



Business, Economy and Enterprise Scrutiny Board (3)

Time and Date

2.00 pm on Wednesday, 18th March, 2020

Place

Alice Arnold Suite, Room 65, 2nd Floor, Council House

PLEASE NOTE VENUE

Public Business

1. **Apologies and Substitutions**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 10)
 - (a) To agree the Minutes of the meeting held on 5th February 2020
 - (b) Matters arising
4. **St Mary's Guildhall Transformation Project** (Pages 11 - 14)
Briefing Note of the Deputy Chief Executive (Place)
5. **Coventry Local Air Quality Action Plan** (Pages 15 - 18)
Briefing Note of the Deputy Chief Executive (Place)
6. **The Council House Space Utilisation** (Pages 19 - 24)
Briefing Note of the Deputy Chief Executive (Place)
7. **Outstanding Issues**
There are no outstanding issues
8. **Work Programme 2019/2020**
Report of the Scrutiny Co-ordinator
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

Martin Yardley, Deputy Chief Executive (Place), Council House, Coventry
Tuesday, 10 March 2020

Note: The person to contact about the agenda and documents for this meeting is Michelle Salmon, Governance Services, Tel: 024 7697 2643, Email: michelle.salmon@coventry.gov.uk

Membership:

Councillors M Heaven, T Jandu, R Lancaster, A Lucas, J McNicholas (Chair), P Male, C Miks, E Ruane and B Singh

By invitation:

Councillor J O'Boyle (Cabinet Member for Jobs and Regeneration)
Councillor D Welsh (Deputy Cabinet Member for Jobs and Regeneration)
Councillor P Heatherton (Cabinet Member for City Services)
Councillor G Lloyd (Deputy Cabinet Member for City Services)
Councillor T Khan (Cabinet Member for Housing and Communities)
Councillor K Caan (Cabinet Member for Public Health and Sport)
Councillor R Ali (Cabinet Member for Public Health and Sport)

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.

Michelle Salmon, Governance Services,
Tel: 024 7697 2643, Email: michelle.salmon@coventry.gov.uk

Coventry City Council
Minutes of the Meeting of Business, Economy and Enterprise Scrutiny Board (3)
held at 2.00 pm on Wednesday, 5 February 2020

Present:

Members: Councillor J McNicholas (Chair)
Councillor M Heaven
Councillor T Jandu
Councillor R Lancaster
Councillor A Lucas
Councillor P Male
Councillor E Ruane
Councillor B Singh

Other Members: Councillor J O'Boyle (Cabinet Member for Jobs and Regeneration)

Employees (by Directorate):

Place P Deas, G Holmes, N Parek, M Salmon, P Singh, S Weir

Apologies: Councillor C Miks

Public Business

33. Declarations of Interest

There were no declarations of interest.

34. Minutes

The minutes of the meeting held on 18th December 2019 were agreed and signed as a true record.

Further to minute 28/19 headed 'Trees and Development Guidelines Supplementary Planning Document', in respect of recommendation 3.1) that requested that the Cabinet Member give consideration to the responsibility for forestry matters being co-ordinated by one Cabinet Member given the Council's declaration of a Climate Emergency, Councillor G Duggins informed the Board that the current portfolio arrangements had been endorsed by Council at their Annual General Meeting in May 2019 and if he were re-elected as the Leader of the Council for 2020/2021, he would review all Cabinet Member portfolios.

35. Support for Small Businesses

The Business, Economy and Enterprise Scrutiny Board (3) received a briefing note and presentation of the Deputy Chief Executive (Place) detailing the support the Council provides to Small and Medium-Sized Enterprises (SMEs), the role of the Coventry and Warwickshire Chamber of Commerce and Coventry and Warwickshire Local Enterprise Partnership (CWLEP). In addition, it provided an

update on how the business support service had progressed since the previous year, including how under-represented groups accessed the various business support initiatives. Councillor J O'Boyle, Cabinet Member for Jobs and Regeneration, attended the meeting for consideration of this item.

There were many opportunities in emerging markets such as Asia and the Middle East, in addition to opportunities following Brexit. However, SMEs were restricted by the lack of capacity, time and resources to invest in exporting. The Briefing Note provided information on how the Council can support SME's to make the most of these opportunities.

Coventry's SME business community played an integral role in the local economy, both in terms of wealth creation and for the number of people employed. There were nearly 10,000 SMEs in Coventry, creating significant employment opportunities and contributing to local business rates. It was therefore vital that SMEs were given the best chance of succeeding through the support available from the Council and Partner organisations such as the CWLEP and the Chamber of Commerce.

The level of support offered depended on the need of businesses and could involve advice on access to grants/loans, new start-up support, skills support or lobbying government to develop policy or access funding. The Council had entered into a Service Level Agreement with the Growth Hub which would engage with 300 new business per year, complete 120 comprehensive business assists and help them to create almost 400 new jobs. Their initial diagnostic on a business helped to filter the appropriate business support to Partner organisations such as the Council, Universities, Chamber, Princes Trust, etc.

Through the Economic Development Service (EDS)-managed Coventry & Warwickshire Skills 4 Growth Programme, a total of 59 SMEs had been supported to train over 249 employees in 2019. Additionally, Social Value work around the planning process was now being recognised by contractors and developers who were active in the city. The Authority's 'One Coventry' approach ensured that developments underway in the city employed local people and apprentices, engaged with local communities and schools, utilised the local supply chain, upskilled the local workforce and cared for the environment. As a result, the Council were now actively working with approximately ten contractors who were engaging with Partners across the city.

EDS were currently managing three European Regional Development (ERDF) business Support Programmes valued at £11.9 million in ERDF funding - Coventry & Warwickshire Business Support, Innovation, and Green Business Programmes. All three support programmes were targeted at addressing barriers to growth and innovation within local SMEs and provided an offer of bespoke one-to-one support and seminars/networking opportunities to tackle challenges and opportunities, as well as a total of £4.75 million in business grants up until December 2021. Within the first year of the support programmes, 167 businesses had either received a diagnostic or in-depth support; further, over £4m in grants had been awarded to an additional 157 businesses, generating total investment of £17.1m.

