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

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**Time and Date**

10.00 am on Thursday, 13th March, 2025

**Place**

Diamond Rooms 1 and 2 - Council House

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1. **Apologies and Substitutions**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 10)
  - a) To agree the Minutes of the previous meeting held on 30<sup>th</sup> January 2025
  - b) Matters arising
4. **Conservation Areas** (Pages 11 - 20)

Report of the Director of City Services and Commercial.
5. **Food Waste Collection** (Pages 21 - 36)

Report of the Director of City Services and Commercial.
6. **Work Programme 2024/2025** (Pages 37 - 40)

Report of the Director of Law and Governance.
7. **Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved**

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

Wednesday, 5 March 2025

Note: The person to contact about the agenda and documents for this meeting is Asher Veness Email: [asher.veness@coventry.gov.uk](mailto:asher.veness@coventry.gov.uk)

Membership: Councillors S Agboola (By Invitation), M Ali (Chair), R Bailey, B Christopher, G Hayre, P Hetherton (By Invitation), L Kelly, J McNicholas, E Ruane, T Sawdon and R Thay

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**Asher Veness****Email: [asher.veness@coventry.gov.uk](mailto:asher.veness@coventry.gov.uk)**

**Coventry City Council**  
**Minutes of the Meeting of Communities and Neighbourhoods Scrutiny Board (4)**  
**held at 10.00 am on Thursday, 30 January 2025**

Present:

Members:

Councillor M Ali (Chair)  
Councillor J Gardiner (sub Councillor R Bailey)  
Councillor G Hayre  
Councillor R Lakha (sub Councillor B Christopher)  
Councillor J McNicholas  
Councillor E Ruane  
Councillor R Thay  
Councillor CE Thomas (sub Councillor L Kelly)

Other Members:

Councillors:  
N Akhtar (Cabinet Member for Housing and Communities)  
S Agboola (Deputy Cabinet Member for Housing and Communities)  
P Hetherton (Cabinet Member for City Services)

Employees (by Service Area):

Adults and Housing	A Chowns, J Crawshaw, S Hall
City Services and Commercial	M Adams, R Sekhon
Finance & Resources	B Strain
Innovation	C Knight
Law and Governance	J Adams, G Holmes, C Taylor
Others in attendance:	CI Godhania, DI Ingram – West Midlands Police
Apologies:	Councillors: R Bailey, B Christopher, L Kelly and T Sawdon

## **Public Business**

### **17. Declarations of Interest**

There were no disclosable pecuniary interests.

### **18. Minutes**

The minutes of the meeting held on 24<sup>th</sup> October 2024 were agreed and signed as a true record.

There were no matters arising.

## 19. **Street Lighting**

The Board received a Briefing Note providing an update on the part-night Lighting.

At the Council meeting held on 20<sup>th</sup> February 2024, the Council agreed, as part of the budget setting process, to introduce citywide part-night lighting. The programming of the streetlights started in May 2024 and all eligible streetlights were programmed by July 2024. It was estimated approximately 70% of lights would operate part-night however, once the criteria had been applied, this reduced to 60% (excluding the City Centre).

The part-night lighting was estimated to make savings of the street lighting electricity budget by £700,000 and this funding would be used to protect other vital services. Due to the decrease from 70% to 60% of lights, programming of the lights taking 2 months and the reduction in the cost of energy from October 2024, the saving target had been reduced to £600,000. Savings from the part-night from May to December 2024 had been approximately £350,000 based on 38pkwh. The Council's energy price reduced to 26pkwh from October 2024.

The Police had conducted a review of the part-night lighting and found no evidence of crime going up as a result of the changes in street lighting. It was noted that there had been a reduction in night-time collisions during the hours of the part-night switch off.

A petition bearing 1482 signatures to switch the lights back on had been received. The petition had been discussed with the Cabinet Member for City Services who had agreed to issue a determination letter advising that the part-night lighting policy would continue as there had not been any increases in crime.

The upgrading of 29,500 street lighting to LEDs was agreed at Council on 14 January 2025. The LED lighting would provide a better quality of light but use half the amount of energy. The upgrade would also provide Council with more flexibility over the street lighting.

An Equality Impact Assessment had been carried out and it was found that there were groups of people that could be negatively impacted by the part-night lighting however, as the police had reported there had not been an increase in criminal activity.

West Midlands Police provided an overview of police data for the period since the part night street lighting had been introduced,

In considering the briefing note, the Board questioned officers, received responses and discussed matters as summarised below:

- Any crime related issues concerning the part-night light switch off were discussed regularly in partnership with local policing and community safety colleagues. Community meetings were held to understand where crime/anti-social behaviour trends were taking place in the city.
- Car crime in Coventry from May 2024 – November 2024 was below trend.

- Police data was intelligence led rather than being published figures. Data showed that crime was expected to be the same as before the part-night light switch off.
- Information regarding the fear of crime, not specifically relating to the part-night switch off had been included within the report. Residents were being encouraged to report crime via social media.
- The LED lights were not adaptive however, sensor ports would be included. The LED lights would switch on at a certain lighting level and then dim to a possible 30%. LED lights which were sensitive to movement would incur an additional capital spend.
- Data was being collected from the Foleshill Road as a trial site where the lights were being kept on all night however, data was currently not sufficient to indicate high or low footfall or vehicle usage.
- Residents who worked during the night had not been contacted for their opinions on the part-night lights.
- A community safety plan was currently being developed which would include crime surveys. Officers were engaging with communities across the city to address fears and encourage residents to report crime.
- A decrease in collisions and reported accidents with street lighting columns and street furniture had been seen from May 2024 – November 2024.
- For safety reasons, streetlights had not been switched off surrounding pedestrian crossings in the city. New heritage streetlights would be installed around the pedestrian crossing outside the Council House in March/April 2025.
- The new LED lighting would be starting in the Autumn 2025.
- The 25 year PFI contract started in 2010. Lamps had been replaced every 6 years in line with maintenance. The LED lights would not require to be replaced as frequently and once the upgrade was complete, £1.7m of maintenance savings would be returned to the city council.
- Data provided by West Midlands Police provided an overview of the statistics which established a baseline and identified whether there had been any exceptional crime patterns, but did not look into finer details or further into the causes. No exceptional patterns had been identified
- West Midlands Police did not hold data relating to non-crime related injuries.

