



Communities and Neighbourhoods Scrutiny Board (4)

Time and Date

10.00 am on Thursday, 18 March, 2021

Place

This meeting will be held remotely. The meeting can be viewed live by pasting this link into your browser:

<https://www.youtube.com/watch?v=ICkPzTesCjU&feature=youtu.be>

1. **Apologies and Substitutions**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 8)
 - a) To agree the Minutes of the last meeting held on 4 February, 2021
 - b) Any matters arising
4. **Impact of Covid-19 on the Hot Streets Surveillance Project** (Pages 9 - 12)
Briefing Note of the Director of Streetscene and Regulatory Services
5. **Draft Statement of Community Involvement** (Pages 13 - 44)
Briefing Note of the Director of Streetscene and Regulatory Services
6. **Highway Maintenance Capital Funding - Challenge Fund Delivery** (Pages 45 - 62)
Briefing Note of the Director of Transportation and Highways
7. **Work Programme and Outstanding Issues 2020/21** (Pages 63 - 66)
Report of the Director of Law and Governance
8. **Any other items of business which the Chair agrees to take as a matter of urgency because of the special circumstance involved**

Julie Newman, Director of Law and Governance, Council House Coventry

Wednesday, 10 March 2021

Note: The person to contact about the agenda and documents for this meeting is Suzanne Bennett Tel: 024 7697 2299 Email: suzanne.bennett@coventry.gov.uk

Membership: Councillors F Abbott, M Ali, R Bailey, L Bigham (Chair), M Heaven, J McNicholas, J Mutton, R Thay, S Walsh

By invitation Councillors P Akhtar, AS Khan, P Hetherton, G Lloyd and D Welsh,

Suzanne Bennett

Telephone: (024) 7683 972299

e mail: suzanne.bennett@coventry.gov.uk

Coventry City Council
Minutes of the Meeting of Communities and Neighbourhoods Scrutiny Board (4)
held at 10.00 am on Thursday, 4 February 2021

Present:

Members: Councillor L Bigham (Chair)
Councillor F Abbott
Councillor R Bailey
Councillor M Heaven
Councillor J McNicholas
Councillor J Mutton
Councillor S Walsh

Other Members: Councillor G Duggins (Leader of the Council)
Councillor P Hetheron (Cabinet Member for City Services)
Councillors J Lepoidevin (for Minute 21 below)
Councillor G Lloyd (Deputy Cabinet Member for City Services)

Employees Present:

S Elliott, Waste and Fleet Management
G Holmes, Law and Governance
U Patel, Law and Governance
L Shannon, Waste Recycling
A Walster, Director of Streetscene and Regulatory Services

Apologies: Councillor M Ali

Public Business

18. Declarations of Interest

There were no declarations of interest.

19. Minutes

The Minutes of the meeting held on 17 December 2020 were agreed and signed a true record. There were no matters arising.

20. Regional Materials Recycling Facility Update

The Scrutiny Board received a comprehensive presentation on the Regional Materials Recycling Facility. The presentation provided an update on the project which was approved by Planning Committee in January 2021.

Councillor P Hetheron, Cabinet Member for City Services, introduced the presentation and reported on the meticulous detailed planning and consultation that had gone into the project to date. Extensive consultation was undertaken with local groups and Ward Councillors and concerns raised by local residents were taken on board.

The presentation provided further details in relation to planning, project evolution, procurement update, process contractor and next steps. In addition, the presentation responded to concerns in relation to potential increase in traffic and air pollution and the impact on the biodiversity in the area. The Board noted that the facility would be developed using the most advanced technology and revolutionary robotic optics which would make it one of the most advanced facilities in the world.

Members questioned the officers on a number of issues and responses were provided, matters raised included:

- Government legislation in relation to recycling plastics
- How would the company be operated, as a private operator and would there be there be dividends?
- The Traffic Management Plan to better understand how the facility was to be accommodated on site and the impact on the local infrastructure, including neighbouring wards
- What plans were in place to promote the facility, both locally and nationally?

RESOLVED that the Communities and Neighbourhoods Scrutiny Board (4):

- 1. Welcomed and noted the presentation and thanked officers for a very informative presentation.**
- 2. Requested that a location map and the proposed traffic management plan be circulated to members to enable them to better understand how the facility would be accommodated on the site and the plans for traffic management in the area to reduce impact on the surrounding areas.**

21. Waste Collection Services - Christmas 2020

The Scrutiny Board received a presentation on the waste collection services over the Christmas 2020 and New Year period.

Councillor P Hetherington, Cabinet Member for City Services introduced the item and praised the staff and crews for working under exceptional circumstances to ensure that waste collections were completed in a timely manner. She expressed disappointment at the complaints given the unprecedented circumstances presented by the pandemic and the adverse weather conditions.

Every year, collection arrangements for the Christmas and New Year period differ according to how the Bank Holidays fell. Since the introduction of alternate weekly collections in 2017, collection requirements had changed in order to minimise disruption to residents and to ensure collection capacity was maximised. Collection arrangements for the 2020 Christmas and New Year period were as per the following:

- Garden/Food – Collections suspended over the Christmas and New Year period to allow for staff to be utilised elsewhere in the service. Collections to commence week beginning 18 January 2021.

- Domestic – No collections between 25-28 December and 1st January 2021. All households received an extra collection to ensure that the green bin was collected the week before and the week after shutdown week.
- Recycling – No collections on Christmas Day or between 29th December and 1st January. Clear sacks were delivered to each household to allow for extra recycling to be put out and collected after Christmas.

Any households that were scheduled for a collection of their green or blue lidded bins on Friday 25th December had their bins collected on Monday 28th December.

The Board were informed that working arrangements for staff over the Christmas period are voluntary. Last year, this, coupled with difficulty of recruiting agency staff caused numerous problems. This year, as the Bank Holiday fell on 28 December, the financial incentives were far higher and as a result, staffing levels were up, and all rounds were completed successfully. Waste collection statistics were attached to the briefing note at Appendix A.

The calendars detailing Christmas collection schedules and the clear sacks for additional recycling were delivered by Royal Mail this year with a total cost for production and delivery of over £75k. This was the last year that calendars would be delivered, instead, they would be made available on request.

The announcement of the third lockdown meant that collections proved to be challenging and with many staff having to shield or self-isolate, there were huge implications on the service. Additional resources had to be drafted in and diverted to focus on bin collection rather than the clear bags, which meant that some bags were left uncollected for longer than envisaged. Future provision of the clear bags was under review given the challenge and disruption caused by the non-collection of the bags this year.

The Board noted that the provision of the waste collection service over the Christmas and New Year period was due to be considered corporately with the trade unions which *may* have implications for the service.

Members commented and questioned the officers on a number of issues and responses were provided, matters raised included:

- Missed waste collections continued to be an issue over the Christmas period
- Consideration should be given to outsourcing the service
- The need for clear bags, especially given cost and the problems caused
- Consideration needed to be given to alternative methods of communication on bin collections as not everyone has access to a computer
- Members to be given access to the most up to date information which could be shared via social media sites to ensure that the information is out in the community

Officers undertook to circulate a separate note on the communications channels available for members to access up to date information which could be shared via social media, should they wish to do so.

Councillor G Duggins, Leader of the Council, was present at the meeting stated that the waste collection crews, and the service should be unequivocally thanked on how they had performed over the last year. He added that outsourcing the service was definitely not an option for consideration. And he agreed that waste collections over the Christmas and New Year needed to be considered and would be reviewed.

RESOLVED that the Communities and Neighbourhoods Scrutiny Board (4):

- 1. Notes the presentation and placed on record their appreciation of the work undertaken by the staff during the unprecedented challenges posed by the pandemic.**
- 2. Notes that a review of the service was due to be undertaken in relation to staffing of the service over the Christmas period and requested that the Board be provided with an update on the outcome of the review.**
- 3. Recommends that the use of clear plastic bags for recycling waste over the Christmas period be included in the above review.**

22. Cov Clean Streets

The Scrutiny Board received and noted a presentation on the Cov Clean Streets programme in readiness for the City of Culture. £2.1million has been allocated for a city-wide cleaning project to 'spruce up' Coventry ahead of the City of Culture.

Councillor P Hetherton, Cabinet Member for City Services introduced the item and reported that work had already started in some areas. The Board were shown a short video clip of some of the teams in action and the remarkable before and after footage of what could be achieved. Councillor Hetherton encouraged councillors to share photos of their ward on social media to raise awareness and to encourage public engagement.

The programme included:

- The establishment of Cov Clean Street Teams who had been tasked to:
 - Deep clean the arterial routes and main roads
 - Clean up alleyways (which was previously undertaken by the probation service, but stopped due to COVID)
 - Clean up key city centre areas and routes and tackle problematic hot spots across the city
 - Engage with residents and advise them on how they could get involved with cleaning and maintaining their street scenes.
- Neighbourhood Enforcement - more officers on the streets, not only to provide a visual presence, but to increase monitoring, recording and escalating problems and enforcing.
- Bespoke email address for councillors to send information to on areas where problems existed

- Bulky Waste Collection Service – funding available to provide half price collection from 1 February to 30 April 2021.

