

It is considered that the Committee would be unlikely to exclude the press and public during consideration of any of the items on the agenda but, if it should wish to do so, the following resolution should be passed:-

RECOMMENDED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the consideration of the particular item(s) on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs of Part I, Schedule 12A of the Act.

4. **QUESTIONS FROM THE PUBLIC UNDER STANDING ORDER 19**

A period of up to 15 minutes will be set aside to deal with questions to the Committee from members of the public.

Details of questions should be notified to the Assistant Chief Executive at least three working days prior to the meeting. Further information and a copy of the procedure are available from Member Services (Exeter 265115) also on the Council web site

<http://www.exeter.gov.uk/scrutinyquestions>

5. **QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER 20**

To receive questions from members of the Council to appropriate Portfolio Holders.

Details of questions should be notified to the Assistant Chief Executive at least three working days prior to the meeting. Further information and a copy of the procedure are available from Member Services (Exeter 265115).

MATTERS FOR CONSIDERATION BY SCRUTINY COMMITTEE - ECONOMY

6. **SUSTAINABLE TRANSPORT INITIATIVES: PROGRESS UPDATE ON WALKING, CYCLING AND THE TRAVEL SMART PROGRAMME**

To consider the report of the Directorate Projects Officer –
report circulated

1 - 6

MATTERS FOR CONSIDERATION BY EXECUTIVE

7. **PARK AND RIDE STRATEGY FOR EXETER**

To consider the report of the Directorate Projects Officer –
report circulated

7 - 10

8. **CIVIL PARKING ENFORCEMENT**

To consider the report of the Head of Administration and Parking Services - *report circulated* 11 - 14

9. **USE OF BEDFORD SQUARE**

To consider the joint report of the Director Economy and Development and City Centre Manager - *report circulated* 15 - 22

PERFORMANCE MONITORING

10. **FINANCIAL STEWARDSHIP**

To consider the report of the Director of Economy and Development – *report circulated* 23 - 28

11. **NATIONAL PERFORMANCE INDICATOR RESULTS 2006/07 - HOW EXETER'S RESULTS COMPARE**

To consider the report of the Director Economy and Development - *report circulated* 29 - 30

(Please bring the copy of Performance Indicator Results previously sent to you by the Policy Unit)

DATE OF NEXT MEETING

The next **Scrutiny Committee - Economy** will be held on Thursday 5 June 2008 5.30 pm

FUTURE BUSINESS

The schedule of future business proposed for this Scrutiny Committee and other Committees of the Council can be viewed on the following link to the Council's website: <http://www.exeter.gov.uk/forwardplan>
Councillors can view a hard copy of the schedule in the Members Room.

Membership -

Councillors Fullam (Chair), Martin (Deputy Chair), Choules, Coates, Mrs Evans, Gale, Hannaford, Moore, Pettinger, Prowse, Sterry, Wadham and Winterbottom

Find out more about Exeter City Council services by looking at our web site <http://www.exeter.gov.uk>. This will give you the dates of all future Committee meetings and tell you how you can ask a question at a Scrutiny Committee meeting. Alternatively, contact the Member Services Officer on (01392) 265115 for further information.

Individual reports on this agenda can be produced in large print on request to Member Services on 01392 265111.

EXETER CITY COUNCIL

SCRUTINY COMMITTEE -ECONOMY

06 MARCH 2008

SUSTAINABLE TRANSPORT INITIATIVES: PROGRESS UPDATE ON WALKING, CYCLING AND THE TRAVELSMART PROGRAMME

1 PURPOSE OF THE REPORT

- 1.1 To update Economy Scrutiny on recent progress and developments in relation to a) walking (and in particular the Green Circle); b) Cycling and Cycling Demonstration Town status and c) the TravelSmart Individualised Travel Marketing Programme for Exeter and neighbouring Exminster.

2 BACKGROUND

2.1 Exeter Walking Project and Green Circle

An Exeter Walking Project was established in 2001, with the aim of increasing walking as a mode of transport and as a leisure activity in Exeter. The Project is co-ordinated by Peter Grainger, an employee of Sustrans, the Sustainable Transport Charity. The City Council and Devon County Council have supported this project over several years. National Lottery funding was also provided in the first three years. The City Council also partly funds the salary of the project co-ordinator.

- 2.2 The 2004 opening of the 12-mile walking route known as the 'Green Circle' represented a significant achievement. A free 'interpretative' leaflet pack was published to accompany walkers on this route. This breaks down the 12 mile route into 5 individual walks. An access audit of the route in 2005, conducted by the disability organisation, 'Living Options' has informed improvements to the Green Circle route since that date.

- 2.3 Members last received a report on the Walking Project in March 2007. This report set out a high-level strategy for city council investment in walking initiatives for the period through to April 2010. In addition to summarising recent achievements and performance, the current paper outlines specific plans for city council expenditure on walking in 2008/09.

2.4 Cycle Exeter: Cycling Demonstration Town Project update

Exeter was designated a cycling demonstration town (CDT) project by Cycling England in Autumn 2005. Selection as a demonstration town has released a £1.5m contribution over 3 years from Cycling England (the government body monitoring the implementation of this scheme). The City and County Council have committed to also investing a combined total of £1.5m over the same timescale as part of the project (developer contributions have also been received). City Council funding has been used to secure the opening in Spring 2007 of the National Cycle Network shared use path from Bridge Road to Turf Lock. As well as an important strand in the County Council's congestion plan for Exeter, activities to promote cycling contribute to:

- Achieving City Council sustainable tourism ambitions for the City
- Improving the health and well-being of our residents

- Climate Change objectives as set out in the recent Climate Change Strategy and Action Plan for Exeter

2.5 In summary, the CDT strategy for Exeter is to:

- Work with schools, employers and other organisations to implement travel plans that prioritise cycling;
- Undertake infrastructure works to deliver new cycle routes and connect missing links to help achieve a modal shift in favour of cycling and contribute to the congestion strategy for Exeter.

2.6 Members last received a progress update on CDT at the September 2006 meeting. This latest paper summarises key achievements to date. A final evaluation report will be produced in due course to capture overall impact, drawing on analysis of school and workplace travel surveys, automatic and manual cycle counts and other sources.

