of the Safer, Stronger Communities Fund, to develop a Neighbourhood Management approach in South and Central Yarmouth from 2006 to 2010. The since entitled 'Comeunity' programme has evolved over this period to oversee the spend of the Fund (£1.6 million in total) and to develop mechanisms for co-ordinated locality working and community empowerment.</p> <p>According to the 2001 census the Comeunity neighbourhood area comprises 8,608 local residents and covers the town centre, South Quay, and all the residential areas in between, extending over the Bure Bridge to Runham Vauxhall.</p> <p>The Partnership Board consists of 18 members, which includes elected members from County and Borough, 8 local residents, senior officers from County, Borough, Constabulary, NHS and two voluntary sector organisations. Beneath the board sit a series of working groups and a larger community forum</p>				
3. Category How would you best categorise the <i>primary</i> purpose of the partnership?		Yes	No		
	Strategic			Advisory and/or promotional	
	Service delivery			Co-ordinate and/or organise activity	✓
	Other (please state):				

4. Legal status Is the partnership requirement of statute, recommended by Government guidance or voluntary?		Yes	No		Yes	No		
	Statutory			In line with Government guidance	✓			
	Voluntary			Other (please state):				
5. Funding How is the partnership funded (on the basis of the last financial year)?	Source		Amount		Amount as % of total funding			
	Safer and Stronger Communities Fund, area based grant £413,000. Funding from Government Office for the East of England directly through Norfolk's Local Area Agreement							
6. What is the total budget?		Yes	No		Yes	No	Yes	Please specify
	Less than £50,000			Between £50,000 & £249,000			£250,000 or over	✓
7. What is the term of any grant		Yes	No		Yes	No		Please state below
	1 year only	✓		Annual			Other	n/a
8. Will this funding continue in the future?	Comments: Funding tapers in 2009/2010. A forward strategy is currently in development.							
9. NCC's resource contribution (a) What is NCC's annual time commitment?	Councillor representatives		No of people:	1	Days:	10		
	Officer representatives:		No of people:	3	Days:	30		
	Other		No of people:		Days:			

(b) What is NCC's annual contribution?	Financial	£30,000	Other (e.g. use of facilities):			
	Match funding on some communal and open space schemes, amount varies					
10. Development (a) Where do you think the partnership currently is in term of its stage of development?		Yes	No		Yes	No
	1. Forming <i>(very early stages)</i>			3. Performing <i>(clear roles and responsibilities and achieving its objectives)</i>	✓	
	2. Developing <i>(developing working practices)</i>			4. Evaluating <i>(objectives achieved, reviewing impact)</i>		
(b) Does the Partnership have a development plan and, if yes, are you happy to share it with us/attach a copy?	Yes	No	Comments:			
	✓		Business paper attached			
(c) Is the partnership large or complex?	Yes	No	<i>(If yes, please give your reasons for saying so)</i>			
		✓				
(d) Who was involved in setting up the Partnership? <i>(For example, internal specialists such as Head of Law, Risk Team etc, or any external specialists.)</i>	Comments: A Project Implementation Board was established in 2005 supported by the Social Strategy Officer of Great Yarmouth Borough Council					

Part 2: Questionnaire

A. Rationale for the partnership	Comments
Is there a partnership agreement or constitution and, if so, are you happy to share it with us/attach a copy?	No, it has Terms of Reference (attached).
Is there a stated reason why the partnership exists and, if so, what is it?	Yes, to oversee the spend of the Safer and Stronger Communities Fund in Great Yarmouth
Does the partnership have agreed aims, and if so, what are they? <i>Please attach a copy.</i>	Goals section on www.comeunity.info (also attached).
Have the aims of the partnership been published and, if so, where?	On the web site www.comeunity.info
How do the partnership aims link to the County Council's 9 main objectives? <i>(Please see list at end of form)</i>	Partnership aims of Comeunity Together, Comeunity Pride, Comenity Opportunities and Comeunity Wellbeing fit well with NCC Corporate Objectives
B. Governance arrangements	Comments
How are decisions made - is there a scheme of delegation that makes clear who can take decisions?	Yes
How are decisions recorded?	Minutes of meetings
Who makes sure they are acted upon and who scrutinises them?	Great Yarmouth LSP and Great Yarmouth Borough Council (as the accountable body)
Is there an agreement on how these decisions will be reported back and who are they reported to?	Yes
How are Councillors involved and how are the partnerships' activities reported into the Council's democratic structure?	County and Borough Councillors are board members and report back through their democratic structures
Which Cabinet portfolio is the partnership linked to?	Several, main one being Adult Social Services
How are conflicts of interest resolved?	Any conflicts of interests have been amicably resolved within the Partnership.
Do members of the partnership meet at the times set out in the agreement?	Yes, see previous
C. Added Value	Comments
How does this partnership add value?	Pools resources and utilises available funds to better meet community needs
How do you demonstrate this added value to the public?	Through a range of localized communications inc media

D. Value for Money	Comments
How does the partnership ensure it provides the highest quality for the cost	Scrutiny. Follows standing orders of the accountable body
How is the public made aware of how the partnership achieves value for money?	Local residents work with service providers to problem solve, plan resources and shape interventions
E. Performance management	Comments
Has your partnership set targets and, if so, how do you know which partnership targets you are meeting and which you have yet to meet?	Yes. This is monitored by Working Groups and fed back to the Neighbourhood Management Board on a quarterly basis (the Terms of Reference for the Board are attached).
Who reviews and reports progress and how often does this take place?	The board meets monthly (the Terms of Reference for the Board are attached).
Are targets reviewed from time to time and, if yes, who by?	Yes, by Working Groups who make recommendations to the Board (the Terms of Reference for the Board are attached).
How does the partnership agree action on targets that are not likely to be met?	These are reviewed at Board meetings (the Terms of Reference for the Board are attached).
F. Financial Management	Comments
Does the partnership agreement/constitution say who will provide the money?	No
Who can decide how to spend it?	Great Yarmouth Borough Council have delegated decision making powers to the Neighbourhood Management Board
Can the money be reallocated and, if yes, who can authorise this?	GYBC upon recommendation from the Board
What are the financial reporting arrangements?	Via Great Yarmouth LSP and GYBC
G. Risk management	Comments
Have you carried out a risk assessment of NCC's engagement with the partnership, using the Risk Management In Partnerships Guide, and if yes, when was that?	No
Has the partnership itself carried out a formal risk assessment of the partnership and if yes, when was that?	No
How does the partnership know if things are going wrong?	Regular meetings and close scrutiny
Who can take corrective action if necessary?	GYBC

H. Termination arrangements	Comments
Are there arrangements in place if the partnership comes to an end and, if so, what are they?	Due to evolve into a locality working board from April 2010
Are there arrangements in place if NCC decides to no longer to be involved?	No
Is there a system for reallocating resources back to partners and, if so, what is it?	Leverage funding available for particular interventions
I. Serving the public	Comments
Does the partnership have a communications policy and, if so, are you happy to share it with us/attach a copy?	No
How effectively does the partnership communicate with the public?	Through a community newspaper, radio, press and internet along with mail shots to every household in the neighbourhood

NCC's nine Corporate Objectives

The nine corporate objectives are as follows:

1. To lead a strategic approach to the development of the Norfolk economy
2. To improve travel and transport
3. To help make Norfolk a safe place to live and work
4. To improve educational attainment and help children and young people to achieve their ambitions
5. To improve the health and well-being of Norfolk's residents
6. To improve opportunities for people to learn throughout life
7. To protect and sustain the environment
8. To build vibrant, confident and cohesive communities
9. To improve and develop Norfolk's cultural heritage and resources

Community Partnership

Terms of reference

1. TheCommunity Partnership provides a forum where all members of the community can develop a central role in turning the neighbourhood around in collaboration with those providing services in and to the area. Members of the community are those who live, work, represent or provide services to the community and can be individuals, groups or organisations. The aim of the Partnership is to help shape sustainable regeneration and provide links into the Local Strategic Partnership and its forums and working groups.
2. Key to the success of the partnership will be:
 - the Local Strategic Partnership's recognition of the Community Partnership as a valuable and rooted point of consultation and representation
 - a clear understanding of the needs of the area
 - community involvement
 - a systematic approach to tackling problems and coordination of special funding coming into the area
 - effective delivery mechanisms and a clear understanding of who is responsible for each part of any agreed action plan
 - a commitment from service providers
 - better training for all involved in neighbourhood renewal
 - better small area information
3. To help make all this happen the Partnership shall:
 - make sure that it is fully representative of the local community
 - develop an understanding of what is already going on in the area and what the local needs are
 - receive presentations from organisations and providers already delivering services in the area
 - identify regeneration needs and gaps in provision
 - put together a strategy for neighbourhood renewal for the area
 - seek joined up working locally to provide the most effective services
 - identify new sources of funding to make things happen
4. The Community Partnership is a way of enabling the local community to be directly involved the future of their area. It will help identify the needs of the area and shape local services to meet those needs more effectively. The Partnership will focus particularly, but not exclusively, on delivering long-term improvements in crime reduction, health, education, employment, housing and the physical environment. The Partnership will be a way that local people and groups can "own" the regeneration of their community.

Code of practice and equal opportunities policy

To assist Partnership members to effectively participate a code of conduct and equal opportunities policy is included in its terms of reference. This states that:

The role of the Community Partnership is to enable local people from a broad range of bodies and groups to come together, and work collaboratively, for the good of their neighbourhood as a whole and in particular to help focus the combined resources of all involved on the needs of the most vulnerable in the community. It is also a specific aim that the whole process of the Partnership's work empowers each member to participate as fully as possible in the policy development and decision making which will inevitably shape the way resources are allocated and the area regenerated. It is very important, therefore, that the Community Partnership is:

- a point of contact where everyone feels safe and each contribution is valued
- as representative as possible
- fully aware of the varying levels of resources different members have available to them
- inclusive and empowering in the way it works
- focussed on the needs of the most vulnerable
- chaired in a way which allows everyone to participate and no one to dominate
- willing to challenge and deal with inappropriate behaviour

It is assumed, therefore, that everyone offering or agreeing to take part in the Community Partnership will participate in a way which is empowering of the whole group, open and inclusive, and representative of their whole constituency, particularly minority and disadvantaged groups. It is important that members listen to each other and respect each others' point of view. It should also be clear that racist, sexist, homophobic, and other discriminatory remarks and behaviour will not be tolerated during any meeting or activity connected with the Community Partnership.

Difficult as it sometimes is, it is important that any particular individuals' or groups' causes or problems are not pursued to the exclusion of the wider aims of the Partnership, or in a way that is aggressive or insensitive to the position of others taking part.

Community Partnership members should always aim to act impartially, and not be influenced by personal, social, political, professional or business interests, and should declare any potential conflict of interest where they may have one.

It is really important that all those participating in the Community Partnership own the work that is being done and publicise it so that others can also be fully informed. If the Partnership is to achieve its aims of social inclusion and community empowerment it will need enthusiastic commitment and positive support. The Partnership aims to achieve a positive process of regeneration for the area. Such regeneration may require changes which challenge traditionally held views and positions, and it should be the aim of each partnership member to be aware of their own and other peoples' strongly held views and prejudices and be prepared to move forward in a way which serves and empowers the most disadvantaged residents and groups in the area.

Neighbourhood Management Board

TERMS OF REFERENCE

Purpose

The purpose of neighbourhood management is to enable service providers to improve the delivery of their services by becoming more responsible to the neighbourhood's needs. The purpose of the Board will therefore be to plan and implement a programme by:

- Empowering residents to be more involved in decisions affecting the community.
- Agreeing a Neighbourhood Management Strategy
- Deciding how to allocate funding and bring in other resources.
- Monitoring and reviewing the strategy and funding.
- Ensuring engagement of partner organisations.
- Integrating neighbourhood managements with other strategies
- Reporting to the Local Strategic Partnership on progress.

Membership

Core, voting membership is shown in the list below. Other advisors will be invited to meeting as deemed appropriate by the Chair.

Great Yarmouth Borough Council	1 Officer 1 Elected Member from GYBC Cabinet 1 Elected Member for Nelson Ward 1 Elected Member for Central ward
Great Yarmouth Primary Care Trust	1 Representative
Norfolk County Council	1 Officer 1 County Councillor for Nelson Ward
Norfolk Constabulary – E. Area	1 officer
Great Yarmouth voluntary Sector	2 Representatives
South Yarmouth Priority Neighbourhood Area	6 Representatives
Central Yarmouth Priority Neighbourhood Area	2 Representatives
TOTAL CORE MEMBERS	18

Meetings

The Board will meet at least four times per year and as necessary to adequately ensure its responsibilities are fulfilled. Meetings will be open to observers, unless the Board decides otherwise.