The Board noted that a bespoke web page would be developed to showcase the work of the Cov Clean Streets Teams. It was hoped that this would provide momentum and leave a lasting legacy which would enhance and improve pride for those who live and love Coventry in the lead up to and beyond the City of Culture.

Members questioned the officers on a number of issues and responses were provided, matters raised included:

- What measures were in place to tackle the issue of fly-tipping, which had increased during lockdown?
- Increased monitoring and enforcement - how would this be communicated to the residents?
- Half price offer on bulky waste was a good idea, but what about those who were struggling financially?
- Were partner agencies such as Citizen on board with the programme?
- What was being done to clean up areas/roadsides once work had been completed? For example, sand bags and signage which was often left on the road side or dumped into bushes

Members recommended that consideration be given to revamping the 'litter' page on the Council's website to make it more appealing and encouraging to potential community groups/schools/residents who may want to clear up litter in their areas.

23. **Work Programme and Outstanding Issues**

The Scrutiny Board noted that the issue of residents parking permits was still outstanding and received assurances from the Cabinet Member for City Services that this would be ready for consideration shortly.

RESOLVED that the Communities and Neighbourhoods Scrutiny Board (4) note their Work Programme for 2020/21.

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

There were no other items for consideration.

(Meeting closed at 12.10 pm)

This page is intentionally left blank



Coventry City Council

Briefing note

To: Communities and Neighbourhoods Scrutiny Board 4 Date: 18th March 2021

Subject: Impact of Covid-19 on the Hot Streets Surveillance Project

1 Purpose of the Note

- 1.1 Members requested details of the progress that is being made regarding the flytipping surveillance project designed to tackle fly-tipping in some of our worst affected streets.

2 Recommendations

- 2.1 Members of the Communities and Neighbourhoods Scrutiny Board (4) are recommended to:
- 1) Note the actions and programmes in place to deliver this project.
 - 2) Request that a further report is brought back to the Board in October 2021.
 - 3) Make recommendations as appropriate to the Cabinet Member for Policing and Equalities.

3 Information/Background

- 3.1 For a number of years, we have successfully deployed surveillance equipment in areas of the city that are vulnerable to 'commercial' and 'large scale' fly tipping; these tend to be semi-rural locations. This type of camera surveillance though, has not been systematically used in residential areas.
- 3.2 Over half of the City's fly tipping occurs in three wards. Fly-tipping reports are monitored and analysed in terms of location and the type of waste deposited; this data is recorded right down to street level. These streets, which almost exclusively suffer from fly tipped domestic waste are deemed 'Hot Streets'.
- 3.3 At any one time we target and monitor 30 of these 'hot streets', but there is a recognition that we no longer have the officer resources to patrol our 'hot streets' as frequently as we once did. The problem is compounded by the fact that many residents, are too frightened to report what they know, or have seen.
- 3.4 Our plan was to use this type of 'overt' camera surveillance in some of these 'hot streets'. It would be necessary to use appropriate signage in the street to alert residents and visitors that cameras are in operation. We know from experience, that the majority, of domestic fly tipping is by local people and they fly tip in their own neighbourhood. Our aim was not necessarily to identify offenders, although the equipment has the potential to capture evidence, but deter people from this activity and lead to long term behaviour change.
- 3.5 It was also recognised that these same streets that suffer the highest levels of fly tipping, also suffer disproportionately from other types of crime. The data collected by these cameras will also be made available to the Police when requested.

3.6 In a report to this Board in September 2019 we stated our intentions to 'pilot' this type of surveillance from April 2020 and we would evaluate the effectiveness of the programme to determine if there is benefit in its continuance and/or expansion.

4 Project delivery

4.1 The project was designed to pilot this approach in 6 of these 'hot streets'. The streets in question were chosen because we believed that they were best suited for the deployment of this equipment.

4.2 In order, to achieve the correct level of surveillance, it was necessary in most cases, to deploy two cameras per street. Each of the cameras, are mounted on specially adapted lampposts from which they will be powered. The cameras are capable of storing 30 days of data and our officers are able to examine the data remotely.

4.3 The six streets where the cameras have been deployed are as follows:

- Cross Road, Foleshill (3 cameras)
- Broad Street, Foleshill (2 cameras)
- Crabmill Lane, Foleshill (2 cameras)
- Caludon Road, Upper Stoke (2 cameras)
- Eld Road, Foleshill (1 camera)
- Station Street East, Foleshill (2 cameras)

4.4 It was intended that the cameras would be installed in April 2020 and by now we would have had 12 months of data on their effectiveness. Unfortunately, the start of the project coincided with the COVID-19 pandemic and we have experienced a series of delays.

4.5 We experienced delays in receiving the cameras and then in arranging for the necessary works for the lamppost adaption/replacement to 'house' the cameras. We finally managed to install the cameras but not until September 2020.

4.6 In addition, we also experienced officer resource issues as follows:

4.6.1 The start of this project coincided with our successful bid into the Home Office's 'Safer Streets Fund' (SSF), which was designed to tackle acquisitive crime. In late July 2020 Coventry received notification that it was the only successful bid from the West Midlands. Funding totalled £550K and the project needed to be delivered and the money spent by 31st March 2021. The officers project managing this initiative are the same officers who were delivering the 'Hot Street' cameras surveillance project; because of the tighter deadlines, the SSF initiative had to take priority.

4.6.2 During the COVID-19 pandemic we have needed to prioritise what services our officers could perform. The following are a list of the pressures that this service has experienced:

- At various points during the past 12 months we have had reduced resources owing to some officers having to 'shield' at various points in the pandemic, others that have contracted the virus and others having to 'self-isolate' because of exposure to the virus.
- Other 'reactive' services have needed to take priority i.e. the noise nuisance service. It was important to ensure that we had officers available to respond to and monitor noise nuisance across the 7 day-a-week shifts, which operate from 9am to 3am the following day. With so many people being confined to their homes, noise nuisance very quickly became an important issue for our residents!
- Officers from this service have also need to be trained and have provided cover and resilience to ensure the continued operation of the Council's 24/7 control room and to Bereavement Services to ensure the continued operation of the Council's crematoria.

5 Future planned delivery

- 5.1 This project remains an important part in developing options for tackling the perennial problem of fly tipping. It is anticipated that in April, we will have the necessary officer resource to continue the work in delivering this pilot.
- 5.2 The necessary project infrastructure is already in place, so we will just need to begin using the 'softer' project elements mentioned in paragraph 3.4 above.
- 5.3 We intend to use 'nudge theory' and actively inform residents in the relevant streets that we are watching! This will be achieved by the use of signs, leaflets, pavement stencils and door knocking. Examples can be seen in Appendix 1. It is absolutely vital that we maximise the publicity of using these cameras in those immediate localities if we are to change the behaviour of residents.

NAME: Craig Hickin
JOB TITLE: Head of Environmental Services
DIRECTORATE: Place
PHONE: 024 7697 7003
EMAIL: craig.hickin@coventry.gov.uk

Appendix One: Nudge Theory materials





Coventry City Council

Briefing note

To: Communities and Neighbourhoods Scrutiny Board (4) Date: 18th March 2021

Subject: Draft Statement of Community Involvement

1 Purpose of the Note

- 1.1 To brief the Communities and Neighbourhoods Scrutiny Board (4) on the current position in relation to the draft Statement of Community involvement (SCI) (Appendix A Draft Statement of Community Involvement – Cabinet Member Report with Appendix 1)

2 Recommendations

- 2.1 The Communities and Neighbourhoods Scrutiny Board (4) are recommended to:
- 1) Note the content of the report
 - 2) Identify any comments on the draft document as part of the consultation
 - 3) Identify any recommendations for the appropriate Cabinet Member

3 Information/Background

- 3.1 The Planning and Compulsory Purchase Act 2004 (Section 18) requires Local Planning Authorities to produce a Statement of Community Involvement (SCI) which explains how they will engage communities and other interested parties in producing their Local Plan and determining planning applications.
- 3.2 The current SCI was adopted in 2012 and requires updating to ensure that it reflects current planning practice and guidance and provides resilience to enable consultation and engagement to adapt to exceptional and unforeseen circumstances as highlighted by the current Covid-19 pandemic.
- 3.3 The planning process has to comply with a variety of legal procedures in terms of public consultation and engagement. The SCI sets out how the Council will address these and how the public can expect to be engaged and kept informed. It also sets out local standards for consultation and engagement. This applies to both Planning Policy, setting out how the process will be undertaken when preparing new or revised policy documents, and to Development Management in relation to the planning applications process.
- 3.4 There is no legal requirement to consult on the review of an SCI, however Coventry City Council considers it is good practice to do so. The Cabinet Member for Housing and Communities gave authority to consult at his meeting of 12th February 2021. The SCI is being consulted on for a period of six weeks, running from Monday 15th February to Monday 29th March 2021. Due to Covid-19 restrictions this consultation is being publicised on the Council's website, via its social media channels, via press release, via raising awareness with local partnerships, organisations and community interest groups and by

direct email to those individuals and organisations who have requested to be included on the planning consultation database.