There was a major focus on supporting groups that had traditionally experienced high barriers to enterprise:

- The Chamber had a particular focus on women owned businesses – running a ‘Women in Business Network’ to engage and support women who ran their own businesses across Coventry and Warwickshire.
- The Chamber had worked with the Highlife Centre and Foleshill Women’s Training, as well as undertaking leaflet drops in geographical areas that had a higher percentage of Black, Asian and Minority Ethnic (BAME) communities. This proactive approach had resulted in Start-Up Advisors at the Chamber receiving referrals and supporting more clients from these communities to start-up or grow their business.

The Board questioned officers, received responses, and discussed the following issues:

- The 2 years left on current ERDF programme with proposals to apply for 18-month extension, to June 2023 and to seek £8m ERDF funding.
- Key outcomes expected in extended programme period - support a further 594 businesses, create 538 jobs, save 1658 tons of carbon savings, and generate 13 new IP.
- Following the UK’s departure from Europe – currently working to secure resources from Government to continue to support local SMEs and to support further initiatives in the future.
- Duplex Fund – brings in £2m CCC, £2m County Council, £3.9m grant funding via growth deal and growing places.
- Grant repayments – experienced lenders, robust assessment of borrowing, repayment monitoring.
- University student retention to live and work in the city on completion of degree - support for graduate business start-ups provided through The Princes Trust and Coventry University Enterprises.
- The Chamber of Commerce business start-up fund available for new businesses and the Duplex Fund available for established Small and Medium Enterprises.
- Offer support to former IKEA staff wishing to pursue business start-ups, at the appropriate time.
- The need for data on the retention of students to live and work in the City on completion of their degree and support for graduate business start-ups, including a measure of their success and particularly benchmarking against other cities.
- The need for data on unsuccessful businesses and the reasons for their failure, including what measures the Council has in place to support them and whether there’s more that could be done to help them.
- The benefit of inviting representatives of Coventry University and Warwick University to attend a meeting of the Board to explain what measures they take to encourage student retention to live and work in the City and to support graduate business start-ups.

RESOLVED that the Business, Economy and Enterprise Scrutiny Board (3):

- 1) Supports the Economic Development Service to continue to work closely with organisations such as Coventry and Warwickshire Local Enterprise Partnership, Chamber of Commerce, Federation of Small Businesses and Department of International Trade, to secure sufficient resource to assist local Small and Medium Enterprises.**

- 2) **Agrees that a further report be submitted to the Board providing an update on future funding and data on: the retention of students to live and work in the city on completion of their degrees; graduate business start-ups and a measure of their success, particularly benchmarking against other cities; unsuccessful businesses and the reason for their failure, including what help the Authority gives to support them and whether there were further measures they could take to support them.**
- 3) **Agrees that representatives from Coventry University and Warwick University be invited to attend the meeting of the Board when the further report is submitted, to explain what measures they take to encourage student retention for living and working in the city and the support they offer for graduate business start-ups.**

36. **Coventry and Warwickshire Local Enterprise Partnership**

The Business, Economy and Enterprise Scrutiny Board (3) received a briefing note of the Deputy Chief Executive (Place) that submitted a presentation of the Coventry and Warwickshire Local Enterprise Partnership (CWLEP) Executive, Martin Yardley, Chief Executive, and Paula Deas, Operations Director. The presentation set out the Annual Local Enterprise Partnership Review for 2019, covering the Performance Assessment 2018 and 2019, as well as information about key strategic projects. Councillor J O'Boyle, Cabinet Member for Jobs and Regeneration, attended the meeting for consideration of this item.

The presentation indicated that CWLEP was the fastest growing area economy in England since 2009 it had: a Strong Performing Economy - increase of 33.4% between 2008/09 and 2016/17 and it was the largest exporting area outside London (two thirds West Mids. exports); it had a growing business base – 37,045 businesses in 2018 (29,840 in 2010); In innovation it was a key enabler - Coventry had the 2nd highest patents per head of English cities (113/110k); it had an inward investment track record - 46 Foreign Direct Investment projects in 2018/19, realising 2,965 jobs; on Strategic Leadership and Influence - CWLEP ambition to engage and influence national and regional policy through specific projects or investments and the West Midlands Combined Authority (WMCA) was regarded as exceptional.

Coventry and Warwickshire Headline Economic Performance included: £26 billion up 51.5%% from 2010 to 2018; productivity - £53,359 per job up 28.3% since 2010; employment rate - 76.3% up 5.8% since 2014; average wage - £30,3581 up 12.6% since 2014; qualifications - 38.2% National Vocational Qualification level 4 or higher (degree level); no qualifications - 9% of 16-64 year olds have no qualifications, this had fallen at a rate of 21.7% since 2014.

CWLEP Annual Performance Assessment 2018 and 2019 indicated that: it was the fastest growing LEP area since 2010 and was placed as one of the top 3 performing LEPs across whole country achieved through hard work of the LEP Board Directors and Business Groups; over £300m had been secured into the area over the last 7 years adding strategic value to deliver stronger more ambitious plans; it had a reputation and track record for delivery on high profile and complex projects; and it had strong governance and committed CWLEP

Executive team underpinning the operation of the CWLEP Board, CWLEP Growth Hub and CWLEP Place Board.