2.7 Travelsmart Programme

Meanwhile, sustainable transport measures in Exeter received an important boost when it was announced in 2007 that a consortium, led by Sustrans and partners Socialdata, had won significant funding from the Big Lottery Fund for a programme which includes Individualised Travel Marketing (ITM) in the City (and neighbouring Exminster). Targeting 25,000 households this programme will deliver door-to-door, tailored, travel advice to those who request it. The aim is to reduce car use and increase the take-up of sustainable alternatives. Evaluation evidence from elsewhere in the country suggests that the approach is effective with a 9% – 14% reduction in car use among the targeted population. This is achieved by giving people the information they need to make simple and modest changes to daily travel choices. Total funding of around £800,000 has been allocated for this project in Exeter (including £195,000 cash funding from the County Council and £15,000 from the City Council).

3 **WALKING AND THE GREEN CIRCLE: RECENT ACHIEVEMENTS AND FUTURE PROPOSALS**

3.1 Key recent achievements and performance in relation to the walking project, and the Green Circle in particular, are summarised below:

- Installation of 10 wooden benches along the Green Circle route. A £4000 grant from the Environment Agency was also used to design and construct seats on Duckes Marsh Playing Field in the Riverside Valley Park (installed in Spring 2007).
- As part of the long-term plan to establish a circular walk around Exwick (the 'Exwick Loop', see below) - which links into the Green Circle at Exwick Cemetery - the Walking Project contributed £10,000 (2007/08) to the creation of a path from Exwick Lane and St Peter's Mount across Luggs Farm. The final 60m stretch of this path from St Peter's Mount will be surfaced shortly, with a short flight of steps added (improving the currently rather muddy stretch).
- Surface improvements have been made beside St James' mill leat (nr Crematorium); a new path across green space from Ludwell Lane to Woodwater Lane was finished in early 2007; improved crossing arrangements for Pennsylvania Rd and Prince of Wales Rd have been introduced; and new steps and a handrail together with a step-free 'bypass' from Belvidere Rd to Exeter University grounds have been inserted.

- The vegetation maintenance regime on the Green Circle has been strengthened, especially in more rural locations. Directional signage en-route is checked twice yearly by a combination of Sustrans and City Council officers (rigid plastic green circle signs have proved less durable than vinyl stickers – the former are gradually being replaced by the latter).
- An automatic pedestrian counter was installed in April 2006 on the Green Circle route (Alphin Brook Walk near Balls Farm Rd). Data from this source shows a modest 2% year-on-year increase between 2006 and 2007 in volumes for the 6month period from April to September.
- Wavelength Resident Panel Survey number 15 shows that 85% of respondents who said that they had walked all or part of the Green Circle were satisfied or very satisfied that paths were free from obstacles along the route, while 80% said that they were satisfied or very satisfied with signposting and way-marking along the route.
- Comparing Wavelength Resident Panel Survey Number 10 (April 2005) with Wavelength Survey Number 15 (June 2007) shows that levels of awareness of the Green Circle has remained reasonably constant. However, the proportion of Panel members who report that they have walked all or part of the route increased from 39% in 2005 to 59% in 2007.
- A revised second edition of the Green Circle Leaflet Information Pack was produced in early 2007. It includes route improvements and an extra insert showing the whole green circle and access information (e.g. the nature of terrain etc). 20,000 packs have been printed and a distribution database has been established with multiple copies distributed to over 60 organisations in the Exeter area during Summer 2007, for onward circulation within the community (recipients include health bodies, educational establishments, leisure facilities and other information points).
- The Green Circle received regional TV (ITV Westcountry News) and Local Radio Coverage in 2007 – an opportunity to raise awareness of the Green Circle.
- The Green Circle continues to be used for health-related initiatives and programmes. Devon PCT co-ordinates walks as part of its ‘Stepping Out’ project and regularly uses parts of the Green Circle for this purpose. Similarly, the British Heart Foundation has used the Green Circle for its annual Great West Walk since 2005, with around 200-300 participants each year.
- Outside the Green Circle, the City Council Walking Project is contributing £18,000 in 2007/08 to a shared use lit pathway from Willow Way (off Summerway) across the field to Pinhoe Rd (exiting adjacent to the Whipton Surgery). This route is designed to improve accessibility (including to the Doctor’s Surgery) and to provide a link to the multi-use games area proposed. Match funding will be provided by the County Council. Local Ward members are being consulted on this proposal.

3.2 Forward Programme for 2008/09 (Budget of £45,000)

The forward programme for City Council Walking Project expenditure includes:

- Further work to realise the longer-term aim of establishing a circular 3 mile walk around Exwick (the ‘Exwick Loop’). Key elements for 2008/09:
 - A link path from Exwick Cemetery Field to and across the grass areas beside Chelmsford Road (initial cost estimate: £10,000)
 - Across fields north of Farm Hill [initial cost estimate: £20,000 and likely to focus on western end (Whitycombe Way – Garland Close) and eastern end from Hamlyns Lane]

- Ongoing work to clarify ownership and negotiate access on the middle section of the proposed route north of Farm Hill. Early discussions with the landowner have not so far proved fruitful.
- A contribution to work led by the County Council designed to improve Sir Alex Walk (Footpath 20) from Countess Wear to Topsham. The City Council will provide funding to improve the Tumbling Hills part of this walk (from Glasshouse Lane). County Council work on improving the surface through the reed-bed stretch was completed in 2007.

The design and printing of a comprehensive walking map for all of Exeter which identifies routes and other supporting information. The map will provide an important supplement to the programme of tailored travel marketing under Travelsmart (see below). The cost of this map will be shared 50:50 with the County Council.

4 CYCLING AND CDT: RECENT ACHIEVEMENTS

4.1 Recent performance data for 'Cycle Exeter' shows:

- An 11% increase in cycle trips during 2006/07, with a 25% increase on the 2005 baseline year (using automatic cycle counter measures located across the city)
- There is evidence of a significant increase in the number of young people cycling to Isca, St Luke's and St Peter's schools since the start of the CDT programme. For example, data suggests that the proportion of pupils cycling to Isca School was as high as 17-18% during the early Summer and early Autumn. Cycling rates are, however, lower at West Exe School and at St James (the latter is around 2-4% of pupils). Efforts will continue through infrastructure 'routes to schools' measures and the work of the Sustrans 'Bike It' (Schools) Officer to improve on these figures. Bike It Officer work with West Exe and St James schools started in earnest during the recent autumn term.

