

Date: 31 January 2018



District Council

Town Hall, Penrith, Cumbria CA11 7QF

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Email: cttee.admin@eden.gov.uk

Dear Sir/Madam

Environment and Economy Scrutiny Committee Agenda - 8 February 2018

Notice is hereby given that a meeting of the Environment and Economy Scrutiny Committee will be held at 6.45 pm on Thursday, 8 February 2018 at the Council Chamber, Town Hall, Penrith.

1 Apologies for Absence

2 Election of Vice-Chairman

To appoint a Vice-Chairman of the Environment and Economy Scrutiny Committee for the remainder of the 2017-2018 municipal year.

3 Minutes

To confirm and approve the minutes EEc/18/12/17 to EEc/27/12/17 of the meeting of this Committee held on 14 December 2017 as a correct record of those proceedings (copies previously circulated).

4 Declarations of Interest

To receive declarations of the existence and nature of any private interests, both disclosable pecuniary and any other registrable interests, in any matter to be considered or being considered.

5 Portfolio Holder Update (Pages 5 - 36)

To receive a verbal update and ask questions of the Commercial Services Portfolio Holder in relation to their Portfolio Plan. A copy of the Portfolio Plan is attached for information purposes.

6 Scrutiny Co-ordinating Board Update

To receive a verbal update from the Chairman of the Committee.

7 Review of Waste and Recycling Collection Services as Part of a Cumbria Consistency Project (Pages 37 - 44)

To consider report TES5/18 from the Deputy Director Technical Services which is attached and which reports the work undertaken to date on the review of the waste and recycling collection services

RECOMMENDATIONS that:

1. the contents of the report are noted; and
2. a further report be brought back to the committee following completion of the review.

8 Environment & Economy Committee Work Plan *(Pages 45 - 50)*

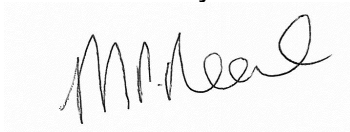
To consider the attached report of the Chairman of the Committee

9 Any Other Items which the Chairman decides are urgent

10 Date of the Next Scheduled Meeting

The date of the next scheduled meeting be confirmed as 26 April 2018.

Yours faithfully



M Neal
Deputy Chief Executive (Monitoring Officer)

Democratic Services Contact: Vivien Little

Encs

For Attention

All members of the Council

Chairman – Councillor I Chambers (Conservative Group)

Vice Chairman – Councillor

Councillors

A Armstrong, Conservative Group
K Greenwood, Independent Group
S Jackson, Conservative Group
T C Ladhams, Independent Group

M Rudhall, Liberal Democrat Group
L Sharp, Labour
M Temple, Conservative Group
J G Thompson, Conservative Group

Standing Deputies

D Banks, Independent Group
J Derbyshire, Liberal Democrat Group

W Patterson, Independent Group
R Sealby, Conservative Group

V Kendall, Conservative Group
A Meadowcroft, Conservative Group

J Tompkins, Liberal Democrat Group

Please Note:

- 1. Access to the internet in the Council Chamber and Committee room is available via the guest wi-fi – no password is required**
- 2. Under the Openness of Local Government Bodies Regulations 2014 this meeting has been advertised as a public meeting (unless stated otherwise) and as such could be filmed or recorded by the media or members of the public**

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Eden District Council
Commercial Services Portfolio
13 November 2017

Commercial Services Portfolio Plan Update 2017-2018

Portfolio:	Commercial Services
Report from:	Assistant Director Commercial Services
Wards:	All Wards
OPEN PUBLIC ITEM	

1 Purpose

- 1.1 To set out the progress to date of the actions contained within the Commercial Services Portfolio Plan.

2 Recommendation

That the progress against the Portfolio Plan actions for 2017-2018 attached to this report as Appendix 1 are noted.

3 Report Details

- 3.1 The Council has a Council Plan for 2015-2019.
- 3.2 This Portfolio Plan sets out in more detail the remit and the particular priorities and activities for this Portfolio and sets, where appropriate, measureable targets by which achievement may be assessed and reported. Also included are details of the 2017-2018 budgets assigned to this Portfolio and the strategies and plans which underpin the Portfolio work.
- 3.3 This report sets out the progress that has been made against each of the actions contained within the Portfolio Plan. Where the actions are not on target an explanation has been provided as to why the actions are not on target.

4 Policy Framework

- 4.1 The Council has four corporate priorities which are:
- Decent Homes for All
 - Strong Economy, Rich Environment
 - Thriving Communities
 - Quality Council
- 4.2 This Portfolio Plan primarily meets the Strong Economy, Rich Environment corporate priority.

5 Consultation

- 5.1 Portfolio Plans are the means of implementing the Council Plan. All delivery actions in the Council's Portfolio Plans are directly linked to the priorities, objectives and strategic actions contained in the Council Plan. The Council Plan 2015-2019 was subjected to a period of extensive public and internal consultation throughout its development, between July 2014 and September 2015.