The Scrutiny Board noted that through the local growth fund allocation to the CWLEP:

- £131.8m growth deal funding had been secured – expected over the next 5 years to create 7,500 jobs, 3,400 new homes, and £240m for investment
- £67.9m had been secured and allocated for Coventry – expected by 2021 to create 1,352 new jobs and apprenticeships, 10,187 indirect jobs, 2,946 new homes; 1,045metres of new skill space, £6.8m for private investment, and 944,672metres of commercial space.
- Very Light Rail - £2.46m growth deal funding secured for very light rail.
- WMG Apprenticeship Centre - £10m secured towards the newly opened Centre for tailored training courses in line with the needs of local employers and for addressing the regional skills shortage
- National Transport design centre - £6.9m secured towards the Centre which has raised the City's worldwide profile in the automotive design industry by leading globally significant research and projects
- The Box at Fargo Village - £2.4m secured towards enhancing the experience of visitors during the UK City of Culture 2021

The LEP's key strategic projects were identified as:

- Coventry City of Culture
- Very Light Rail
- UK Battery Industrialisation Centre
- Commonwealth Games 2022
- China New Markets
- 5G and Creative and Digital

The next steps for the LEP were:

- White paper on Devolution expected – what would it bring in terms of powers and funding
- Levelling up
- Budget vs Spending Review – tactical and strategic
- Executing Local Industrial Strategy priorities for Coventry in context of a WMCA and Midlands Engine environment
- Securing Future funding and security post Brexit – was there a UK shared prosperity fund, if so, how would it be administered
- Continued focus on meeting requirements of LEP review as well as delivery in the final year of Local Growth fund
- Increasing an already strong role in strategic projects including City of Culture, Gigafactory, and Commonwealth Games

The Board questioned officers, received responses, and discussed the following issues:

- North-South divide – recognising regional differences in the North and south and working to minimise the divide
- Rail – LEP investment in rail schemes at Kenilworth Rail Station, £7m investment in Nuneaton to London and the biggest investment of £27m in the Coventry Rail Station project.

- Economic development along the A46 corridor – feasibility study carried out and development proposals being submitted for Government for assessment of infrastructure.
- Partnership working – Coventry has good reputation for working with partners and should be promoted for this.
- Funding formulas – strict criteria, complex process, thorough assessment.
- Common Wealth Games Organisation – the Committee have requested that all Local Enterprise Partnerships contribute to the funding of the Games. In fulfilling this obligation, Coventry LEP has set some specific requirements to ensure value for money and positive outcomes for Coventry from the investment.
- Elected Member representation on the LEP – Elected Members representing the 7 Local Authorities on the LEP work cohesively and have good working relationship to gain the best outcomes for the region. Attendance at all meetings of the Board and in all decision making is good.
- LEP Transport Lead – vacant role on Structure chart to be filled as soon as possible. Transport is essential and to the future progress of the region.
- Future funding - a further report to be submitted to the Board providing an update on future funding, following the UK's departure from Europe.

In acknowledging Martin Yardley's, Deputy Chief Executive (Place), retirement from the City Council in March 2020, the Board thanked Martin for his service with the Authority and his work as Chief Executive of the LEP, they wished him well for the future and asked that their thanks and good wishes be conveyed to him.

RESOLVED that, having considered the content of the presentation, the Business, Economy and Enterprise Scrutiny Board (3):

- 1) Notes the annual review of the work of Coventry and Warwickshire Local Enterprise Partnership, covering the Performance Assessment for 2018 and 2019 and information about key strategic projects.**
- 2) Requests that a further report be submitted to the Board providing an update on future funding, following the UK's departure from Europe.**

37. Intelligent Transport Systems (ITS) World Congress 2019 Conference Report

The Business, Economy and Enterprise Scrutiny Board (3) considered a report of the Deputy Chief Executive (Place) that provided details of Coventry City Council exhibiting at the Intelligent Transport Systems (ITS) World Congress 2019 in Singapore. Councillor J O'Boyle, Cabinet Member for Jobs and Regeneration, attended the meeting for consideration of this item.

ITS World Congress was the world's foremost trade show for Intelligent Transport Systems, Connected Autonomous Vehicles (CAV) and Future Mobility, all of which were strategically placed and at the forefront of Economic Development for Coventry, Warwickshire and the wider West Midlands. The Congress presented an opportunity for Coventry and Warwickshire to exhibit on the UK pavilion, along with universities and supporting agencies to exhibit at the Congress in Singapore, collaboratively with Coventry University promoting Coventry's existing skills, services and assets within this industry to a new international market reaching a worldwide audience.

The reasons and benefits for the trip were stated as:

- An opportunity to promote C&W's capabilities and desirable location to live, work and invest at an exhibition with global presence from companies from around the world.
- Put Coventry on the map, whilst highlighting key sectors, businesses, services and our world-renowned universities.
- Opportunity to meet/visit other international pavilions, academia and industry from other countries to discuss autonomous vehicles and future technologies, challenges and achievements, potentially generating new connections and FDI projects for our pipeline.
- Gather intelligence, meet relevant contacts and build relationships with key partners and organisations to support any potential bids to bring the ITS World Congress to the UK.
- Opportunity to meet global leaders and decision makers

The visit had:

- Strengthened and established new working relationships with Singapore and Coventry through networking and dialogue with Enterprise Singapore, Foreign & Commonwealth Office, Department for International Trade and Intelligent Transport Systems UK.
- Provided access to key players in supporting future visits and inward investment and trade opportunities.
- Offered valuable access to companies and decision makers within Singapore Government for future trade and investment opportunities/enquiries including contact made through Coventry University with Singapore Land Transport Authority Deputy Director (Innovation).
- Introduced Coventry to a new global international audience promoting our strategic goals.
- Exposed and put C&W on the map as a key investment destination.
- Provided a clear insight into how companies from varying countries showcase their technologies and innovation through stand designs and equipment to facilitate and generate investment promotion.
- Invaluable lessons learnt in terms of organising and hosting any future events.
- Provided direct outcomes and also indirect outcomes, alongside key engagements, successes and potential future outcomes across C&W which could be attributed to the increased promotion and presence within the international arena.

