



### **Communities and Neighbourhoods Scrutiny Board (4)**

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#### **Time and Date**

4.00 pm on Wednesday, 23rd July, 2014

#### **Place**

Committee Rooms 2 and 3 - Council House

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#### **Public Business**

1. **Apologies and Substitutions**
2. **Declaration of Interests**
3. **Minutes**
  - (a) To agree the minutes of the Public Services, Energy and Environment Scrutiny Board (4) meeting held on 26th March 2014 (Pages 3 - 6)
  - (b) Matters arising
4. **20mph Zones and 20mph Speed Limit Prioritisation Criteria**

Report of the Executive Director, Place to follow
5. **Traffic Management and Enforcement** (Pages 7 - 10)

Briefing Note of the Executive Director, Place
6. **Report Back on the Work Of Outside Bodies - Regional Flood and Coastal Committee** (Pages 11 - 14)

Report of Councillor Lancaster, Cabinet Member (Public Services)
7. **Work Programme** (Pages 15 - 18)

To consider the Board's Work Programme 2013/14
8. **Meeting Evaluation**

To discuss and evaluate the effectiveness of the meeting.
9. **Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved.**

#### **Private Business**

Nil

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Chris West, Executive Director, Resources, Council House Coventry

Tuesday, 15 July 2014

Note: The person to contact about the agenda and documents for this meeting is Matthew Rossi Tel: 024 7683 3079

Membership: Councillors M Auluck, M Hammon, L Harvard, T Khan, C Miks, K Mulhall, B Singh (Chair), D Skinner and R Thay

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting OR if you would like this information in another format or language please contact us.

**Matthew Rossi**

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**Coventry City Council**  
**Minutes of the Meeting of Public Services, Energy and Environment Scrutiny**  
**Board (4) held at 3.30 pm on Wednesday, 26 March 2014**

Present:

Members:                   Councillor J Clifford (Chair)  
                                  Councillor M Auluck  
                                  Councillor S Bains  
                                  Councillor C Fletcher  
                                  Councillor M Hammon  
                                  Councillor J McNicholas  
                                  Councillor K Mulhall  
                                  Councillor S Thomas

Employees (by Directorate):

N Cowper, Place Directorate  
M Rossi, Resources Directorate  
N Thomas, Place Directorate  
A West, Resources Directorate

Apologies:                Councillor A Andrews, T Khan and R Thay

## **Public Business**

### **44. Declaration of Interests**

There were no declarations of interest.

### **45. Minutes**

The minutes of the Public Services, Energy and Environment Scrutiny Board (4) meeting held on 26<sup>th</sup> February 2014 were signed as a true record.

The Scrutiny Board noted that their recommendations relating to the 20mph Zones and Limits were accepted by the Cabinet Member (Public Services). The Cabinet Member approved that a detailed implementation plan would be drawn up and reported back next municipal year, via the appropriate Scrutiny Board.

### **46. Flood Risk Management and Drainage Update**

The Scrutiny Board considered a Briefing Note of the Executive Director, Place concerning a Flood Risk Management and Drainage Update.

The Scrutiny Board noted the latest update from the Flood Risk Management Group and an update on the Surface Water Management Plan, which was ready for consultation.

The Scrutiny Board noted that the Environment Agency would be reducing staffing numbers as part of a national restructure and that some of their work would be transferred to local authorities across the Country. Members noted that the City Council had recently recruited to three posts to address flood risk management work. One of the biggest changes related to changing the consultation on new housing developments from the Environment Agency to the City Council.

Members of the Board raised some concern with causing a disruption when repair works to watercourses were done at different times in the same location, rather than simultaneously. Members noted that where the opportunity arose, Officers would co-ordinate works at the same time but this was sometimes not possible due to when funding was made available to the City Council or other agencies.

The Scrutiny Board also discussed riparian ownership (those with responsibility for water courses) and actively promoting their role in the routine maintenance of water courses.

The Surface Water Management Plan (SWMP) was due to go out for consultation and once feedback was received, it would go for approval at Cabinet for implementation. The SWMP was a tactical document that would outline the long term strategy for reducing the risk of surface water flooding in Coventry. The City Council are required to produce this plan under the Flood and Water Management Act 2010.

The Scrutiny Board also referred to the Sandbag Policy and noted that sandbags would only be issued if they met the criteria stated in the Sandbag Policy.

