



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

---

**Time and Date**

4.00 pm on Wednesday, 25th March, 2015

**Place**

Dame Ellen Terry Suite - Council House

---

**Public Business**

1. **Apologies and Substitutions**
2. **Declarations of Interest**
3. **Minutes**
  - (a) To agree the minutes of the Communities and Neighbourhoods Scrutiny Board (4) meeting held on 14 January 2015 (Pages 3 - 6)
  - (b) Matters arising
4. **Flood Risk Management and Drainage Update** (Pages 7 - 10)  
Briefing Note of the Executive Director, Place
5. **Review of the Year and Looking Forward** (Pages 11 - 12)  
Briefing Note of the Scrutiny Co-ordinator
6. **Work Programme 2014/15** (Pages 13 - 16)  
Report of the Scrutiny Co-ordinator
7. **Meeting Evaluation**
8. **Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved**

**Private Business**

---

Chris West, Executive Director, Resources, Council House Coventry

Tuesday, 17 March 2015

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**

**Telephone: (024) 7683 3079**

**e-mail: [matthew.rossi@coventry.gov.uk](mailto:matthew.rossi@coventry.gov.uk)**

**Coventry City Council**  
**Minutes of the Meeting of Communities and Neighbourhoods Scrutiny Board (4)**  
**held at 4.00 pm on Wednesday, 14 January 2015**

Present:

Members:                   Councillor B Singh (Chair)  
                                  Councillor J Birdi  
                                  Councillor L Harvard  
                                  Councillor T Khan  
                                  Councillor R Lakha  
                                  Councillor C Miks  
                                  Councillor D Skinner  
                                  Councillor R Thay

Employees (by Directorate):

M McGinty, People Directorate  
D Nuttall, Place Directorate  
M Rossi, Resources Directorate  
R Tennant, Chief Executives Directorate  
A West, Resources Directorate

Apologies:                Councillor M Auluck, M Hammon and K Mulhall

## **Public Business**

### **20.     Declarations of Interest**

There were no declarations of interest.

### **21.     Minutes**

The minutes of the Communities and Neighbourhoods Scrutiny Board (4) meeting held on 26<sup>th</sup> November 2014 were signed as a true record. There were no matters arising from the minutes.

### **22.     Active citizens, strong communities Strategy and Implementation Plan (formerly Asset based working)**

The Scrutiny Board considered a briefing note of the Director of Public Health with an update on progress implementing the Active Citizens, Strong Communities Strategy.

The Scrutiny Board discussed the five stages to implementing the strategy, which were –

1. Getting the building blocks in place
2. Greater involvement of local people in our services
3. Supporting our staff to work differently
4. Bringing in external funding

## 5. Evaluating the impact: is it working?

Implementation of the Strategy would be overseen by a multi-agency partnership chaired by the Police Commander of Coventry. Members noted that this partnership would report to the Cabinet Member (Health and Adult Services) and (Community Development, Co-operatives and Social Enterprise) and to the Coventry Health and Wellbeing Board. Members discussed the importance of involving a large number of key stakeholders and requested that when the item comes back to Scrutiny Board Members in 2016, some of these partners be invited to attend the meeting.

The Scrutiny Board discussed the level of risk involved with such a Strategy, and allowing residents of Coventry to do more for themselves. Such risks included health and safety implications, litigation, achievability and resources.

The Scrutiny Board also discussed the Community Activity Directory, which was scheduled to be considered by the Cabinet Member (Community Development, Co-operatives and Social Enterprise) on 21<sup>st</sup> January 2015, for approval to launch on the Council's website. Scrutiny Board Members noted that the directory would be constantly changing and over 400 groups had already registered. Members also noted how the directory was linked to the Council's Customer Journey project and that staff working in Coventry Direct would have full access to the directory once it went live.

The Scrutiny Board also discussed the work of the recently established Community Engagement Task and Finish Group and requested that the Active Citizens, Strong Communities Strategy, be aligned with their work.