Chairing

A chairperson and vice-chair will be elected annually by the Board from amongst its core members. At least one of these two offices will be held by a resident representative.

Quorum & voting

At least half of the membership of the Board shall be present to achieve a quorum. Also, resident and voluntary sector representatives must have a majority present when any vote is taken. The chair of the meeting will not have an ordinary vote but exercise a casting vote as necessary.

Conduct of meetings

Normal rules of debate will apply:

- The chair will have overall responsibility for ensuring the conduct of the meeting. All speaking at the meeting will be through the chair.
- Members of the Group will contribute in a positive and objective manner.
- All members of the Group will be expected to be inclusive and respect the views and comments of others.
- No member of the Group will represent a particular interest or lobby group.
- Any pecuniary, non-pecuniary or conflict of interest, must be declared during the meetings and the appropriate course of action taken.
- Agendas will be published and distributed in advance of meetings. Minutes will be distributed as soon as practicable and will be made available to all residents, stakeholders and partners.

Confidentiality:

Members of the Board shall not communicate with the press or other media or with the public about the proceedings of any closed meetings or parts of meetings associated with the business of neighbourhood management.

Certain information distributed at meetings might not be appropriate to disclose to the public until agreed by the Board and its partner organisations.

Accountability and Reporting

The Board will be responsible to the Great Yarmouth Local Strategic Partnership (GYLSP) and will be required to present quarterly and annual reports confirming plans, progress, outcomes, developments and any recommendations relating to the neighbourhood management programme. Information may also be required by the Government office.

Reports produced by the Group will be made available to all residents, stakeholders and partners and will be available on the GYLSP website.

Goals

Funding of £1.6million has been awarded to South and Central Yarmouth over 4 years from 2006-2010. This comes from the Neighbourhood Element of the Safer, Stronger Communities Fund. This is channelled from the Government Office for the East of England directly through Norfolk's Local Area Agreement.

The overarching aim of this funding is to **"improve the quality of life for people living in disadvantaged neighbourhoods and ensure services are more responsive to neighbourhood needs and improve their delivery"**.

As a neighbourhood-based programme our aim is to translate neighbourhood issues into actions for service improvement. We recognise that community empowerment is crucial to ensuring local residents have active involvement. We also recognise that many residents in the neighbourhood face various forms of disadvantage and will actively promote social inclusion and community cohesion through all elements of the programme. The ultimate outcome of the programme is about **"empowering local people to have a greater voice and influence over local decision making and a greater role in public service delivery"**.

Below are listed some examples of our goals.

Theme	Project	Aim
Comeunity Together		
Community Engagement and Cohesion	Targeted Youth Provision	To provide targeted youth provision for young people in Middlegate.
Comeunity Pride		
Communal and Open Space	Grey 2 Green	To continue to roll-out the Grey 2 Green programme of resident-led improvements to open and communal spaces.
Comeunity Safety		
Drugs and Alcohol	Day Centre for vulnerable people	To develop plans for a Day Centre for vulnerable people in the neighbourhood.
Comeunity Opportunities		
Financial Wellbeing	Credit Union	To support the promotion of the Credit Union to local residents.
Comeunity Wellbeing		
Social and emotional wellbeing	Drop-in and Outreach	We will provide drop-in space from the Neighbourhood Centre for organisations working with vulnerable and marginalised groups in the neighbourhood.

Partnership Questionnaire

Part 1: Summary

1. Name of Partnership:	Stalham with Happing Community Partnership					
Contact name:	Paul Elliott					
Position/title:	Transport Programme Manager					
Telephone:	01603 222210					
Email:	Paul.elliott@norfolk.gov.uk					
2. Main purpose of the Partnership: <i>Please outline:</i> <ul style="list-style-type: none"> • Focus and key functions • An indication of scale (eg size of membership, number of volunteers, stakeholders) • The geographical area it serves • The size of the public it serves (eg approximate number of members of the public, inc. visitors) 	<p>The Stalham with Happing Partnership is one of 7 recognised partnerships in North Norfolk. It currently rents a Shop premises in Stalham High Street and employs a full-time Co-ordinator.</p> <p>The main purpose of the Partnership is to promote the regeneration of the area, bringing together a wide cross-section of the community – comprising individuals, local organisations, businesses and local councillors as well as such statutory bodies as the Broads Authority, North Norfolk District Council and Norfolk County Council. Over 200 individuals and 100 local small businesses have joined the Partnership over the past 2 years.</p> <p>Under the auspices of the Partnership a number of project groups are taking forward work in a variety of policy areas e.g. Happing Business Group, “Canopy” Community Woodland Group, “Active Travel” Safer Cycle/Pathways Project, Happing Summer Festival Committee, Happing Artist’ Group and Happing Young Citizens Group.</p> <p>Further information on the Partnership is also available on the Partnerships website http://www.happing.co.uk/</p>					
3. Category		Yes	No		Yes	No
How would you best categorise the <i>primary</i> purpose of the partnership?	Strategic			Advisory and/or promotional		
	Service delivery	✓		Co-ordinate and/or organise activity	✓	
	Other (please state):					
4. Legal status		Yes	No		Yes	No
Is the partnership requirement of statute, recommended by Government guidance or voluntary?	Statutory			In line with Government guidance		
	Voluntary	✓		Other (please state): Company limited by guarantee.		

5. Funding How is the partnership funded (on the basis of the last financial year)?	Source	Amount			Amount as % of total funding	
	<p>Whilst P&T does support and work with this Partnership, it is not a formal partner and therefore does not manage nor is responsible for the funding that the partnership receives. P&T does not provide any specific funding/grant to this Partnership.</p> <p>Some highway infrastructure schemes are jointly funded by NCC and the Partnership (as part of the delivery of the agreed programme).</p> <p>A major Survey and Consultation exercise was undertaken in the Happing villages during 2005 as part of the Leader+ Programme and as a result a number of key projects were identified to take forward for funding.</p>					
6. What is the total budget?	See comment at 5 above.					
7. What is the term of any grant	See comment at 5 above.					
8. Will this funding continue in the future?	See comment at 5 above.					
9. NCC's resource contribution (a) What is NCC's annual time commitment?	Councillor representatives	No of people:		Days:		
	Officer representatives:	No of people:	1*	Days:	Variable	
	Other	No of people:		Days:		
	*Input is limited to providing support to developing highway infrastructure schemes either jointly funded by NCC and the Partnership, or by NCC with significant benefits for the Partnership.					
(b) What is NCC's annual contribution?	See comment at 5 above.					
10. Development (a) Where do you think the partnership currently is in term of its stage of development?		Yes	No		Yes	No
	1. Forming <i>(very early stages)</i>			3. Performing <i>(clear roles and responsibilities and achieving its objectives)</i>	✓	
	2. Developing <i>(developing working practices)</i>			4. Evaluating <i>(objectives achieved, reviewing impact)</i>		

(b) Does the Partnership have a development plan and, if yes, are you happy to share it with us/attach a copy?	Yes	No	Comments: P&T does not have a copy of the current development plan for the Partnership, but note that P&T is not one of the Partners.
(c) Is the partnership large or complex?	Yes	No	<i>(If yes, please give your reasons for saying so)</i>
		✓	
(d) Who was involved in setting up the Partnership? <i>(For example, internal specialists such as Head of Law, Risk Team etc, or any external specialists.)</i>	Comments: P&T is not of the Partners, and therefore was not involved.		

Part 2: Questionnaire

A. Rationale for the partnership	Comments
Is there a partnership agreement or constitution and, if so, are you happy to share it with us/attach a copy?	Yes – copy attached.
Is there a stated reason why the partnership exists and, if so, what is it?	Yes – see the attached constitution.
Does the partnership have agreed aims, and if so, what are they? <i>Please attach a copy.</i>	Yes – see the attached constitution.
Have the aims of the partnership been published and, if so, where?	Yes – see the objectives set out in the attached constitution.
How do the partnership aims link to the County Council's 8 main objectives? <i>(Please see list at end of form)</i>	The key corporate objectives supported are 'To help make Norfolk a safe place to live and work' and 'To improve travel and transport'. The work of the Partnership also supports other objectives.
B. Governance arrangements	Comments
How are decisions made - is there a scheme of delegation that makes clear who can take decisions?	Decisions are taken at formal meetings. The Partnership's voting rights is set out in the attached constitution.
How are decisions recorded?	Decisions made at meetings are documented in formal minutes.
Who makes sure they are acted upon and who scrutinises them?	The Chairperson of the Partnership.
Is there an agreement on how these decisions will be reported back and who are they reported to?	Decisions made at meetings are documented in formal minutes, and discussed at meetings.
How are Councillors involved and how are the partnerships' activities reported into the Council's democratic structure?	There is no formal involvement of Councillors and activities are not specifically reported through the Council's democratic structure. However, P&T is not formal partner.
Which Cabinet portfolio is the partnership linked to?	Councillor Adrian Gunson. Cabinet member for Planning and Transportation.
How are conflicts of interest resolved?	Decisions are taken at formal meetings. The Partnership's voting rights is set out in the attached constitution.
Do members of the partnership meet at the times set out in the agreement?	Yes

C. Added Value	Comments
How does this partnership add value?	Yes. Not only does it provide a vehicle to gain local stakeholders views and opinions, as well as identifying ways that the County Council could support the Partnership to meet mutually beneficial objectives. In addition, there sometimes opportunities to jointly fund schemes/projects.
How do you demonstrate this added value to the public?	Through the Partnership's website at http://www.happing.co.uk/

D. Value for Money	Comments
How does the partnership ensure it provides the highest quality for the cost	This is done through Partnership meetings. Note that P&T is not one of the Partners.
How is the public made aware of how the partnership achieves value for money?	Through the Partnership's website at http://www.happing.co.uk/

E. Performance management	Comments
Has your partnership set targets and, if so, how do you know which partnership targets you are meeting and which you have yet to meet?	P&T is not one of the partners for the Partnership, and therefore does not have any responsibility for performance management. Annual targets are set and reported to the Executive Committee – see the attached constitution.
Who reviews and reports progress and how often does this take place?	
Are targets reviewed from time to time and, if yes, who by?	
How does the partnership agree action on targets that are not likely to be met?	

F. Financial Management	Comments
Does the partnership agreement/constitution say who will provide the money?	P&T does not provide specific funding as they are not a formal partner, and also does not have any financial management responsibility for the Partnership.
Who can decide how to spend it?	
Can the money be reallocated and, if yes, who can authorise this?	Details of the sources of funding for the Partnership are not included in the constitution.
What are the financial reporting arrangements?	

G. Risk management	Comments
Have you carried out a risk assessment of NCC's engagement with the partnership, using the Risk Management In Partnerships Guide, and if yes, when was that?	P&T is not a formal partner, and does not have any risk management responsibility in terms of this Partnership. See the attached constitution for more information.
Has the partnership itself carried out a formal risk assessment of the partnership and if yes, when was that?	
How does the partnership know if things are going wrong?	
Who can take corrective action if necessary?	

H. Termination arrangements	Comments
Are there arrangements in place if the partnership comes to an end and, if so, what are they?	P&T is not a formal partner. Dissolution arrangements are set out in the attached constitution.
Are there arrangements in place if NCC decides to no longer to be involved?	
Is there a system for reallocating resources back to partners and, if so, what is it?	

I. Serving the public	Comments
Does the partnership have a communications policy and, if so, are you happy to share it with us/attach a copy?	The Partnership has its own dedicated website at http://www.happing.co.uk/
How effectively does the partnership communicate with the public?	

NCC's nine Corporate Objectives

The nine corporate objectives have been updated as follows:

- To lead a strategic approach to the development of the Norfolk economy
- To improve travel and transport
- To help make Norfolk a safe place to live and work
- To improve educational attainment and help children and young people to achieve their ambitions
- To improve the health and well-being of Norfolk's residents
- To improve opportunities for people to learn throughout life
- To protect and sustain the environment
- To build vibrant, confident and cohesive communities
- To improve and develop Norfolk's cultural heritage and resources

CONSTITUTION OF THE STALHAM WITH HAPPING PARTNERSHIP

1. TITLE

The title of the organization shall be "STALHAM WITH HAPPING PARTNERSHIP", hereinafter referred to as the 'Partnership'. The Partnership shall be non-Political and non-sectarian.

2. PURPOSE

The purpose of the Partnership shall be to promote the quality of life in the parishes of Brumstead, Catfield, East Ruston, Happisburgh, Hickling, Horsey, Ingham, Lessingham, Ludham, Potter Heigham, Sea Palling, Stalham and Sutton.