4.2 In terms of delivery, the focus over the last 12 months has been on a combination of infrastructure improvements designed to remove the missing links in cycle routes to schools and workplaces, combined with 'soft' measures to encourage take-up of cycling. Key infrastructure schemes either completed or on course for completion in 2007/08 include:

- 140 cycle-parking spaces at Exeter College and ongoing work to provide additional parking at Exeter University, RD&E Hospital, three schools and six workplaces
- A new link constructed from Exwick Playing Fields to the Exe Cycle routes.
- Cycle lighting from Countess Wear to Piazza Terracina on the Quay
- A contra flow cycle lane on Princes Charles Rd to link to St James School
- A new cycle route from Loram Way to Matford Park Rd, creating a link from Alphington into the Marsh Barton Estate
- A new link on Topsham Road to St Leonards School
- The new Willow Way/Summerway – Pinhoe Road shared use path, referenced above
- Resurfacing of Rydon Lane eastern side and upgrading of junctions, designed to be of benefit to users of Sowton Industrial Estate and Rydon Lane Business Park
- Lighting of path to Isca College rear access.

Key soft measures include:

- Cycle Exeter participation in University and College ‘fresher fairs’
 - Employer roadshows designed to raise awareness of cycling opportunities
 - Sustrans Bike It schools programme, involving 10 schools in 2007/08 (referenced above)
 - Extensive Programme of events linked to Bike Week
 - Cycle training: 1200 children and young people have received training and an extended programme of adult cycle training has been conducted
- 4.3 The detailed programme for 2008/09 is currently being prepared but will continue with work on missing links to schools and workplaces (including the key employment sites at Marsh Barton and Sowton). There will need to be a particular focus on improving ‘cycle to school’ rates. A review of accident data in which accident clusters will be identified is expected to be undertaken, with appropriate action instigated. Work at Junction 30 (M5) will also be progressed to establish a more effective link to Clyst St Mary and beyond to Westpoint.
- 4.4. Cycle Exeter and Walking Project activities in 2008/09 will of course helpfully coincide with the TravelSmart programme, described in more detail below. Meanwhile, the Department for Transport has recently announced additional funding for ‘Cycling England’ and the extension of the Cycling Demonstration Town approach to other areas, in the light of evidence of their success to date. Of particular relevance to Exeter are provisional plans to also extend funding for current cycling demonstration towns for a further three years – confirmation and details are awaited from Cycling England.

5 TRAVELSMART PROGRAMME: RESEARCH AND DELIVERY PLANS

- 5.1. An initial postal survey of a random sample of households in Exeter has recently been undertaken by ‘Socialdata’ on behalf of Sustrans. This is to provide a baseline position from which the impact of the TravelSmart Individualised Travel Marketing Programme can be assessed. Survey work will be supplemented with a number of research interviews with individual households. This programme of preliminary research will give a clear picture of current (‘pre-intervention’) travel behaviour in Exeter and Exminster. A second follow-up survey is scheduled for Spring 2010, which when compared with the baseline study, will allow Socialdata to measure the impact of the TravelSmart programme.
- 5.2. Actual programme delivery will start in late April 2008. The programme will be rolled out in three geographical phases. The first phase will focus on areas west of the River Exe and Exminster and will run until late July 2008. Two further phases (South East Exeter and Topsham, Autumn 2008 and North East Exeter, Spring 2009) will be conducted. The focus will be on those parts of the city with relatively high car ownership and relatively good sustainable and public transport opportunities. Field staff will be appointed by the Sustrans Project Team who will provide door-to-door and individualised travel advice to households who request it following initial engagement. County and City Council officers, Stagecoach and FGW staff will ensure that the Project team are furnished with accurate and comprehensive travel marketing material to support engagement with residents.

- 5.3. The TravelSmart team at Sustrans are also keen to pilot a City Council idea, outlined in the Climate Change Strategy and Action Plan for Exeter, to combine individual travel advice with advice on energy efficiency to those people who express an interest. TravelSmart officers will refer householders wanting to receive energy advice to colleagues at the Devon Energy Efficiency Advice Centre, who will, in turn, contact householders direct. The Energy Savings Trust will also be invited to offer (modest) funding to help support this integrated approach. This is new and innovative territory for TravelSmart – the lessons learnt from it may well be significant in terms of the future delivery of this national initiative.

6 FINANCIAL IMPLICATIONS

- 6.1. Capital funding of £30,000 pa for 2008/09, 2009/10 and 2010/11 for the Walking Project was approved by Council on 19 February 2008. Additional capital funding of £30,000 for 2008/09 for surface improvement work on the NCN Exe Estuary shared-use path was also agreed. The City Council has also agreed to commit a total of £15,000 from transport revenue reserves to contribute to the TravelSmart Programme.

7 CONCLUSIONS

- 7.1 Significant progress is being made in relation to sustainable transport with serious efforts to expand and promote more sustainable modes. These measures should, however, be seen within a much wider context of investment in transport in and around the Exeter area (for example, £16.5m is allocated in the DCC Local Transport Plan for the period 2006-2011).

8 RECOMMENDED that

- 8.1 Members note the contents of this update and offer their continued support of these initiatives designed to encourage more sustainable travel.

DAVID BETTELEY
DIRECTORATE PROJECTS OFFICER

ECONOMY AND DEVELOPMENT DIRECTORATE

Local Government (Access to Information) Act 1985 (as amended)

Background papers used in compiling the report:

National Performance Indicator Results - December 2007

EXETER CITY COUNCIL

SCRUTINY COMMITTEE -ECONOMY

6 March 2008

EXECUTIVE

18 March 2008

PARK AND RIDE STRATEGY FOR EXETER

1 PURPOSE OF THE REPORT

- 1.1 To outline the joint City and County Council Strategy for 'Park and Ride' in Exeter and to seek Members' endorsement of it.