The Board thanked the officer for a comprehensive report and its positive outcomes and future proposals. They noted that arrangements had already been made for the hosting of the Congress at venues across the world each year until 2023 and that the Council aspired to host the event at the National Exhibition Centre in 2024. The Board gave their support for the bid for this proposal.

RESOLVED that the Business, Economy and Enterprise Scrutiny Board (3) endorses the report and confirms its continued support of the work being undertaken by the Economic Development Service to enhance Coventry's international profile, encourage Foreign Direct Investment, and support a potential bid to bring the ITS World Congress to the West Midlands.

38. **Outstanding Issues**

There were no outstanding issues.

39. **Work Programme 2019/2020**

The Business, Economy and Enterprise Scrutiny Board (3) considered the Work Programme for current municipal year and noted the scheduling of issues for consideration at future meetings of the Board.

RESOLVED that the Business, Economy and Enterprise Scrutiny Board (3) notes the Work Programme for 2019/2020 and agrees that the following be added to the Work Programme for future meetings of the Board:

- 1) **Support for Small Businesses – a further report providing an update on future funding and data on student retention and graduate business start-ups. (minute 35 above refers)**
- 2) **Coventry and Warwickshire Local Enterprise Partnership – a further report providing an update on future funding, following the UK's departure from Europe. (minute 36 above refers)**

40. **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 other items of public business.

Note: The Cabinet Member for Jobs and Regeneration referred to the announcement that the Coventry IKEA Store would be closing in Summer 2020. He confirmed that the Council's priority was to support the company and its employees whilst it progressed with the closure. Although IKEA would need to implement their company redundancy process, the Authority would ensure that the Job Shop gave support to employees at the appropriate time.

He gave a clear direction that the future of the premises, which was not a consideration at this stage, would not include its use for student accommodation.

(Meeting closed at 4.15 pm)



Coventry City Council

Briefing note

To: Business, Economy and Enterprise Scrutiny Board (3)

Date: 18th March 2020

Subject: St Mary's Guildhall Transformation Project

1 Purpose of the Note

- 1.1 To provide an update to the Business, Economy and Enterprise Scrutiny Board regarding the progress and related activity to deliver the capital transformation project at St Mary's Guildhall.

2 Recommendations

- 2.1 The Business, Economy and Enterprise Scrutiny Board is recommended to:
 - 1) Continue to support the activity in respect of the improvement works at St Mary's Guildhall to ensure a sustainable high-quality visitor experience and conferencing venue is created, whilst promoting the heritage asset of St Mary's Guildhall in context of the City of Culture 2021.

3 Background

- 3.1 In 2017, Coventry was awarded City of Culture 2021 and the transformation of St Mary's Guildhall will be an important part of the work to conserve and repair the Guildhall as part of this year long celebration.
- 3.2 In May 2018 and November 2018, Scrutiny Board were informed that work to consider the potential for St Mary's Guildhall to be a high-quality heritage and conferencing venue was underway.
- 3.3 It is recognised that despite the historical significance of St Mary's Guildhall, the visitor experience is not particularly engaging and there is minimal interpretation for visitors. The hospitality and events offer is dated and the venue does not adequately cater for the modern conferencing and events market.
- 3.4 To address these issues, it is recognised that a long-term sustainable solution is required for St Mary's Guildhall that continues to offer residents and visitors to Coventry the opportunity to visit the Guildhall whilst achieving a commercial outcome offering modern conferencing suite and facilities that allows the Guildhall to recover its overheads.

4 The St Mary's Guildhall Scheme

- 4.1 Specialist heritage architects and consultants were appointed in July 2019 to prepare a scheme of works that would allow St Mary's Guildhall to effectively function as a visitor attraction underpinned by commercial activity.
- 4.2 The proposed works will have both a heritage and commercial offer to deliver an exceptional visitor experience, open more of the Guildhall and provide a quality hospitality and events venue. The larger capital project would deliver the following outputs:

- Restored and conserved medieval kitchen with public access - which entails removal of the existing commercial kitchen;
- Extension to the rear of the Guildhall to provide a modern catering kitchen to support meetings, conferencing, civic and commercial events;
- Removal of inappropriate additions over time – to include removal of cumbersome stair riser apparatus from medieval stair rails, and restoration of original approach to Great Hall by relocation of late twentieth century bar;
- Introduction of improved access with a new lift to the first floor;
- Repair and conservation work to the structure of the building and the most significant historic spaces;
- Upgrading of mechanical and electrical systems including heating and lighting;
- Renovation work to spaces to support greater meeting and conferencing use;
- Improved visitor access to the Muniment Room;
- Creation of a viewing gallery over the courtyard space facilitated by the removal of the existing bar;
- Improved visitor welfare facilities;

4.3 The Council is also seeking funding from National Lottery Heritage Fund for the following:

- Enhanced visitor access and circulation, including a visible and welcoming entrance and reception area
- Enhancement works to the Courtyard and external signage;
- Repair and conservation work to the Coventry Tapestry;
- Improved environmental control, lighting and display of the Coventry Tapestry;
- Development and delivery of a multi-layered approach to interpretation, including digital interpretation which will repopulate spaces with people and activity;
- Renovation, upgrading and fit out of the Mercers Room (Ground Floor) and Drapers room (first Floor) as flexible spaces for learning and community use;
- Revenue funding to support a new staffing structure to engage with new audiences; programming to reach new audiences; to develop the organisational capability, capacity and resilience;
- New and improved Education offer, upgrading of rooms for multi-use learning spaces

5 Statutory Permissions and Programme of Work

5.1 The programme of works for the scheme is as follows:

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|--------------|---|
| January 2020 | Closure of the Guildhall |
| January 2020 | Commencement of enabling works |
| March 2020 | Submission of full planning application |
| April 2020 | Procurement of a main works contractor |
| June 2020 | Planning approval and discharge of conditions |
| July 2020 | Construction Commencement |

March 2021 Commencement of phased opening
June 2021 St Mary's Guildhall full opening.