3. OBJECTS

- (i) To generate and support projects to benefit people who reside in, work in and visit the area of Happing
- (ii) To provide a forum for members of the Partnership to work together and coordinate their activities.
- (iii) To identify the particular needs of the Happing area and to draw up, and action, plans to address them.
- (iv) To advance and promote the Health and Education of the residents of the Happing area.
- (v) To improve and promote the provision of suitable housing and transport in the Happing area.
- (vi) To promote the cultural and leisure activities available to all residents and visitors in the Happing area including those with special needs due to age, infirmity, disability, poverty, etc.
- (vii) To undertake, encourage, support and supplement measures for the relief of unemployment in such ways as may be thought fit, including encouraging the development and prosperity of the retail trade.
- (viii) To undertake, encourage, support and supplement the promotion of public safety and crime prevention.
- (ix) To undertake, encourage, support and supplement means to enhance the protection or conservation of the environment and aspects of our heritage.
- (x) To undertake, encourage, support and supplement the provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help in setting up their own business or existing business.

4. MEMBERSHIP

The Partnership may admit as members any person or organisation which, accepts the Purpose and Objects of the Partnership and who have indicated in writing, or who register at any meeting of the Partnership.

5. MEETINGS

A. ANNUAL GENERAL MEETINGS

- a. The Partnership shall hold an Annual General Meeting in each calendar year not later than four months after the end of the Financial Year of the Partnership.

- b. Notice of the Annual General Meeting shall be publicly advertised and sent to all members at least 21 days before the due date of the meeting.
- c. The Annual General Meeting shall:
 - i) Receive a report of the Partnerships activities during the previous year and a statement of accounts.
 - ii) Elect or appoint members of the Executive Committee in accordance with the Constitution.
 - iii) Decide on any proposition which may be submitted to the meeting. All propositions must be submitted to the Secretary in writing at least 14 days in advance of the meeting.
 - iv) Appoint an independent accounts examiner.
 - v)
 - d. There shall be a quorum when at least one tenth of the number of existing members of the Partnership, or ten members of the partnership, whichever is the greater, are present at any general meeting.
 - e. The person chairing the meeting shall have the casting vote.

B. OPEN GENERAL MEETINGS

- a) Open General Meetings will be held at least four times a year.
- b) Minutes will be kept and copies will be sent to all members with Agendas for the following meeting.
- c) Members of the public may attend any Open General Meeting and may participate at the discretion of the Chairperson.

EXTRAORDINARY GENERAL MEETINGS

An Extraordinary General Meeting may be called by one tenth of the membership, or ten members, whichever is the greatest, giving 21 days notice, in writing, to the Secretary.

6. VOTING RIGHTS AT GENERAL MEETINGS

- (a) Each member shall have one vote.
- (b) In the case of an organisation it shall nominate one person who shall have one vote. In the event that he/she is unable to attend a meeting, the organisation may nominate a substitute.
- (c) No person shall represent more than one organization

7. EXECUTIVE COMMITTEE

- (a) The Executive Committee shall be responsible to the Partnership and, between the General Meetings, shall direct and manage the affairs of the Partnership.
- (b) The Executive Committee shall be made up as follows:
Chairperson, Vice-chairperson, Secretary and Treasurer and such elected members as the Partnership shall from time to time decide. All will be elected at the AGM for a period of one year but shall be eligible for re-election.
- (c) A quorum for a meeting of the Executive Committee shall be one third of its members, including one Officer and matters shall be decided by a simple majority of those present and entitled to vote. The person chairing the meeting shall have a casting second vote.
- (d) The Executive Committee may co-opt members from time to time, at its discretion.

- (e) The Executive Committee shall meet as required, but not less than four times a year.
- (f) The Executive Committee shall be allowed to open and operate banking accounts to be held in the name "**Stalham with Happing Partnership**" and cheques shall be signed by any two of the following three members:
The Treasurer and any two other Executive Committee members nominated by the Executive Committee.
- (g) The Minutes of the Meetings of the Partnership and of the Management Committee shall be kept by the Secretary and be submitted for approval at the next appropriate meeting of the Partnership or Management Committee.

8. SUB-COMMITTEES

The management Committee may establish such sub-committees as it sees fit.

9. FINANCE

- a) All monies received by or on behalf of the Partnership shall be devoted to the Purpose and Objects of the Partnership.
- b) No member of the Partnership shall receive payment either directly or indirectly for services to the Partnership provided this shall not prevent the payment of expenses approved by the Management Committee.
- c) The Financial Year of the Partnership shall end on the 31st March or such other date as the Annual General Meeting shall decide.
- d) The Treasurer shall be responsible for receiving, issuing receipts for, and keeping all monies received and paid on behalf of the Partnership.
- e) As soon as practicable at the end of each Financial Year, but not later than three months, the accounts for that year shall be prepared by the Treasurer and submitted for independent examination. Copies of the examined accounts shall be available for inspection at the Annual General Meeting.

10. ALTERATIONS TO THE CONSTITUTION

The Constitution may only be altered by a two thirds majority of those present and voting at an Open General Meeting of the Partnership convened for the purpose and of which 21 days notice shall be given to the members.

11. DISSOLUTION

The Partnership may be dissolved by a resolution passed by a two thirds majority of those present and voting at a Special General Meeting convened for the purpose, of which 21 days notice shall be given to the Members.

Such resolution may give instructions for the disposal of any assets held by or in the name of the Partnership provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the Members of the Partnership but shall be given or transferred to such other organization having purpose and Objects similar to some or all of the Purpose and Objects of the Partnership.

Budget Monitoring 2008/09

Report by the Director of Planning and Transportation

Summary

This is the third report on budget monitoring for 2008/09 for the panel and previously included Economic Development which has been transferred to Planning and Transportation. Members have requested that Economic Development be reported to the Cultural and Economic Development Panel rather than here.

1. Revenue Budget

- 1.1. The Original revenue budget for 2008/09 was set at £98.407M (including £1.839M for Economic Development). The previous report noted that this budget has been revised upwards by £15K to £98.422M. The change is due to corporate adjustments for accommodation charges (shown within Service Development and Support). Taking Economic Development out of the above figures means that the revised budget for the services reporting to this Panel is £96.583.
- 1.2. As at the end of November 2008, the overall revenue budget is forecast to be an underspend of £0.340M. Within this overall figure there are individual variances. The detailed variances are reported in Appendix A. The previous monitoring report was forecasting a breakeven position so the situation has improved by £0.340M.

2. Financially Beneficial Variances

- 2.1. Financially beneficial variances are those where expenditure is less than expected or income higher than expected. Such variances can come about through obtaining better value but may also be the result of services not being delivered or projects slipping beyond the end of the financial year. The effect of a beneficial variance is to provide more money within the year to meet service objectives.

	£000's
2.2. Passenger Transport Group – Minor underspends.	4
2.3. Programme Management Group – £0.128M due to higher income from the Safety Camera Partnership.	130
2.4. Highways Operations Group – This figure is linked to the adverse variance on the Highways Maintenance Budget. The net total of the two variances is an underspend of £0.032M.	221

2.5.	Highways Operations Group (Contributions from Initiatives) – Small increase in anticipated savings from Initiatives.	15
2.6.	Strategy and Performance – Planning application fees. Further reduction in income. (Previous income anticipated at £0.153M)	43
2.7.	Strategy and Performance – Staff underspends.	42
2.8.	Environment Partnership and Policy – Various minor underspends.	8
2.9.	Waste – Reduced cost of disposal contracts. Being kept under review due to volatility of figures. (previously 137)	594
2.10.	Service Development and Support – Departmental contingency less minor overhead overspends.	93
2.11.	A) Total financially beneficial variances	1,150
3.	Financially Adverse Variances	
3.1.	A financially adverse variance is one where either expenditure is higher than expected or income lower than expected. The result is that we have less money left to fund our other objectives.	£000's
3.2.	Highways Maintenance Budget – This figure is linked to the adverse variance on the Highways Operations Group. The net total of the two variances is an underspend of £0.032M.	(189)
3.3.	Strategy & Performance - Anticipated cost in respect of planning appeal.	(120)
3.4.	Strategy & Performance – Additional costs in respect of Local Development Framework (partly due to increased consultation costs).	(257)
3.5.	Strategy & Performance – Provision for assessment of NDR planning application.	(100)
3.6.	Environment Operations – Deletion of historical income targets as well as long term staff cover.	(57)
3.7.	Finance and Procurement - additional temporary staffing costs. Being kept under continuous review.	(87)
3.8.	B) Total Financially adverse Variances	(810)
3.9.	Net Position (B-A)	340

4. **Capital Programme**

- 4.1. The total capital programme for 2008/09 including Economic Development is £61.078M. Members have requested that Economic Development be reported to the Cultural and Economic Development Panel rather than here. Taking Economic Development out of the above figures means that the revised programme for the services reporting to this Panel is £57.275M. This is summarised in Appendix B1.
- 4.2. The total capital programme is split into two sections – Highways Capital (Appendix B2) and Other Services Capital (Appendix B3),
- 4.3. Highways Capital revised budget for 2008/09 is £53.105M. There have been adjustments to various schemes that have resulted in the budget being reduced to £51.569M. The forecast shown on Appendix B2 is £0.893M over programmed (to allow for slippage due to various factors). This is typical for this time of year and the programme will be managed to ensure that by the end of the year this will spend to budget.

Hence, the adjusted forecast at this stage is that there will be no variance at the yearend.

- 4.4. Other Services Capital budget for 2008/09 is £4.170M. There have been adjustments to various schemes that have resulted in the budget being increased to £4.260M. The forecast shown on Appendix B3 is an overall underspend of £1.732M. However, this is made up of a carry forward (to 2009/10) of £0.636M for Drainage Improvements and a further carry forward (to 2009/10) of £1.096 for Closed Landfill Sites.

Hence, the adjusted forecast at this stage is that there will be no variance at the yearend.

5. **Balances held in Reserves / Funds**

- 5.1. These are listed in Appendix C. The total reserves were £13.658M as at 1 April 2008 including Economic Development. . Members have requested that Economic Development be reported to the Cultural and Economic Development Panel rather than here. Excluding Economic Development the reserves were £13.356M.

These are forecast to reduce to £10.141M (a decrease of £3.215M) by the end of the financial year. The previous monitoring report forecast reserves of £10.198M hence there has been a small decrease in reserves of £0.057M.

A further reserve will be created next month in respect of Speed Awareness Courses (run on behalf of the Police). It was agreed within the Service Level Agreement that we would, if successful with our bid to run these courses, agree that any surpluses generated by these courses would be reinvested within Road Safety. Any surpluses generated will therefore be put into a Reserve designated Road safety. This will reported to the next Panel.

The forecast movements from the September 2008 position (reported to the Panel in November 2008) are detailed below: (and are shown in detail in the column headed "Change from previous forecast" in Appendix C :-

	£000's Increase / (Decrease)
5.3. Commuted Sums Travel Plans	
Drawdown of commuted sums	(7)
5.4. Environment Operations – Repairs and Renewals	
Purchase of vehicle	(13)
5.5. Waste Vehicle Replacement – Repairs and renewals	
Purchase of vehicle	(37)
Total Net Movements This Period	(57)
Total Net Movements Previous Period	(3,158)
Total Net Movements From 1 April 2008	(3,215)

6. Partnerships

6.1. The County Council is involved in many partnerships with District Councils, voluntary bodies etc. In some cases it is contributing from the budget to one of the other partners who takes the lead, including acting as Treasurer. However quite often the County Council is the lead partner and deals with the accounting and financial arrangements. The Head of Finance (Corporate Finance) is concerned at the potential risk to the County Council if any problems arise with a partnership and has asked that the larger partnerships ie with an annual turnover in excess of £500,000 be regularly reported.

6.2. The cost of landfill disposal in Norfolk has increased significantly. The County Council has, as one of its eight main objectives, the aim of reducing the amount of waste produced. Working with partners, through the Norfolk Waste Partnership (comprising all eight Norfolk Authorities) a number of waste minimisation and education initiatives are aimed at first reducing the amount of waste produced and secondly increasing the recycling percentage of that which remains. The forecast expenditure for 2008/09 is £1.061M. The balance of this partnership is shown in the Waste Management Partnership Fund Reserve. Whilst the expenditure will support the objectives of the waste management partnership, it also supports a number of wider County Council projects, such as the residual waste treatment

contract, and therefore the fund is wholly County Council funding.