The Board requested the following information:

- Include part-night light switch off in the crime survey parameters and provide further information relating to the fear of crime when streetlights were off.
- Provision of increase/decrease of temporal data.
- Future reports relating to the budget savings to provide a financial breakdown.
- Data relating to personal injuries sustained during the part-night light switch off.

The Cabinet Member for City Services welcomed the report highlighting the concerns she had received from early morning shift workers regarding the part-night light switch off. She also made reference to the importance of good driving, in particular, around pedestrian crossings and also, pavement lighting and how

much this would be dimmed down to enable uneven pavements and potholes to still be visible.

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

- 1) Supports the continuation of the Part-night lighting.**
- 2) Requests that any policy decisions on roll out and levels of LED lighting come to the Board before a decision is made.**

**20. Supported Exempt Accommodation**

The Board received a Briefing Note providing a progress update on the Supported Housing Improvement Programme (SHIP) funding, as well as an update on progress with changes to legislation. Exempt Supported Accommodation was previously considered by Scrutiny Co-ordination Committee at its meetings on 7 December 2023 and 8 January 2022.

Exempt accommodation was supported housing which was exempt certain Housing Benefit provisions. It often housed more marginalised groups with support needs such as prison leavers; care leavers; those fleeing domestic violence; and homeless people with substance dependence or mental health issues.

There was an element of care, support and supervision provided and it was exempt from Local Housing Allowance (LHA) caps. These exemptions enabled organisations providing this type of housing to charge higher rates to clients living in their properties. Where the accommodation was provided by an organisation other than a registered provider, Local Authorities would bear the additional costs of the provision beyond the LHA rate.

Exempt accommodation clients were usually housed in Houses of Multiple Occupation (HMOs). The three main types of providers in Coventry were:

- Registered Providers' who provide supported housing eg. Citizen, St Basils
- Non-RP's which were well established organisations eg. Salvation Army, Coventry Cyrenians, Mind
- Community Interest Companies who often had limited expertise/experience of accommodating vulnerable groups.

Following a successful bid for funding via SHIP with the Ministry of Housing, Communities & Local Government (MHCLG), the Council was awarded circa £350,000 funding to deliver a robust set of actions to improve the quality of SEA in the city.

Following successful recruitment to the 3 newly created roles, the SEA Team began to work towards the objectives set out in the SHIP delivery plan. The team had successfully:

- Liaised with teams within the Council and with external stakeholders who had a known relationship with SEA providers.
- Created a Quality Assurance Tool Kit

- Created a Gateway for providers wishing to operate SEA within the city
- Developed a single access point to capture “Comments, Concerns and Complaints” relating to a provider or accommodation
- Created a virtual panel to assess new applicants

Annual figures from April 2023 to May 2024 evidencing savings made from Housing Benefit payments when a provider’s rents had been restricted and costs negotiated, had been provided in the report.

Details of costs avoided where housing benefit had refused payment to a provider or revoked the status of a provider based on information provided, suggested the provider was unable to provide Supported Exempt Accommodation which met the minimum requirement for Housing Benefit regulations, had also been provided in the report.

The team were continuing to undertake reviews of the quality of support offered and the housing conditions through inspections to assess minimum standards via the Housing health and safety rating system (HHSRS) in licensed and non-HMO properties. The team aimed to visit all supported accommodation at least once during the project length as per the project plan. The team would continue to respond to reactive complaints via the online portal regarding poor housing conditions and the HMO licensing breaches along with the lack of support, care, and supervision.

The Supported Housing Regulatory Oversight Act 2023, was enacted in the summer of 2023 however, to date, local authorities had not been required to implement the Act. A live consultation was currently underway which would determine how the Act was put into practice and how local authorities, including commissioning services, licensing and enforcement functions and revenue and benefits departments, would adhere to its requirements. This would include how local authorities would identify the need and requirements for exempt accommodation provision in their areas as well as publishing a Supported Housing Strategy for the area.

It was assumed that local authorities would receive new burdens funding to support implementation of the Act however, this had not yet been confirmed and funding provided by MHCLG was only up to 31 March 2025.

The Cabinet Member for Housing and Communities, Councillor N Akhtar welcomed the briefing note and the partnership working undertaken to improve exempt supported accommodation in the city for vulnerable people.

In considering the briefing note, the Board questioned officers, received responses and discussed matters as summarised below:

- Accommodation provided through the Circo government asylum scheme was not the same as exempt supported accommodation however, officers kept records of those addresses and if anti-social behaviour was experienced, encouraged residents to report it.
- As part of the SHIP programme, 200 homes had been inspected for physical condition and care provision.

- In 2022, legislation was introduced but without any regulations. Officers were waiting for guidance from the government on the new regulations.
- Accommodation providers could operate if they were CIC or a registered provider and met housing benefit regulation.
- Most of the properties were occupied in a similar way to Houses of Multiple Occupancy (HMO's).
- Officers were not aware how many under 25 care leavers were living in unregulated exempt accommodation as self-referrals and referrals from eg The Probation Service, did not require contact with council officers.
- There were no plans to reduce the 3 posts created through SHIP.
- Year on year, an increase had been seen in applications to provide exempt supported accommodation. Last year, the number of units increased by 463 across 79 properties. There were 34 new applications, 7 of which were now providing accommodation.
- The council had limited control over exempt providers and the mix of residents in any property.