- 3.5 Responses will be analysed and the SCI amended accordingly, before reporting to Cabinet for final adoption.

Appendix A - Appendix A Draft Statement of Community Involvement – Cabinet Member Report with Appendix 1

Clare Eggington
Principal Town Planner (Planning Policy)
Clare.Eggington@coventry.gov.uk

Cabinet Member for Housing and Communities

12th February 2021

Name of Cabinet Member:

Cabinet Member for Housing and Communities – Councillor D Welsh

Director Approving Submission of the report:

Director of Streetscene and Regulatory Services

Ward(s) affected:

All

Title:

Consultation on the Draft Statement of Community Involvement

Is this a key decision?

No.

Although the matters within the report affect all wards in the city, it is not anticipated that the impact will be significant

Executive Summary:

This report seeks authority to consult for a six-week period on a revised Statement of Community Involvement (SCI).

The SCI is required by law. It sets out how the Council will engage communities and other interested parties in the planning process. It must be kept up to date and must be published on the Council's website.

The current adopted SCI was produced in 2012 and needs updating to reflect more recent changes in the planning system. A new SCI has been produced accordingly. Whilst there is no legal requirement to consult on an SCI, it is considered good practice to do so, and it is therefore proposed to consult on the draft SCI attached at Appendix 1, for a period of six weeks.

Responses will be analysed and taken account of when considering amendments which may be required. The proposed final version will be reported to Cabinet for adoption, at which point it will replace the previous version.

Recommendations:

The Cabinet Member for Housing and Communities is requested to:

1. Authorise a six week public consultation period to run from Monday 15th February to Monday 29th March 2021 on the draft Statement of Community Involvement.

List of Appendices included:

Appendix 1: Draft Statement of Community Involvement.

Background papers:

None.

Other useful documents:

None.

Has it been or will it be considered by Scrutiny?

No.

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No.

Will this report go to Council?

No.

Report title: Draft Statement of Community Involvement

1. Context (or background)

- 1.1 The Planning and Compulsory Purchase Act 2004 (Section 18) requires Local Planning Authorities to produce a Statement of Community Involvement (SCI) which explains how they will engage communities and other interested parties in producing their Local Plan and determining planning applications.
- 1.2 The current SCI was adopted in 2012 and requires updating to ensure that it reflects current planning practice and guidance and provides resilience to enable consultation and engagement to adapt to exceptional and unforeseen circumstances as highlighted by the current Covid-19 pandemic.
- 1.3 The planning process has to comply with a variety of legal procedures in terms of public consultation and engagement. The SCI sets out how the Council will address these and how the public can expect to be engaged and kept informed. It also sets out local standards for consultation and engagement. This applies to both Planning Policy, setting out how the process will be undertaken when preparing new or revised policy documents, and to Development Management in relation to the planning applications process.
- 1.4 There is no legal requirement to consult on the review of an SCI, however Coventry City Council considers it is good practice to do so. Subject to authority to proceed, the SCI will be consulted on for a period of six weeks, running from Monday 15th February to Monday 29th March 2021. Due to Covid-19 restrictions this consultation will be publicised on the Council's website, via its social media channels, via press release, via raising awareness with local partnerships, organisations and community interest groups and by direct email to those individuals and organisations who have requested to be included on the planning consultation database.
- 1.5 Responses will be analysed and the SCI amended accordingly, before reporting to Cabinet for final adoption.

2. Options considered and recommended proposal

- 2.1 The Cabinet Member may wish for the current SCI to remain in place. However, this is out of date as the planning system has changed considerably in recent years, and additionally there is now a requirement to review the SCI every five years to ensure it remains up to date. Therefore, this option is not recommended
- 2.2 The recommendation is to undertake a consultation on a new SCI, as per Appendix1, in order to conform with regulation and to ensure that the City Council effectively engages and consults with its communities.

3 Results of consultation undertaken

- 3.1 No consultation has been undertaken as part of this report. However, the aim of the report is to ensure consultation takes place on the draft document.

4 Timetable for implementing this decision

- 4.1 Consultation will take place for six weeks during February and March. Amendments will be considered during April, to allow for analysis of responses received. It is intended that a report will then be taken to Cabinet in June 2021 seeking adoption of the SCI.

5 Comments from the Director of Finance and the Director of Law and Governance

5.1 Financial implications

There are no financial implications associated with this report.

5.2 Legal implications

- 5.1 There are no direct implications as a result of this report. Section 18 of the Planning and Compulsory Purchase Act 2004 requires local planning authorities to produce a Statement of Community Involvement, which should explain how they will engage local communities and other interested parties in producing their Local Plan and determining planning applications.

Under regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) local planning authorities must review Statements of Community Involvement at least once every 5 years from their adoption date to ensure that policies remain relevant.

6 Other implications

6.1 How will this contribute to achievement of the Council's Plan?

Planning policy documents and planning applications help deliver the aims and objectives of the One Coventry Corporate Plan by determining the type and quantum of development needed, where this should be located, areas which should be protected, enhanced or improved and the infrastructure which should be provided. In line with the Corporate Plan, this enables the delivery of employment and investment opportunities, helping our centres to thrive, delivering a range of housing and infrastructure to meet the community's varied needs and ensuring the right facilities are in place to enable the city's profile to be raised. The SCI sets out how residents, businesses and other stakeholders and interested parties can have a say in the area in the planning processes which impact the area in which they live, work, study or visit.

6.2 How is risk being managed?

There are no risks associated with this report. The report does, however, relate to consultation processes and procedures some of which would require individual risk assessments at the appropriate time, for instance when hiring a venue for a consultation event.

6.3 What is the impact on the organisation?

No direct impact.

6.4 Equalities Impact Assessment EIA

A full Equality and Impact Assessment (ECA) was undertaken as part of developing the Local Plan. As part of that analysis, the Council had due regard to its public sector equality duty under section 149 of the Equality Act (2010).

6.5 Implications for (or impact on) climate change and the environment

There are no implications identified.

6.6 Implications for partner organisations?

There are no implications identified.

Report author:

Name and job title:

Clare Eggington
Principal Town Planner (Planning Policy)

Service

Streetscene and Regulatory Services

Tel and email contact:

Tel: 02476 972751

Email: clare.eggington@coventry.gov.uk

Enquiries should be directed to the above person.

This report is published on the council's website:

www.coventry.gov.uk/councilmeetings

Contributor/approver name	Title	Service	Date doc sent out	Date response received or approved
Contributors:				
Usha Patel	Governance Services Officer	Law and Governance	01.02.2021	01.02.2021
David Butler	Head of Planning Policy & Environment	Streetscene and Regulatory Services	01.02.2021	01.02.2021
Rob Back	Strategic Lead Planning	Streetscene and Regulatory Services	01.02.2021	02.02.2021
Names of approvers for submission: (officers and members)				
Cath Crosby	Lead Accountant, Business Partnering,	Finance	01.02.2021	01.02.2021

Clara Thomson	Planning and Highways Lawyer, Legal Services	Law and Governance	01.02.2021	02.02.2021
Andrew Walster	Director of Street Scene and Regulatory Services	-	01.02.2021	02.02.2021
Councillor D Welsh	Cabinet Member for Housing and Communities	-	04.02.2021	04.02.2021



Coventry City Council Statement of Community Involvement

Consultation draft February 2021

Statement of Community Involvement

Consultation Draft

February 2021

Contact:

Planning Policy Team

Coventry City Council

One Friargate

Coventry

CV1 2GN

E-mail:

localplan@coventry.gov.uk

Web: www.coventry.gov.uk/planningpolicy

Contents

1.0 Introduction	4
2.0 Planning Policy	5
3.0 Development Management	15
4.0 Resilience	21
5.0 Data Protection	23

DRAFT

1.0 Introduction

1.1 The Statement of Community Involvement (SCI) is legally required to be produced by councils to set out how they will engage communities in the planning process. The SCI has to be kept up to date. This version replaces the previous version which was adopted in 2012.

1.2 The SCI focuses upon the two key elements of the planning process: Planning Policy and Development Management.

1.3 Planning policy sets out the strategic context within which planning applications are considered. In this section of the SCI we set out the key documents we need to produce, and how we will engage communities when we produce these. This includes what we must do by law, and what else we will do to ensure that we reflect the local context. We also include a short section on Neighbourhood Plans. The City Council does not produce these itself but is required to support their production, so we set out what we will do.

1.4 The SCI then looks at the Development Management side of the process. This includes pre-applications (where advice can be requested to guide the production of a planning application or to give an idea of its likelihood of approval), the planning application process itself and how and when decisions are published.