- 6.3. The P&T Partnership (P&T, May Gurney and Mott MacDonald) is the main vehicle through which Planning and Transportation deliver services to the community. Following a procurement exercise separate contracts have been let between the County Council and each of the other partners. Although the other two partners do not have a contract with each other in respect of the P&T Partnership their contracts with NCC requires a degree of interaction between them. This does not in a legal sense form a partnership but it is operated as one in order to maximise the benefit to NCC and following the principles of 'Rethinking Construction.' In terms of risk we seek to integrate activities to our mutual financial advantage whilst retaining the capability to operate independently. This is recognised by a number of mechanisms that reward cost reduction initiatives by sharing those benefits between the partners. Partners are also paid for direct services provided e.g. design and maintenance work.

Actual expenditure for the partnership is expected to be £42.000M for 2008/09 and this will be contained with the Planning & Transport Capital and Revenue budgets.

- 6.4. The Norwich City Agency is an agreement by which Norwich City Council has, since 1 April 1974, acted as agent of the County Council for various highways and traffic functions relating to Highways matters within the City boundary. A joint committee oversees the operation of the agency and certain other functions of the County Council and advises the County Council on various matters relating to highways and traffic in the City of Norwich. The County Council reimburses the City Council for the expenditure it properly incurs in respect of any maintenance or capital works carried out and pays the City Council its reasonable and proper fees for carrying out those functions. For 2008/09 the forecast revenue and capital expenditure of the agency is £6.616M (Capital £4.215M and Revenue £2.401M). These amounts have been contained within the overall spend for Planning and Transportation.

- 6.5. A new Safety Camera Partnership has superseded the former Casualty Reduction (Safety Camera) Partnership. The new partnership is wholly funded by LTP paid to the County Council. While the partnership membership and ethos remains the same, the fundamental change in the funding arrangement makes it more appropriate for the future reporting of this partnership to be included under the revenue budget variations together with other casualty reduction expenditure.

This partnership contributes to the County Council objective to reduce the number of people killed or seriously injured on roads – overall figures are on target and the steady reduction in the number of deaths and serious injuries remains positive. Increased government funding attracted as a result of our excellent LTP is being directed at casualty reduction. Nevertheless, in line with the importance of this issue we have set ourselves demanding targets. Of concern is the number of child casualty rates, which are higher than the same point in the previous year, although the trend in actual numbers this year is reducing.

7. **Resource Implications**

- 7.1. **Finance** : Outlined in the report.

- 7.2. **Staff** : None.

7.3. **Property** : None.

7.4. **IT** : None.

8. **Section 17 – Crime and Disorder Act**

8.1. No direct crime and disorder implications as a consequence of this report.

Action Required

The Panel is requested to:

- (i) Comment the content of this report.
- (ii) Decide if there are any issues which need to be referred to Cabinet.

Background Papers

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

Name	Telephone Number	Email address
Brij Sharma	01603 223144	Brij.sharma@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language please contact Brij Sharma on 01603 223144 or textphone 0844 8008011 and we will do our best to help.

APPENDIX A
Planning & Transportation
Summary statement - Revenue a/c

Period: 8

M1

	FULL YEAR								YEAR TO DATE				Comments on year to date variance	
	Original budget £ 000	Revised budget £ 000	Change £ 000	Forecast outturn £ 000	Previous Forecast outturn £ 000	Change from previous Forecast £ 000	Forecast (over) / under spend £ 000	Forecast (over) / under spend as % of revised budget %	Comments on forecast outturn	Profiled budget £ 000	Actual & Commit ments to date £ 000	Actual (over) / under spend to date £ 000		Actual (over) / under spend to date %
1 PLANNING & TRANSPORTATION SERVICES														
a Passenger Transport Group	8,196	8,196		8,192	8,197	5	4	0.0%	Minor underspends.	2,397	7,303	(4,906)	-204.7%	Recharges to Adult & Childrens Services to process
b Highways Programme Management Group	21,186	20,861	(325)	20,731	22,719	1,988	130	0.6%	Change from previous forecast is the City Agency budget being moved to a separate line. Underspend is Safety Camera Partnership at £128K plus £2k other minor underspends.					
Highways Maintenance Budget	27,110	27,110		27,299	27,110	189	(189)	-0.7%	This is linked to the Highways Operations Group and the two variances net off to £32k underspend.					
City Agency	1,986	1,986		1,986		1,986		0.0%	New line (previously shown as part of Highways Programme Management Group.					
	<u>50,282</u>	<u>49,957</u>	<u>(325)</u>	<u>50,016</u>	<u>49,829</u>	<u>4,163</u>	<u>(59)</u>	<u>-0.1%</u>						
c Highways Operations Group	(293)	32	325	(189)	(55)	(134)	221	-690.6%	The Group is experiencing considerable cost pressures on Works, despite indexation increases to applicable rates. This is partly compensated by Overhead savings. The underspend shown is linked to the Highways Maintenance Budget and the two variances net off to £32k underspend. There has been considerable pressure on significant new Initiatives delivering savings this year, currently partly compensated by P & T's increasing retained share in existing Initiative savings. Currently forecasting a small	123	168	(45)	36.6%	The Group is experiencing considerable cost pressures on Works, despite indexation increases to applicable rates. This is partly compensated by Overhead savings.
Highways Operations Group (Contribution from Initiatives)	<u>(1,120)</u>	<u>(1,120)</u>		<u>(1,135)</u>	<u>(1,059)</u>	<u>(76)</u>	15	1.3%		<u>(747)</u>	<u>(643)</u>	<u>(104)</u>	<u>-13.9%</u>	A review by the Partnership of the forecast savings from Target Costed Schemes has resulted in a considerable downwards movement.
	<u>(1,413)</u>	<u>(1,088)</u>	325	<u>(1,324)</u>	<u>(1,114)</u>	<u>(210)</u>	236	21.7%		<u>(624)</u>	<u>(475)</u>	<u>(149)</u>	<u>-23.9%</u>	
e Strategy & Performance	3,847	3,877	30	4,269	4,201	(68)	(392)	-10.1%	Downturn in housing market as previously reported but S38 income forecast reduced further after preliminary discussions with two major Developers , which may not come to fruition in 08/09. Still includes Clay Hill Farm, NDR and LDF pressures with updated figures.	2,529	2,522	7	0.3%	
PLANNING & TRANSPORTATION sub total	<u>60,912</u>	<u>60,942</u>	<u>30</u>	<u>61,153</u>	<u>61,113</u>	<u>3,890</u>	<u>(211)</u>	<u>-0.3%</u>		<u>4,302</u>	<u>9,350</u>	<u>(5,048)</u>	<u>-117.3%</u>	
2 WASTE & ENVIRONMENT SERVICES														

Planning & Transportation

Period: 8

Projected balance on Reserves and Provisions at 31st March 2009

M2

Note- this report compares the forecast reserves as at period 6 (end of Sept) with the forecast as at period 8 (end of November)

	FULL YEAR								Comments
	Opening balance 01.04.08 £ 000	Current balance 30.11.08 £ 000	Change Year to Date £ 000	Forecast outturn balance £ 000	Previous Forecast £ 000	Change from previous Forecast £ 000	Forecast (utilisation) / addition to balance £ 000	Forecast (utilisation) / addition to balance %	
1 PLANNING & TRANSPORTATION									
Park & Ride refurbishment	116	115	1	115	115		(1)		
De Registration of Bus services	20	20	0	20	20				
Demand Responsive Transport	250	250	0	250	250				
Bus Station maintenance	200	200	0	200	200				
Commuted Sums Public Transport	55	52	3	52	52		(3)		Correction between Highways Commuted sums to cover travel planning work by S. Spencer
Commuted Sums Travel Plans	57	57	(0)	50	57	(7)			
Commuted Sums Highways Maintenance	2,697	2,686	11	2,427	2,427		(270)		change made up of 14k interest correction and -3K correction between Highways commuted Sums. Forecast £250 to fund Revenue Maintenance
Parking Receipts/ Section 74	1,101	1,101	(0)	1,078	1,078		(23)		Draw-down from parking receipts to part-fund NATS Work
HMF Provisions	1,536	1,536	(0)	266	266		(1,270)		To fund Capitalised Maintenance
PMG R & R Funds	178	182	(4)	172	172		(6)		Sale of old / purchase of new Vehicle
Street Lighting PFI	780	794	(14)	794	794		14		Interest
HOPS Appropriations Account	260	260	(0)	260	260				
HOPS Pay & Conditions	200	200	0	200	200				
HOPS R & R General	225	225	(0)	225	225				
HOPS Depot De-commissioning	17	17	(0)	17	17				
HOPS Depot R & R (improvements)		479	(479)						Fund split out between Depots Improvement, Environmental and Health & Safety Fund managed by Tony Bemrose and Office Accommodation Improvement Fund managed by Rod Witham and both fully utilised in 2008-09
HOPS R & R Vehicles	1,940	1,940	(0)	1,940	1,940				
Car Lease Scheme	393	385	8	503	503		110		Forecast surplus from scheme operation
Accommodation R&R (office accommodation)	657	178	479				(657)		Fund split out between Depots Improvement, Environmental and Health & Safety Fund managed by Tony Bemrose and Office Accommodation Improvement Fund managed by Rod Witham and both fully utilised in 2008-09
NATS fees	150	150	0				(150)		Draw-down to part-fund NATS Work
Strategy & Performance 3rd river crossing	300	59	241	29	29		(271)		£271,000 relates to 07/08 expenditure
Strategy & Performance Thetford Asset review		0	0	30	30		30		£30,000 drawn from £271,00 and kept in reserve as work not planned until 2009/10
PLANNING & TRANSPORTATION sub tot	11,132	10,887	245	8,628	8,635	(7)	(2,497)		
2 WASTE & ENVIRONMENT									
Environment Operations - R & R	38	25	13	25	38	(13)	(13)		Reduced after purchase of vehicle
European funding	63	60	3	60	60		(3)		£3,000 drawn down for Norfolk Biological Records
Historic Building reserve	120	120	(0)	120	120				

Planning & Transportation

Period: **8**

Projected balance on Reserves and Provisions at 31st March 2009

M2

Note- this report compares the forecast reserves as at period 6 (end of Sept) with the forecast as at period 8 (end of November)

	FULL YEAR								Comments
	Opening balance 01.04.08 £ 000	Current balance 30.11.08 £ 000	Change Year to Date £ 000	Forecast outturn balance £ 000	Previous Forecast £ 000	Change from previous Forecast £ 000	Forecast (utilisation) / addition to balance £ 000	Forecast (utilisation) / addition to balance %	
Waste Partnership Fund	423	1,772	(1,349)	625	625	202		WPEG and LSPA reward money transferred to fund and balance is after drawdown for projects and initiatives of £1,151,126 and input of further	
Kings Lynn R & R	320	320	0			(320)		to fund capital programme	
Waste Vehicle Replacement R & R	40	40	0	3	40	(37)		to fund purchase of vehicle	
WASTE & ENVIRONMENT sub total	1,004	2,338	(1,334)	833	883	(50)	(134)		
4 BUSINESS SUPPORT SERVICES									
Service Development and Support (IT funds)	1,220	1,244	(24)	680	680	(540)		Land charges income received and draw down for IT capital projects of £557,506	
Finance & Procurement									
BUSINESS SUPPORT SERVICES sub total	1,220	1,244	(24)	680	680	(540)			
6 PLANNING & TRANSPORTATION TOTAL	13,356	14,468	(1,112)	10,141	10,198	(57)	(3,171)		

APPENDIX B1

Summary - Planning and Transportation Capital

Capital Summary	Spend Project to date (prior Years)	2008/09 Programme	Adjustments	2008/09 Programme	2008/09 Out -turn	2008/09 Variance	Spend to date - Current year	2008/09 Carry Forward
Highways TOTAL	4,119,728	53,104,537	-1,535,538	51,568,999	52,462,079	893,080	28,235,479	0
Other Services TOTAL	572,137	4,170,391	89,414	4,259,805	2,528,254	-1,731,551	1,595,187	1,731,551
Totals	4,691,865	57,274,928	-1,446,124	55,828,804	54,990,333	-838,471	29,830,666	1,731,551