**RESOLVED, that the Scrutiny Board requested that the following issues be reflected in the final development and implementation of the Surface Water Management Plan:**

- 1. Actively promoting the role of landowners (including Council departments) for the routine maintenance of water courses.**
- 2. The development of examples of actions and interventions for different situations, so that the community can understand what could be done in response.**

#### **47. Review of 2013/14 Scrutiny Activity**

The Scrutiny Board considered a Briefing Note of the Scrutiny Co-ordinator, outlining the review of scrutiny activities during 2013/14.

**RESOLVED, that the Scrutiny Board requested that priority be given the following items next municipal year: –**

- Public toilets review**
- 20mph limits and zones**
- Traffic enforcement, particularly including the role of enforcement in improving traffic flows**

48. **Work Programme**

The Scrutiny Board considered the Board's Work Programme for 2013/14.

49. **Meeting Evaluation**

The Scrutiny Board evaluated the meeting and their comments would be used to ensure the continued efficiency and effectiveness of future meetings.

50. **Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved.**

There were no additional items of public business.

(Meeting closed at 4.40 pm)

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Coventry City Council

## Briefing note

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**To**  
Communities and Neighbourhoods Scrutiny Board (4)

**Date**  
23<sup>rd</sup> July 2014

**Subject**  
Traffic Management and Enforcement

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### **1 Purpose of the Note**

- 1.1 To provide Scrutiny Board (4) with an overview on how traffic in Coventry is managed to reduce congestion and disruption to road users.

### **2 Recommendations**

- 2.1 The Communities and Neighbourhoods Scrutiny Board is recommended to note the contents of this paper and make any comments and recommendations for further consideration by the Cabinet Member (Public Services).

### **3 Information/Background**

#### **3.1 Legislative Framework**

- 3.1.1 The primary piece of legislation governing this area is the Traffic Management Act 2004 (TMA), which places a network management duty on local traffic authorities (LTA's), including Coventry City Council, to secure the "expeditious movement of traffic" on their road network. The term traffic is not restricted to motorised vehicles and also includes pedestrians and cyclists.
- 3.1.2 Measures to be taken by a LTA in performing the duty includes action that will contribute towards the more efficient use of the road network or actively reduces congestion and disruption to road users. In essence the duty requires authorities to do all that is reasonably practicable to manage the network effectively to keep traffic moving. The TMA also requires that a Traffic Manager be appointed to perform the tasks that an authority considers necessary for meeting the duty. In Coventry this role is performed by the Head of Traffic and Transportation.
- 3.1.3 A major cause of disruption and delay to motorists are works carried out by statutory undertakers and other work promoters when they dig up the roads. The main legislation to control and manage these activities is the New Roads and Street Works Act 1991. Under this legislation the City Council has a duty to co-ordinate works in the highway and statutory undertakers have a duty to cooperate in this process.
- 3.1.4 The TMA has tightened up this area giving LTA's more powers to co-ordinate and control works with the aim of minimising disruption. One of the new powers is the ability to introduce a Permit Scheme whereby statutory undertakers and other work promoters

would need to book occupation of the highway and obtain a permit first rather than just giving notice as at present. This allows certain conditions to be attached to the use of a permit giving greater control to LTA's to limit timescales and impact of works.

3.1.5 Another area of legislation contained within the TMA is around civil parking enforcement. The Act introduces a broader range of controls and responsibilities for managing parking enforcement including the use of Civil Enforcement Officers and powers to tackle offences such as double parking and obstructing dropped footway crossings.

3.1.6 The TMA also originally intended to confer powers on LTA's to enforce moving traffic offences such as banned turns and blocking yellow box junctions but these powers have not yet been enacted. The only moving traffic offence that the City Council can currently enforce is driving in a bus lane owing to separate powers included within the Transport Act 2000.

### 3.2 How traffic is managed in Coventry

3.2.1 In order to meet the network management duty the City Council has put in place a range of measures and interventions to keep traffic moving. These measures can be both proactive and reactive.

3.2.2 One of the key proactive measures is working with partners and stakeholders such as the Highways Agency, Warwickshire County Council, Centro, bus operators, statutory undertakers and event organisers to ensure that we are aware of the needs and conflicting priorities of stakeholders and of different road users and consequently manage the road space for everyone. We hold regular co-ordination meetings with stakeholders to ensure that their needs are considered and also to establish better outcomes for Coventry.