2 BACKGROUND

- 2.1 Exeter currently has four Park and Ride sites (Honiton Rd, Sowton, Matford and Digby). Digby provides parking for RD&E hospital staff, patients and visitors as part of their green travel plan. All other sites are for onward travel to the City Centre. The three sites for travel into the City Centre offer parking spaces for 1660 spaces. The Matford Park and Ride site is owned by the City Council. The Sowton and Honiton Rd sites are owned by the County Council, and park and ride bus services are operated under contract to Devon County Council. Stagecoach operates a commercial bus service for Matford but voluntarily agrees to operate a charging scheme which is consistent with the other Park and Ride facilities. Payment for the Park and Ride (P&R) service is made on board P&R buses. This approach (rather than payment on car parks) has been adopted because of the different tax arrangements for car-parking and bus travel – the latter is VAT-exempt while car-parking attracts VAT. Evidence from elsewhere shows that approximately three quarters of P&R services charge for bus travel (rather than car park use).
- 2.2 All sites are now operating reasonably close to capacity. On average, Sowton is often 100% full on weekdays and Honiton Rd is around 70% full (with variation at weekends and in the run up to Christmas). Their geographical concentration to the East and South of the City Centre is viewed as a strategic weakness and there has been a long-held ambition to develop sites to the West and North of the City Centre.
- 2.3 The location of Park and Ride facilities at Sowton, Honiton Rd and, to some extent, Matford does cause some difficulties, with employees of firms adjacent using these sites for free parking for work (whether travelling alone or as part of a car sharing arrangement). Others, meanwhile, also use the sites as a meeting place and as a place to leave a car for longer periods. In this context, and particularly as a response to the capacity issues at Sowton, the County Council has recently increased enforcement activity to counter unintended use at Sowton and Honiton Road, using P&R security staff to politely remind people clearly not intending to board buses, to avoid parking at the facility or face further enforcement action.
- 2.4 The security/information service operated at Honiton Road and at Sowton has recently been extended to Matford. Security staff are based in the new kiosk at Matford Park and Ride

and provide security and information services for car park users and the Matford Livestock Centre.

3 FUTURE STRATEGY FOR PARK & RIDE SITES IN EXETER

3.1. The draft strategy for Park and Ride sites in Exeter is to:

- Double the number of P&R parking spaces provided (in parallel with a medium-term policy of increasing the real cost of long-stay city-centre parking).
- Identify and implement a new P&R site on the west of the City, easily accessible from the A30 (ideally to provide a minimum of 1000 spaces), and provide a bus priority route into the City Centre.
- Review scope to significantly increase capacity elsewhere in the south west sector.
- Continue to review options for a new P&R site to the North of the City (on A377/A396) with a minimum of 500 spaces
- Investigate the potential for a new site in the vicinity of M5 Junction 30 with increased capacity, to replace or supplement the Sowton facility.
- Investigate the potential for and implications of additional capacity on the A30 (east) corridor.
- Maintain the Digby site for Hospital Green Travel Plan use.
- Research and devise alternative methods of payment that deter misuse of Park and Ride facilities (i.e. parking, but not riding) and review the application of a Smartcard system/other technology for use at Car Parks and on P&R bus services.
- Provide high quality toilets and baby changing facilities, CCTV coverage, improved lighting and site-operative accommodation at all ‘city-centre bound’ P&R sites and ensure that each location is served by security/information operatives.
- Offer a restricted number of parking spaces at one P&R site to accommodate taller vehicles (e.g. camper vans).
- Agree appropriate funding and user charging levels (between the City and County Councils and bus operators) which allow for maintenance and growth of the Park and Ride Service (also taking into account car park charging policy in the City Centre)
- Consider the potential for provision of sites for park and cycle

4 FUTURE STRATEGY FOR PARK & RIDE SERVICES, PATRONAGE AND PROMOTION

4.1 The proposed strategy for Park and Ride services in Exeter is to:

- Optimise the contribution of Park and Ride towards providing alternative travel options to reduce congestion in the city
- Increase service frequency and improve journey times by at least 15% over this period (underpinned by quality contracts and partnerships with operators) in support of patronage targets
- Ensure vehicles are fully accessible and no more than 5 years old at any time
- Review, maintain and update signage for all sites; install advance ‘Variable Message Signs’ to all sites, and use a range of media to promote Park and Ride facilities in Exeter (including ‘Real Time Information’ services)

5 PROGRESS AND ISSUES IN RELATION TO STRATEGIC THEMES

- 5.1** The County Council is investigating the provision of a new park and ride facility to the west of the city to be included in a major schemes bid for funding under the Regional Funding Allocation. The new facility could be situated close to the A377 Alphington Spur and A30 junction. Given its position in a sensitive location, a major consideration will be measures to reduce the environmental impact.
- 5.2** Suitable sites for a further P&R facility to the north of the City are extremely limited. County Council colleagues are exploring sites to the west of the junction of the A377 and A396 at Cowley Bridge. These sites are liable to flooding and the agreement of the Environment Agency (EA) will be necessary before proposals can develop further.
- 5.3** Park and Ride sites should be on the fringes of urban development to minimise impact on traffic flows within the urban area and to reduce the opportunity for misuse and abstraction from other public transport services. In this context, County and City Council officers are looking at capacity and locations for Park and Ride provision to the east of the city and, in particular, options to the east of the M5.
- 5.4** In addition to a new security and information kiosk (and resurfacing) at Matford Park and Ride, new toilets and a baby change facility were completed in October 2007, close to the main bus stop. These facilities incorporate a rainwater harvesting system that uses rain collected from the roof to flush the toilets. A similarly high-specification facility is expected to be completed later this month at Honiton Road P&R, funded jointly by the City and County Councils.

6 RECOMMENDATIONS

- 6.1** That Members of Economy Scrutiny and Executive endorse the joint City and County Council 'Park and Ride Strategy for Exeter' and resolve to receive regular updates on progress in relation to it.