### **RESOLVED, that the Scrutiny Board:**

- 1. Noted the contents of the Active Citizens, Strong Communities Strategy and Implementation Plan.**
- 2. Recommended that the Director of Public Health report back to the relevant Scrutiny Board in 2016 on progress and key stakeholders be invited to attend the meeting.**
- 3. Recommend that the Community Engagement Task and Finish Group align the Active Citizens, Strong Communities Strategy with their work.**

## 23. **UK City of Culture and European Capital of Culture**

The Scrutiny Board considered a briefing note of the Executive Director, Place concerning the European Capital of Culture and UK City of Culture programmes and the current Department for Culture, Media and Sport (DCMS) 'UK City of Culture Consultation'.

The Scrutiny Board were invited to review the application processes for both programmes and make any recommendations to the Cabinet Member for Community Development, Co-operatives and Social Enterprise, for inclusion in a response from the City Council to the DCMS.

The consultation had a series of questions to be answered and the Scrutiny Board made their comments as follows –

*Q1. Should the DCMS run a UK City of Culture 2021 competition when the European Capital of Culture selection competition would take place around the same time?*

- a. Would potential candidate cities feel obliged to bid for only one title? If so, which competition would be of most interest to cities?*
- b. Would stakeholders and funding bodies realistically be able to support both competitions?*
- c. Should the DCMS postpone the UK City of Culture 2021 competition, and move to a UK City of Culture 2025 instead?*

The Scrutiny Board recommended that applications for the 2021 and 2025 competitions should be run at the same time with a one-step application. Members noted that the bidding criteria for the UK City of Culture would be different to the European Capital of Culture in terms of the process, tone and nature of the bid.

*Q2. If the DCMS does decide to run a UK City of Culture 2021 Competition, when should the selection process take place? Would cities prefer:*

- a. A bid for the UK City of Culture competition at the start of 2016, before the European Capital of Culture selection competition begins at the end of 2016?*
- b. To have the two competition run simultaneously?*

The Scrutiny Board were in favour of running the competitions not simultaneously, but in separate years.

*Q3. How should future UK City of Culture competitions be funded?*

- a. Could we ask bidding cities to pay an “entry fee” to help cover the cost of the competition?*
- b. Could we ask the winning city to pay for the whole of the event of the next competition through the sponsorship funds they could potentially raise?*

The Scrutiny Board noted that biddings costs were usually met by fund raising by culture organisations, private partners and Council funds. Members felt that any bidding costs should be centrally funded by the DCMS.

*Q4. What sort of organisation is required to support the UK City of Culture?*

- a. Should the competition continue to be run by DCMS or do we need a new single purpose body to support it?*
- b. Could it be managed within an existing organisation?*

The Scrutiny Board felt that the judging for both the UK City of Culture and European Capital of Culture should be independently run by a body outside of the area or nation, who would be neutral. Members raised their concerns about the DCMS having any control over which City won the UK City of Culture.

**RESOLVED, that the Scrutiny Board:**

- 1. Reviewed the application process for the UK City of Culture and European Capital of Culture programmes.**
- 2. Reviewed and considered the Department for Culture, Media and Sport (DCMS) 'UK City of Culture consultation document'.**
- 3. Recommends that the Cabinet Member for Community Development, Co-operatives and Social Enterprise considers the Scrutiny Board's comments for inclusion in a response from the City Council to the DCMS UK City of Culture consultation.**

**24. Work Programme 2014/15**

The Scrutiny Board noted the items of business scheduled for the next Scrutiny Board meeting.

**25. Meeting Evaluation**

The Scrutiny Board evaluated the meeting and suggested that Survey Monkey be used as a method of evaluation for the meeting.

**26. Any other items of public business**

There were no other items of public business.

(Meeting closed at 5.30 pm)

---

**To:** Public Services, Energy and Environment Scrutiny Board (4)

**Date:** 25<sup>th</sup> March 2015

**Subject:** Flood Risk Management and Drainage Update

---

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

- 1.1 To update Scrutiny Board on the work of the Flood Risk Management Group (FRMG) following the last update on the 26<sup>th</sup> March 2014.
- 1.2 To update the Scrutiny Board on SuDS Approval Body (SAB) and the extended role of the Lead Local Flood Authority as Statutory Consultee.
- 1.3 To update Scrutiny Board on the progress of the Surface Water Management Plan (SWMP) and the Local Flood Risk Management Strategy (LFMRS).