6 Implications

6.1 Financial and Resources

- 6.1.1 Any decision to reduce or increase resources or alternatively increase income must be made within the context of the Council's stated priorities, as set out in its Council Plan 2015-2019 as agreed at Council on 17 September 2015.
- 6.1.2 The Financial implications are set out in the budget for the Portfolio Plan.

6.2 Legal

- 6.2.1 There are no Legal implications arising from the report.

6.3 Human Resources

- 6.3.1 There are no Human Resources implications arising from the report.

6.4 Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	There are no equality issues arising out of this report.
Health, Social Environmental and Economic Impact	The activities set out within the Plan are intended to have a positive impact in terms of health, social cohesion and the Eden economy.
Crime and Disorder	There are no crime and disorder implications arising from this report.
Children and Safeguarding	There are no child protection implications arising from this report.

6.5 Risk Management

Risk	Consequence	Controls Required
Failure to monitor and report the progress of portfolio plans.	Public, financial or reputational harm to the Council.	Effective corporate planning procedures in place, including monitoring and reporting.

7 Other Options Considered

- 7.1 No other options have been considered.

8 Reasons for the Decision/Recommendation

- 8.1 The Plan ensures that the Commercial Services Portfolio Holder is able to focus on key priorities and objectives for the year ahead. Monitoring the Portfolio Plan on a regular basis ensures actions are being undertaken in a timely manner.

Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	31.10.2017
Monitoring Officer (or Deputy)	31.10.2017
Assistant Director	31.10.2017

Background Papers: None

Appendices: Appendix 1- Commercial Services Portfolio Plan and Six month update of actions

Contact Officer: Oliver Shimell, Assistant Director Commercial Services
01768 212143

Appendix 1

Portfolio Plan	Commercial Services Portfolio Plan
Priority/priorities (general)	Strong Economy, Rich Environment Thriving Communities
Priority/priorities (detail)	Supporting a strong economy that benefits from and values Eden's rich natural and built environment. Working in partnership, enabling communities to be active, secure, healthy and connected.
Year	2017-18
Portfolio Holder	Councillor Mike Slee
Lead Officer	Oliver Shimell (Assistant Director Commercial Services)

This Portfolio Plan is a summary of key activities and priorities for 2017-18 and the resources available to meet them.

Responsibilities and Budget of the Portfolio

Service/Function	£	Department	Section
Economic Development and Promotion	403,010	Governance	Commercial Services
Markets	11,320	Governance	Commercial Services
Tourism Promotion	125,200	Governance	Commercial Services
Tourist Information Centres	83,020	Governance	Commercial Services
Town Centres	100,610	Governance	Commercial Services
Museum	80,060	Governance	Commercial Services
Arts and Leisure	121,130	Governance	Commercial Services
Total	£924,350		

Commercial Opportunities

The Council has an agreed Commercial Plan which covers the period 2017–2020. The Commercial Plan sets out the principles the Council will work to in addressing unknown factors in the Council's Medium Term Financial Plan and seeks to generate and/or save £1 million by the end of the Plan's term. In the table below are actions which the Portfolio Holder may choose to undertake to help achieve that goal, in accordance with the three investment principles.

Principle	Actions
Investing for a social return	<ul style="list-style-type: none"> Investment of officer and financial resource in the Alston Townscape Heritage Initiative and Appleby Heritage Action Zone Projects. Eden Apprenticeship Scheme.
Investing for financial and social return	<ul style="list-style-type: none"> The Eden Business Support fund provides loans to local businesses with the interest paid on the loans shared between the Council and a Not for Profit organisation.
Investing for a financial return	<ul style="list-style-type: none"> Identification of commercial opportunities that provide a return to the Council as set out in the Commercial Plan 2017-2020. Using our Evolutive property system to scan for commercial properties that could provide a financial return for the Council.

Outside Bodies

Alston Moor Partnership
Cumbria Tourism Executive Board
Eden Tourism Network
Penrith Partnership
Yorkshire Dales National Park (connected to the Portfolio Holder but not represented by the Portfolio Holder)
Lake District National Park (connected to the Portfolio Holder but not represented by the Portfolio Holder)

Key Policies and Plans Relevant to this Portfolio

Council Plan 2015-2019
Eden Economic Growth Strategy 2016-18
Apprenticeship Agreement
Eden Business Support Fund Formal Agreement
Eden Local Plan
Commercial Plan 2017 – 2020 (Supported by Annual Delivery Plans)
Heritage Action Zone Agreement

Action Plan - 2017-18 for Commercial Services Portfolio – Six Month Update

Objective EE1: Provide an appropriate planning framework which facilitates sustainable development and attracts inward investment