- 5.2 In November 2019, Listed Building Consent was approved to allow strip out / opening up works within the kitchen at St Mary's Guildhall. These works are required to enable the heritage architects and their team to assess what is present behind the modern kitchen, which will then inform the scheme design within this area. The enabling works are currently underway and completion is anticipated in early April 2020.
- 5.3 Planning permission and Listed Building consent for the main scheme due to submitted in March 2020
- 5.4 Historic England and Coventry City Council Planning and Conservation have been engaged with in developing the scheme proposals.

6 Financials / resources implications

- 6.1 In respect of project costs the full scheme is valued at £5.6 million. Of which £2.2million funding has been secured from DCMS, with £620,000 investment into heritage condition works. The project is seeking further funding from the National Lottery Heritage Fund (NLHF) to the value of £1.7million. An Expression of Interest NLHF was approved in September 2019, followed by a Stage 1 Development Phase application submitted in November 2019 and we are currently awaiting the outcome.

7 Political Engagement

- 7.1 Scrutiny Board 3 has previously been briefed on the purpose of this project and advised on its development (May and November 2018).
- 7.2 The Cabinet Member for Jobs and Regeneration and the Cabinet Member for Housing and Communities have been kept informed as the project progresses.
- 7.3 Briefings on the scheme took place with Members including the Leader and Deputy Leader in January 2020.
- 7.4 As part of the wider CCC budget report taken to Cabinet on the 25 February 2020, approval has been sought to commence the refurbishment of St Mary's Guildhall. A further detailed Cabinet Member report is due to be taken in March 2020.

Name: Steve Wiles

Job Title: Development Manager - Facilities, Contracts and Capital Programmes

Contact Details: steve.wiles@coventry.gov.uk

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Briefing note

To: Business, Economy and Enterprise Scrutiny Board

Date: 18th March 2020

Subject: Coventry Local Air Quality Action Plan

1 Purpose of the Note

1.1 To brief Scrutiny Board on the Coventry Local Air Quality Action Plan (CLAQAP).

2 Recommendations

2.1 The Business, Economy and Enterprise Scrutiny Board (3) are recommended:

- 1) To consider the content of this report and makes any recommendations that it would wish the Council's Cabinet to consider when finalising the Full Business Case for the CLAQAP.

3 Information/Background

- 3.1 Government has issued an updated Direction instructing Coventry City Council to implement an action plan to achieve compliance with legal limits for nitrogen dioxide (NO₂) levels within the city in the shortest possible time. The Direction was issued on 13th February 2020 and makes it clear that the Council's preferred package of measures is to be implemented. The accompanying Ministerial letter to the Council accepts that a charging Clean Air Zone is not appropriate for Coventry, and that the Council's preferred option will meet Government requirements.
- 3.2 Government has also approved grant funding of £24.5 million for the implementation of the Action Plan. £4.5 million of this funding has already been received by the Council, with the balance of £20 million being subject to the conclusion of Funding Agreements between the Council and the Government. This funding will need to be added to the Council's capital programme.
- 3.3 The preferred option comprises an engagement programme aimed at reducing the number of local journeys made by car, and encouraging alternative, sustainable, modes of travel such as walking, cycling and public transport to be used for these journeys. This programme is complemented by significant investment in a segregated cycle route between Coundon and the city centre providing a high-quality route that will provide an attractive alternative to driving along the Holyhead Road corridor.
- 3.4 There are also a series of highway improvements aimed at reducing the volume of traffic on Holyhead Road, where NO₂ levels are at their greatest. These include improvements on the B4106 at Spon End and at Junction 7 on the ring road, which will remove capacity constraints on this alternative route into the city centre from the west. Improving capacity on this route will provide the flexibility to divert traffic onto this route from Holyhead Road when air quality conditions on Holyhead Road are identified as being poor. Traffic and air quality modelling has been undertaken for the LAQAP strategy, and this indicates that NO₂ levels remain below legal limits in this scenario, demonstrating that this approach does not simply shift the air quality problems onto the parallel routes.

- 3.5 Similarly, the package includes the opening-up of Upper Hill Street onto the ring road at Junction 8. This scheme will allow the closure of Barras Lane, and the removal of the Holyhead Road / Barras Lane traffic signals, which currently are a major factor in the high level of NO₂ on Holyhead Road due to the resulting queuing traffic on Holyhead Road. By removing the signals, traffic flows on Holyhead Road will be smoother and emissions lower as a result. Discussions are underway with St Osburg's School regarding the impact on their access arrangements with a view to improving these.
- 3.6 A further package of traffic management measures are proposed for Foleshill Road, with the aim of removing extraneous through traffic and reducing traffic flows, congestion, and NO₂ emissions on this route into the city centre from the north. Through traffic will be encouraged to use the A444 instead, which is the designated route for through traffic accessing the city centre from M6 Junction 3.
- 3.7 The Action Plan will now be taken forward for consultation prior to the development of the Full Business Case (FBC) for submission to Government by 19th June 2020. A presentation of the consultation material will be presented to the Scrutiny Board at its meeting on 18th March. The consultation will run from 16th March to 26th April, this timetable being dictated by the need to complete the FBC in sufficient time to seek Cabinet approval for its submission to Government by 19th June. Any amendments to the preferred option for the Action Plan, and additional funding requirements, will need to be set out in the FBC.
- 3.8 Approval from Cabinet is required for the submission of the FBC, and for the inclusion of the grant funding within the Council's capital programme, and this will be sought at the most appropriate Cabinet meeting in May or June once these dates have been set.
- 3.9 The following table provides a summary of the measures contained in the Council's preferred package.