1.5 We also consider resilience. The COVID-19 pandemic meant that many adopted SCIs could not be complied with fully because consultation processes depended upon events being attended in person and hard copies of documents being placed in libraries and so on. The system had to adapt and the law was temporarily changed to enable the planning process to continue, but online. This SCI makes provision for this and ensures flexibility to ensure that it can adapt to any future unforeseen circumstances.

1.6 Finally, consultation and engagement often requires the collection of personal data. We keep this to a minimum, but we handle and manage data in compliance with data protection law. You can find out more in Chapter 5.

2.0 Planning Policy

General Standards

2.1 The following general standards will be adhered to at all stages of plan making where consultation is undertaken. These will be applied to all documents produced by the Planning policy service which are to be adopted by the Council including Development Plan Documents (DPDs), Area Action Plans (AAPs) and Supplementary Planning Documents (SPDs). We will:

- Ensure consultation and engagement is in accordance with statutory provisions and in line with the relevant Regulations. This will include consultation with specified statutory bodies and other parties at the necessary stages of the policy making process;
- Publish on our website - www.coventry.gov.uk/planningpolicy all completed evidence used for developing our policy documents, including Plain English non-technical summaries where evidence is of a complex and technical nature;
- Provide a record of what evidence has been commissioned and the expected date for completion and publication of this;
- Publish our Local Development Scheme (the project timetable for producing all our planning policy documents) on our website at the above link. We will update this at least annually, or when there are significant changes to the timescales or plans being prepared. We will report on progress through our annual Authorities Monitoring Report which we also publish on the same web page;
- Place Planning Policy consultation documents on the Council website together with any supporting information needed to enable people to understand what they are being asked to comment on and state where and when documentation can be inspected;
- Make full use of online consultation methods as the primary means of notification, engagement and involvement, unless otherwise required due to legislation or where specific needs are identified to assist individuals or groups with inclusive participation;

- Ensure that documents are publicised and made available as required by the relevant legislation. Libraries and other public venues within the city may be used if they would help the local community access information which is relevant to the particular consultation or if particular venues are required in order to comply with legislation. However, in extreme circumstances (such as a global pandemic) this might not be an available option and so full use of electronic versions of material will always be made available on the Council's website. This detailed further in Section 4, which covers matters of resilience.
- Contact specific consultees as set out in the relevant legislation and those who have asked to be included on the Planning Policy consultation database, and invite them to make representations, advising where and when the relevant material can be inspected, how copies can be obtained, the closing date for representations and where to send any representations;
- Use the Council's website and social media channels to raise awareness of consultation programmes and how to engage;
- Consider the use of adverts and/or press releases to local newspapers circulating in the area, if those documents are known to achieve reliable circulation and would help a community access information on a consultation which would be relevant to them, advising where and when the relevant material can be inspected, how copies can be obtained, the closing date for comments and where to send these;
- Provide appropriate advice and information to the public as requested;
- Produce a report summarising consultation methods, representations made and Council responses (whether requiring a change to the document or not).

Plan Making Standards (additional to our General Standards)

Local Plan and Area Action Plans (AAPs)

2.2 The Local Plan provides the key local statutory planning policy framework for the area covered by Coventry City Council. Area Action Plans have the same formal status but focus upon a targeted area such as a city centre for example. Effective community and stakeholder involvement in their preparation are therefore highly important. The production of these documents must comply with a number of statutory stages, and these are set out below, along with details on how we will consult in addition to our 'general' standards.

Regulation 18: preparation of a Local Plan

2.3 This statutory stage, also known as the 'survey' stage, requires the Council to consult about the scope of the proposed Local Plan. What geographic area will it cover and what should that plan address in terms of town planning. Usually, this will be done in the form of an 'issues', 'scope' or 'issues and options paper'. For this stage we will:

- Discuss the scope of the plan, and issues needing to be addressed (and options for dealing with these where applicable) with partners and with existing forums/groups;
- Arrange events and/or workshops to discuss issues and proposals. Place emphasis on understanding community views at early stage of plan making and explore and resolve conflicts as far as possible;
- Agree strategic matters which need to be addressed beyond the Local Authority boundaries through the statutory Duty to Co-operate and initiate Statements of Common Ground.

Preparation of Draft Local Plan

2.4 This is a non-statutory stage and will not apply for all Local Plans as consultation needs to be proportionate to the scope and matters being dealt with by the specific plan. Where a draft Local Plan (which may sometimes be called 'preferred options' or similar) is produced we will:

- Seek consensus in any emerging planning policy positions via discussion with partners and in existing forums/groups and in events and/or workshops;
- Arrange events and/or workshops to discuss issues and proposals.

Regulation 19 Stage: Publication of Local Plan

2.5 Before submitting the Local Plan to the Government for independent examination, the Council must publish all material to be submitted. This includes the final draft of the Plan. Comments (representations) can be made but the process at this stage is, by law, very formal. Comments must focus on whether the plan can be

considered 'sound', which is defined as being 'positively prepared, justified, effective and consistent with national policy'. For this stage we will:

- Send a statement of the representations procedure and a statement of the fact that the proposed submission documents are available for inspection and the times at which they can be inspected to all of the consultees that were invited to comment in earlier plan making stages;
- Publish for a six-week consultation period in accordance with legislative requirements;
- Seek views on whether the document is legally compliant and sound;
- Agree and finalise Statements of Common Ground as required by Planning Practice Guidance under the statutory Duty to Co-operate.

Submission of Local Plan

2.6 The Council must submit the Local Plan and accompanying documents to the Government via the Planning Inspectorate. The Council will:

- Submit the document and relevant supporting information to the Secretary of State for independent examination.
- Notify statutory consultees and others who have requested to be informed when the document is submitted and where copies can be inspected.

Examination of Local Plan

2.7 An Inspector, appointed by the Secretary of State, will examine the document. The Inspector will consider whether the preparation of the plan has been legally compliant. All management of the examination process is now undertaken by a Programme Manager who runs the process on behalf of the Planning Inspector. They will:

- Publish details of the time and place at which the Independent Examination is to be held and the name of the Inspector.
- Notify those who made representations at the Publication stage (and have not withdrawn their representations) of relevant matters the Inspector will discuss at the Examination Hearings. If the Plan is legally compliant the inspector will

then consider whether the document is 'sound'. (It will be considered sound if it is positively prepared, justified, effective and consistent with national policy).

- Publish documents relevant to the Independent Examination on specific examination pages on the Council's website.

Publishing the Inspector's report

2.8 The Inspector will make the report as concise as possible while ensuring it is adequately reasoned. Once in receipt and all checks have been made, the Council will:

- Publish the Inspectors recommendations and reasons for those recommendations as set out in legislation including publication on the Council's website. The Inspector who carried out the Independent Examination will produce and publish an Inspector's Report.
- Notify those who have requested to be notified of the recommendations, that the recommendations are available. The Inspector will recommend that the document is: 'adopted'; 'adopted with recommended modifications' (if the Council asks the Inspector to suggest modifications to make the document sound); or 'not adopted'.

Adopting the Local Plan or AAP

2.9 The Council will need to formally approve (adopt) the Local Plan (or AAP) at this stage. Once the Plan has been adopted in accordance with all statutory and local requirements, the Council will:

- Publish the Local Plan (or AAP) Document, Adoption Statement, Sustainability Appraisal and details of where and when the document can be viewed.

2.10 If the document is recommended for adoption (with or without recommended modifications) the Council will consider the Inspector's report and whether it wishes to adopt the document as recommended by the Inspector.

- Send a copy of the adoption statement to the Secretary of State.

- Send copy of the Adoption Statement to anyone who has asked to be notified of the adoption of the document.

2.11 If the Council decides to adopt the document, this will be by the Full Council, with any main modifications as required

- Use local media/press to advertise the adoption of the Local Plan Document;
- Where applicable, incorporate Main Modifications suggested by the Inspector to ensure the plan is sound and potentially additional modifications (any additional modifications must not materially affect the policies, ie change their meaning).

2.12 It should also be noted that there is a requirement to review Local Plans five years from adoption to see if any policies need to be updated. If they do not, the Council must publish its reasons for this decision. If policies do need reviewing, then the processes for consulting on a Local Plan will be followed as set out above and in line with statutory procedures.

Supplementary Planning Documents (SPDs)

2.13 SPDs are produced to support and elaborate the policies contained in the Local Plan. They provide additional information and policy guidance to support the implementation of a policy. The procedures for SPD preparation are more straightforward than for the Local Plan or an AAP. The Council will apply the general standards for planning policy consultation and apply specific SPD requirements as set out below:

- Consult for no less than 4 weeks (as this is a statutory requirement) and no more than 6 weeks - in most cases the Council will seek to undertake formal consultation for 6 weeks.
- If consultation responses require substantial changes to the document, carry out a further round of consultation seeking views on the amendments.

Adoption

2.14 Once the SPD has been approved by the Councils cabinet, we will:

- Post details of the adoption of the final SPD, and information on how to obtain copies of the SPD and the appropriate Cabinet report on the planning policy pages of the website.