**DAVID BETTELEY
PROJECTS OFFICER**

ECONOMY AND DEVELOPMENT DIRECTORATE

Local Government (Access to Information) Act 1985 (as amended)

Background papers used in compiling the report:

National Performance Indicator Results - December 2007

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EXETER CITY COUNCIL

SCRUTINY COMMITTEE – ECONOMY 6 MARCH 2008

EXECUTIVE 18 MARCH 2008

CIVIL PARKING ENFORCEMENT

1.0 PURPOSE OF REPORT

- 1.1 To update Members on the process for introducing Civil Parking Enforcement.

2.0 BACKGROUND

- 2.1 At its meeting on 20 November 2007, Executive received a report on Civil Parking Enforcement (CPE) setting out the background to the scheme and some of the major implications for the City Council. Since then, the situation has moved on, firstly as a result of the government's decision on Exeter's unitary bid, which means that for the foreseeable future the arrangements for CPE will need to be implemented under the current two tier structure, and secondly as a result of ongoing discussions at officer level between the City Council and other authorities.
- 2.2 The target date for the implementation of the CPE scheme in Devon remains 5 May 2008. However, the achievement of this date is dependent upon the Department for Transport (DfT) approving the scheme submitted by the County Council and doing so within a timeframe which permits CPE to 'go live' on 5 May. At present, there is no indication when a decision might be forthcoming from DfT, nor what it might be, but officers will provide a verbal update on the situation at the respective meetings of Scrutiny Committee and Executive. The Police have confirmed to the County Council that they will continue to enforce on-street parking restrictions until such a time as the CPE regime is introduced.

3.0 PROPOSALS

- 3.1 The proposals for CPE, and their implications for the City Council, can broadly be divided into two functions: frontline enforcement and the 'back office'. In terms of frontline enforcement, the current proposal is for 27 Civil Enforcement Officers (CEOs) to be allocated to Exeter. These CEOs will be employed by the City Council and comprise thirteen existing Parking Attendants plus ten Traffic Wardens, who will transfer under TUPE, and four posts to be recruited to externally. Together, these staff will provide an integrated on and off street enforcement service and efficiency savings from combining two previously separate enforcement functions are reflected in the proposal. Discussions have commenced with the Police and Trades Union representatives regarding the details of the transfer of Traffic Wardens.

- 3.2 In terms of the 'back office' for CPE operations (the administrative staff dealing with notice processing, the new parking adjudication function and parking queries generally), there have been a series of discussions with the County Council and other Districts about a possible shared service arrangement for this. However, this now seems unlikely to materialise for Exeter. Of the two potential partners for a shared service arrangement, Mid Devon District Council appears likely to team up with North Devon and Torridge District Councils, where officers understand there is a degree of service integration around IT already, and East Devon District Council seems keen to run its own back office. The current proposal for Exeter is therefore to procure an upgrade to the existing Spur IT system for residents' parking permits, to be paid for by the County Council, and to recruit up to an additional four staff to deal with the projected increase in workload caused by CPE. An initial meeting with Spur has already taken place to outline our requirements and the likely timescale, and the recruitment process for additional staff is underway.
- 3.3 The City Council will run the on-street elements of Civil Parking Enforcement under an Agency Agreement with the County Council. The details of this Agreement are currently the subject of negotiation between the two Councils. The intention of the City Council is to enter into the Agreement on a 'zero additional cost' basis to ourselves, i.e. all the additional costs of parking enforcement attributable to CPE will be funded by the County, and Members are asked to endorse this approach.
- 3.4 Because of the need to recruit to a number of posts in anticipation of a 5 May implementation date, authority has been sought from the Leader of the Council and the appropriate Portfolio Holders to proceed with the recruitment process and delegate any necessary decisions to the Director Economy & Development. This is in line with the previous Executive decision of 20 November 2007.
- 3.5 CPE will have a major impact on the Administration and Parking Services Unit, adding an estimated 18 posts to the establishment and changing the grades of a number of posts. The costs associated with this will be recharged to the County Council under the terms of the Agency Agreement. In order to meet the target date for implementation, approval is sought to give the Director Economy and Development delegated authority to agree any necessary variations to the establishment and budget in consultation with the Leader of the Council and relevant Portfolio Holders. A further report will be submitted to Executive in the Autumn detailing all changes to the establishment and seeking a decision on any outstanding issues.

4.0 FINANCIAL IMPLICATIONS

- 4.1 A financial model of the CPE scheme in Exeter has been developed by the County Council and its consultant (RTA Associates) in discussion with the City Council. All the capital costs associated with CPE, such as IT procurement, equipment etc, are being met by the County Council. The current model indicates that CPE in Exeter is predicted to move into revenue surplus in the

second year (excluding the initial capital costs) and cumulative surplus in the third year. However, Members should understand that these predictions may change once actual costs and the actual rate of Penalty Charge Notice (PCN) issue become clear. The financial risks of any variations in the financial model will be borne by the County Council.

- 4.2 The key point in considering the financial implications of CPE is that any deficit will need to be met by the County Council rather than the City Council, and any surplus in future years will be returned to the County Council once all the costs of running the scheme in Exeter have been deducted. Separate accounts will need to be maintained for on and off street parking income, including PCN income, and the City Council will retain all off street parking income as it does currently. In summary, the underlying principle is that there will be no financial detriment (or benefit) to the City Council as a result of the introduction of CPE.

5.0 RECOMMENDATIONS

- (i) That Scrutiny Committee note and comment on the introduction of Civil Parking Enforcement as appropriate;
- (ii) That Executive note any comments of Scrutiny Committee and endorse the approach set out in this report, delegating authority for any further decisions that need to be made, including variations to establishment and budget, to the Director Economy & Development in consultation with the Leader of the Council and Portfolio Holders for Sustainable Development and Transport and Business Transformation and Human Resources.

ROGER COOMBES
HEAD OF ADMINISTRATION AND PARKING SERVICES

ECONOMY & DEVELOPMENT DIRECTORATE

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

None

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EXETER CITY COUNCIL

ECONOMY SCRUTINY COMMITTEE

6 MARCH 2008

EXECUTIVE

18 MARCH 2008

USE OF BEDFORD SQUARE

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek support from Members for new Bedford Square usage and booking arrangements.