APPENDIX B2

Highways Capital

Scheme Name	Project	Spend project to date (Prior years)	2008/09 Programme	2008/09 Out-turn	2008/09 Variance	Spend to date - current year	2008/09 Carry Forward
Majors Developing - NDR inc blight	PK1000	4,119,728	1,500,000	1,500,000	0	1,473,963	0
Majors Developing - A140 Prelim Fees	HC0197		40,000	5,000	-35,000	2,749	35,000
Public Transport Major	PB3000		0	0	0		0
Cycling	CYCLING		836,700	867,385	30,685	284,090	-30,685
Walking Schemes	WALKING		2,805,795	2,891,111	85,316	1,152,011	-85,316
Park & Ride	PARK&RIDE		450,000	535,546	85,546	422,628	-85,546
Traffic Management & Calming	TRAFFIC		2,883,655	2,628,499	-255,156	1,293,979	255,156
Local Safety	SAFETY		2,161,870	2,240,436	78,566	840,336	-78,566
Safer & Healthier Journeys to School	SCHOOL		1,059,850	1,154,814	94,964	328,163	-94,964
Structural Maintenance	STRUCTURAL		24,411,300	24,679,465	268,165	16,031,333	-268,165
Bridge Strengthening	BRIDGE		2,465,037	2,445,663	-19,374	1,152,326	19,374
Other Improvements	OTHERIMPS		0	0	0		0
Bus Infrastructure Schemes	BUSINFRA		1,916,961	2,047,407	130,446	831,181	-130,446
Bus Priority Schemes	BUSPRIORITY		530,000	396,038	-133,962	204,455	133,962
Public Transport Interchanges	INTERCH		870,000	935,444	65,444	323,216	-65,444
Local Road Schemes	ROADSCHEM		5,085,977	5,626,598	540,621	2,475,888	-540,621
Road Crossings	ROADCROSS		890,532	1,137,703	247,171	561,245	-247,171
Countrywide Major Scheme							
Development	COUNTRY		0	0	0		0
Fees for Future Schemes	FEES		0	0	0		0
Northern Distributor Road-Blight							
Notices	NDRBLIGHT		250,000	250,000	0		0

Detrunked Roads	DETRUNKED	1,210,000	1,210,000	0		0	
Other Schemes	OTHERS	451,322	174,913	-276,409	650,599	276,409	
Retentions/ Land costs on completed schemes	RETENTIONS	300,000	286,057	-13,943	0	13,943	
Great Yarmouth Third River Crossing	GTYARM	0	0	0		0	
Norwich - A47 Postwick Hub	A47pos	500,000	500,000	0	142,782	0	
Gt Yarmouth - Eastport Access	GYEAST	950,000	950,000	0	64,535	0	
TOTAL		4,119,728	51,568,999	52,462,079	893,080	28,235,479	-893,080

APPENDIX B3

Other Services Capital

Scheme Name	Project	Spend				Spend To	2008/09 Carry Forward
		Project to date (Prior Years)	2008/09 Programme	2008/09 Out -turn	2008/09 Variance	date - Current Year	
Closed Site Management	CSM000	1,725	-2,523	-2,523	0	0	0
Closed Waste Site Restoration (Beetley)	BEETLEY	4,566	0	0	0	0	0
IT Schemes over £20,000 each	IT>20K		557,506	557,506	0	0	0
Travellers Site	TRAVSITE	938	0	0	0	0	0
Kings Lynn HWRC Improvements	KLHWRC	520,417	785,893	785,893	0	785,893	0
Closed Landfill Sites-Capping & Restoration	CLS000	29,156	1,852,847	757,242	-1,095,605	542,472	1,095,605
PROW Programme	PQ0024		22,432	22,432	0	16,162	0
Waste Performance & Efficiency Grant	WPEG		0	0	0	0	0
Contract B	PQ3805	14,341	-669,350	-669,350	0	0	0
Drainage Improvements	DRIMPS	995	1,713,000	1,077,054	-635,946	112,944	635,946
Dereham HWRC	PQ3001		0	0	0		0
Contract B - Exp 0809	PQ3805A		0	137,716	137,716	137,716	-137,716
Adjustment to other scheme-cover exp contract B 0809	ADJ		0	-137,716	-137,716	0	137,716
TOTAL		572,137	4,259,805	2,528,254	-1,731,551	1,595,187	1,731,551

NB - Spend to date figures are only to the end
of October not the end of November

Abandoned Vehicles Policy

Report by the Director of Planning and Transportation

Summary

Norfolk County Council stores and disposes of abandoned vehicles collected in the County. There are two elements in the legislation where the County Council needs to clarify its policy, these are disposal of dangerous vehicles and proof of ownership. This report asks members to comment on the criteria setting out the policy.

1. Background

- 1.1. The County Council is responsible for the storage and disposal of Abandoned Vehicles collected by the WCA's (Waste Collection Authorities). This is currently carried out under a contract with DLH Autorecyclers in Happisburgh who deal with vehicles collected in the whole County.
- 1.2. The County Council is entitled to recover costs from any person responsible for abandoning a vehicle.
- 1.3. The County Council works in Partnership with the WCA's to ensure consistency of service across the County. An abandoned vehicle Forum is held every six months involving all WCA's, DLH, Norfolk Fire and Rescue Service and sometimes the Driver and Vehicle Licensing Agency (DVLA).
- 1.4. As a result of recent discussions in the Forum a clarification of the policy in the light of recent experience is required to defend any legal challenges and help improve customer satisfaction.

2. Legislation

- 2.1. Under current legislation there are two elements left for the County Council to clarify its policy, these are:
 1. Disposal of removed vehicles - When a vehicle is in a dangerous condition.
 2. What conditions a person must meet to be the owner of a vehicle.
- 2.2. In order to clarify these areas in its policies the County Council must set criteria in order to enable the identification of a dangerous vehicle that should be destroyed and define what is considered to be acceptable proof of ownership.

- 2.3. The proposed criteria relate to County Council duties for disposal of vehicles only, not collection of vehicles by the WCA's.
- 2.4. Although there are a low number of challenges (four in the current financial year) they can be very resource intensive, additional costs could be incurred and they can present a risk to the County Council's reputation.

Dangerous Condition

- 2.5. The Criteria for what is considered a dangerous condition was discussed with the WCA's and Contractor at the Abandoned Vehicle Forums. Members of this group have a lot of experience of evaluating the condition of vehicles and in collecting and disposing of them.
- 2.6. Every attempt to find a registered owner will be made by the County Council before these criteria are applied.
- 2.7. It is important that the County Council can state why a dangerous vehicle was disposed of if an owner (not registered) comes forward at a later date and to ensure that these vehicles are not returned to the highway. The proposed criteria as agreed with the forum and with legal is as below:

A vehicle is in a dangerous condition and fit for disposal if it is:

- Burned out

Or displays one or more of the following conditions:

- Environmental Hazard – Leaking fluid (e.g. oil, fuel, brake)
- Flat tyres
- Wheels removed
- Broken windows
- Containing dangerous waste (e.g. needles, blood, faeces, munitions)

Ownership

- 2.8. In some abandoned vehicle cases the County Council are contacted about returning a vehicle before it has been disposed of. If the vehicle doesn't have a registered owner the claim of ownership is often made with a hand written receipt which is very hard to verify.

In cases of trailers and foreign vehicles this can become complicated and result in long periods of storage at a cost to the County Council.

- 2.9. Therefore in order to satisfy us that someone claiming a vehicle is the owner of the vehicle a proof of ownership criteria has been established by members of the Forum as below.

2.10. Proof of ownership is accepted by either:

- Registration with the DVLA as the vehicles keeper
- Possession of the vehicle registration certificate form V5, or the new keeper supplement

2.11. If the vehicle is an unregistered trailer, it is often impossible to trace an owner. It is proposed that the payment of the removal and storage costs will be accepted as proof of ownership. The alternative is that the County Council will have to pay the full costs of removal and storage.

2.12. If the vehicle is non-GB registered it is very difficult to substantiate foreign proof of ownerships. It is proposed that payment of the removal and storage costs by the holder of a valid non-GB passport, will be accepted as proof of ownership. Copies of this will be taken and used and will provide proof of who the car was claimed by.

3. **Resource Implications**

3.1. **Finance** : Implication of potential claims against the County Council.

3.2. **Staff** : There are no implications on staffing levels resulting from the proposed policy however if the number of abandoned vehicles rise in general then there may be a staff resource implication.

3.3. **Property** : None

3.4. **IT** : None

4. **Other Implications**

4.1. **Legal Implications** : There are no additional legal implications resulting from this report.

4.2. **Human Rights** : Article 1 of the First Protocol to the ECHR (Protection of Property) is engaged however what is proposed is in the public interest and in accordance with legislation and that therefore any interference with possessions is justified.

4.3. **Equality Impact Assessment (EqIA)** : A full programme of equality impact assessments has been carried out covering all Planning and Transportation activities, including an assessment for the management of abandoned vehicles. This assessment did not identify any issues or inequalities in relation to our approach to the management of abandoned vehicles. Abandoned vehicles will be managed under the procedures and processes already assessed and therefore there will be no new equality issues as a result.

4.4. **Communications** : Reputation damage to the County Council if legal challenge is successful.

5. **Section 17 – Crime and Disorder Act**

- 5.1. It is an offence to abandon a vehicle. Vehicles in a dangerous condition left on the highway can attract crime such as arson and are a danger to the general public. In addition they can have an adverse environmental impact and attract waste related crime such as fly-tipping.

6. **Risk Implications/Assessment**

- 6.1. The corporate risk management approach has been used to assess the level of risk associated with not setting policy which may be compensation claims, complaints being upheld. This has been assessed with a score of 3 for likelihood x 1 for impact giving a score of 3 which is a low risk. However by clarifying policy this will reduce the likelihood of any risk.

7. **Conclusion**

- 7.1. The legislation that the County Council operates under for the storage and disposal of abandoned vehicles needs clarification in two areas. After discussing with the WCA's and contractor at the Abandoned Vehicle Forums and then taking advice from legal, a criteria for disposal of Dangerous Vehicles and Proof of Ownership are suggested to clarify County Council policy in these areas. This is important to ensure that the County Council is consistent in it's approach and is not open to legal challenge or any complaints being upheld from other interpretations of the legislation.

Action Required

- (i) Members comment on criteria to identify a dangerous vehicle for disposal.
- (ii) Members comment on proof of ownership criteria.

Background Papers

Appendix 1 - Abandoned Vehicles Frequently Asked Questions

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

Name	Telephone Number	Email address
Julie Hurn	01603 222917	Julie.hurn@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language please contact Julie Hurn on 01603 222917 or textphone 0844 8008011 and we will do our best to help.

Abandoned Vehicles – Frequently Asked Questions

What powers does the Council have?

Under the Refuse Disposal (Amenity) Act 1978 (as amended), the Waste Collection Authority has a duty to remove vehicles that appear to be abandoned in its area. The Waste Disposal Authority (Norfolk County Council) has a duty to store and dispose of abandoned vehicles. The Council is also entitled to recover costs from any person responsible as laid down in the Removal, Storage and Disposal Vehicle Regulations 1986 (as amended).

What is a vehicle defined as?

A vehicle means any vehicle, whether or not it is in a fit state for use on roads, and includes any chassis or body, with or without wheels, appearing to have formed part of such a vehicle, and any load carried by, and anything attached to, such a vehicle.

Why was my vehicle removed?

The vehicle appeared to be abandoned for one or more of the following reasons:

- Untaxed (not a reason on its own),
- no current vehicle keeper on DVLA records,
- stationary for a significant amount of time,
- significantly damaged, run down or un-roadworthy (e.g. flat tyres, wheels removed, broken windows or lacking one or more of its number plates)
- burned out
- containing waste
- causing an obstruction

This is not an exhaustive list and a vehicle would not have to be displaying the full list to be considered abandoned.

What should I do if I think my vehicle was not abandoned?

Contact Norfolk County Council. We may refer you to the Waste Collection Authority for your area for additional information.

Why was my vehicle disposed of?

A vehicle will be destroyed if it has no tax displayed and no registration plate or it is in a dangerous condition. A vehicle is in a dangerous condition if it is

- Burned out

Or displays one or more of the following conditions:

- Environmental Hazard – Leaking fluid (e.g. oil, fuel, brake)
- flat tyres
- wheels removed
- broken windows
- containing dangerous waste (e.g. needles, blood, faeces, munitions)

The vehicle will also be disposed of if, after 7 days, we have been unable to trace the owner, or if the statutory charges have not been paid.

Why was my vehicle stored?

A vehicle will be collected and stored for 7 days if any of the following criteria apply, whilst we attempt to find the owner, if it is:

- Displaying tax
- Displaying a registration plate, including non-GB registration plates

- Not in a dangerous condition
- Suspected of being involved in crime.

How do I prove I'm the owner?

We accept proof of ownership if either:

- You are registered with the DVLA as the vehicles keeper
- You are in possession of the vehicle registration certificate form V5, or the new keeper supplement.

If the vehicle is an unregistered trailer, then payment of the removal and storage costs will be accepted as proof of ownership. If the vehicle is non-GB registered then payment of the removal and storage costs by the holder of a valid non-GB passport, will be accepted as proof of ownership.

How do I get my vehicle back?