Neighbourhood Planning

2.15 There are three main mechanisms for Neighbourhood Planning:

- Neighbourhood Plans,
- Neighbourhood Development Orders and
- Community Right to Build.

Each enables a community to achieve different things.

2.16 **Neighbourhood Plan** is a way of helping local communities to influence the planning of the area in which they live and work. It can be used to:

- Develop a shared vision for a neighbourhood.
- Choose where homes, shops, offices and other development may be built.
- Identify and protect important local green spaces.
- Influence what new buildings should look like.

2.17 **Neighbourhood Development Order** can help to implement a shared vision by granting planning permission to certain types of development in certain locations, without the need to submit a planning application to the Local Planning Authority. A Neighbourhood Development Order can apply to all of a Neighbourhood Plan area, or a particular site within the neighbourhood.

2.18 **The Community Right to Build (CRTB)** allows local communities to undertake small scale, site-specific, community-led developments. It is a particular type of Neighbourhood Development Order which allows community organisations in some cases to bring forward small scale development on specific sites without following the

usual planning permission process. However, a CRTB need to be in conformity with the Local Plan and, if applicable, the Neighbourhood Plan for any given area. A CRTB needs to relate to an approved Neighbourhood Area. As with Neighbourhood Plans and Development Orders, a CRTB is subject to an independent examination and a referendum and the Local Authority needs to be involved in these stages in the same way.

2.19 The process for preparing a Neighbourhood Plan and a Neighbourhood Development Order is similar. Unlike Local Plans, Neighbourhood Plans and Neighbourhood Development Orders are not prepared by the local planning authority. There are two types of 'qualifying body' that can prepare a Neighbourhood Plan or a Neighbourhood Development Order:

- Parish and Town Councils: In areas where a Parish or Town Council exists, these are the organisations which will usually be responsible for a Neighbourhood Plan, but other parts of the community may prepare a plan if they are established as a neighbourhood area. A Neighbourhood Plan can, but does not have to, cover the whole area of the parish or town.
- Neighbourhood Forums: Where a parish or town council does not exist, community members, including those with business interests in the area, can come together to create a neighbourhood forum. Only one neighbourhood forum is allowed to exist for each neighbourhood to be covered by a Neighbourhood Plan.

2.20 Consultation and community involvement are important elements in the Neighbourhood Planning process. At the issues and draft plan stages, this will be the responsibility of the plan making body, but the City Council has a significant role at the other stages identified below, including the proposed Neighbourhood Plan Area, the proposed creation of a Neighbourhood Plan Forum, the Independent Examination and the Local Referendum.

2.21 The requirements for consultation are set out in the 2012 Town And Country Planning, England - The Neighbourhood Planning (General) Regulations 2012 (as amended), In each case, the regulations refer to the need for the Council to: *"publicise..... on their website and in such other manner as they consider is likely to bring the area application to the attention of people who live, work or carry on business in the area to which the area application relates"*

The NPPG explains the Neighbourhood Plan system including the key stages and considerations required and the Neighbourhood Planning Act 2017 updates the legislative requirements.

The Council's role in Neighbourhood Planning

2.22 The planning policy pages on the Council's website will be used to provide further information and keep stakeholders up to date, including a dedicated web page. The Council will ensure the Qualifying Body preparing a Neighbourhood Plan, Neighbourhood Development Order or CRTB is informed by email as to where the evidence base is located and when it has been updated and where the Local Development Scheme (the project timetable for Local Plan documents) is located and when it has been updated.

2.22 The Council will make available Neighbourhood Planning guidance to Parish Councils and Neighbourhood Forums.

2.23 The Council will not produce a Neighbourhood Plan, Neighbourhood Development Order or CRTB on behalf of a local community but will give assistance and advice to Qualifying Bodies in the plan preparation process to facilitate proposals, including advice on consultation.

2.24 The Council, as the Local Planning Authority will, if requested, administer the formal designation of Neighbourhood Area(s) to be covered by Neighbourhood Plan(s).

2.25 The Council will check a draft Neighbourhood Plan, Neighbourhood Development Order or CRTB to ensure that it meets all the relevant legislation and regulations and that it generally conforms to the strategic elements of the Local Plan.

2.26 Subject to the above, the Council will arrange for an independent examination of a Neighbourhood Plan, Neighbourhood Development Order or CRTB. If the plan passes an examination, the Council, as Local Planning Authority, will arrange a local referendum.

2.27 If the referendum supports the document in securing more than 50% of the returned votes, the Council will adopt it as part of the overall development plan (which includes the Local Plan). Should post-adoption modifications become necessary, the Council will offer guidance and support on the process.

2.28 Other means of stimulating community involvement, as outlined in this SCI, will be used according to local circumstances. Parish Councils and Neighbourhood Forums will be encouraged to apply the principles set out in the SCI to their own consultation and community engagement programmes.

DRAFT

3.0 Development Management

3.1 Development Management consider the detailed proposals that are submitted to Coventry City Council for determination and investigate any breaches of planning control.

3.2 Application proposals submitted to the Council are considered against current legislation, national guidance, the Development Plan and relevant adopted Supplementary Planning Guidance (SPG)/Supplementary Planning Documents (SPD).

3.3 The Government has set out minimum standards for consultation on planning applications in the National Planning Practice Guidance and Article 15 of the Town and Country Planning (Development Management Procedure) Order 2015 (DMPO) as amended. There are three categories of application, which require differing levels of publicity:

- All applications subject to an environmental assessment. All applications which are a departure from the Development Plan and all applications affecting public rights of way are required to be publicised by the display of a notice on the site for a minimum of 21 days excluding bank holidays, and by the placing of an advertisement in a local newspaper. This is in addition to any of the requirements pertinent to the scale of the development set out in the DMPO.
- Applications defined as “major” applications by the DMPO are required to be publicised by the display of a site notice or letters written to adjoining owners/occupiers of land, and by placing an advertisement in a local newspaper.
- If an application does not fall in the above categories, then it is required to be publicised by the display of a site notice **or** by letter to adjoining occupiers/owners.

3.4 Applications for listed building consent, applications affecting the setting of a listed building, or the character or appearance of a conservation area require

publicity by way of a site notice and a newspaper advertisement. The requirements for publicity are set out in Regulation 5 and 5A of the Listed Buildings and Conservation Area Regulations 1990 (as amended).

General advice and assistance

3.5 A wealth of information on the Council's development management functions including validation requirements can be obtained on the website:

www.coventry.gov.uk/planningapplications

3.6 The Planning Portal is an online planning, appeals and building regulations resource for England and Wales and also provides advice and services for the public and professionals: www.planningportal.co.uk

Pre-application Consultation

3.7 The Government's National Planning Policy Framework (2019) emphasises the importance of community involvement in shaping development proposals. Paragraph 128 states: "Design quality should be considered throughout the evolution and assessment of individual proposals. Early discussion between applicants, the local planning authority and local community about the design and style of emerging schemes is important for clarifying expectations and reconciling local and commercial interests. Applicants should work closely with those affected by their proposals to evolve designs that take account of the views of the community. Applications that can demonstrate early, proactive and effective engagement with the community should be looked on more favourably than those that cannot.'

3.8 The benefits of pre-application engagement by prospective applicants are also made clear in the Government's National Planning Practice Guidance. It sets out how pre-application engagement can improve both the quality of planning applications and the likelihood of success by:

- Working collaboratively and openly with interested parties at an early stage to identify, understand and seek to resolve issues associated with a proposed development;

- Discussing the possible mitigation of the impact of a proposed development, including any planning conditions;
- Identifying the information required to accompany an application, thus reducing the likelihood of delays in registering the submitted application.

3.9 It also recognises that the approach to pre-application engagement needs to be tailored to the nature of the proposed development and the issues to be addressed. The Council has adopted a pre-planning application advice protocol which can be found on the Council's Website.

https://www.coventry.gov.uk/info/110/planning/3082/preapplication_advice_for_planning_highways_and_drainage.

3.10 The Council will offer pre-planning application advice upon completion of the pre-application advice form (and relevant accompanying information) and receipt of the pre-application advice fee. The Council will not commence work on the pre-planning application advice enquiry until the fee and information has been received. In-line with national guidance, Coventry City Council will strongly encourage applicants to involve local communities at pre-application stage.

How Planning Applications are decided

3.11 Applications submitted to the Council are registered, acknowledged and validated. Once an application is accepted as valid it is recorded on the planning register that the Council is required to maintain and make available for inspection. The register is available on the website via the planning pages. <http://planning.coventry.gov.uk/portal/servlets/ApplicationSearchServlet>. Application documents are available for download. Computers are available at the Council's Libraries for website access and Broadgate. Interested parties can also check the progress of an application via the same web pages.

3.12 A weekly list of planning applications can be viewed on the Council's website via the planning pages. A link to the webpage is sent to the local press and Ward Members. Once a valid application has been received the Council's arrangements for publicity and notification will never be less than the statutory minimum set out in the Development Management Procedure Order 2015 (and its amendments). In addition

to this, wherever possible, a draft agenda will be published on the website 14 days before the Committee.