2.0 INFORMATION

- 2.1 Bedford Square has fulfilled an important community role over a number of years, with the space having been booked by a wide range of community groups and charities.
- 2.2 Whilst construction work on Princesshay was on-going, use of Bedford Square for events and community activities was suspended. Following the successful Princesshay opening, use is again being made of the Square, but current use is on an ad-hoc basis without formal guidelines/booking arrangements.
- 2.3 The dynamics of Bedford Square have fundamentally changed from the pre-Princesshay position and it is therefore appropriate that new guidelines on use of the space should be introduced. Draft guidelines are attached at *Appendix 1*.
- 2.4 The objective of the framework provided by the draft guidelines is to facilitate events and activities that provide a focus for the community and that enliven Bedford Square. It is proposed, however, that events will only be authorized if they:
- a) Create more interest for city centre users;
 - b) Do not raise any health and safety concerns;
 - c) Ensure adequate provision for pedestrian movement through and around the space being used;
 - d) Have a satisfactory relationship with individual retail frontages;
 - e) Are unlikely to cause offence to city centre users, residents and businesses;
 - f) Do not raise public order concerns.

3.0 RECOMMENDATION

- 3.1 **It is recommended that** Members note and support the proposed guidelines for use of Bedford Square.

**JOHN RIGBY
DIRECTOR ECONOMY AND DEVELOPMENT**

**JOHN HARVEY
CITY CENTRE MANAGER**

ECONOMY AND DEVELOPMENT DIRECTORATE

**Local Government (Access to Information) Act 1985 (as amended)
Background papers used in compiling this report:
None**

BEDFORD SQUARE – USAGE GUIDELINES

DRAFT

1. INTRODUCTION

- 1.1 The objective of Exeter City Centre Management is to deliver a vibrant City Centre, with a 'sense of place'. Physical City Centre development and changes over recent years have created quality public spaces. The objective now is to ensure, through good management, that best use is made of City Centre public spaces – with the spaces being used for a range of events and community activities.
- 1.2 Bedford Square is a key City Centre public space. These brief guidelines provide the framework for use of Bedford Square for events, activities and entertainment. They are written within the context of Princesshay access guidelines and management/maintenance documentation.
- 1.3 Although these guidelines deal with use of (and booking of) Bedford Square, they also relate to the wider City Centre and Princesshay events and activities programme and to the Princesshay licensed buskers scheme.
- 1.4 The objective of the framework provided by these guidelines is to facilitate events and activities that enliven Bedford Square and that provide a focus for community activities. Commercialisation of Bedford Square is not proposed (*paragraph 2.4 also refers*)

2. BEDFORD SQUARE/PRINCESSHAY SQUARE

Criteria

- 2.1 Events should meet the broad criteria set out in paragraph 1.4 above. In addition, events will only be authorised if they:
 - Create more interest for city centre users;
 - Do not raise any health and safety concerns;
 - Ensure adequate provision for pedestrian movement through and around the space being used;
 - Have a satisfactory relationship with individual retail frontages;
 - Are unlikely to cause offence to city centre users, residents and businesses;
 - Do not raise public order concerns.
- 2.2 It is recognised that Bedford Square has fulfilled an important community role over a number of years, with the space having been booked by a wide range of community groups and charities. Use of Bedford Square by such groups will be encouraged as part of recognising the benefits of 'active citizenship'. Such uses will only be authorised by the City Centre Manager (*paragraph 2.6 also refers*) subject to them complying with the specific points in set out in paragraph 2.1 above.
- 2.3 Any individuals or groups seeking to organise an event who are unhappy with the decision of the City Centre Manager have recourse to the City Council's complaints procedure.

- 2.4 Straight 'commercial events/presentations' will not be permitted in Bedford Square or other areas of public highways within the Princesshay development area, but retailer-led events that add value to the customer experience will be considered on an individual basis. Sign-off will need to be given by the City Centre Manager (*paragraph 2.6 also refers*).

Management Responsibility

- 2.5 Bedford Square comprises public highway in its entirety, but the interface between this 'public' area and those areas for which management control rests with Princesshay Centre Management is such that there needs to be close liaison between the City Centre Management and Princesshay Centre Management teams on the delivery of events and activities in Bedford Square.
- 2.6 All events in Bedford Square (and in the remainder of Bedford Street and Catherine Street) need the advance sign-off of the City Centre Manager, acting on behalf of Exeter City Council and Devon County Council, the highway authority.

Diary

- 2.7 The diary for **Bedford Square** will be kept in the City Centre Management office. All bookings must be authorised by the City Centre Manager (*paragraph 2.2 also refers*).
- 2.8 Diary bookings must contain full details of the individual/organisation that has made the booking (contact name, address, mobile telephone number and e-mail address).
- 2.9 All diary bookings will specify event start and finish time.

Access/Event Set-Up

- 2.10 The framework for event set-up is provided by the Bedford Street access guidelines/Princesshay pedestrianisation order.

3. BEDFORD STREET/CATHERINE STREET

- 3.1 On occasion, events will also be held in Bedford Street/Catherine Street outside the areas of Bedford Square. Use of and booking of such events will follow the broad framework provided in section 2 above.

4. BUSKING

- 4.1 7 licensed pitches for buskers/street entertainers have been provided in Bedford Street and Princesshay. Guidelines for busking/street entertainment pitches are set out in the attached annex. Pitches are as follows:

- Bedford Street (outside Barclays)
- Catherine Street (Almshouses)
- Princesshay Square *
- Bedford Street (opposite La Tasca/outside Debenhams) *
- Bedford Street (opposite Neal's Yard/junction with Roman Walk)
- Roman Walk – opposite Chandos
- Blue Boy Square – by City Wall 'Bastion'