| Measure | Description |
|--|--|
| Capacity improvements on the B4106 through Spon End | Scheme part funded through the £5.8 million Transforming Cities Fund grant awarded by the WMCA. Includes improvement of the B4106 / Hearsall Lane junction and widening the road at the railway viaduct. Incorporates improved pedestrian and cycle routes and green infrastructure. By removing a capacity constraint and reducing congestion on this alternative route into the city centre from the West, the scheme will make it possible to divert traffic away from the Holyhead Road route when air quality conditions are poor on that route. |
| Capacity improvements at Junction 7 on the Ring Road (A4053 / B4106) | This scheme re-models the existing junction to reduce congestion and provide improved pedestrian and cycle routes across the ring road linking the Spon End area with the city centre. Linked to the Spon End scheme, this will provide an attractive alternative route into the city centre from the West, allowing the diversion of traffic from Holyhead Road. |
| Opening of Upper Hill Street onto the A4053 Ring Road giving left-in, left-out access onto | This scheme will facilitate the closure of Barras Lane to through traffic, thereby allowing the removal of the Holyhead Road / Barras Lane |

| | |
|---|---|
| <p>the ring road via the clockwise slip road at Junction 8.</p> | <p>traffic signals that are a primary cause of queuing, and therefore high emissions levels, on Holyhead Road. A significant factor in the design of this scheme will be the aim of improving access to St Osburg's School, which currently has pedestrian and car park access from Upper Hill Street and Council officers are already in close dialogue with the school to agree the best option for this. The potential to improve access to the allocated housing site at the former Gas Works site will also be a design consideration.</p> |
| <p>Closure of Barras Lane between the A4114 Holyhead Road and Coundon Road / Upper Hill Street.</p> | <p>This will allow the removal of the traffic signals at the Holyhead Road / Barras Lane junction, thereby allowing Holyhead Road to move more freely. These signals are considered to be a major contributor to the high NO₂ levels on Holyhead Road.</p> |
| <p>Peak time traffic restrictions and additional interpeak time traffic restrictions on the eastern section of the A4114 Holyhead Road on the approach to Junction 8.</p> | <p>The exact form of these restrictions is yet to be determined, and options will be explored through the consultation process. The outcome to be achieved is the reduction in traffic flow, and removal of the most polluting vehicles, from the section of Holyhead Road between Barras Lane and the ring road. Options include the introduction of a Low Emission Zone, banning the most polluting vehicles from this section of Holyhead Road, the introduction of in-bound or out-bound restrictions on all traffic during the peak periods or at other times of day, or dynamic traffic management techniques rationing road space and limiting the number of vehicles passing along this section of Holyhead Road through the use of traffic signals (similar to the use of ramp-metering on busy motorways to control the flow of traffic entering the motorway from slip roads).</p> |
| <p>Engagement initiative (travel planning) with schools, businesses and communities along the Holyhead Road corridor to encourage mode shift.</p> | <p>This measure seeks to remove car trips from the network by working with residents, commuters and schools to encourage local trips to be made by other modes of travel than the car. This will build upon the success of a similar programme undertaken in the Walsgrave corridor as part of the Early Measures programme.</p> |
| <p>Construction of a segregated cycle route linking Coundon with the city centre along Coundon Road / Upper Hill Street.</p> | <p>This scheme will support the engagement programme (see above) by providing a step change in cycle route on a parallel corridor to Holyhead Road, serving the schools at Bablake and St Osbergs as well as linking residential areas with the city centre. This is one of the key cycle routes identified as a priority through the Local Cycling and Walking Investment Plan and will complement planned investment in a similarly segregated cycle route between the City centre and the Hospital. Collectively, these schemes will provide a spine route linking the city from east to west.</p> |

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| Removal of through traffic from Foleshill Road. | This measure is aimed at reducing congestion on Foleshill Road, with the aim of improving the flow of traffic, and thereby reduce emissions, on Foleshill Road. The main aim is to reduce the amount of through traffic using Foleshill Road, and to divert this onto the higher standard, parallel, A444. A range of approaches to achieve this, whilst maintaining access for residents and businesses, will be considered during the consultation process. |
| HGV ban on part of Foleshill Road, | The precise location and nature of this ban will be subject to further assessment, based on the need for HGV traffic to service shops on Foleshill Road and access neighbouring industrial estates. However, the volume of through traffic, including HGVs, has been a source of concern for the local community |
| Assigning electric buses to Foleshill Road. | Ten new electric buses are due to enter into operation in Coventry during 2020, on the Walsgrave corridor serving the Hospital and potentially the Foleshill Road corridor. These have been funded through the ULEBS grant, and the Council is looking to introduce further electric buses across Coventry. Foleshill Road is one of the busiest bus corridors in the city, and it is seen as being important to ensure that bus services on this corridor are operated by zero emission buses as soon as possible. |

John Seddon
Head of Transport and Innovation
E-mail: john.seddon@coventry.gov.uk



Coventry City Council

Briefing note

To: Business, Economy and Enterprise Scrutiny Board (3)

Date: 18th March 2020

Subject: The Council House Space Utilisation

1 Purpose of the Note

- 1.1 To inform the Business, Economy and Enterprise Scrutiny Board of current occupancy levels in relation to the Council House and an update of The Wheelhouse use and occupation.
- 1.2 To seek the support and guidance of the Business, Economy and Enterprise Scrutiny Board in the ongoing support of The Wheelhouse.

2 Recommendations

- 2.1 The Business, Economy and Enterprise Scrutiny Board is recommended:
 - 1) Consider the information on the current use of the Council House
 - 2) To continue to support the commercial opportunities provided by Council House.