3.13 Where neighbour notification is required standard letters are sent to immediate neighbours. The statutory consultation period is 21 days. If significant material amendments to plans or other details are received during the course of processing the application, the persons notified and/or those who have commented on the application thus far will be re-notified and given a minimum of 7 days to make any representations. This will not be necessary, if, for example, material amendments reduce the scale of proposals to make it acceptable. Where an initial comment has been received and an email address is provided any re-notification on the same application will be via email, written comments will be notified by letter.

3.14 Statutory consultees are also consulted. Exactly which body is consulted depends on the nature of the application but includes organisations such as the Environment Agency or Historic England for example. There are also a significant number of non-statutory bodies which the Council may consult in appropriate circumstances. The DMPO sets out statutory consultation requirements.

3.15 Certain types of application do not require consultation with anyone under the legislation such as non-material amendments. This process is only generally used where the change is small relative to the size of the overall development or where the change would have no impact to anyone. We are not required to consult on condition compliance applications - this is when details are submitted to the Council to confirm the details submitted for the purposes of any 'conditions' placed on a planning permission; for 'prior notifications' in relation to certain types of development; and, in relation to certificates of lawfulness for proposed development, where the application is seeking a determination of whether or not the development needs planning permission.

3.16 During the consultation period, representations received should raise material planning considerations to carry any weight in the determination of the application, which is set out on the Council's website:

www.coventry.gov.uk/info/110/planning/801/planning_and_consultation_advice/2

The considerations must also fairly and reasonably relate to the application concerned. The Council encourages representations to be submitted through the

Councils online portal. All representations must be made in writing or by email giving the name and address of the respondent. Verbal representations cannot be considered in the determination of an application. Any representations received which refer to material planning considerations either for or against the proposed development will be considered.

3.17 The Council aims to determine planning applications within statutory time limits (usually major applications within thirteen weeks and other planning applications within eight weeks). Most planning applications are determined under delegated powers. The scheme of delegation can be found on the Councils website:

<https://edemocracy.coventry.gov.uk/documents/s48868/Part%20%20-%20Scheme%20of%20Delegation.pdf>

3.18 In cases where applications are reported to Planning Committee, the Case Officer prepares a report for the Committee that outlines the proposal, sets out consultation replies, assesses the relevant issues and makes a recommendation.

3.19 The Council will not as a matter of course reply to or acknowledge representations made but will not determine a planning application until the public consultation period relevant to the application has expired. Any person who has commented on a proposal will be notified if an application is to be reported to Committee for determination. Information on public speaking at Planning Committee, the dates, times and locations of the Planning Committee meetings can be found on the website.

Table 1: Publicity on planning and heritage applications

Type of Application	Publicity Method (Statutory requirement)			
	Site Notice	Neighbour notification letter	Press Notice	Website
Minor applications	Discretionary	✓		✓
Major applications (including outline and reserved matters)	✓	✓	✓	✓
Applications requiring EIA	✓	✓	✓	✓
Applications affecting listed building or conservation area	✓	✓	✓	✓
Advertisement consent	✓	Discretionary		✓
Trees Preservation Order applications	✓	✓		✓
Notification of works to Trees in a Conservation Area	Discretionary	Discretionary		✓
Non-material amendments	No notifications carried out			✓
Prior approval applications	Discretionary	✓		✓
Lawful Development Certificate applications (existing)				✓
Lawful Development Certificate applications (proposed)	No notifications carried out			✓
Discharge of conditions applications	No notifications carried out			

4.0 Resilience

4.1 Legislation sets out the minimum standards for publicity and consultation on planning applications and plan-making. The Council will always aim to meet these requirements. As the Covid-19 pandemic has shown, however, there may be exceptional circumstances where legislation makes temporary provision to allow Councils to deviate from their adopted SCI. At the time of preparing the SCI, many of the procedures proposed (such as face to face events for example) would not be appropriate due to government restrictions. The following paragraphs set out the Council's temporary provisions to enable work to be progressed where a pandemic prevents or restricts social interaction, in line with any government legislation which is applied at that time.

Planning Policy Documents

4.2 We have identified that providing physical documents for inspection would be inconsistent with the Government's Covid-19 legislation and guidance regarding staying at home and social distancing. Therefore, our main means of communication will be to provide access to documents on our website for the purposes of consultation although different formats can still be provided upon request. Communication and publicity will be via electronic means. However, this is only a temporary measure whilst the impacts of COVID-19 are limiting the deployment of our full suite of consultation approaches.

4.3 Use of social media and online technology may be a 'best fit' alternative to face to face engagement through means such as online exhibitions, 'virtual' drop-in events on video platforms e.g. Microsoft Teams and presentations at 'virtual' committee meetings and public meetings. The effects of COVID-19 on consultations will be kept under review in light of Government guidance and consultations will take place in a manner appropriate for that time.

Planning Applications

4.4 In response to the Covid-19 pandemic the government published temporary legislation www.legislation.gov.uk/ukSI/2020/731/made and planning practice

guidance www.gov.uk/guidance/coronavirus-covid-19-planning-update#publicity-and-consultation-for-planning-applications in respect of the publicity and consultation requirements for planning applications.

4.5 This provides local planning authorities the flexibility to take other reasonable steps to publicise applications if they cannot discharge the specific requirements for site notices, neighbour notifications or newspaper publicity. Any such steps should notify people who are likely to have an interest in the application and provide detail of where further information about it can be viewed online. This could include, for example, the use of social media and other electronic communications and must be proportionate to the scale and nature of the proposed development.

Openness and transparency

4.6 We aim to make the planning application process as open and transparent as possible. We publish application information on the Council's website so that people can make comments. We do not publish neighbour comments online although we may refer to them within the case officer/committee reports. Redacted copies of neighbour comments will be made available on request. The website provides guidance on privacy:

www.coventry.gov.uk/info/107/planning_and_development/3212/planning_privacy_notice

4.7 Any updates with regard to planning and Covid-19 can be found at:

www.gov.uk/guidance/coronavirus-covid-19-planning-update

5.0 Data Protection

5.1 For many aspects of our standards regarding engagement, involvement and consultation methods relating to the planning process will require the need to gather personal data. Our reasons for this, and the type of data required will vary depending upon the procedure and stage in the process.

5.2 When we collect such data, we will ensure that we do so in a clear and legally compliant manner to fulfil the requirements of Data Protection law. The relevant Fair Processing Notices (also known as Privacy Notices) can be found on the data protection pages of the Councils website:

[www.coventry.gov.uk/info/248/freedom of information and environmental information regulations/3179/coventry city council privacy notice/15](http://www.coventry.gov.uk/info/248/freedom_of_information_and_environmental_information_regulations/3179/coventry_city_council_privacy_notice/15)

DRAFT

If you need this information in another format or language
please contact us

Telephone: (024) 7683 1109

e-mail: localplan@coventry.gov.uk



Coventry City Council

Briefing note

To: Community and Neighbourhoods Scrutiny Board (4)

Date: 18th March 2021

Subject: Highway Maintenance Capital Funding - Challenge Fund Delivery

1 Purpose of the Note

- 1.1 To update the Community and Neighbourhood Scrutiny Committee (4) on the progress of the delivery of £2.06m funding from the Department of Transport's (DfT) Challenge Fund.
- 1.2 To update the Committee on the reporting process to the West Midlands Combined Authority (WMCA).

2 Recommendations

- 2.1 The Communities and Neighbourhoods Scrutiny Board are recommended to:
 - 1) Note the progress on delivering the Challenge Fund programme.
 - 2) Identify any recommendations for the Cabinet Member

3 Background and Current Position

- 3.1 In October 2019 the WMCA constituent authorities submitted an Expression of Interest (EOI) to DfT seeking a proportion of the £100m Challenge Fund Tranche 2b pot. The Challenge Fund was subsequently allocated by formula distribution and the WMCA area received £16.488m.
- 3.2 DfT confirmed additional funding allocations on the 15th May 2020 for the Highways Maintenance Challenge Fund to the WMCA area. This funding is for highway maintenance activity and the allocation made available to Coventry as Highway Maintenance Block is £2.060m.
- 3.3 The Challenge fund bid was based on the EOI and following a meeting of the West Midlands Highway Infrastructure Managers Group (HIMG) in May 2020, the WMCA decided that the funding should be spent in line with the business case of the EOI. This was predicated on improving roads and pavements on bus routes which use the unclassified road network across the West Midlands.
- 3.4 A report was taken to CCC Cabinet in August 2020, to seek approval to spend the £2.06m funding as an additional resource to the Transportation and Highways Capital Investment Programme. The report is attached at Appendix 3.