The Cabinet Member for Housing & Communities, Councillor N Akhtar reassured colleagues the exempt supported accommodation would continue for the most vulnerable residents and welcomed introduction of the legislation.

The Board requested the following information:

- The number of care leavers 18-25 living in commissioned supported exempt accommodation in the city.

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

- 1) Notes the current position and funding.**
- 2) Notes the progress and co-ordinated response to managing Supported Exempt Accommodation in the city.**
- 3) Requests the Cabinet Member ensures sufficient resources to enable the three posts created through the SHIP to continue beyond March 2025.**
- 4) Requests the Cabinet Member to consider the legal implications of making public the names of the providers referred to in the report, and any future providers who have Supported Exempt housing benefit payments stopped or refused.**

## **21. Work Programme and Outstanding Issues 2024/2025**

The Communities and Neighbourhoods Scrutiny Board (4) received a report of the Scrutiny Co-ordinator that detailed issues on the Board's Work Programme for meetings of the Board for 2024/25.

**RESOLVED that the Communities and Neighbourhoods Scrutiny Board (4) notes the issues on the Board's Work Programme for 2024/25 and requests that:**



**1) Prior to any policy decision being made, LED lighting to come back to SB4 including financial information and roll out of the programme.**

**2) Retrofit of social housing to be allocated to a specific meeting.**

**22. 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.

(Meeting closed at 12.30 pm)

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Coventry City Council

## Briefing note

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**To: Communities & Neighbourhoods Scrutiny Board (4)**

**Date: 13<sup>th</sup> March 2025**

**Subject: Conservation Areas**

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

- 1.1 To provide the Communities and Neighbourhoods Scrutiny Board (4) with an overview of identified Conservation Areas in the city and a summary of the relevant Legislation and Policy and how that is considered and applied through the Planning process, together with the principles of Planning Enforcement and Grant Funding for Heritage

### **2 Recommendations**

- 2.1 The Communities and Neighbourhoods Scrutiny Board are recommended to:
- a) Note the National Legislative and Policy Framework and how it is applied by the local planning authority, having regard to planning enforcement and heritage funding.
  - b) Identify any further recommendations for the appropriate Cabinet Member

### **3 Information and Background**

- 3.1 Coventry City Council has 18 designated Conservation Areas, sixteen of which have been in place prior to the most recent Local Plan adoption in 2017 and listed at policy HE1. The adopted Local plan then established a commitment for the authority to bring forward two additional Conservation Areas during the plan period, within the areas of Brownhill Green and Earlsdon.
- 3.2 The Conservation Areas are identified and available on the public planning map, and listed on the CCC website, alongside supporting Management Plans and Appraisals where available. Work to provide management plans and appraisals of all Conservation Areas in the city remains ongoing and is also proposed to be carried forward as a commitment in the emerging Local Plan.

### **4 Legislation and Policy**

- 4.1 Planning (Listed Buildings and Conservation Areas) Act 1990

- 4.2 The Planning (Listed Buildings and Conservation Areas) Act 1990 provides specific protection for buildings and areas of special architectural or historic interest. Any decisions where listed buildings and their settings and conservation areas are a factor must address the statutory considerations of the Planning (Listed Buildings and Conservation Areas) Act 1990 (see in particular sections 16, 66 and 72) as well as applying the relevant policies in the development plan and the National Planning Policy Framework.
- 4.3 (16 and 66 relate to Listed Buildings (16 – applications for listed building consent and 66 – general duty as respects listed buildings in exercise of planning functions.)
- 4.4 The relevant sections of the Planning (Listed Buildings and Conservation Areas) Act 1990 fall under Part II of the Act. Section 69 relates to the designation of conservation areas and 72 sets out the general duty in respect of planning functions. The relevant parts of these sections are as follows:
- “69 Designation of conservation areas.
- (1) Every local planning authority—
- (a) shall from time to time determine which parts of their area are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, and
- (b) shall designate those areas as conservation areas.
- (2) It shall be the duty of a local planning authority from time to time to review the past exercise of functions under this section and to determine whether any parts or any further parts of their area should be designated as conservation areas; and, if they so determine, they shall designate those parts accordingly.”
- “72 General duty as respects conservation areas in exercise of planning functions.
- (1) In the exercise, with respect to any buildings or other land in a conservation area, of any [F1functions under or by virtue of] any of the provisions mentioned in subsection (2), special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.”
- 4.5 The Act also sets out requirements for publicity for applications affecting conservation areas.
- 4.6 The Act is reinforced by the National Planning Policy Framework (NPPF) 2024 and the Council’s Local Plan 2017. The latter continues through the review of the Local Plan.

**5 National Planning Policy Framework 2024**

- 5.1 Section 16 Conserving and enhancing the historic environment states that Plans should set out a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats (para 203). Para 204 states that “when considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack

special interest.” Local authorities are required to maintain or have access to a historic environment record that should contain up-to-date evidence about the historic environment in their area (para 205) and should make information about the historic environment publicly accessible (para 206).

- 5.2 In respect of decision taking, para 207 states “in determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets’ importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary.” Local planning authorities should consider the impact of a proposal on a heritage asset having first identified and assessed the significance of a heritage asset. Para 209 states that “where there is evidence of deliberate neglect of, or damage to, a heritage asset, the deteriorated state of the heritage asset should not be taken into account in any decision”.
- 5.3 Para 210 states that, in determining applications, local planning authorities should take account of:
- a) the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;
  - b) the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality;
  - and
  - c) the desirability of new development making a positive contribution to local character and distinctiveness.
- 5.4 Any harm to or loss of the significance of a heritage asset should require clear and convincing justification. Substantial harm to designated heritage assets should be wholly exceptional. Applications should be refused if it cannot be demonstrated that the substantial harm or total loss is necessary to achieve substantial public benefits that outweigh the harm or loss (para’s 213 and 214). Less than substantial harm to the significance should be weighed against the public benefits of the proposal, where appropriate, securing its optimum viable use (215). Para 220 notes that not all elements of a Conservation Area will necessarily contribute to its significance.