3.2.3 Effective co-ordination of works on the highway is vital if disruption to road users is to be kept to a minimum. In order to make a step-change in this area, in 2012 the City Council entered into a shared service with Warwickshire County Council for the management and co-ordination of street works. This has resulted in a major improvement in the service and a greater level of scrutiny and enforcement of statutory undertaker activities. In 2015, again jointly with Warwickshire County Council, we are proposing to introduce a Permit Scheme which will further increase our ability to minimise disruption caused by road works.

3.2.4 Having effective measures in place to reduce congestion will play a key role in helping Coventry grow as a city. This is ever more important when considering the success Coventry has had in attracting additional funding for Major Projects such as Friargate Bridge, Whitley Bridge, Pinch Point and City Centre public realm improvements, all of which have to be constructed within a similar timescale in addition to works carried out in the same period by statutory undertakers and the Tollbar End scheme by the Highways Agency.

3.2.5 During the period of these Major Projects a temporary support team (the Strategic Coordination Team) has been established to support the existing teams in place during this period of increased pressure on the road network. The Strategic Coordination Team takes a strategic overview of the network to provide advice and direction to the existing teams ensuring effective coordination is taking place to proactively identify clashes and manage activities and incidents on the network.

3.2.6 Prior to the commencement of the Major Projects traffic modelling was undertaken to look at where we might need to improve capacity at key junctions that might be affected. As a result a number of 'enabling works' were identified and carried out at critical junctions on



the network to release spare capacity in the junctions to enable them to accommodate greater traffic flows.

- 3.2.7 To help further proactively manage traffic flow and reduce congestion we have introduced additional traffic cameras at key locations, deployed six new portable Variable Message Signs (VMS) in addition to the existing static VMS which are used to give advance warning to motorists of road closures or other information to help them plan their journey. These tools are operated from the Council's Traffic Control Centre at Civic Centre 4 which acts as the 'eyes and ears' to monitor traffic flow on key routes in real-time to identify any incidents on the network and make adjustments to traffic signal timings to improve traffic flow. This is done either through the development of pre-developed contingency plans or by on-the-spot manual interventions.
- 3.2.8 Another important role of the Traffic Control Centre is to communicate information to motorists about delays and incidents. Information about live traffic conditions is communicated to road users in a number of ways including via the VMS, the Council's website, Twitter and links to local media. Information about planned road works is also available via the web-based mapping information system EIGIN which is accessible via the Council's website. With this information road users are then better able to plan their journey and avoid delays.
- 3.2.9 Use of technology to improve the efficiency of the existing road network is also increasingly important. Using a 'common database' within the Traffic Control Centre to link all the traffic management and other intelligent transport systems together such as VMS, journey time monitoring, traffic signals data and development of parking guidance systems, enables more strategic decisions to be taken to limit overall congestion levels on the road network.
- 3.2.10 The other major tool that is used to reduce traffic congestion and improve road safety is effective enforcement of traffic restrictions such as yellow lines, school keep clear markings and bus lanes. The City Council has been a civil parking authority since 2007 and currently has a total of 24 Civil Enforcement Officers employed to enforce parking restrictions across the city. In 2012 the Council commenced enforcement of bus lanes using Automatic Number Plate Recognition (ANPR) cctv cameras positioned at the road side to deter the illegal use of the bus lanes which can reduce bus journey reliability and punctuality. In the autumn of 2014 there are also plans to extend camera enforcement to school keep clear markings, the red route and bus stop clearways through the use of a mobile ANPR car. Effective enforcement is therefore necessary to ensure that roads remain clear and traffic keeps moving.
- 3.2.11 Finally, the effectiveness of the arrangements that are in place in performing the network management duty are kept under review. Any comments and recommendations by Scrutiny Board in this regard would be welcome for further consideration by the Cabinet Member (Public Services).

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Place Directorate  
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Coventry City Council

## Public Report

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**Report to**

Communities and Neighbourhoods Scrutiny Board (4)

23<sup>rd</sup> July 2014

**Report of**

Councillor Lancaster, Cabinet Member (Public Services)

**Title**

Report Back on the Work Of Outside Bodies – Regional Flood and Coastal Committee

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### **1 Purpose of the Report**

1.1 This reports sets out details of the work of the Regional Flood Coastal Committee (RFCC) over the last twelve months and information of attendance by the City Council's representatives.