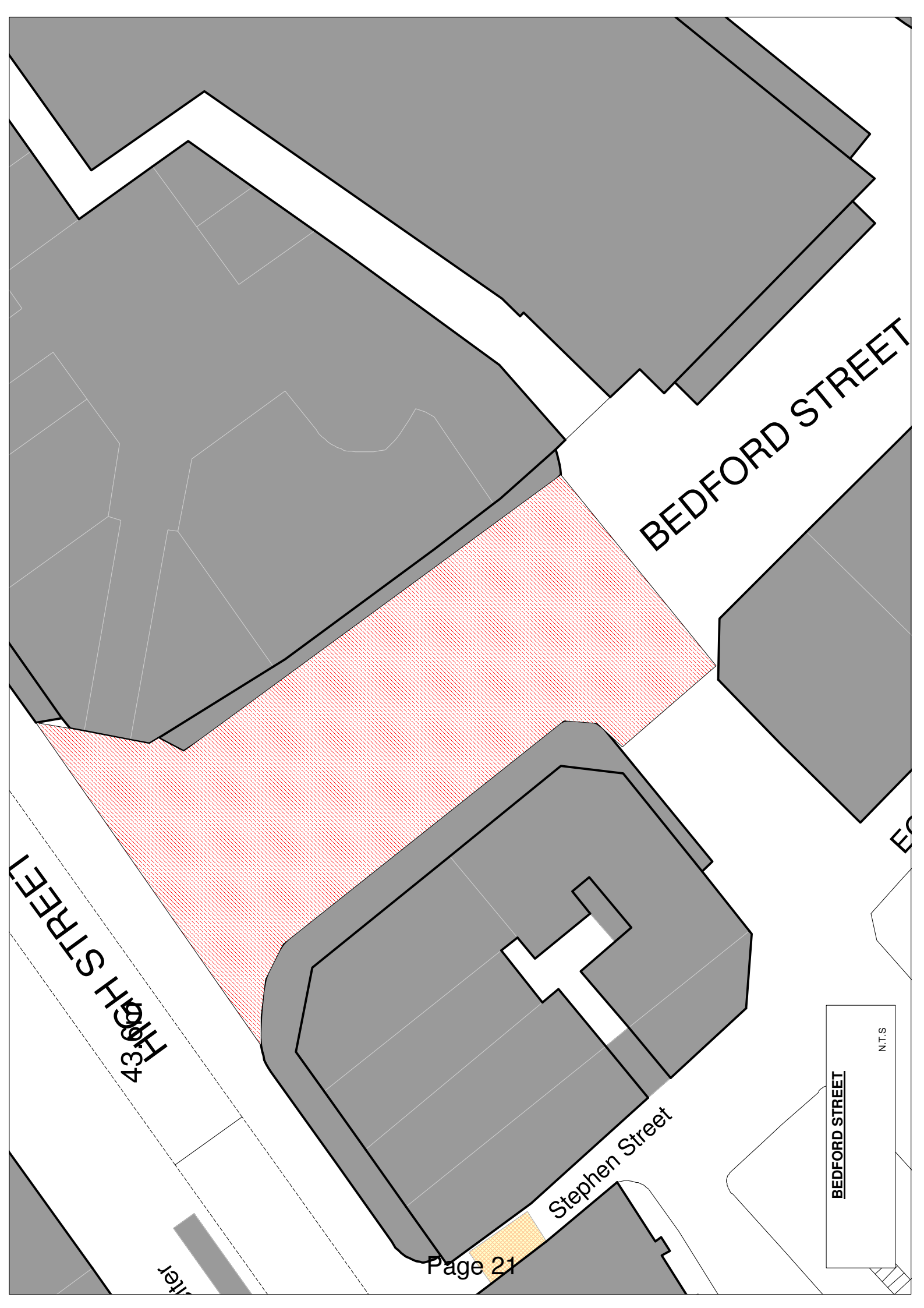
Only one of the pitches marked with a * can be used at any one time.

5. REVIEW

- 5.1 These guidelines will be reviewed by the City Centre Manager in consultation with City and County Council Officers and the Princesshay Centre Management Team on a six-monthly basis. Proposed changes to the Bedford Square guidelines will be reported to the City Centre Management Partnership Board.

JOHN HARVEY
CITY CENTRE MANAGER

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BEDFORD STREET

HIGH STREET

Stephen Street

BEDFORD STREET
N.T.S

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EXETER CITY COUNCIL

SCRUTINY COMMITTEE - ECONOMY 6 MARCH 2008

ECONOMY SCRUTINY STEWARDSHIP TO DECEMBER 2007

1. PURPOSE OF REPORT

- 1.1 This report advises Members of any forecast variations to the budget, based on the first nine months of the financial year 2007/08.

2. INFORMATION

- 2.1 This report highlights any differences by management unit to the outturn forecast for the first nine months of the financial year up to 31 December 2007 compared with the approved annual budget. During this period the total of the variances indicate that the overall net expenditure for this committee will decrease by £436,450 which represents a variation of 38.71% from the approved budget.

- 2.2 Following the removal of the Asset Management Revenue Account, government grants and other external contributions received in respect of fixed assets, referred to as 'deferred contributions', must be released to the service revenue accounts in order to help offset the depreciation that is charged on the assets. In order to ensure that depreciation and the release of government grants and other contributions do not impact on the level of council tax, all entries made to the service revenue accounts are reversed out in the Statement of Movement on the General Fund Balance in accordance with the Statement of Recommended Practice.

- 2.3 The main variations by management unit are detailed below:

	£
2007-2008 APPROVED ESTIMATE	1,126,970
3A1 PROPERTY & ESTATES SERVICES	(140,670)

Rental income is higher than expected due to the completion of several rent reviews for South Street properties involving the collection of back rent from previous years.

Princesshay rent was only budgeted for one quarter but, due to the timely completion of the project, two quarters rent will be received in this financial year.

It was anticipated that no rent would be charged for one property at Haven Road and another at Marsh Barton, however delays in the rent reviews and lease re-structuring processes have resulted in rents still being received.

Depreciation costs are lower than budgeted as the Basin/Quayside enhancements are now classified as non-operational property and therefore no capital charges apply.

Savings are expected within the budgets provided for Voids and Doubtful Debts.

The City Council is surrendering the lease of Haven Road Industrial Estate towards the end of the financial year, this will result in a net loss of income.

The rent from the Southgate Hotel is lower than anticipated as it is based on occupancy levels which dropped below the budgeted threshold limit this year.

Projected income at St George's Retail Units is lower than budgeted due to the former Card Shop being vacant.

3A3 CAR PARKING

(213,650)

Fee income is higher than budgeted.