## **6 Coventry Local Plan 2017**

- 6.1 In line with the NPPF, Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 is reinforced through the Local Plan. The local plan notes the requirement for local planning authorities to review their Conservation Areas from time to time and designate extra areas where appropriate. The 2017 Local Plan identified two new Conservation Areas in the Victorian and Edwardian suburb of Earlsdon and the rural Arden settlement of Brownhill Green. These were appraised and designated as two new Conservation Areas, please see the map at Appendix One, bringing the total in Coventry to 18:

- Allesley

- Brownhill Green
- Chapelfields
- Coventry Canal
- Earlsdon
- Far Gosford Street
- Greyfriars Green
- Hawkesbury Junction
- High Street
- Hill Top
- Ivy Farm Lane
- Kenilworth Road
- Lady Herbert's Garden and The Burges
- London Road
- Naul's Mill
- Spon End
- Spon Street
- Stoke Green

- 6.2 The Local Plan further states that “Conservation Area Appraisals and Management Plans will be produced for all of the Conservation Areas to guide their preservation and enhancement. All development proposals within Conservation Areas will be determined in accordance with this Plan and the appropriate Appraisal and Management Plan.” In addition, our Policies are supported by Supplementary Planning Documents including our Design Guidance for Shopfronts in Conservation Areas and Historic Buildings.
- 6.3 Policy HE2 reinforces the NPPF in that all proposals should aim to sustain and reinforce the special character and conserve the distinctive historic elements of Coventry.
- 6.4 Policy HE3 states that proposals for a City Heritage Park in the grounds of the Charterhouse and London Road cemetery will be supported along with measures to improve linkages to the area along the River Sherbourne (between Charterhouse and Far Gosford Street), the former Coventry loop railway line and across the London Road.

## **7 Planning Enforcement**

- 7.1 Parliament has given local planning authorities the primary responsibility for taking whatever enforcement action may be necessary, in the public interest; and within their administrative area (the private citizen cannot initiate planning enforcement action). Central Government advice regarding planning enforcement action is contained within the National Planning Policy Framework and the National Planning Practice Guidance documents. There is a range of ways of tackling alleged breaches of planning control, and local planning authorities have an obligation to act in a proportionate way. Local planning authorities have discretion to take enforcement action when they regard it as expedient to do so having regard to the development plan and any other material considerations. Expediency is an assessment of (a) is there a serious breach of planning control which results in

demonstrable harm, (b) have informal negotiations failed to resolve the harm and / or breach, and (c) is it within the public interest and commensurate to pursue prosecution through the Courts. If the answer to the above three main criteria is positive, then enforcement action would normally be justified, and the local planning authority would be reasonably satisfied that the Secretary of State would agree at appeal and the Courts would convict if found guilty. If the assessment is not conclusive, then doubts must be raised over the appropriateness of any formal prosecution, and either further negotiation to resolve the matter informally; or further work to identify harm must be undertaken.

- 7.2 In some cases, it may not be appropriate to pursue the matter further, as indicated in the formal enforcement guidance to which all local planning authorities must work 'it is usually inappropriate to take enforcement action against a trivial or technical breach of planning control which causes no harm to amenity in the locality of the site'.
- 7.3 The Town and Country Planning Act provides no additional enforcement powers to tackle general breaches of planning control within Conservation Areas. Any breach of planning control alleged within a Conservation Area must be assessed in the normal way and enforcement action can only be justified if serious demonstrable harm is identified. The only additional legislation specific to Conservation Areas relates to the protection of none TPO trees.
- 7.4 In considering any enforcement action, the local planning authority should have regard to the National Planning Policy Framework, in particular paragraph 207 'Effective enforcement is important as a means of maintaining public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control'. Paragraph 005 of the National Planning Practice Guidance further states 'Effective enforcement is important to tackle breaches of planning control which would otherwise have unacceptable impact on the amenity of the area; maintain the integrity of the decision-making process; and to help ensure that public acceptance of the decision-making process is maintained'. However, Government guidance and the Courts are clear that enforcement action cannot be taken as a matter of principle and must always be commensurate with the breach of planning control to which it relates; for example it is usually inappropriate to take enforcement action against a trivial or technical breach of planning control which causes no harm to amenity in the locality of the site. It is normal practice to negotiate wherever possible to avoid recourse to formal legal action and to encourage property owners to engage positively with the planning process. Hence there are many breaches of planning control that are resolved informally or regularised through the submission of respective planning applications, without the requirement to take formal action. If enforcement action is considered expedient and informal attempts to resolve the matter fail, formal action is taken in accordance with standard procedures.
- 7.5 The listed building enforcement provisions are set out in the Planning (Listed Buildings and Conservation Areas) Act 1990 and the demolition of an unlisted building in a conservation area ("relevant demolition") are in the Town and Country Planning Act 1990. Whilst broadly similar, there are important differences between

planning enforcement and listed building and conservation area enforcement, namely:

- *there are no application fees for listed building consent or applications for relevant demolition;*
- *there are no time- limits for issuing listed building enforcement notices or for when enforcement action may be taken in relation to a breach of planning control with respect to relevant demolition, although the length of time that has elapsed since the apparent breach may be a relevant consideration when considering whether it is expedient to issue a listed building enforcement notice;*
- *carrying out work without the necessary listed building consent, or failing to comply with a condition attached to that consent, whereby such works etc materially affect the historic or architectural significance of the building, is an offence under section 9 of that Act – whether or not an enforcement notice has first been issued;*
- *carrying out work without the required planning permission for relevant demolition, or failing to comply with a condition attached to that planning permission is an offence under section 196D of the Town and Country Planning Act 1990, and;*
- *listed building consent and planning permission for relevant demolition are not granted retrospectively*

## **8 Heritage Grants and Funding**

- 8.1 Heritage grant investment and funding are typically focused towards identified funder investment principles and local priorities. Local priorities may be identified and defined by policy (e.g. a place-based, local heritage strategy), the recognised importance of a specific heritage asset, or by a geographical area of focus (e.g. defined Area Action Plans focusing on areas marked for regeneration/ development). Investment priorities and principles are usually set at national or funder level. For example, Historic England's Future Strategy sets out three areas of focus (i) Thriving Places (ii) Connected Communities and (iii) Active Participation and The National Lottery Heritage Fund Corporate Plan 2023-26 sets out four investment principles to guide its decision making through open programme funding, namely (i) saving heritage (ii) protecting the environment (iii) inclusion, access and participation, and (iv) organisational sustainability.
- 8.2 Coventry's recent Cultural Capital Investment Programme supported investment in a range of cultural and heritage buildings (e.g. Anglican Chapel; Charterhouse; Coventry Cathedral; Daimler Powerhouse; Drapers' Hall; St. Mary's Guildhall; Unique Visitor Stay Places Accommodation) and was guided by a local prioritisation strategy, developed to provide a framework for capital investment prioritisation in the period leading up to and into UK City of Culture 2021. The strategy identified key cultural assets (including heritage assets) that would be significant in contributing to the visitor experience, reputation of the city, and future resilience and sustainability of cultural organisations and the cultural sector in the city. The strategy assessed both the appropriateness and readiness of capital scheme



proposals against six strategic priorities linked to Cultural Strategy and City of Culture objectives: (i) developing and improving the Cathedral/Museum Quarter as a key, multi-faceted visitor destination (ii) strengthening the city's creative sector economy through the provision of space for production, training and creative industries working (iii) ensuring that the city's key venues are equipped to deliver programmes of the highest national quality and appeal (iv) creating new space for dance, independent film and exhibition (v) creating and improving informal spaces for a wide range of indoor and outdoor events and performances (vi) addressing the city centre public realm through coordinated initiatives to improve the creative environment.

- 8.3 The Coventry Demonstrator High Street Heritage Action Zone (HSHAZ) project is a further example where Coventry, through local partnerships, has secured a £2m heritage-led regeneration project on the Burges and Hales Street, through participation in Historic England's High Streets Heritage Action Zones programme, which seeks to unlock the potential of historic high streets across England through combining investment in buildings and shop fronts with community engagement and cultural events.
- 8.4 Following the significant period of investment reflected in the programmes above, work has commenced on a new cultural infrastructure audit for the city. The aligned development of a new Heritage Strategy for Coventry is also recommended to help prioritise and secure improved investment prospects for remaining at-risk and underutilised heritage assets in the city, and to meet the Council's wider corporate objectives and priorities for regeneration.

#### Names and Job Titles of Authors

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Marcus Fothergill  
Planning Enforcement Manager

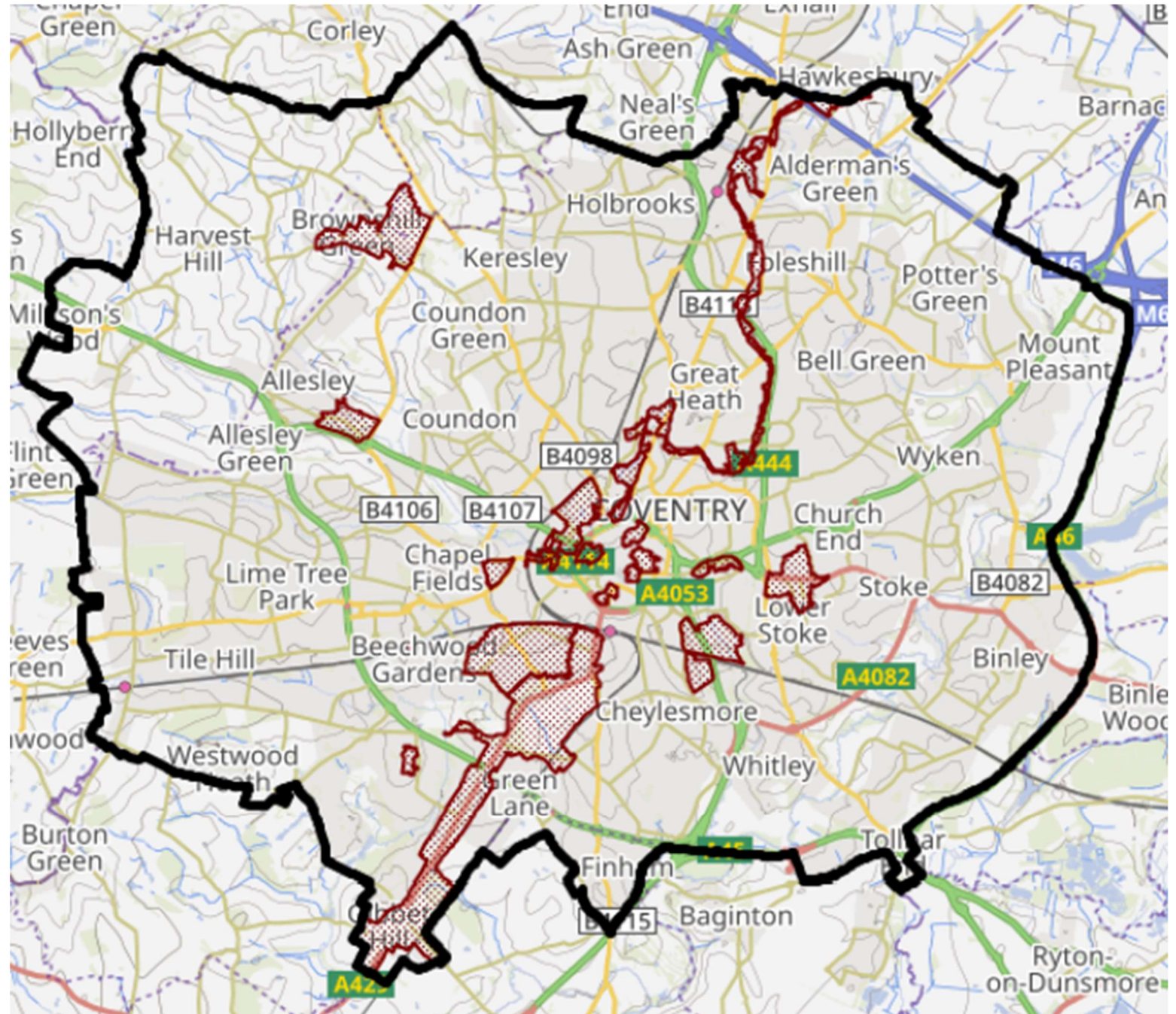
David Nuttall  
Strategic Lead – Culture, Sports and Events