### **2 Recommendations**

- 2.1 The Scrutiny Board note the work undertaken by the Flood Risk Management Group (FRMG) and make any comments or recommendations on the activities of the group.
- 2.2 The Scrutiny Board note that the approval of sustainable drainage systems will now lie within the Planning approval process as is similar to all other building projects. To also note the extended role of the Lead Local Flood Authority as Statutory Consultee on planning applications as an outcome from the DEFRA SuDS consultation.
- 2.3 The Scrutiny Board note the progress of the Surface Water Management Plan and the Local Flood Risk Management Strategy. Following public consultation these documents will be approved by Cabinet Member prior to publication on the Coventry City Council website.
- 2.4 The Scrutiny Board are invited to make any comments or recommendations on the proposed approach to the appropriate Cabinet Member.

### **3 Information/Background**

- 3.1 The Flood Risk Management Group continues to meet quarterly, discussing a wide range of objectives. It is an invaluable forum for sharing flooding information with all the stakeholders. It now includes Environment Agency, Severn Trent Water Ltd, Canal and Rivers Trust, Warwickshire County Council, Solihull MBC, Warwickshire Wildlife Trust and Coventry University. The report outlines a number of items considered by the FRMG.

3.2 As part of the Council's responsibilities under the Flood and Water Management Act 2010, the Council has to produce a plan for reducing the impact of surface water flooding. The Surface Water Management Plan examines the knowledge of risk throughout the city and identifies options to improve this knowledge to enable schemes to be identified. This document supports the Local Flood Risk Management Strategy.

#### **4 Flood Risk Management Group**

4.1 Outlined below are the headline items from the Flood Risk Management Group meeting on the 17 February 2015.

4.2 The City Council recently lost the Flood Risk Strategy Officer as Matt who has moved to other employment. In view of the importance of this strategic role and the interaction with additional resources for the increased Statutory Consultee role discussed later in the report, the Council aims to recruit to for this post and as an interim measure, and will draw upon the Council's Professional Services Contract to supplement resources.

4.3 The group were updated on the progress of the Local Flood Risk Management Strategy (LFRMS) and the Surface Water Management Plan (SWMP) which is discussed later in the report.

4.4 The group were advised that a body entitled the Sherbourne Partnership had been successful in obtaining Heritage Lottery Funding to progress the feasibility of a scheme to develop Charterhouse Fields including improving the condition of the River Sherbourne and enhance the amenity of this site. The opportunity for collaborative working with the Council and the Waste Management Company at the Bar Road waste disposal site was identified to downscale the Bar Road flood protection measures by combining the two projects.

4.5 The group were advised about the Public Consultation on SuDS / SAB, the required changes to the Planning process and the extended role of the Lead local Flood Authority as Statutory Consultee all of which will be discussed later.

4.6 The group were advised about the DEFRA consultation on changes to the Land Drainage Consenting process relating to Main River that is managed by the Environment Agency. This affects the approval of structures formed in and at the river bank.

4.7 The group were advised that the existing Strategic Flood Risk Assessment requires an update and will be project managed by Planning Policy with the input of the Flood Risk Management Team. Additionally, the Planning Policy Team will commission a Water Cycle Study which will be a material consideration for planning decisions.

4.8 The group were advised that the monthly co-ordination meetings with Severn Trent Water Ltd (STW), set up last year, are proving to be successful in assigning responsibility to STW and managing down the misdirected service requests relating to Public Sewer and water supply leak issues.

4.9 The group were advised that the Regional Flood and Coastal Committee funded programme of works (as discussed at the SB4 meeting 8th May 2014) has now been accelerated and therefore the property level protection schemes (PLP) at Rowleys Green Lane and Butt Lane will be brought forward to 2016/17 and 2018/19 respectively. The funding for the Hydraulic Study at Board Lane / Banner Lane has been received and consultants commissioned.