When we are satisfied you have proved ownership and all costs for removal, storage and disposal are paid:

- The vehicle can be collected from the storage compound if it has Road Tax, an MOT certificate and is insured. Proof must be shown at the compound before the vehicle can be taken away. 12 hours Notice before collection is required.
- If the vehicle has no Tax, no MOT or no Insurance you can employ your own recovery service to collect the vehicle from the compound giving 12 hours notice.
- Contact the compound directly to arrange for them to deliver it back to you. A delivery charge is payable and must be paid to the contractor before delivery of the vehicle. Card payment can be accepted over the phone.

How can I get only the contents of my vehicle back?

The contents of any vehicle are part of the load carried by the vehicle. We will need to be satisfied that you are the vehicle owner before returning any contents. You will also be required to pay any costs for removal, storage and disposal before any contents can be returned. Contents can be collected from our contractor on request within 7 days of collection. Vehicles containing dangerous waste will be disposed of, along with the contents.

What are the costs of removal, storage and disposal based on?

The removal, storage and disposal costs are statutory charges laid down in the Removal, Storage and Disposal Vehicle Regulations. These start at £150 for removal, £20 a day for storage and £75 for disposal.

How can I pay for removal, storage and disposal?

After contact with Norfolk County Council, you can pay by cash, cheque or credit card, by post, phone or in person at the Cashier's office at County Hall, Norwich. The Cashier's Office is open: Monday – Thursday 8:45am to 5:30pm and Friday 8:45am to 4:30pm. If you have any queries about payment please contact the Cashier's Office 01603 495801. Delivery charges are paid directly to the contractor.

How are vehicles disposed of?

Abandoned vehicles will be disposed of in accordance with the End-of-life Vehicles (Producer Responsibility) Regulations 2005.

How can I contact the County Council?

You can contact us by:

Telephone: 01603 228889 Fax: 01603 222350

E-mail: recycling@norfolk.gov.uk

Web site: www.norfolk.gov.uk/abandonedvehicles

Review of the Norfolk Protocol for the Consideration of Unauthorised Encampments

Report by the Director of Planning and Transportation

Summary

The Norfolk Protocol for the Consideration of Unauthorised Encampments is currently being revised to take account of changes in Government policy and guidance, as well as organisational changes in its key partnership stakeholders. This report gives Review Panel the opportunity to comment on the current review of the Protocol, and reminds Members about how it is currently implemented in Norfolk.

1. Background

- 1.1. The Norfolk Protocol was launched in 2001 to establish procedures for managing unauthorised encampments, particularly with regard to how and under what circumstances encampments might be tolerated. It is a joint protocol signed up to by a number of partner agencies; the County and all Norfolk district councils, Norfolk Police, the Traveller Education Service, Traveller Health services, Race Equality Council, Ormiston Travellers Initiative and some Town and parish councils.
- 1.2. The purpose of the protocol is to ensure that all relevant parties affected by illegal encampments can be involved. It also ensures that the welfare, education and human rights needs of those affected are recognised by relevant parties. It also helps to ensure a joined up approach by partner agencies as well as achieving a common understanding of the duties, powers and constraints of public bodies.
- 1.3. The Protocol has enabled a 100% success rate for possession of land in Norfolk since launch; it is currently used 2/3 times a month. The document sets out respective rights and responsibilities of all landowners.
- 1.4. The protocol has achieved national recognition as a model of best practice, and is much emulated by other authorities. Suffolk County Council have recently expressed an interest in adopting the Norfolk Protocol in the first cross County partnership of its kind. A full copy of the Protocol, with the proposed amendments, is available to view in the Members room and has been published on the Members Insight page.

2. **Revisions to the protocol**

2.1. The 2006 Protocol is still in use, with case conferences being held around 30 times a year throughout the County. All Norfolk local authorities use it. However some authorities have not always followed the protocol procedures correctly. It is generally acknowledged that it is a very good document, but needs updating and revising.

2.2. With one exception, Norfolk Authorities have never been challenged by the courts concerning applications for possession of land where the Protocol has been followed. However, this exceptional ruling has prompted the Traveller Liaison Service to revise procedures to take account of the changing nature of how the courts seem to be viewing unauthorised encampments.

Some of the areas for improvement identified for the existing protocol are:-

- some information is ambiguous, resulting in significant variance in its application across districts;
- the document does not give time scales for proposed action;
- it can be perceived as limiting police powers to move on unauthorised encampments;
- it is not informative enough for private landowners;
- human rights considerations are not clearly presented;
- it has not been adequately impact assessed.

2.3. In particular, the revised Protocol will seek to more adequately address human rights issues, police procedural changes, and the increasing involvement of formerly periphery partners such as Environment Agency, the Fire and Rescue Service, the Broads Authority, and traveller support and advocacy groups. The key revisions currently being considered seek to:

- highlight recent developments in Government policy and guidance;
- give a statistical context to the constraints on authorities to deal with unauthorised encampments, and the need to tolerate at times;
- iterate to all landowners the options available for them to regain possession of their land;
- identify the police as the lead protocol agency when requested to do so by a landowner, and where conditions are met;
- consider encampments on a rolling basis where appropriate;
- establish timeframes within which local authorities will act;
- ensure travelling groups contribute towards services provided;
- ensure uniformity in the way in which welfare assessments are undertaken;
- ensure key partners are advised of the arrival of all new encampments;
- raise awareness of human rights considerations, and ensure these are considered thoroughly during the case conference process.

- 2.4. Review Panel are invited to comment on the proposed changes to the Protocol, to inform the revision process. A full copy of the Protocol, with the proposed amendments, is available to view in the Members room and has been published on the Members Insight page.

3. **Resource Implications**

3.1. **Finance** : None.

3.2. **Staff** : None.

3.3. **Property** : None.

3.4. **IT** : None

4. **Other Implications**

4.1. **Legal Implications** : Legal Services has been consulted on the proposed revision, and there are no issues with the proposed amendments.

4.2. **Human Rights** : The Protocol is in place to ensure that human rights are recognised and needs appropriately addressed, and any revised protocol would continue to recognise the importance of this.

All Gypsy and Traveller Liaison Group partners have been consulted on the human rights amendments, and all consultees who have responded have been supportive.

4.3. **Equality Impact Assessment (EqIA)** : The Protocol is a key document for ensuring that equality issues in relation to travellers are positively addressed, and the Race Equality Council is one of the partners signed up to this Protocol.

4.4. **Communications** : It is anticipated that the revised protocol will be relaunched following cabinet review, possibly at a joint event with the Race Equality Council who will be publicising their work with Gypsy and Traveller communities in Spring 2009.

5. **Section 17 – Crime and Disorder Act**

5.1. The Protocol is a key document for ensuring that crime and disorder issues can be appropriately identified and dealt with, and Norfolk Police are one of the partners signed up to the Protocol.

6. **Conclusion**

6.1. The existing protocol works very well and has received national recognition. The revisions to the protocol currently being considered aim to build on current good practice.

Action Required

- (i) Review Panel are invited to comment on the proposed changes to the Protocol, to help inform the revision process.

Background Papers

- Borough Council of Kings Lynn and West Norfolk (2002) *The Frankham Bond*.
- Commission for Racial Equality (May 2006) *Common Ground: Equality, good race relations and sites for Gypsies and Irish Travellers*, CRE.
- Communities and Local Government, (February 2004), *Guidance on Managing Unauthorised Camping*.
- Communities and Local Government (August 2005) *Amending the Definition of a Caravan*,.
- Communities and Local Government (February 2006) *Guide to effective use of enforcement powers, Part 1: Unauthorised encampments*.
- Communities and Local Government (May 2007) *Local authorities and Gypsies and Travellers: a guide to responsibilities and powers*, CLG, (Crown copyright).
- Communities and Local Government (December 2007) *The Road Ahead: Final Report of the Independent Task Group on Site Provision and Enforcement for Gypsies and Travellers*, London.
- Derbyshire Gypsy Liaison Group (December 2007), *Romany Gypsies and Irish Travellers: A Tactical Briefing*, DGLG.
- East of England Regional Assembly (February 2008) *Regional Spatial Strategy Single Issue Review: Planning for Gypsy and Traveller accommodation in the East of England*, EERA.
- Norfolk Gypsy and Traveller Liaison Group (July 2007) *Norfolk Gypsy and Traveller Accommodation Assessment*.
- ODPM, Circular 01/2006 (2nd February 2006) *Planning for Gypsy and Traveller Sites*.
- South Norfolk Council (2005) *A Strategy for Gypsies and Travellers in Norfolk*.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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If you need this report in large print, audio, Braille, alternative format or in a different language please contact Jon Blunkell on 01603 222473 or textphone 0844 8008011 and we will do our best to help.

Local Transport Plan

Report by the Director of Planning and Transportation

Summary

We recently submitted a Delivery Report for the first two years of Norfolk's Local Transport Plan (LTP). This outlines the progress made during 2006/7 and 2007/8 on delivering our transport objectives and targets.

This report summarises the positive feedback from Go East. They recognise that we are making good progress, having already exceeded some of our targets.

This report also notes the work that is underway to develop Norfolk's 3rd LTP. This is likely to be a very different document from LTP2, setting out a longer term strategy for transport up to 2026, with a five year action plan.

1. Introduction

- 1.1. Norfolk's 2nd Local Transport Plan (LTP2) was submitted to Government in March 2006. It describes the strategy for transport delivery in Norfolk up to 2010/11. We achieved the top rating of 'excellent' from government for both the strategy in our LTP2 and delivery of LTP1. As a result, we received an additional 25% in reward funding for delivery during LTP2.
- 1.2. We are now almost half way through the LTP2 period and have recently completed a Delivery Report on progress made over the first two years of delivery - 2006/7 and 2007/8.
- 1.3. We have made excellent progress towards delivering the objectives and targets in LTP2. In particular, there has been strong delivery of the accessibility and road safety elements of the plan. We are on track with three of our four environmental targets. CO₂ emissions from road transport have reduced, but not as far as our target. We expect to be on track by the end of the plan period.
- 1.4. This report summarises some of the key achievements and challenges identified in the Delivery Report, feedback from Go East and an outline of work that has recently commenced on developing LTP3.

2. Delivery Report for LTP2

- 2.1. The reporting requirements for LTP2 differ from those we had for LTP1. Rather than producing an annual progress report, we are only required to submit a formal delivery report once every two years. This delivery report provides a broader-based review of LTP delivery, with a section on meeting wider objectives, consideration of opportunities and threats to future delivery as well as an assessment of progress.

2.2. Government will not formally assess the delivery report and there will be no financial consequences such as reward funding arising from our performance. However, it should be noted that funding for LTP3 may well depend at least in part on performance in delivering LTP2, and that LTP performance could feed into the wider inspection process.

2.3. **Highlights of delivery for 2006/7 and 2007/8:**

- £113million invested in delivering transport improvements across the county
- On track to deliver 16 out of 18 transport targets, having already exceeded targets set for cycling, passenger trips on demand responsive transport, footway condition and principle road condition
- Recognised as a Rural Demonstration Authority for road safety
- 100% of schools with an active travel plan, encouraging 10% fewer children to travel to school by car since the initiative began
- Launched a Low Emission Zone along Castle Meadow in Norwich
- An active partner in the Greater Norwich Development Partnership, helping to ensure growth is delivered in sustainable locations
- Submitted a Major Scheme Business Case for the NDR
- Launched a new Flexibus service in the Wayland area between Thetford, Watton and Attleborough
- Signed a Joint Investment Plan with First Bus and Norwich City Council which will see an extra £28million spent on improving the quality of bus services in the Norwich area
- Two new woodlands planted as part of the LTP Carbon Sequestration Programme, helping to sequester 49,000 tonnes of carbon over the life of the trees
- Ongoing engagement with stakeholders and partnership working to deliver schemes, with a successful LTP Delivery Seminar held in July 2008 that had more than 100 attendees.

2.4. **Feedback from Go East**

We recently met with Go East to discuss LTP2 progress, and have received a formal letter with their comments.

They are "pleased to see that we have made good progress in Norfolk in relation to the four shared priorities for transport identified by DfT" and "would like to congratulate us on these achievements, and on the strength of our stakeholder engagement and partnership working over the last two years across all of our LTP objectives."

Go East also pick up in the letter on some of the challenges we face for future delivery, including those around carbon reduction. This is a high priority across the region and they recognise our commitment towards tackling CO₂ emissions from transport, with us being the only authority to have a CO₂ reduction target in our LTP. They suggest that we need to continue to deliver a range of measures to support CO₂ reduction, including encouraging a modal shift through smarter choices and improvements to public transport, walking and cycling; offsetting

measures like our carbon sequestration programme and more innovative schemes such as piloting the rural car club and variable charging for residential parking permits in Norwich.