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# Appendix One

## Designated Coventry Conservation Areas

- Allesley Village
- Kenilworth Road
- Stoke Green
- Greyfriars Green
- Hill Top
- Lady Herberts Garden and The Burges
- Spon Street
- Hawkesbury Junction
- Chapelfields
- London Road
- High Street
- Ivy Farm Lane
- Far Gosford Street
- Naul's Mill
- Spon End
- Coventry Canal
- Earlsdon
- Brownhill Green



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Coventry City Council

## Briefing note

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**To: Communities & Neighbourhoods Scrutiny Board (4)**

**Date: 13<sup>th</sup> March 2025**

**Subject: Food Waste Collections**

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

- 1.1 To provide the Communities and Neighbourhoods Scrutiny Board (4) with an update on the requirement for the Council to provide a separate collection of food waste.

### **2 Recommendations**

- 2.1 The Communities and Neighbourhoods Scrutiny Board are recommended to:
- 1) Note the actions taken so far to facilitate the requirement for the Council to provide a separate collection of food waste to all residents of the city in 2026.
  - 2) Identify any further requirements or recommendations.

### **3 Information and Background**

- 3.1 In October 2023 the Government announced the new Simpler Recycling Reforms under Section 45a of the Environment Act 2021. These reforms are intended to make the national recycling system simpler removing confusion over what can and cannot be recycled in different parts of the country. They introduce a new default requirement for households and workplaces to have containers to allow for the separate collection of:
- Non-recyclable waste
  - Paper, card, plastic, metal and glass
  - Food waste (weekly)
- 3.2 Non-household municipal premises such as businesses, hospitals and schools are required to implement the requirements of the reforms by 31<sup>st</sup> March 2025 (where they have more than 10 full-time employees). Local Authorities are required to implement the collections of these materials from households by 31<sup>st</sup> March 2026 with micro businesses with fewer than 10 full-time employees required to comply by 31<sup>st</sup> March 2027.

- 3.3 It was confirmed that local authorities would receive capital funding to cover the costs of additional bins and vehicles required to implement food waste collections alongside ongoing revenue funding from 1<sup>st</sup> April 2026 to cover the additional costs related to the delivery of the service.

#### 4 Food Waste Collections in Coventry – Progress to date

- 4.1 A board containing officers from across the council meet regularly to identify and prepare requirements for the new service.
- 4.2 Following the receipt of £1,869,505 of capital funding in April 2024 contracts for the provision of vehicles and containers were put in place immediately to reduce the risks associated with the likelihood of manufacturer delays considering the requirement for all authorities across the country to meet the deadlines specified.
- 4.3 In addition, a procurement process was undertaken to secure a treatment / disposal facility to enable the food waste collected to be processed.
- 4.4 Contracts secured to date –

	<b>Contract Details</b>
<b>Vehicles</b>	10 x 12t Micro XHD food waste collection vehicles ordered in June 2024– Delivery expected from May / June 2025
<b>Food Waste Caddies</b>	141,000 x 23l food waste caddies ordered – Delivery commenced in January 2025 Contract includes delivery of caddies to households
<b>Waste Treatment</b>	Biogen – Anaerobic Digestion Facility

#### 5 Next Steps

- 5.1 An exact date for the commencement of the new service is being discussed with contractors to ensure availability and a smooth introduction for residents.
- 5.2 The new service will require the recruitment of a number of additional employees who will be recruited prior to service commencement.
- 5.3 The technical and operational teams will develop routes for the new service around existing collection days and predicted participation.
- 5.4 A review of communal living areas is being undertaken to identify how a separate food waste service will work in these areas.
- 5.5 A communications plan will be developed to ensure that all residents are aware of the new requirements and to make participation as simple and easy as possible.

Sarah Elliott  
Strategic Lead for Environmental Services



# Food Waste Collections

# Food Waste Collections

**Sarah Elliott**

**Strategic Lead for  
Environmental Services**





# Background – Simpler Recycling

The Simpler Recycling Reforms were announced by the Government in 2023 as a means of making recycling collections from all households, businesses and relevant non-domestic premises across the Country easier to understand.

Implemented under s45A of the Environmental Protection Act 1990 (introduced by the Environment Act 2021) the reforms are aimed to enable consistent, more streamlined collections so that citizens will be able to recycle the same materials across England whether at home, work or school.