### **2 Recommendations**

2.1 That scrutiny notes the contents of the report and that the Council continues to appoint to this body.

### **3 Information on Work of Regional Flood and Coastal Committees**

3.1 RFCC's were set up under the Flood and Water Management Act 2010. The committees have a chair appointed by the Minister, members from Lead Local Flood Authorities (allowing for local democratic input) and independent members recruited by the Environment Agency (EA) who have specialist skills or backgrounds.

3.2 The RFCC which replaced the former Regional Flood Defence Committee (RFDC) meets quarterly.

3.3 The RFCC's are bodies through which the Environment Agency Midlands carries out its work on flood risk management.

3.4 There are two Regional Flood and Coastal Committees operating in Midlands region.

- English Severn and Wye RFCC
- Trent RFCC

3.5 The Department for Environment Food and Rural Affairs (DEFRA) has appointed Tim Farr as the Chair of the new Trent RFCC, and Anne Wheeler as the Chair of the new English Severn & Wye RFCC. These appointments extend until 30 June 2015.

3.6 The role of RFCC members is to:-

- Ensure there are coherent plans for identifying, communicating and managing flood and coastal erosion risks across catchments and shorelines;
- Promote efficient, targeted and risk-based investment in flood and coastal erosion risk management that optimises value for money and benefits for local communities; and
- Provide a link between the EA, Lead Local Flood Authorities, Internal Drainage Boards, and other relevant bodies to develop mutual understanding of flood and coastal erosion risks in its area.

3.7 The Flood and Water Management Act 2010 and Flood Risk Regulations give the City Council a new leadership role in flood risk management, as a "Lead Local Flood Authority" with responsibility for developing, maintaining and applying a local flood risk strategy. In response to this Coventry City Council transformed its Multi-Agency Surface Water Management Group into the "Flood Risk Management Group in 2011. The EA plays a key role on this group as they have responsibility for maintaining a strategic overview of all forms of flooding. The RFCC is an important element in ensuring the new Act is effective and the Councils' continuing membership is essential.

3.8 The RFCC committee is responsible for preparing an annual programme of flood defence maintenance and improvement works, determining the necessary funding and obtaining DEFRA approval, and also for providing and operating flood-warning systems. Much of the work of the RFCC is around the monitoring of both capital works and revenue maintenance costs of the EA's operations in the region.

3.9 The total National budget for National Flood Defence Work for 2014/15 is £795m, Schemes submitted for funding bids are listed in paragraph 4.1.

#### **4 Benefits to the City Council of the Appointment**

4.1 Coventry City Council pays a £86,975 "levy" to the Environment Agency each year and membership of the RFCC is essential to ensure that the authority gets value for money from that contribution. Coventry City has identified sites for local levy / Flood Defence Grant in Aid (FDGiA) funding these are:

- i. Butt Lane Property Level Protection
- ii. Rowley's Green Property Protection
- iii. Broad Lane / Banner Lane

- 4.2 The City Council are continuing our efforts to identify projects which can benefit from funding for future flood defence projects.
- 4.3 Furthermore, with the onset of climate change and the increase of potentially challenging weather conditions, flooding and flood defence will be given increasing importance as an agenda by many different agencies including Coventry City Council.

**5 Attendance Record and Remuneration for the Appointment**

The City Council’s representative on the Regional Flood and Coastal Committee is Councillor Rachel Lancaster. In the period from June 2013 to April 2014, there have been four meetings for LA members to attend. Councillor Lancaster attended three meetings. Neal Thomas, representative from the Highways Flood Risk Management and Drainage section, acted as Councillor Lancaster’s Deputy on 15<sup>th</sup> April 2014 as her apologies were given.