- 3.5 Within Coventry the study showed that Coventry's pavements are in greater need of maintenance than roads, on the lengths of the routes submitted.
- 3.6 A previous study by Coventry Highways Officers identified locations where there are likely to be a higher proportion of vulnerable residents based on areas of sheltered housing and proximity to GP surgeries, health centres, shops, churches and meeting halls. This data has been mapped against the data collected for the EOI to target the additional funding on those pavements more likely to be used by vulnerable people.
- 3.7 To date 12 sites are completed as can be seen in Appendix 1. Work has progressed at a good pace over the last few months despite the challenges of Covid restrictions. The work has been delivered through our Highways Operations Civil Engineering Support Framework (CESF).
- 3.8 The work has principally involved removing old paving and replacing with safe tarmac surfacing. Some existing tarmac sites are being refreshed with a new surface treatment.
- 3.9 Progress is reported to the WMCA on a monthly basis, via mapping data and spreadsheets.
- 3.10 Before and after photos provide a great visual of the improvements made by the funding and can be seen at Appendix 2.

4 Appendices

- 4.1 Appendix 1 – List of Approved Sites and current status
- 4.2 Appendix 2 - Before and after photos
- 4.3 Appendix 3 – Transportation and Highways Supplementary report August 2020.

Neil Cowper

Head of Highways

Transportation and Highways

neil.cowper@coventry.gov.uk

02476 972065

APPENDIX 1

Community and Neighbourhood Scrutiny Committee (4) Challenge Fund update information

Transportation & Highways Additional Capital Programme 2020/21

Road Name	Ward	Completed/in progress/programmed
Attoxhall Road	Wyken	Completed
Avon Street	Upper Stoke	Completed
Belgrave Road	Wyken	Completed
Bredon Avenue	Binley & Willenhall	In progress
Deerdale Way	Binley & Willenhall	Completed
Exminster Road	Cheylesmore	In progress
Fenside Avenue	Cheylesmore	Completed
Harry Rose Road	Wyken	Completed
Langbank Avenue	Binley & Willenhall	In progress
Longfellow Road	Lower Stoke	Completed
Mantilla Drive	Wainbody	Completed
Princethorpe Way	Binley & Willenhall	In progress
Quorn Way	Binley & Willenhall	Completed
St James Lane	Binley & Willenhall	In progress
Wallace Road	Bablake	Completed
Whitaker Road	Whoberley	In progress
Willenhall Lane	Binley & Willenhall	In progress
William Bristow Road	Cheylesmore	Completed
Winsford Avenue	Whoberley	Completed

All sites are programmed for completion by the 31st March 2021.

This page is intentionally left blank

Longfellow Road

Before



Longfellow Road

After



Mantilla Drive

Before



Mantilla Drive

After



Quorn Way

Before



Quorn Way

After



Cabinet

25th August 2020

Name of Cabinet Member:

Cabinet Member for City Services – Councillor P Hetherton

Director approving the report:

Director for Transportation and Highways

Ward(s) affected:

All

Title:

2020/21 Transportation and Highway Maintenance Capital Programme – Additional Funding

Is this a key decision?

Yes – Affects all wards across the city

Executive summary:

This report is supplementary to the 2020/21 Transportation and Highway Maintenance Capital Programme report of 10th March 2020, and is the result of an additional funding block from Central Government's Challenge Fund for the maintenance and enhancement of the City's Highway infrastructure.

The basic principles for the spend of the additional funding are:

1. Focus on improving pavements, predominantly used by vulnerable residents, from place of residence to destination point.
2. Continue the programme of rectifying damage and maintaining the City's pavements, through a prioritised programme based on the Council's Highways Asset Management plan.

Recommendations:

The Cabinet is requested to:

1. Approve £2.06m be added to the 5-year capital programme.
2. Approve the 2020/21 additional programme of schemes detailed in paragraph 2.6, Table 1 of the report.

3. Delegate authority to the Cabinet Member for City Services, to approve any changes to the additional 2020/21 programme.

List of Appendices included:

None

Background papers:

None

Other Useful Documents:

Report to Cabinet dated 10th March 2020 – entitled ‘2020/21 Transportation and Highway Maintenance Capital Programme’ - www.coventry.gov.uk/councilmeetings

Has it or will it be considered by scrutiny?

No

Has it, or will it be considered by any other council committee, advisory panel or other body?

No - The City Council's five-year capital programme was approved by Full Council on 19th February 2019.

Will this report go to Council?

No

Report title: 2020/21 Transportation and Highway Maintenance Capital Programme – Additional Funding

1. Context (or background)

- 1.1 This report sets out schemes to be added to the capital programme following additional Highways Maintenance funding from Government in May 2020.
- 1.2 As part of the West Midlands Devolution Deal, highways maintenance funding is distributed as part of a consolidated local transport budget under the control of the West Midlands Combined Authority (WMCA) Elected Mayor.
- 1.3 In October 2019 the WMCA constituent authorities submitted an Expression of Interest (EOI) to the Department of Transport (DfT) seeking a proportion of a £100m Challenge Fund pot. The EOI was based on improving roads and pavements on the unclassified road network.
- 1.4 The Challenge Fund is a mechanism used by DfT for Highway Authorities to compete for additional funding of their assets, through submission of detailed business cases.
- 1.5 In May 2020 the Government decided not to continue with the Challenge Fund bidding process and instead allocated by formula distribution, with the WMCA area receiving £16.488m.
- 1.6 This funding is intended to be used by Local Authorities as a way of preventing potholes forming through proactive maintenance. A key priority of the EOI was a focus on unclassified roads, where the effects of under investment is most evident across the West Midland Authority.

2. Options considered and recommended proposal

- 2.1 DfT confirmed additional funding allocations on the 15th May 2020 for the Highways Maintenance Challenge Fund to the WMCA area. This funding is for critical highway maintenance activity.
- 2.2 Based on the EOI submission the allocation made available to Coventry as Highway Maintenance Block is £2.060m.
- 2.3 Following a meeting of the West Midlands Highway Infrastructure Managers Group (HIMG) in May, the WMCA decided that the funding should be spent in line with the business case of the EOI. This is predicated on improving roads and pavements on bus routes which use the unclassified roads across the West Midlands.
- 2.4 Within Coventry the study showed that Coventry's pavements are in greater need of maintenance than roads on the lengths of the routes submitted. Where there is a need for road repairs these will be attended to as part of the work.
- 2.5 A previous study identified locations where there are likely to be a higher proportion of vulnerable residents based on areas of sheltered housing and proximity to GP surgeries, health centres, shops, churches and meeting halls. This data has been mapped against the data collected for the EOI to target the additional funding on those pavements more likely to be used by vulnerable people.

2.6 Improvements to these routes will help to meet the following objectives:

- 2.6.1 Having a positive impact on local communities.
- 2.6.2 Encouraging walking on safe pavements.
- 2.6.3 Improving pavements in the locality of bus stops.
- 2.6.4 Reducing further maintenance liability on the Council.
- 2.6.5 Increasing mileage of renewed pavements in the City.

2.7 Approval is sought for those schemes in Table 1 which shows the sites where the objectives above are best met. Exact scope of the works at each site is in development with the Highways team. All schemes are pavement works and are for discrete lengths of the sites listed.

Table 1 Transportation & Maintenance Additional Capital Programme 2020/21

Road Name	Ward
Attoxhall Road	Wyken
Avon Street	Upper Stoke
Belgrave Road	Wyken
Bredon Avenue	Binley & Willenhall
Deerdale Way	Binley & Willenhall
Exminster Road	Cheylesmore
Fenside Avenue	Cheylesmore
Harry Rose Road	Wyken
Langbank Avenue	Binley & Willenhall
Longfellow Road	Lower Stoke
Mantilla Drive	Wainbody
Princethorpe Way	Binley & Willenhall
Quorn Way	Binley & Willenhall
St James Lane	Binley & Willenhall
Wallace Road	Bablake
Whitaker Road	Whoberley
Willenhall Lane	Binley & Willenhall
William Bristow Road	Cheylesmore
Winsford Avenue	Whoberley

3. Results of consultation undertaken

3.1 In all cases, no scheme will be implemented without appropriate consultation being undertaken to ensure that all interested parties are involved in the process and that anticipated funding is secure.

4. Timetable for implementing this decision

4.1 The programme of schemes will be implemented throughout the 2020/21 financial year. The exact timing of individual schemes will depend on how well developed they are, and feedback from consultation. It is anticipated that all budgets described in the programme will be spent by the end of March 2020.

5. Comments from the Director of Finance and the Director of Law and Governance

5.1 Financial implications

The core funding for the Transportation and Maintenance Capital Programme totalling £7.071m was approved by Council on 10th March 2020. This programme is supplemented by additional capital grant funding from Central Government's Challenge Fund to the tune of £2.06m, which will be added to the 5-year capital programme with full delivery by 31st March 2021

5.2 Legal implications

The Council is under various statutory duties relevant to this report which include:

- (a) Maintaining the City's adopted highway network and associated structures;
- (b) Managing the City's road network to secure the expeditious movement of traffic;
- (c) Promoting/encouraging safe, integrated, efficient and economic transport facilities and services in conjunction with the ITA;

The Council also has various statutory powers which allow it to improve or add to the existing highway/traffic management infrastructure.