It is anticipated that the provision of a comprehensive set of waste and recycling services will end the ‘postcode lottery’ of bin collections and enable householders to recycle as much waste as possible.



# Background – Simpler Recycling

The reforms introduce a default requirements for households and workplaces to have containers to allow for the separate collection of:-

- Non-recyclable waste
  - Paper, card, plastic, metal and glass (minimum)
  - Food Waste
- 
- Non-household premises such as businesses, hospitals and schools – 31<sup>st</sup> March 2025
  - Local Authority household collections – 31<sup>st</sup> March 2026
  - Micro businesses (fewer than 10 full time employees) – 31<sup>st</sup> March 2027

# Food Waste Board

A food waste board meets regularly to identify and prepare requirements. The board includes representatives from across the council :-

- Fleet - Vehicles
- Procurement – Containers, treatment
- Technical Services - Routing
- Digital Services – online reporting / links to in cab
- People Services (HR) - Recruitment
- Resident Experience – Customer service training / requirements
- Comms – initial and ongoing communication and design / web page / FAQ's
- Finance – service planning / budget allocation
- Operations – RA's, training requirements



# Funding

The Council received £1,869,505 of capital funding in April 2024 to cover the cost of securing the additional vehicles and containers required for the implementation of a weekly food waste service for residents.

The Government have confirmed that ongoing resource funding will be provided from 1<sup>st</sup> April 2026 to cover the additional revenue costs associated with introducing the service.

- ❖ To date we have not received clarification of how much revenue funding we will be allocated.



# Food Waste Collection Vehicles



10 x 12t Micro XHD food waste collection vehicles were ordered in June 2024

Delivery of first vehicle is expected in May / June 2025

One-piece sealed body fitted with a comb bin lift which is capable of lifting bins from 120l to 1100l

Double acting ram packing mechanism

Excellent maneuverability and fitted with crew cabs to ensure that crews have suitable space

# 23 litre Food Waste Caddies

Contract procured for 141,000 food waste caddies

- 23 litre capacity
- Presented by the resident on collection day
- Delivery of the caddies to a storage facility in Coventry has commenced

Contract includes delivery of the caddies to all participating households across the City

- Includes provision of a leaflet



# Organic Waste Treatment



A contract has been procured for the treatment of the food waste that will be collected.

Biogen – Anaerobic Digestion (AD) Facility based in Merevale near Atherstone.

The facility is capable of processing 45,000 tonnes of food waste per year.



# Next Steps

## Service commencement date

- Routing
- Recruitment

## Flats

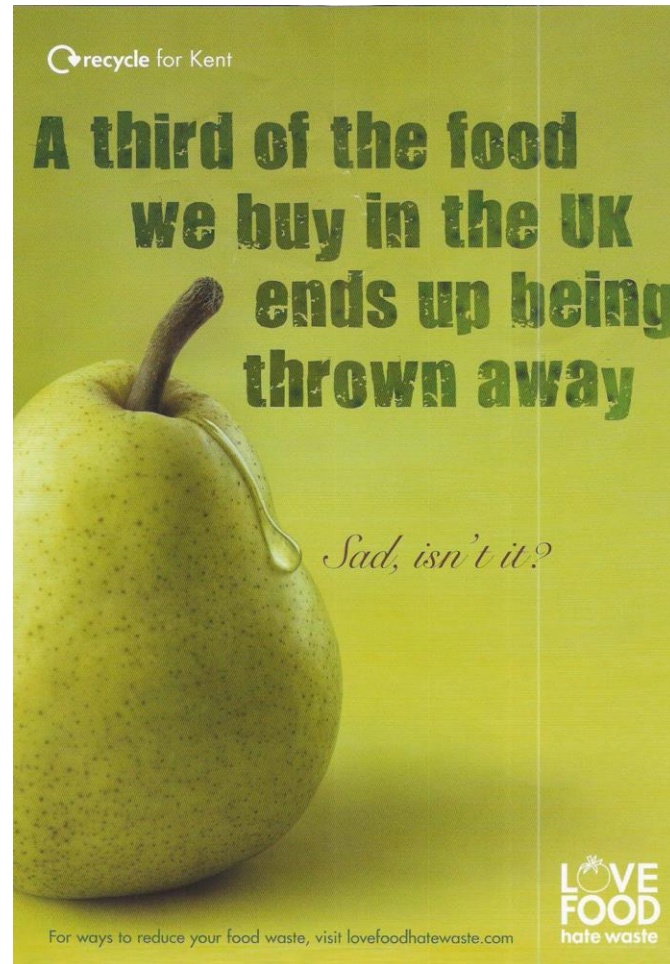
- Containers

## Communications Plan





# Comms Plan



# Comms Plan



**Thank You**



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# Agenda Item 6

Communities and Neighbourhoods Work Programme 2024-25

Last updated 4 March 2025

Please see page 2 onwards for background to items

<b>18<sup>th</sup> July 2024</b>
Cabinet Member Portfolio Priorities Water Quality
<b>5<sup>th</sup> September 2024</b>
Homeless and Rough Sleeping Strategy - consultation
<b>24<sup>th</sup> October 2024</b>
Garden Waste Fly-tipping 2023-24
<b>5<sup>th</sup> December 2024 – at Severn Trent (informal meeting)</b>
Severn Trent site visit
<b>30<sup>th</sup> January 2025</b>
Street Lighting Exempt Supported Accommodation
<b>13<sup>th</sup> March 2025</b>
Conservation Areas Food Waste Collection
<b>9<sup>th</sup> April 2025 (replacement for 5<sup>th</sup> December)</b>
Litter picking Resident Parking Schemes
<b>2024-25</b>
Quality of Social Housing and Retrofit Programme Update on Empty Properties Housing Strategy Pot-Holes and Road Surface Quality Litter picking Gully Cleaning Programme Alternative Accommodation
<b>2025-26</b>
Garden Waste Fly-tipping performance 2024-25 Design Guides (September) Additional Licensing Scheme progress report Street Lighting