3 Background

- 3.1 In May 2018 Scrutiny Board were informed that The Wheelhouse had opened at the Council House as a means of generating an income from otherwise underutilised space within the Council.
- 3.2 Following that meeting, the Board requested a further update. This report provides an update on The Wheelhouse during year 2 of operation and also provides an update on space utilisation of the Council House

4 Financial Performance

Wheelhouse

- 4.1 During Year 1, The Wheelhouse delivered an income of c.£10,000 to the Council.
- 4.2 Year 2 operations is forecast to deliver c.£18,500 income to the Council, a growth of 85% over year 1. However, this is some £4,000 below the initial year 2 forecast by The Wheelhouse for Year 2.
- 4.3 Since the opening of The Wheelhouse, the initiative has delivered an income of £24,000 to the Council (at end January 2020), with a cumulative £28,500 by the end of Year 2.
- 4.4 The total membership of The Wheelhouse has grown from 20 at the start of year 2, to 40 in January 2020. The co-working membership has remained steady, but with significant growth (to 18 in January 2020) in 'Meeting Room Members'. This is a new class of membership offered by The Wheelhouse.

Space Utilisation

- 4.5 The creation of the Alice Arnold suite will provide for more suitable accommodation for the coroner's court as well as being utilised for purposes such as school appeals, licencing hearings and other appropriate matters. It is envisaged that the pay back through savings from external venue hire such as the Magistrates Court is approximately £21,500 per annum providing a payback period of circa.6 years.

5 Areas for consideration

Wheelhouse

- 5.1 The Wheelhouse are reporting an underperformance of income against their year 2 forecast of c.£4,000. This is predominantly due to a reduction in both the member retention rate (and therefore the lack of growth in co-working membership) and the enquiry conversion rate through the middle of the year, both of which fell below expectation.
- 5.2 The Wheelhouse are being proactive in generating new leads and business and offering activities and incentives to improve retention. A relationship review is being scheduled for late April to set the targets and activity expectations for year 3.

Space Utilisation

- 5.3 Appendix One shows the space allocation in the Council House, recent projects such as the Alice Arnold suite saw the relocation of the break area off the second-floor landing (rooms 61-65), re-created in rooms 80-84. The addition of welfare and multi-faith facilities which were not previously provided in the Council House.
- 5.4 Parking Appeals service moved into previous touchdown space on the second floor (rooms 58-60) as part of the Business Services re-design and the decentralisation of business support. This move also allowed space to be freed in One Friargate in areas of high utilisation.
- 5.5 Presently there is only one space of 6 desks not allocated to a service area which is used as 'Touch Down' space to allow for agile working. Room 76 is used periodically by the elections team during elections seasons.

6 Conclusion and Recommendation

Wheelhouse

- 6.1 Whilst the outturn year 2 total income levels are behind forecast, the Council has benefitted from the higher initial share of the income meaning the overall effect to the Council is mitigated.
- 6.2 Additional income opportunities are being explored with The Wheelhouse to make up the current income shortfall at the end of year 2; this includes commercial promotion of the meeting rooms in the Guildhall (following the completion of the Works
- 6.3 The Business, Economy and Enterprise Scrutiny Board is therefore recommended to continue to support The Wheelhouse in the Council House.

Space Utilisation

- 6.4 Improved welfare facilities have been created occupants of the Council house such as multi-faith & welfare rooms.
- 6.5 The Alice Arnold Suite provides greater flexibility for Legal Services and the Coroner to hold court sessions. The space will be made available for other Council functions when not in use by the Coroner.
- 6.6 The Facilities Management team continues to monitor and allocate space to Council services based upon business need.

7 Officer Contacts

Richard Moon
Director – Project Management and Property Services

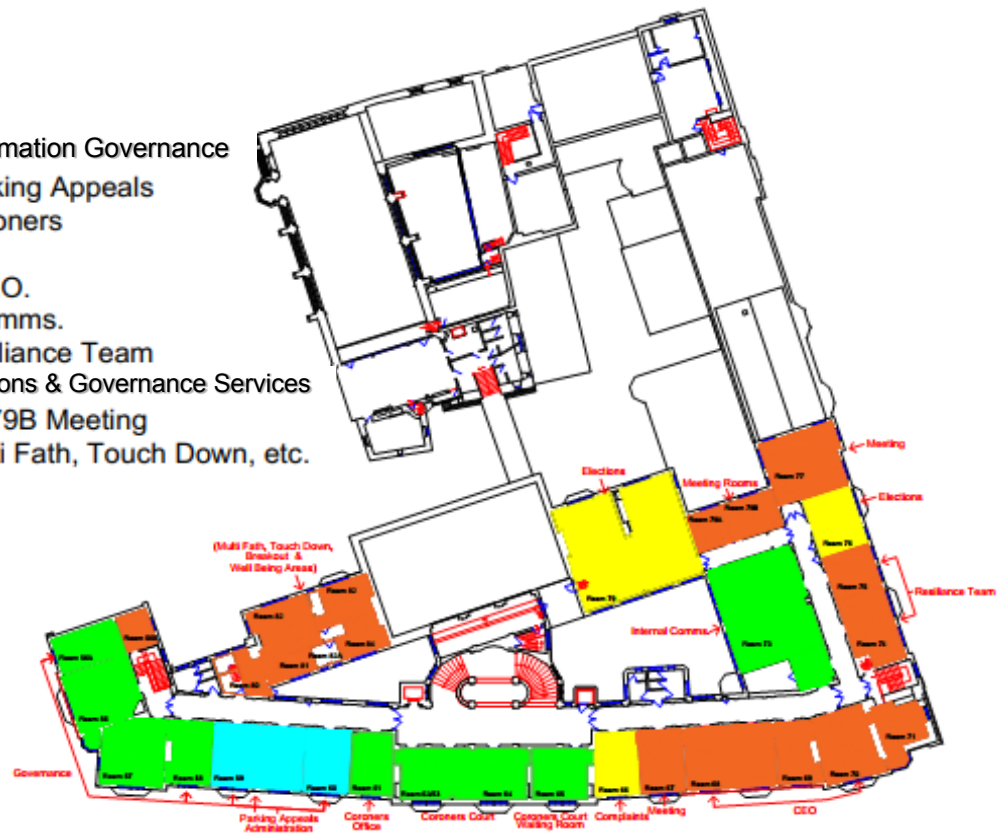
Grant McKelvie
Commercial Business Director

Daniel Peters
Head of Facilities Management

Appendix One- Floor Plans

The Council House Second Floor

- S56 to S58 Information Governance
- S58 to S60 Parking Appeals
- S61 to S65 Coroners
- S66 Meeting
- S67 to S71 C.E.O.
- S73 Internal Comms.
- S74 & S75 Resilience Team
- S76 & S79 Elections & Governance Services
- S77, S79A & S79B Meeting
- S80 to S84 Multi Fath, Touch Down, etc.