5.2 There is no remuneration for the appointment.

List of background papers

Proper officer:

Author:

Neal Thomas - Flood Risk Manager

Telephone 024 7683 4307

Other contributors:

Neil Cowper - Acting Head of Highways

Councillor Rachel Lancaster – Cabinet Member, Public Services

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## Communities and Neighbourhood Scrutiny Board (4)

### Work Programme 2014/15

*For more details on items, please see pages 2 onwards*

23<sup>rd</sup> July 2014

Traffic management  
20 mph zones and limits\*

17<sup>th</sup> September 2014

Visit to the Waste to Energy Plant  
Waste Strategy

22<sup>nd</sup> October 2014

Taxi Licensing Policy - consultation

19<sup>th</sup> November 2014

Final report on Cycle Coventry Project  
Traffic enforcement\*

14<sup>th</sup> January 2015

City of Culture  
Asset Based Working  
Provision of parks and open spaces for improved health

25<sup>th</sup> February 2015

Surface Water Management Plan

25<sup>th</sup> March 2015

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Date to be identified

Public Toilets Review\*  
Heatline

Communities and Neighbourhoods Scrutiny Board (4) Work Programme 2014/15

2014  
2015

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
23 <sup>rd</sup> July 2014	Traffic management	Colin Knight	Update on how traffic is managed to ensure a minimal disruption/contingency plans and how this is communicated to road users. The Board asked for bus lanes, red routes and yellow lines management to be included.	SB4 meeting 25/06/14
	20 mph zones and limits*	Paul Boulton (Shirley Reynolds)	Following Cabinet Member (Public Services) approval (25th March 2014) of the Scrutiny Board Task and Finish Group's recommendations on 20 mph zones and limits, the Board would like to review the final proposals which prior to Cabinet Member consideration in July. To include any further information implementation and impacts in other areas.	SB4 Meeting 26/3/14
17 <sup>th</sup> September 2014	Visit to the Waste to Energy Plant	Andrew Walster	Tour of facilities to provide context for discussion of waste issues during the year.	SB4 meeting 26/6/13
	Waste Strategy	Andrew Walster	Following the recommendations to Cabinet Member from a Task and Finish Group last Municipal Year, the Board will monitor progress on identified actions. Members are particularly interested in the consideration of options for food waste management, including anaerobic digestion, and also waste collection and recycling targets.	Board meeting 26/6/13 Informal Scrutiny meeting 02/07/24
22 <sup>nd</sup> October 2014	Taxi Licensing Policy - consultation	Andrew Walster	To look at the development of taxi licensing policy to enable sufficient wheelchair access	c/f from 2012/13
19 <sup>th</sup> November 2014	Final report on Cycle Coventry Project	Samantha Tharme/	Following the on 26th February at which the Board considered progress over the first year, the Board requested a further report on the achievements made over the two year project. Project ends March 2015 need a discussion around an exit strategy.	SB4 Meeting 26/2/14
	Traffic enforcement*	Colin Knight/ Paul Boulton	Following issues raised at their discussion on traffic management during major roadworks, the Board requested an update on the range of enforcement measures used, including safety cameras and vehicle activated signs. To include role of enforcement in improving traffic flows.	Meeting 20/11/13



Communities and Neighbourhoods Scrutiny Board (4) Work Programme 2014/15

<b>Meeting Date</b>	<b>Work programme item</b>	<b>Lead Officer</b>	<b>Brief Summary of the issue</b>	<b>Source</b>
<b>14<sup>th</sup> January 2015</b>	City of Culture	David Cockroft/ David Nuttall	Board wanted to receive an update on plans for Council's bid at an early stage in order to advise on the strategy for moving forward.	SB4 meeting 25/06/14
	Asset Based Working	Ruth Tennant	The Board were interested to understand how the council and the city contributes to and benefits from asset based working	SB4 meeting 25/06/14
	Provision of parks and open spaces for improved health	Andrew Walster	The Board were interesting in finding out more about how the city's parks and open spaces can contribute to addressing health inequalities within the context of Coventry being a Marmot City.	SB4 Meeting 31/7/13
<b>25<sup>th</sup> February 2015</b>	Surface Water Management Plan	Colin Knight	Members wanted to receive information about the final plan once it has been completed, as well as progress on the Flood Risk Management Group. Sustainable Drainage Systems (SuDS) and the SuDS Approval Body (SAB) implementation has been rolled back to October 2014.	Meeting 17/9/13
<b>25<sup>th</sup> March 2015</b>	-			
<b>Date to be identified</b>	Public Toilets Review*	Azim Walimia/ Nigel Clews	To review the provision of public toilets across the city. To provide options and recommendations for the Board to consider.	SB4 meeting 26/6/13
	Heatline	Andrew Walster	Consider report if significant extensions planned to Heatline network.	SB4 Meeting 20/11/13

\*Identified as priority issues for 2014/15 by the Board's review of the 2013/14 year and work programme at their meeting of 26 March 2014

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