3. **Development of LTP3**

- 3.1. Work has already commenced on developing LTP3. It is likely that we will need to submit this to government in summer 2010, giving us just over a year to formulate and consult on the document.

Indications from government suggest that LTP3 will be very different to the current transport plan, focussing more on achieving wider outcomes and setting a longer-term vision for transport, with a five-year action plan. In this form the LTP could become more of an evolving document that we make changes to as and when; particularly for the action plan.

We expect to receive LTP3 draft guidance in December 2008, with final guidance released in May / June 2009. This will give greater clarity on exactly what is expected.

- 3.2. It is anticipated that the document *Delivering a Sustainable Transport Strategy (DaSTS)* which sets out the government's approach to strategic transport planning for 2014 and beyond will set the framework for developing LTP3. This identifies five broad goals for transport which can be summarised as

'supporting economic growth', 'tackling climate change', 'contributing to better safety, security and health', 'promoting equality of opportunity' and 'improving quality of life'.

- 3.3. We are exploring the option of LTP3 being a partnership document and moving away from it being just a County Council strategy. The partners could include other service providers from both within the County Council and outside. At this time more work is needed on which organisations may be partners, and which may be consulted through the process. Partnership could help to achieve a common purpose and greater joined up thinking on service delivery. For example, by raising awareness of the need to consider transport accessibility when planning services.

Working in partnership could also help us to deliver outcomes more effectively. The goals from DaSTS are very broad, linking transport with much wider outcomes like health improvement. It will be difficult to achieve some of these outcomes without partnership working.

However, this could be difficult to achieve and requires significant effort on both our part and that of partners.

- 3.4. Members will be closely involved in the development of LTP3. We expect to bring a report back to Review Panel prior to finalising strategy options for consultation, towards the end of 2009.

4. **Resource implications**

- 4.1. **Finance:** There are no financial implications arising from this report, but Members should note some of the challenges outlined in section 2.

4.2. **Staff:** None. This will be within existing staff resources

4.3. **Property:** None

4.4. **IT:** None

5. **Other Implications**

5.1. **Legal Implications:** None

5.2. **Human Rights:** None. These will feed into development of LTP3

5.3. **Equal Opportunities:** None at present. These will feed into development of LTP3

5.4. **Equality Impact Assessment:** None. An EIA will be carried out as work on LTP3 progresses

5.5. **Communications:** Communication opportunities will be explored as part of LTP3 development.

6. **Section 17 – Crime and Disorder Act**

6.1. No implications arising from this report. Delivery of schemes as part of the LTP2 programme are likely to have benefits in terms of crime and disorder reduction. It will also be a consideration in LTP3 development

7. **Conclusion**

7.1. Norfolk has an excellent reputation for its Local Transport Plan. We are midway through delivery of LTP2 and have produced a Delivery Report outlining delivery to date. Feedback from Go East is positive but recognises a number of challenges. We are confident that we can meet these challenges over the remainder of LTP2.

Work has started on developing LTP3, which is likely to be a different style of document from LTP2 (although we are still awaiting draft guidance). A report will be taken back to review Panel towards the end of 2009 on this matter.

Action Required

- (i) Members are asked to note the contents of this report.

Background Papers

Norfolk's Local Transport Plan Delivery Report for 2006/7 and 2007/8

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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If you need this report in large print, audio, Braille, alternative format or in a different language please contact David Cumming on 01603 224225 or textphone 0844 8008011 and we will do our best to help.

Planning and Transportation the Environment and Waste Overview and Scrutiny Panel

7 January 2009

Item No.19

Service and Financial Planning 2009-12

Report by the Director of Planning and Transportation

Summary

This report updates the Panel on proposals for service planning for 2009/10-2011/12. It includes updated information on the Provisional Grant Settlement, revenue budget proposals and capital funding bids. The Panel is asked to consider the contents of the report and to feed back comments to inform Cabinet discussion at its meeting on 26 January 2009.

1. Background

- 1.1. Budget planning is part of an integrated approach to overall service planning, including reviewing and up-dating the County Council Plan. The proposals in this paper are part of that overall approach.
- 1.2. Review Panels received service and budget planning reports in November 2008 identifying key contextual issues and service challenges together with Chief Officer proposals towards delivering the County Council's Objectives within the agreed financial planning framework. Planning carried out during the year and prior to the announcement of the Provisional Grant Settlement has been based on financial planning assumptions, which included a 3% uplift for Children's Services, Adult Social Services, Planning and Transportation, Waste and Environment and Fire and 2.5% for all other services. Decisions on the final allocation of resources will reflect the delivery of the County Council's Objectives and improvement priorities. At the Panel meetings in November, Members were asked to consider and comment on the revenue and capital proposals in light of the information then provided on corporate issues, performance, value for money, risk management and funding to help inform Cabinet members' discussions.
- 1.3. This paper updates Members on the Government's financial settlement for Norfolk. It also reports further work to prioritise bids for capital funding. Review Panels are again asked to consider the implications in relation to their own service areas for report back to and consideration by Cabinet in January 2009.

2. Council objectives and service planning preparation

- 2.1. The Panel regularly receives performance information against the current corporate objectives, relevant to this Panel. In addition, progress against actions in the County Council Plan 2008-11 and service plans was reported to

Panel in November.

- 2.2. The key challenges for the service, risks and efficiencies were considered in November. Service Planning is being carried out on that basis, and full detail of the service plans will be reported to Review Panel in March 2009. The four areas of the LAA that P&T mainly contributes to are thriving economy, improving skills and fulfilling aspirations, environmental sustainability and safer communities.

3. **Provisional Local Government Finance Settlement 2008/9**

- 3.1. The Provisional Settlement was announced on 26th November 2008 covering the two years 2009/10 to 2010/11. It has been issued for consultation with responses due back to Communities and Local Government by 7th January 2009. The final Settlement is usually announced towards the end of January/early February.
- 3.2. For Norfolk, the position is set out in the table below:

	2009/10	2010/11	2009/10	2010/11
	%	%	£M	£M
Shire Counties	4.2	4.0	+154.9	+152.9
Shire Districts	1.4	1.3	+22.1	+22.3
Unitaries	3.4	3.0	+141.9	+131.2
England	2.8	2.6	+780.1	+747.5
Norfolk	5.9	5.3	+12.7	+12.0

- 3.3. This confirms the position for Norfolk County Council announced in the three-year settlement in January 2008 and previously reported to this Review Panel. The only change relates to some redistribution of the funding totals for shire counties and districts reflecting local government restructuring decisions. This has not affected the Norfolk total.

4. **Update on financial planning position for 2009/10**

4.1. **Icelandic Investments**

- 4.1.1. As has been reported previously, we currently have £32.5m of assets frozen in the accounts of three Icelandic banks. The banks have now been put into administration and we are working with the administrators, and all other local authorities with exposure to Icelandic banks, to recover in full the investments at risk. The position regarding the timing and the extent that the investment will be returned remains unclear. The Minister for Local Government, John Healey, announced in his statement to the House of Common on 26th November that a new Regulation is to be made, which will mean that we, and other Councils, will not need to make provision in our 2009-10 budget for any loss on these investments. This will provide additional time to obtain a clearer view on reaching a resolution and subsequently, to assess a more accurate

view of any requirements within our medium term financial plan.

4.2. Inflation 2008/09

- 4.2.1. Due to the increase in inflation experienced mid way through the current financial year, it was reported to November Review Panels that the situation would be reviewed and an assessment made as to how this could be managed and the likely impact on future years. All services have identified some increased costs during the year due to inflation, primarily affecting fuel costs and utilities including gas, oil, electricity and oil related costs affecting highways maintenance materials. These additional costs have been managed by Chief Officers during the year within their respective cash limited budgets. For 2009-10, commentators are projecting a significant reduction to the levels of inflation experienced in 2008-09. This is evidenced already by the reduction in the price of oil over recent months. It is recognised that whilst this change to inflation may not impact immediately in all areas, for example, fixed contracts and contracts for supplies where there is normally a delay in price reductions, such as gas, it is considered that the total existing budget provision for inflation within these proposals is adequate.

5. Review Panel Comments

- 5.1. On the basis of the agreed financial planning uplift, proposals and issues of particular significance for this Panel including risks, key challenges for the service and key efficiencies were considered in November.
- 5.2. At that meeting, it was reported that there are budget pressures of £1.517m for the planning and transportation service and £1.839m for the environment and waste service, and budget reductions in the highways maintenance fund and the local bus services were proposed to mitigate this.
- 5.3. The proposed budget reduction in Highways Maintenance would result in a real (or volume) reduction in the amount of maintenance work on the highway. We will still be able to undertake any safety critical works, but will be less able to respond to non-urgent work identified by the public.
- 5.4. The savings identified against Passenger Transport budgets carry a high degree of risk. Reducing the subsidy for bus services will mean that we need to review around 30 services or 10% of the network). Our previous experience is that there are alternative ways of providing for a significant proportion of these journeys.
- 5.5. Members expressed concerns about these proposals, particularly in terms of structural maintenance, where in real terms this has reduced by around 25% due to construction inflation exceeding general inflation. Further concern was raised in connection with the proposal bus service cuts, particularly as it was felt it would disadvantage those living in rural areas. Members agreed to recommend to Cabinet that they do not support any reductions in the Highway Maintenance Fund on the grounds of efficiency savings and reducing the subsidy for bus services.

6. Revenue budget proposals

6.1. The attached proposals set out the proposed cash limited budget and individual budget proposals for the key service budgets for this Review Panel, which are:

- Planning & Transportation
- Environment & Waste

6.2. Narrative of key changes to the budget proposals from those reported in November and links to priority areas.

The previously reported pressure for Civil Parking Enforcement of £470k has reduced to £350k.

The proposed cut to the Highways Maintenance Fund has been reduced to £1,317k.

6.3. All budget planning proposals have been considered in the light of impact on corporate objectives, performance, risk, value for money, equalities and community cohesion and sustainability. This has included a high-level single impact assessments completed as part of the service planning process. Key implications for consideration are identified against each item within the table in **Appendix A**, which provides a summary of the information for the service department as a whole and the position for each key service division.

7. Capital programme

7.1. In accordance with the Capital Strategy, departments have submitted bids for capital funding to the Corporate Capital and Asset Management Group (CCAMG). Review Panels considered these bids at their November meeting and comments were passed to CCAMG.

7.2. CCAMG has prioritised these bids using the Council's Capital Prioritisation Model. The prioritised list is shown in **Appendix B**, including the scores achieved by each bid. Following the Government's announcement of capital grant for 2009-11, all sources of funding for capital schemes are being assessed to ensure the most cost effective use of capital funding. Any changes to the submitted bids may affect the current scores and prioritisation. Cabinet will consider the prioritised list on 26 January 2009, where the prioritisation will be reviewed (and may be amended). Cabinet will also consider, alongside revenue requirements, the level of funding that can be made available to fund the bids, and recommend to Council which bids are included in the capital programme.

8. Resource Implications

8.1. **Finance** : Financial implications are as set out within the main body of the report.

8.2. **Staff** : None.

8.3. **Property** : None.

8.4. **IT** : None.

9. **Other Implications**

9.1. **Legal Implications** : None.

9.2. **Human Rights** : None.

9.3. **Equality Impact Assessment (EqIA)** : A full set of equality impact assessments have been completed for all Planning and Transportation services. In addition, high-level single impact assessments have been completed for each service as part of the service planning process, and specific equality impact assessments are being reviewed and updated, if needed, as part of the service planning process.

9.4. **Communications** : None.

10. **Section 17 – Crime and Disorder Act**

10.1. None.

11. **Conclusion**

11.1. Overall, the financial planning position remains essentially the same as that presented to Panel in November. Members concerns around the proposed reductions in highway maintenance and bus services are noted, but we can not see a more suitable alternative to delivering the Departments 09 / 10 budget within the planning assumptions provided.

Action Required

- (i) Members are asked to consider and comment on the proposals contained within this paper and to consider the prioritised bids for capital funding, in order to inform Cabinet discussion at its meeting on 26 January.