Any contracts required for completion of the works will be procured and awarded pursuant to EU/UK procurement rules and the Council's own Rules for Contracts.

6. Other implications

6.1 How will this contribute to achievement of the council's Plan?

The programme will help to address Council Plan objectives such as poor air quality and climate change by encouraging more sustainable forms of transport such as walking, cycling and public transport, promoting the City Councils 'Age Friendly' aspirations

Schemes such as maintenance programme will help to address the Plan priority of making streets and open spaces more attractive and safe places to walk.

6.2 How is risk being managed?

For each programme/scheme, there are nominated project sponsors and managers who will be held accountable for delivery. The governance arrangement will be for the capital programme to be overseen by a board comprising the Director (Transportation and Highways), service manager (project sponsor) and financial officers. The project managers collectively form the capital programme team which will ensure that the programme is delivered on time, to budget and to an appropriate standard. The findings and recommendations of the board will be reported to the responsible cabinet member/s via established briefing and reporting mechanisms as appropriate. In addition, summary updates are provided to Cabinet as part of the quarterly budgetary control process.

To manage physical risks, the Construction and Design Management (CDM) process is also used for all appropriate schemes (larger schemes which meet certain criteria) to ensure that risks are designed out and that construction takes place by an approved contractor in a safe way.

6.3 What is the impact on the organisation?

The programme will be delivered using existing resources where possible.

6.4 Equalities / EIA

An equality impact assessment was carried out during the formulation of the West Midlands Strategic Transport Plan.

6.5 Implications for (or impact on) climate change and the environment

The programme will have a beneficial impact on the environment as many schemes are designed to encourage sustainable forms of travel such as walking, cycling and public transport, as well as schemes to reduce congestion and improve the public realm.

6.6 Implications for partner organisations?

The implementation of the programme will have a positive impact on businesses and the general population of the City through improvements to road maintenance and the wider transport network. The Coventry and Warwickshire Local Enterprise Partnership (LEP) has identified transport as a high priority to support economic growth.

Report Author

Name and job title:

Neil Cowper
Head of Highways

Service:

Transportation and Highways

Tel. and email contact

Tel: 024 7697 2065

Email: neil.cowper@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Service	Date doc sent out	Date response received or approved
Contributors:				
Colin Knight	Director Transportation and Highways	Transportation and Highways	16/7/20	23/7/20
Neil Cowper	Head of Highways	Transportation and Highways	16/7/20	22/7/20
Tracy Cowley	Technical Services Manager	Transportation and Highways	16/7/20	22/7/20
Deborah Severs	Divisional Support Manager	Transportation and Highways	16/7/20	22/7/20
Michelle Salmon	Governance Services Officer	Law and Governance	16/7/20	16/7/20
Names of approvers: (officers and members)				
Sunny Heer	Lead Accountant	Finance	16/7/20	16/7/20
Rob Parkes	Place Team Leader	Law and Governance	16/7/20	18/7/20
Councillor P Hetherton	Cabinet Member for City Services	-	16/7/20	22/7/20

This report is published on the council's website: www.coventry.gov.uk/councilmeetings

This page is intentionally left blank

Agenda Item 7

Communities and Neighbourhoods Work Programme 2020-21

|
Please see page 2 onwards for background to items

Last updated 08/03/2021

17th September 2020
Housing and Homelessness Update
5th November 2020
Domestic Footway Crossing Policy
17th December 2020
Average Speed Enforcement Update Overview of Highways Utilities Companies in Coventry
4th February 2021
Materials Recycling Facilities Plant Waste Collection Services – Christmas 2020 Cov Clean Streets
18th March 2021
Impact of Covid-19 on Flytipping Surveillance Project Consultation on Statement of Community Involvement Challenge Fund Pavement Refurbishment Progress Report
Possible items for 2020-21
Housing items - - Update on Housing Licensing Schemes and Enforcement - Housing Development Infrastructure - Social Housing Supply - Housing support for women experiencing multiple disadvantage Pavements and Pathways – Progress Report Residents Parking Permits Traffic Lights in the City Electric Vehicle Charging Flood risk management and drainage update report City Centre Parking Impact of VLR on utilities under highways and footpaths Christmas Waste Collection Review 2021

Date	Title	Detail	Cabinet Member/ Lead Officer
17th September 2020	Housing and Homelessness Update	To include update on the Housing and Homelessness Strategy and the Homelessness Reduction Act, Housing First and Temporary Accommodation Charging Policy. What happened over the pandemic period, what has happened since, how helping people who are struggling to pay rent, rough sleeping, money from Government, use of housing, numbers of evictions, social housing – numbers of arrears, WM housing, Midland Heart	Cllr Welsh David Ashmore/ Jim Crawshaw
5th November 2020	Domestic Footway Crossing Policy	To consider the Cabinet Report before a decision is agreed	Cllr Hetherton Neil Cowper
17th December 2020	Average Speed Enforcement Update	To look at the effectiveness of ASE Cameras following a 12-months after implementation on Ansty Road and London Road and consider future plans to increase the number of ASE Cameras in the city.	Cllr Hetherton Joel Logue
	Overview of Highways Utilities Companies in Coventry		
4th February 2021	Materials Recycling Facilities Plant	Cabinet Report – including outcome of procurement process.	Cllr Hetherton Layla Shannon
	Waste Collection Services – Christmas 2020	To review the Christmas Waste collection	Cllr Hetherton Andrew Walster Sarah Elliot
	Cov Clean Streets	Members requested a progress report on this as there was resource was allocated in the budget to deliver this project 2020/21	Cllr Hetherton Andrew Walster Sarah Elliot
18th March 2021	Impact of Covid-19 on Flytipping Surveillance Project	At their meeting on 19 th September, the Board received a report on a pilot project for surveillance of Flytipping hot spots. Members requested evaluation information when available. Due	Cllr AS Khan Craig Hickin Martin McHugh

Communities and Neighbourhoods Work Programme 2020-21

Date	Title	Detail	Cabinet Member/ Lead Officer
		to delays due to Covid – cameras were installed during September 2020	
	Consultation on Statement of Community Involvement	The Statement of Community Involvement is a statutory planning document which is currently open for consultation. SB4 will have an opportunity to comment on the draft statement as part of the consultation process.	David Butler Cllr Welsh
	Challenge Fund Pavement Refurbishment Progress Report	To provide the Board with a progress update on the implementation of the pavement refurbishment project	Neil Cowper Cllr Hetherton
Possible items for 2020-21	Housing items -	A themed meeting to look at several housing issues including the Local Plan, infrastructure levy and highways infrastructure	
	- Update on Housing Licensing Schemes and Enforcement	Requested at meeting on 17 September 2020 by SB4. Possibly March 2021 meeting.	Cllr Welsh/ Davina Blackburn
	- Housing Development Infrastructure	To look at proposals for planned housing developments and infrastructure. Specifically, to look at the timetabling of these developments and associated roads and infrastructure which will be required to support population growth and movement. To seek assurances that infrastructure will be in place before homes are occupied.	Cllr Welsh Colin Knight/ David Butler
	- Social Housing Supply	To look at how the Council can support social landlords to build social housing. Also to cover progress on a social landlords forum	Cllr Welsh
	- Housing support for women experiencing multiple disadvantage	To look at housing support for vulnerable women in the City with multiple complex needs.	Cllr Welsh Jim Crawshaw
	Pavements and Pathways – Progress Report	Using the Cabinet Report with additional detail on how the locations were identified. To be brought 2021.	Cllr Hetherton Neil Cowper

Date	Title	Detail	Cabinet Member/ Lead Officer
	Residents Parking Permits	A report considering the changes suggested to meet the income target set in the MTFS. To look at the potential repercussions of introducing changes where there are none currently.	Cllr Hetherton Paul Bowman
	Traffic Lights in the City	To receive an update on the traffic light replacement programme, with a particular focus on the use of sensors to improve traffic flow. Including pedestrian priority on lights.	Cllr Hetherton Ben Gray
	Electric Vehicle Charging	A review of the installation and usage of electric vehicle charging points across the city, including for disability scooters.	Cllr O'Boyle/ Hetherton Colin Knight Shamala Evans
	Flood risk management and drainage update report	An annual update on the flood risk management programme	Cllr Hetherton Neal Thomas
	City Centre Parking	To bring the Cabinet Report planned for Spring/Summer 2021 to SB4 to consider changes to city centre car parks	Cllr Hetherton Paul Bowman
	Impact of VLR on utilities under highways and footpaths	Members requested a report on how the installation of the VLR track would take account of utilities including fibre beneath the highways and footpaths. To be considered once a route had been confirmed	Rachel Goodyer Nicola Small Cllr Hetherton
	Christmas Waste Collection Review 2021	As requested at their meeting in Feb 2021, the Board wised to receive the outcomes of the review preferably before Christmas 2021	Andrew Walster/Sarah Elliot Cllr Hetherton