- 4.10 The group were informed that Land Drainage Act intervention was needed at President Kennedy School due to the flooding of Elphin Close and was moved forward by negotiation rather than enforcement.
- 4.11 The group were advised that the Flood Risk Management Team have commissioned the following pieces of work under the Professional Services Contract :
- **SuDS Design Manual** – A manual to inform developers of the design standards for SuDS within Coventry. This will include technical standards and maintenance options.
  - **Bowness Close** – A new screen is being designed to replace a poorly designed vertical screen which has a high risk of blockage.
  - **Leaf Lane** – A new screen is being designed to replace the damaged and poorly designed screen currently in place at the entrance to the culverts under Leaf Lane and the A444
- 4.12 The group were advised of the progress on the Capital Drainage Programme 2014/15 and that the £340,000 budget has been expended to profile and the CCTV Drainage Surveys budget of £50,000 has been expended to profile.
- 4.13 The group were advised that the Flood Risk Management Team have supported Streetscene and Greenspace by preparing design solutions for flooding at Coundon Hall Park affecting Brownhill Green Road and also Coombe Abbey within the parking areas.
- 4.14 The group were advised about the EDRF funding bid to develop a section of the River Sherbourne behind The Burges in the city centre. The project called “The River Quarter” includes the de-culverting of the river.

## **5 SuDS Approval Body (SAB) and LLFA Statutory Consultee Role**

- 5.1 Below is an update on the latest position on the SAB and advise the Board on the new status of the LLFA as Statutory Consultee
- 5.2 In December 2014 DEFRA announced that the SAB role would be rolled up into the Planning approval process as is similar to all other building projects. This announcement accompanied a further DEFRA consultation on the LLFA requirements when granted the Statutory Consultee role for planning applications that was lobbied for in the SAB consultation The Flood Risk Management Team responded to a DEFRA consultation in December 2014 and the main theme of the response was to increase resources to deliver this new statutory role.

## **6 Surface Water Management Plan (SWMP)**

- 6.1 Following the legislative and SAB / LLFA role updates, the SWMP will be issued to the Councils' fellow Risk Management Authorities at the end of March. Following feedback from Severn Trent Water Ltd and the Environment Agency the plan in the final form will be sent out for Public Consultation in May 2015. Following consultation, Cabinet Member approval will be sought prior to implementation. The SWMP is a living document with a wide base of supporting documents will evolve over time and will be subject to periodic reviews. Reviews will be conducted every 3 years to align with the effects of climate change, legislation updates and the outcomes of risk assessments and investigations. The SWMP identifies actions that will support the work of the Flood Risk Management and Drainage Team in their role.

6.2 Following Cabinet Member approval, the Flood Risk Management and Drainage Team will complete the suite of documents, strategies and policies that underpin the on-going reduction in flood risk throughout the City. The target timeline for these documents to be completed is 12 months.

## **7 The Local Flood Risk Management Strategy (LFRMS)**

7.1 The Local Flood Risk Management Strategy was issued to the Councils' fellow Risk Management Authorities. Feedback from Severn Trent Water Ltd and the Environment Agency has been received and the plan in the final form will be sent out for Public Consultation in March 2015. Following consultation, Cabinet Member approval will be sought prior to implementation.

7.2 The Local Flood Risk Management Strategy is the strategic document which defines how the Lead Local Flood Authority role will be implemented by Coventry City Council. It sign posts other documents to highlight which responsibilities are being undertaken by which process.

### **Neal Thomas – Flood Risk Manager**

Place Directorate

024 7683 4307



Coventry City Council

## Briefing note

---

**To: Communities and Neighbourhoods Scrutiny Board**

**Date: 25 March 2015**

**Subject: Review of 2014/15 Scrutiny Activity**

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

- 1.1 To review the work of the Scrutiny Board carried out during the course of the 2014/15 municipal year and identify any priorities or issues for consideration when planning next year's scrutiny work programme.

### **2 Recommendations**

- 2.1 The Scrutiny Board is asked to review the activities and issues covered by the Board during the year and make any comments or recommendations for consideration as part of work programming and planning for the 2015/16 municipal year.