Background Papers

Report to PTEW Review Panel 5 November 2008 - Service and Budget Planning 2009/12

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Planning and Transportation
Department
APPENDIX A

Indicative movements from 2007-08 budget to 2008-09 budget at Group Level	2008/09 Original Budget	2008/09 Revised Budget	Budget Pressures	Budget savings	2009/10 indicative Budget	Increase/ (Decrease) 2009/10 over 2008/09
	£M	£M	£M	£M	£M	£M
Planning and Transportation						
Budget Uplift						0.000
Basic Inflation for pay, prices and pensions					1.121	1.121
Passenger Transport Group	8.196	8.196	0.240	(0.772)	7.664	(0.532)
Highways Programme Management Group	23.172	22.847		(0.330)	22.517	(0.330)
Highways Maintenance Budget	27.110	27.110	1.570	(1.397)	27.283	0.173
Highways Operations Group	(0.293)	(0.293)	0.050		(0.243)	0.050
Contribution from Initiatives	(1.120)	(0.795)			(0.795)	0.000
Strategy & Performance	3.847	3.877	0.993		4.870	0.993
Total	60.912	60.942	2.853	(2.499)	62.417	1.475
Environment and Waste						
Budget Uplift						0.000
Basic Inflation for pay, prices and pensions					0.546	0.546
Environment Operations	1.751	1.751			1.751	0.000
Environment Partnership & Policy	1.175	1.145			1.145	0.000
Waste	28.346	28.346	2.240		30.586	2.240
Total	31.272	31.242	2.240	0.000	34.028	2.786
Business Support Services						
Service Development and Support	3.784	3.799			3.799	0.000
Finance and Procurement	0.600	0.600			0.600	0.000
Total	4.384	4.399	0.000	0.000	4.399	0.000

1 The amounts shown above for inflation are net amounts relating to both income and expenditure budgets. These will need to be allocated out to individual costs centres within service groupings when the budgets are finally loaded onto Oracle.

2 In the table above Business Support services are shown separately. These services are currently shown in Planning and Transportation budgets but actually apply to all three of the areas above.

Revenue Budget Planning - Spending Pressures and Savings 2009-12

Appendix A

Planning & Transportation Review Panel - 07th January 2009

Waste & Environment Only

Ref	Description of cost pressures or service improvement - shown against the key driver	2009-10 £k	2010-11 £k	2011-12 £k	Changes to November 08 Review Panel report
	3% Uplift	-947	-1,045	-1,076	
	COST PRESSURES AND SERVICE IMPROVEMENTS				
	Basic Inflation - Pay	155	156	157	
	Basic Inflation - Prices	312	315	318	
	Additional Inflation - Pay	10	12	14	
	Local Government Pension Scheme	69	69	69	
	Additional Inflation - Prices				
	Sub Total Inflation	546	552	558	
	Government/Legislative requirements				
	Landfill Directive New Treatment Contract (Contract A)		1,960		
	Contract A - per business case		4,116	546	
	Sub Total Legislative	0	6,076	546	

	Demand/Demographic				
	Waste disposal landfill tax HMG budget increase	1,200	1,200		
	Waste treatment and disposal	1,040	1,040		
	Waste disposal landfill tax HMG budget increase - included in Contract A		-1,200		
	Waste treatment and disposal - included in Contract A		-1,040		
	Sub Total Demographics	2,240	0	0	
	Costs specific to actions to meet County Council Plan targets				
	Sub Total County Council Plan	0	0	0	
	Costs specific to meeting service strategies and improvements				
	Dereham HWRC		400		
	Sub Total Service Improvement	0	400	0	
	TOTAL COST PRESSURES AND SERVICE IMPROVEMENT	1,839	5,983	28	

Ref	Proposed action	2009-10 £k	2010-11 £k	2011-12 £k	Changes to November 08 Review Panel report
	Savings that do not impact on current policy	0	0	0	
	Savings to be identified		5,983	28	
	Savings that impact on current policy	0	5,983	28	
	TOTAL SAVINGS	0	5,983	28	

Notes

1. An unfunded pressure of £1,839k remains in 2009 / 10 and subsequent years.

Template for highlighting capital bids specific to Review Panel

Appendix B

Capital Priorities for Funding from Corporate Capital

Capital Bid	Score	Profile of Capital Requirements £m		
		2009-10	2010-11	2011-12
Recycling Centre Legal Compliance - Environmental Drainage	37	0.277	2.688	
Genome Analysis Centre	29	0.500	0.500	
Norwich Mile Cross Travellers Site - refurbishment	20	0.080		
		0.857	3.188	

Full prioritisation list will be provided for inclusion as Appendix C to the Review Panel report.

2009/10 - 2011/12 Capital Bids Schedule

APPENDIX C

Bid Ref	Dept	Capital Bids	NCC Total (All Years) £M	Total Service / Efficiency Score moderated	CCAMG's Recommended Start Year	Resulting NCC Capital Commitments (2009/10 - 2012/13+) (£M) [Total Proposed NCC Commitment: £19.260M]				Additional Funding	Revenue Implications Notes / Assumptions
						2009/10	2010/11	2011/12	2012/13+		
1	Corporate Property	Corporate Minor Works 2011/12	1.220	38	2011/12	-	-	1.220	-	General NCC Capital Funding Only	The likely revenue implications of individual constituent schemes are assessed when CCAMG agrees their funding.
42b	Planning & Transportation	Recycling Centre Legal Compliance - Environmental Drainage	2.965	37	2009/10	0.277	2.688	-	-	General NCC Capital Funding Only	Revenue costs can be met from existing maintenance budget PM5000.
27 ^{iv}	Adult Social Services	Essential Improvements at HFEs 2009/10	0.417	37	2009/10	0.417	-	-	-	£0.303M (42.1%) of Specific Internal Funding	
27 ^v	Adult Social Services	Essential Improvements at HFEs 2010/11+	4.840	37	2010/11	-	2.420	2.420	-	General NCC Capital Funding Only	
57	Corporate Property	New Corporate Office, Priory House, King's Lynn	0.500	36	2009/10	0.500	-	-	-	The anticipated (specific-internal funding) from the receipt for the sale of relinquished King's Lynn property contributes more to available budget than the Priory House project requires.	Costs are indicative only based on initial estimates derived from an analysis of comparable office space in advance of negotiating final rent and service charges. They include indicative revenue costs for ICT provision based on initial estimates. All costs are subject to final lease settlement.
33b	Cultural Services (Libraries)	Libraries Refurbishments 2009/10	0.196	36	2009/10	0.196	-	-	-	General NCC Capital Funding Only	There are zero revenue expenditure implications however the service receives in excess of £1m relating to service charges that could be put at risk if visitor numbers decline.
33c	Cultural Services (Libraries)	Libraries Refurbishments 2010/11+	0.980	36	2010/11	-	0.196	0.196	0.588	General NCC Capital Funding Only	There are zero revenue expenditure implications however the service receives in excess of £1m relating to service charges that could be put at risk if visitor numbers decline.
59	Adult Social Services	Replacement Call Systems at HFEs	0.225	36	2009/10	0.075	0.075	0.075	-	General NCC Capital Funding Only	
58	Cultural Services (NMAS)	Gressenhall Farm & Workhouse - Eco-Buildings	0.143	34	2009/10	0.048	0.095	-	-	£0.103M (41.0%) of External Funding and £0.005M (2.0%) of Specific Internal Funding	Staff saving opportunities / existing running costs
61	Fire Service	New Norwich Fire Station - boat store and enhanced ICT	0.200	32	2009/10	0.200	-	-	-	General NCC Capital Funding Only	
60	Chief Executive's	Asbestos Survey & Removal Programme	3.609	31	2009/10	0.722	0.722	0.722	1.444	General NCC Capital Funding Only	
18b	Fire Service	Four New Training Buildings - replacing existing drill towers	0.800	31	2009/10	0.200	0.200	0.200	0.200	General NCC Capital Funding Only	The towers are up to 40 years old and need constant maintenance to keep in tolerable state of repair. Many are of steel construction and prone to corrosion.
53	Corporate Property	County Hall, Norwich - refurbishment of the sixth floor	0.674	31	2009/10	0.674	-	-	-	£0.040M (5.6%) of Specific Internal Funding	We have used the estimated cost from reaccommodating staff at Aslake Close as the current, as this cost will be incurred if a commitment is not made to this scheme. Estimate is based upon the average premises expenditure on East of England House.
56	Planning & Transportation	Genome Analysis Centre	1.000	29	2009/10	0.500	0.500	-	-	£12.321M (92.5%) of External Funding	The project is being underwritten by the BBSRC for the next 5 years
65	Cultural Services	St. George's Art Centre, Great Yarmouth	0.750	28	2009/10	0.500	0.100	0.150	-	£8.450M (91.8%) of External Funding	There are no revenue cost implications for the Norfolk County Council.
55	Corporate Property	County Hall, Norwich - refurbishment of the w.c. & kitchen facilities	0.210	25	2009/10	0.210	-	-	-	£0.177M (45.7%) of Existing Capital Funding	Reduction with regard to the levels of maintenance required to keep the systems operational.
2	Corporate Property	Entrance Foyer, County Hall, Norwich	0.276	25	2009/10	0.177	0.038	0.061	-	General NCC Capital Funding Only	Directly - no increases; between negligible and no savings. However, this provision will allow departments to potentially reuse their current reception space and redeploy their departmental reception staff. This is quantified.
62	Corporate Property	Land Acquisition from Police in Aylsham	0.175	21	2009/10	0.175	-	-	-	General NCC Capital Funding Only	Revenue requirement relates to void costs. The requirement will stop when void is re let or site is redeveloped.
64	Planning & Transportation	Norwich Mile Cross Travellers' Site - refurbishment	0.080	20	2009/10	0.080	-	-	-	£0.080M (50.0%) of External Funding	Not applicable
						4.950	7.034	5.044	2.232		

2009/10 - 2011/12 Capital Bids Schedule

APPENDIX C

Bid Ref	Dept	Capital Bids	NCC Total (All Years) £M	Total Service / Efficiency Score	CCAMG's Recommended Start Year	Resulting NCC Capital Commitments (2009/10 - 2012/13+) (£M) [Total Proposed NCC Commitment: £19.260M]				Additional Funding	Revenue Implications	
				moderated		2009/10	2010/11	2011/12	2012/13+		Notes / Assumptions	
						Likely Resultant Proportionate Allocation of Budget:	98.6%	<i>overbudget</i>				
							<i>target limit: 100%</i>	<i>target limit: 75%</i>	<i>target limit: 50%</i>			
						DF's anticipated budget (£M): (including any contingency deductions for inflation and cost increases)	5.0	6.7				
										Total 2009/10+ NCC Capital Requirement: £19.260M		

Budget figure for 2009/10 includes £720k receipt for St Margaret's House and Ferry Road, linked to, and contingent upon, project 57.

Service and Financial Planning 2009-12

Addendum

Attached is an additional Appendix for the above report. This appendix, which includes details of some small technical adjustments, is being included for completeness. However, it does not change the substance of the main report and appendices already distributed with the papers for this meeting.

The figures in this appendix are those that will appear in the budget report being discussed at Cabinet on 26 January 2009.

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Appendix A

PLANNING & TRANSPORTATION ONLY

2009-12 Revenue Budget Estimates	2009-10	2010-11	2011-12
2008-09 Original Budget	63,983	65,548	67,059
Adjustments to Base	15		
<i>(including)</i>			
Additional Cost Pressures (see Appendix B)	2,499	2,463	1,635
Budget Savings (see Appendix B)	-2,499		-1,635
Savings to be identified		-952	
Sub-total	63,998	67,059	67,059
Budgetary Planning Uplift (difference between sub-total above and 2007-08 Original Budget)	1,475	1,511	1,546
Service Transfers			
Transfer of specific grants to Area Based Grant			
Cost Neutral Changes (list)			
Capital charges	1,458		
Deferred charges	0		
Grant on deferred charges	0		
Debt management expenses	11		
Increase in Area Based Grants	75		
Office Accomodation - Capital Charges	-29		
Transfer of Government Grant	-378		
incl Budget Transfers			
Cash Limited Budget	66,610	67,059	68,605

Appendix A

WASTE & ENVIRONMENT ONLY

2009-12 Revenue Budget Estimates	2009-10	2010-11	2011-12
2008-09 Original Budget	32,148	35,106	36,140
Adjustments to Base			
<i>(including)</i>			
Additional Cost Pressures (see Appendix B)	2,385	7,028	1,104
Budget Savings (see Appendix B)			
Savings to be identified		-7,028	-1,104
Sub-total	34,533	35,106	36,140
Budgetary Planning Uplift (difference between sub-total above and 2007-08 Original Budget)	947	1,034	1,065
Service Transfers			
Transfer of specific grants to Area Based Grant			
Cost Neutral Changes (list)			
Capital charges	136		
Deferred charges	-1,035		
Grant on deferred charges	500		
Debt management expenses	1		
Increase in Area Based Grants			
Office Accomodation - Capital Charges			
Transfer of Government Grant	24		
incl Budget Transfers			
Unfunded Pressures			
Cash Limited Budget	35,106	36,140	37,205

Please include notes as appropriate

1 An unfunded shortfall of £1,839k exists for all years.