Standard charge income is lower than budgeted. The introduction of pay on foot at both the Guildhall and Mary Arches Street car parks has resulted in standard charge tickets no longer being issued to customers overstaying their purchased time as there is no longer a possibility of this happening.

Season ticket income is expected to be higher than budgeted; this could also be a factor in the decrease in standard charge income.

The Asset Improvement and Maintenance expenditure is lower than budgeted as some works, planned to be undertaken as part of the 2007/08 programme, have been delayed until 2008/09 and savings are anticipated on works due to be completed in the current financial year.

Rates are lower than budgeted.

Expenditure included in the budget to provide for the net operating cost of the Summerland Gate car park has not been required.

Expenditure on security is higher than budgeted as the contractor identified an omission in their previous summary price.

Electricity costs are higher than expected.

3A4 ECONOMIC DEVELOPMENT	(25,000)
Expenditure is included in the budget for financial support for small businesses but take up rate has been minimal so the scheme is under review.	
3A5 FESTIVALS & EVENTS	(2,500)
The Summer Festival has made a small surplus.	
3A8 DISTRICT HIGHWAYS & FOOTPATHS	44,180
Depreciation has been higher than anticipated due to the inclusion of the Cathedral Yard enhancements in the Council's asset register.	
Electricity costs have been higher than anticipated.	
3B5 PLANNING	(59,150)
A saving in staffing costs has occurred due to several posts being vacant for periods during the first half of the year. These posts have now been filled.	
3B7 ARCHAEOLOGICAL FIELD UNIT	20,000
Net expenditure is greater than anticipated due to the relocation of the unit to the Custom House. Staff members were required to spend time on the move and therefore spent less time on rechargeable work and also additional furniture and general equipment needed to be purchased.	
3B9 MARKETS & HALLS	(59,660)
Income is higher than budgeted due to the increased use of the car parks at the Matford Centre and the introduction of a Wednesday car boot sale, however the Sunday market income is lightly lower than expected due to the wet weather. General savings relating to premises and vehicle hire costs are anticipated.	
Exeter Corn Exchange income continues to be higher than budgeted due to the increased number of events and food and beverage income.	
Depreciation costs are slightly lower than budgeted.	
2007-2008 EXPECTED FINAL OUTTURN	£690,520

3. **RECOMMENDED that** Members note the contents of this report.

HEAD OF TREASURY SERVICES
CORPORATE SERVICES DIRECTORATE

**Local Government (Access to Information) Act 1985 (as amended)
Background papers used in compiling this report:**

1. None

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EXETER CITY COUNCIL

SCRUTINY COMMITTEE - ECONOMY 6 MARCH 2008

NATIONAL PERFORMANCE INDICATOR RESULTS 2006/2007 HOW EXETER'S RESULTS COMPARE

1 PURPOSE OF REPORT

- 1.1 A full analysis of Exeter's performance indicator results for 2006/07 has been sent to Members under a separate cover. This report provides an overview of the performance of those services covered by this committee. The other two Scrutiny Committees will receive a similar report covering services within their remit.

2 BACKGROUND

- 2.1 Exeter's performance indicator results for 2006/07 were published in the Corporate Plan. The Audit Commission subsequently published audited comparative data in December 2007.
- 2.2 The graphs contained within the detailed analysis compare Exeter's results against authorities in the Council's benchmarking group and therefore provide a comparison against other broadly similar councils.
- 2.3 The graphs have been arranged so that councils with comparatively good performance are shown on the left side of each graph. Those councils with comparatively poor performance are on the right side of each graph. Exeter's results are highlighted on each.
- 2.4 The Audit Commission uses national upper and lower quartile figures as benchmarks against which to judge service performance. The detailed analysis shows quartile figures for all English district councils against each graph. Services should generally be aiming to be in the top quartile (i.e. the best performing 25% of councils in the country).

3 RESULTS OVERVIEW

- 3.1 Exeter is in the top quartile for 20 indicators out of a total of 65 where comparisons are possible (31%), compared to 25 out of 67 (37%) last year. It is in the bottom quartile for 9 indicators, compared with 11 last year.
- 3.2 This year has seen improvement in 41 indicators with 8 of these achieving a higher quartile rating than last year. However, 29 indicators show a lower performance than last year, with 13 achieving a lower quartile rating than last year. Out of the 10 indicators that fall within the remit of this Scrutiny Committee, only 3 have poorer performance. These are BVPI 106, 109b and 204 (See below).

Planning

- 3.3 The percentage of new homes built on brown field sites (BVPI 106) fell from 87.5% in 2005/06 to 80.42% in 2006/07. This maintained Exeter's position in the second national quartile. This indicator will inevitably fluctuate dependent on the mix of developments in the pipeline in any particular year. Some authorities are achieving 100% on this indicator, including Eastbourne, Oxford, Worcester and Worthing within our benchmarking group. However, performance is affected by the context of the planning strategy for the area, in particular, the availability of brownfield sites. In Exeter, many brownfield sites have been re-developed over the last decade.
- 3.4 The Council processed 76.71% of minor applications in 8 weeks (BVPI 109b), compared with 80.46% in 2005/06. Exeter fell from the top to the third national quartile. Exeter is eleventh in the benchmarking group for this indicator. The best performing council in the group was Worcester with 94.69%. Some authorities achieve higher performance by refusing to negotiate amendments to planning applications, requiring applicants to make fresh applications. This is at the expense of customer satisfaction.

Appeals

- 3.5 The percentage of appeals allowed against the authority's decision to refuse planning applications (BVPI 204) rose from 27.9% in 2005/06 to 32.1% in 2006/07. This placed Exeter in the third national quartile and tenth in the benchmarking group. This change is not significant in terms of the number of appeals determined (about 50 to 60 per annum).

4 RECOMMENDED

(1) That Members consider the report and indicate whether they wish to receive any further information on any particular issue(s).

JOHN RIGBY
DIRECTOR ECONOMY AND DEVELOPMENT

ECONOMY AND DEVELOPMENT DIRECTORATE

Local Government (Access to Information) Act 1985 (as amended)

Background papers used in compiling the report:
National Performance Indicator Results - December 2007