### **3 Information/Background**

- 3.1 During the year, the Board has met 5 times to date and considered the items set out in the work programme, included at item 6 on this meeting's agenda.
- 3.2 The Cabinet Members and portfolio responsibilities covered by the Board are set out in Appendix 1.
- 3.3 To help with the review, it is suggested that the Board include consideration of the following questions:
- 3.3.1 Recognising that the Board cannot cover everything, the work programme was used to prioritise issues for consideration. There are some issues on the work programme that were not covered during the year and some areas of Cabinet Member portfolios that were not addressed. The national and local policy landscape is also constantly changing.  
**Are there any issues that should be given priority for next year?**
- 3.3.2 During the year, Scrutiny Boards have carried out their business through a range of activities including traditional board meetings, task and finish groups and visits. Boards have gathered evidence from and engaged with Cabinet Members, council officers, partner organisations from the public, private and third sectors and members of the public.  
**What has worked most effectively and what should be taken into account when planning arrangements for next year?**

Adrian West  
Scrutiny Team  
024 7683 2286

## Public Services, Energy and Environment Scrutiny Board (4)

<b>Cabinet Member</b>	<b>Portfolio Responsibility</b>
Public Services	Building Cleaning
	Highways and Lighting
	Licensing Policy (Hackney Carriage and Private Hire)
	Street Services (Ground Maintenance, Refuse, Street Cleaning)
	Waste Management
	Flood Management
	Building Services
	Environment
Community Development, Co-operatives and Social Enterprise	Social Enterprise Strategy
	Mutuals
	Community and Third Sector Relations
	City Centre Management
	City of Culture Bid
	Community Centres
	Voluntary Sector
	Building Cleaning

## Communities and Neighbourhood Scrutiny Board (4)

### Work Programme 2014/15

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

Work programme item

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

Traffic management

20 mph zones and limits

**17<sup>th</sup> September 2014**

Asset Based Working Strategy

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

**22<sup>nd</sup> October 2014**

Meeting not held

**26<sup>th</sup> November 2014**

Cycle Coventry Project – Post March 2015

Traffic enforcement

**14<sup>th</sup> January 2015**

City of Culture

Active Communities

**25<sup>th</sup> February 2015**

Meeting not held

**25<sup>th</sup> March 2015**

Surface Water Management Plan

Review of the Year 14/15

**Municipal Year 15/16**

Public Toilets Review

Provision of parks and open spaces for improved health

Heatline

Taxi Licensing Policy - consultation

Waste Strategy

Social Enterprises

Community Database

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

Page 14

<b>Meeting Date</b>	<b>Work programme item</b>	<b>Lead Officer</b>	<b>Brief Summary of the issue</b>	<b>Source</b>
<b>23<sup>rd</sup> July 2014</b>	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
<b>17<sup>th</sup> September 2014</b>	Asset Based Working Strategy	Ruth Tenant/ Kate O'Hara	The Board were interested to understand how the council and the city contributes to and benefits from asset based working. To contribute to the consultation process in the development of the Strategy	SB4 Meeting 25/06/14
	Report Back on the Work of Outside Bodies – Regional Flood and Coastal Committee	Neal Thomas	To report on the work of the Regional Flood and Coastal Committee over the last 12 months.	c/f from 23/07/14
<b>22<sup>nd</sup> October 2014</b>	Meeting not held			
<b>26<sup>th</sup> November 2014</b>	Cycle Coventry Project – Post March 2015	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
<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. A government consultation has been released since and there is an opportunity for Scrutiny to identify issues.	SB4 meeting 25/06/14

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

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
	Active Communities	Ruth Tennant/ Kate O'Hara	To contribute to the implementation of the strategy following consultation.	SB4 meeting 25/06/14
<b>25<sup>th</sup> February 2015</b>	Meeting not held			
<b>25<sup>th</sup> March 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
	Review of the Year 14/15	Adrian West	An opportunity to review the year and identify priorities for next year	
<b>Municipal Year 15/16</b>	Public Toilets Review	Azim Walimia/ Nigel Clews	A separate review of public toilets will now not take place as this will be included in a Suburban Review for the development of hubs, the need for public toilet access will be included in this review.	SB4 meeting 26/6/13
	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
	Heatline	Andrew Walster	Consider report if significant extensions planned to Heatline network.	
	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
	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
	Social Enterprises	Jenni Venn	Scrutiny to review issues arising from 2 <sup>nd</sup> December Report to Cabinet on Developing social enterprises, mutuals and other forms of public service delivery	

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

2015

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
	Community Database	Michelle McGinty/ Pete Fahy	To consider roll out and particularly the role of Members in using and promoting its use.	