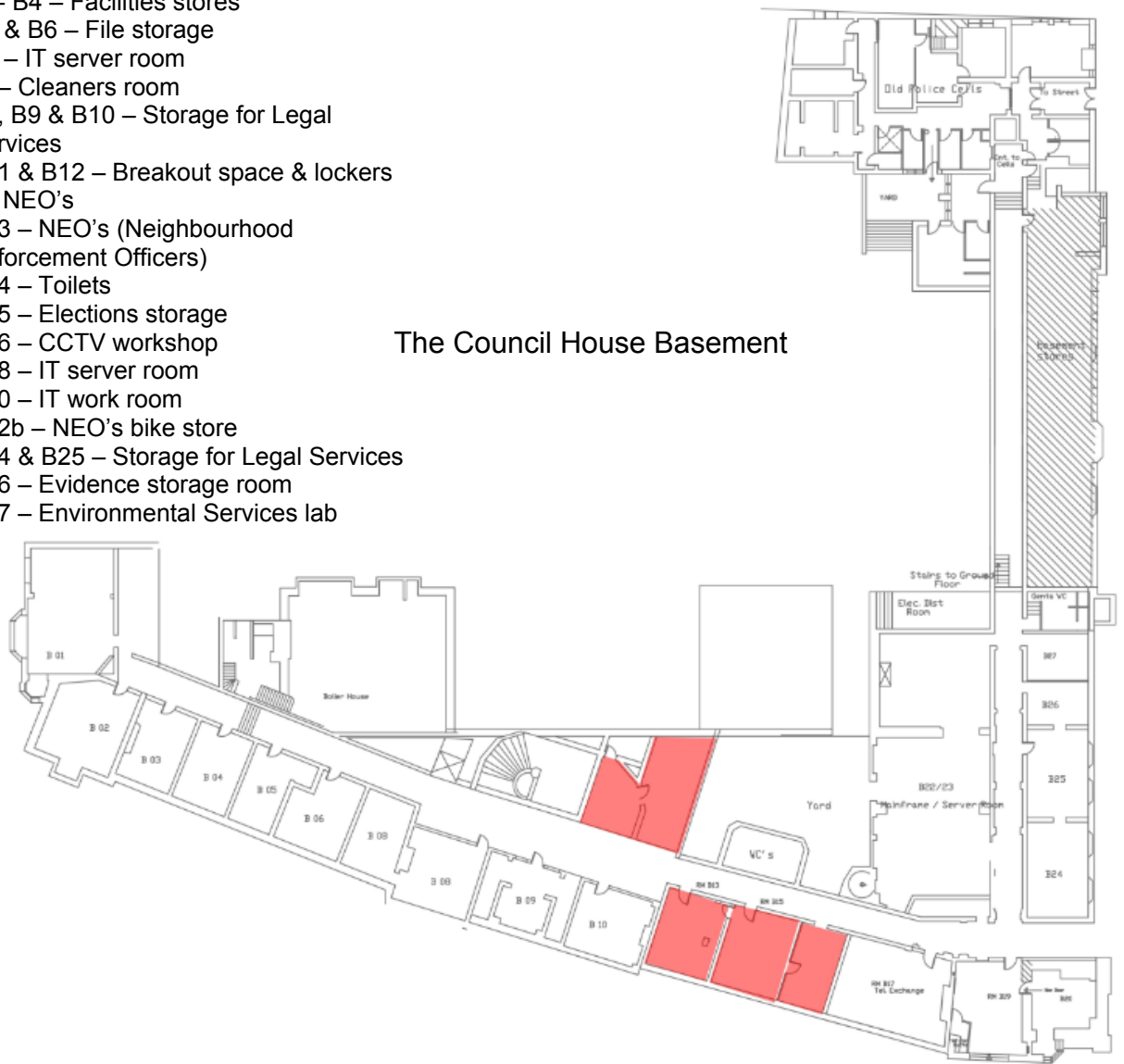
The Council House Ground Floor

- G13 & G14 – Parking Services office
- G15 – Parking Services Ladies locker room
- G16 – Parking Services Men’s locker room
- G17 – Cllr. Sweets office
- G18 & 19 – Touchdown space (6 workstations)
- Committee Rooms 1 - 4
- G23 – Cllr. Skinners office
- G24-G28a – The Wheelhouse
- Diamond Rooms 1 - 6
- G2 – Storage space for Corporate Comms & Events
- G3 – Storage space for Legal Services
- G4 – Storage space for Parking Services
- G5 – Storage space for Traffic Management
- G6 – IT Server room
- G7 – Storage space for various services
- Cells – IT kit storage
- G43 & G44 – Facilities Management office
- G44a – Facilities Team breakout space & kitchen



- B1- B4 – Facilities stores
- B5 & B6 – File storage
- B6 – IT server room
- B7– Cleaners room
- B8, B9 & B10 – Storage for Legal Services
- B11 & B12 – Breakout space & lockers for NEO's
- B13 – NEO's (Neighbourhood Enforcement Officers)
- B14 – Toilets
- B15 – Elections storage
- B16 – CCTV workshop
- B18 – IT server room
- B20 – IT work room
- B22b – NEO's bike store
- B24 & B25 – Storage for Legal Services
- B26 – Evidence storage room
- B27 – Environmental Services lab

The Council House Basement



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