<b>Date</b>	<b>Title</b>	<b>Detail</b>	<b>Cabinet Member/ Lead Officer</b>
<b>18<sup>th</sup> July 2024</b>	Cabinet Member Portfolio Priorities	An opportunity for the Board to hear the Cabinet Members priorities for the year	Cllr Hetherton Cllr Welsh
	Water Quality	Referred from Scrucro to address concerns about water quality and to receive progress on Severn Trent's 5-year plan to 2030 and a pilot program for the use of sustainable drainage (SUDs) over a wider area. A £65 million investment which aims to reduce surface water entering the sewage system, mitigate flood risk, and improve water quality. A Green Futures project based on a pilot in Mansfield has been included in the 5-year business plan	Mark Adams/ Neal Thomas Cllr Hetherton Severn Trent
<b>5<sup>th</sup> September 2024</b>	Homeless and Rough Sleeping Strategy - consultation	To consider the strategy as part of the Cabinet approval process – deferred – consultation during August/September	Jim Crawshaw/Sophie Hall
<b>24<sup>th</sup> October 2024</b>	Garden Waste	To scrutinise the impact of the introduction of charges for the garden waste collection, including budgetary savings.	Cllr Hetherton Sarah Elliot
	Fly-tipping 2023-24	To consider the performance on fly-tipping during the year 24-25 and steps taken to address the issue	Sarah Elliot Cllr Hetherton
<b>5<sup>th</sup> December 2024 – at Severn Trent (informal meeting)</b>	Severn Trent site visit		
<b>30<sup>th</sup> January 2025</b>	Street Lighting	To look at the impact of switching off streetlights, including the budgetary savings	Cllr Hetherton Rav Sekhon Joy Adams
	Exempt Supported Accommodation	To receive an update on progress and outcomes achieved following the meeting on 7 <sup>th</sup> December 23 Information on the uptake and success of monthly forums to be included	Jim Crawshaw/Sophie Hall/ Barrie Strain Adrian Chowns Cllr N Akhtar

Communities and Neighbourhoods Work Programme 2024-25

Date	Title	Detail	Cabinet Member/ Lead Officer
<b>13<sup>th</sup> March 2025</b>	Conservation Areas	<ul style="list-style-type: none"> <li>• How our 18 conservation areas operate?</li> <li>• How conservation areas are allocated funding, based on what criteria?</li> <li>• Which conservation areas have had priority funding in recent years?</li> <li>• What's the current priority list on allocating funding to conservation areas?</li> <li>• How often are conservation areas inspected and protected? Examples of recent enforcement action and outcomes?</li> <li>• What policy recommendations or action should Coventry City Council undertake to ensure our Conservation team are empowered?</li> <li>• How is the Conservation team being utilised to build and restore Civic Pride under the Comms Plan of 'LovCov' campaign?</li> </ul>	Cllr N Akhtar Rob Back Nigel Hart
	Food Waste Collection	To consider how the Council will meet the requirements for food waste collection	Sarah Elliot Cllr Hetherton
<b>9<sup>th</sup> April 2025 (replacement for 5<sup>th</sup> December)</b>	Litter picking	Community groups and volunteers. How the Council is supporting local groups.	Cllr Hetherton Martin McHugh/ Sam Morris
	Resident Parking Schemes	To consider the impact of standardised charging on residents parking schemes and evaluate whether the budget targets have been met.	Paul Bowman Cllr Hetherton
<b>2024-25</b>	Quality of Social Housing and Retrofit Programme	To consider the impact of the retrofit scheme for social housing providers and the quality of social housing	Citizen and other Social Landlords Jim Crawshaw Cllr N Akhtar

<b>Date</b>	<b>Title</b>	<b>Detail</b>	<b>Cabinet Member/ Lead Officer</b>
	Update on Empty Properties	To provide an update on Empty Property Strategy as requested at the meeting on 9.02.23.	Davina Blackburn Adrian Chowns
	Housing Strategy	To look at local housing provision, including social housing number, as part of the Local Plan	Jim Crawshaw
	Pot-Holes and Road Surface Quality	To include the National Highways Satisfaction Survey satisfaction survey data (5% below average)	Mark Adams Cllr Hetherton
	Litter picking	Community groups and volunteers. How the Council is supporting local groups.	Cllr Hetherton Martin McHugh/ Sam Morris
	Gully Cleaning Programme	Requested following an item on Water Quality on 17/7/24. To be considered 25/26	Mark Adams Cllr Hetherton
	Alternative Accommodation	Cost of accommodation placements – Possibly referred to SB4	Jim Crawshaw Cllr N Akhtar
<b>2025-26</b>	Garden Waste		
	Fly-tipping performance 2024-25	To include fly tipping data covering the past 12 months to as well as 1) Public reporting figures 2) Council spending in the last 5 years on fly tipping 3) Partnerships with housing associations like Citizen to combat fly tipping on their premises	Davina Blackburn
	Design Guides (September)	To feedback on the draft designs guides referred from Scruco December 24 – to invite SB3	Chris Styles Cllr N Akhtar
	Additional Licensing Scheme progress report	At their meeting on 21 <sup>st</sup> August, Scruco requested that SB4 receive regular progress reports on numbers of HMO's licensed and enforcement	Adrian Chowns, Davina Blackburn
	Street Lighting	Following an item on 30 <sup>th</sup> January, the Board requested an item on the roll-out of LED lighting and part night lighting	Cllr Hetherton Rav Sekhon