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised target date
EE1a: Work to integrate opportunities for economic development which build on the unique environment of the District	Identify commercial opportunities to bring income to the Council which can be used to further the aims of the economic development service.	Identify at least five commercial opportunities providing a return of at least 3%. Where possible, seek Member approval to take forward three of the opportunities identified. Develop list of commercial opportunities and prioritise them by September 2017.	On Target Corney Square Shops – Member approved. Angel Lane Retail Portfolio acquisition – seeking Member approval (full Council November). Charging for EIR requests - Resources Portfolio Holder approved – September 2017.		
	Develop and regularly update the Commercial Plan's Annual Delivery Plan which seeks to identify £1 million of	Abridged version of the Annual Delivery Plan developed and submitted to Members by September 2017.	On Target Two Annual Delivery Plans written – one public version and one officer version.		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised target date
	income and/or savings by 2020.		Public version was considered and agreed by the Executive on 5 September 2017.		
EE1c: Identify land for employment development and support business growth	Work with site advisors to progress Old London Road and Redhills sites over their 12 month contract.	Milestones achieved within the agreed contract. Contract ends in April 2018.	Not on target A planning application is being developed for the Old London Road site. This will comprise of seven, high quality, small light industrial units. Land at Redhills will have its value tested by approaching the open market.		The development of Old London Road is likely to be delayed as the area of land to be built upon is being used to transport building materials over in the building of housing on Folly Lane. This was not agreed before the Old London Road project was agreed.
	Hold an event to launch the Local Development Orders (LDO) in Eden. Market the availability/opportunities	Seek Executive approval to formally consult on the draft LDOs by September 2017. Formally adopt the LDOs	On Target Executive approved the commencement of formal consultation		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised target date
	available through the LDOs.	by the Executive by October/November 2017. Hold an event to launch the LDOs in Eden. Market the potential and opportunities available through the LDOs from November 2017.	in September. A report will be brought back to November to formally agree the LDO areas subject to what consultation is received. An event(s) can then be held to promote the LDO sites.		
	Explore opportunities to further develop the Newton Rigg Masterplan focussing on assisting businesses to relocate to or set up on the site in partnership with Askham Bryan College.	Submit a revised Project Plan (using existing Heads of Terms); for approval by Askham Bryan by end September 2017. Agree with Askham Bryan appointment process of preferred consultants to assist with business case to	On Target The Council is working alongside Askham Bryan on future developments at their site. Current investigations are underway to explore the		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised target date
		<p>develop the site by end September 2017.</p> <p>Submit outline planning application, if appropriate, by the end of December 2017.</p> <p>If there is an appetite from partners, complete demand assessment ready for marketing the site in March 2018.</p>	<p>provision of new accommodation for students on the site.</p> <p>The partnership may agree to seek a development partner if there can be agreement devised as to how this project will be taken forward.</p>		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised target date
	Work with the Council's existing Leisure Contract providers to ensure that the Leisure Contract becomes sustainable and seek opportunities where a surplus could be identified from the site(s) for both the Council and the Leisure Contractor.	<p>Identify break clauses within the Contract in order to develop a timetable for sustainable activities to be explored by the end of December 2017.</p> <p>Generate options for further sustainable activities on the sites by the end of March 2018.</p>	<p>Not on target</p> <p>It has been identified that there are no break clauses in the contract. It runs to 2022 with an option to negotiate a five year extension. A meeting has been convened to commence looking at other options for sustainability.</p>		The Commercial Services Team have been advised that a full understanding of the current finances associated with the contract is being gathered within the Leisure and Communities Team and future work and options will depend on having a clear understanding of the finances.

Action Plan - 2017-18 for Commercial Services Portfolio

Objective EE2: Engage and support businesses to innovate, grow and seek to maximise higher wage employment.

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
EE2a: Continue with our 'Invest in Eden' website and business marketing and support offers, including the Eden Business Support Fund, to attract high quality businesses to locate and expand in the area	Ensure monitoring of the Eden Business Support Fund takes place on a quarterly basis.	Take up of the fund. Income generated per year and since the scheme has been running. At 31 March 2017 - £295,000 of loans are approved. Income to date: 2015/16 £2, 606.13 2016/17 £5,829.40	On Target Quarterly reports continue to be provided for the Commercial Services Portfolio Holder on a quarterly basis.		
	Produce a Marketing and Promotion Plan to support the Economic Development Strategy of the Council to develop jobs and growth in key locations around the District.	Produce bi-annual reports on progress implementing the Marketing and Promotion Plan to the Commercial Services Holder.	On Target Draft Marketing Plan produced. First monitoring report due January 2018		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
	Further develop the Invest in Eden Marketing materials and produce a promotional video.	Revision and updating of marketing materials by end of October 2017. Video produced by end of March 2018.	On target Revised marketing materials produced. New display equipment produced. Video commissioned with Mulholland Media for completion 1 June 2018 – this was necessary to allow the video to take in to account different events through the year.		
	Promote the Eden Apprenticeship Scheme to local employers. Between March 2012 and	At least 15 apprentice placements per year. Monitor the agreement in place on a quarterly basis	On target The scheme is performing well and delivering above		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
	March 2017 the scheme has generated 77 Apprenticeship places and helped 67 employers.	and report to the Portfolio Holder.	expectations. There are currently 26 apprentices placed with businesses and a number of businesses have agreed placements and are advertising for apprentices at the moment. The scheme continues to be monitored on a quarterly basis.		
EE2b: Engage with Eden's four market towns and the Chambers of Trade to increase their vitality, including the Townscape Heritage Initiative (THI) in Alston and the Penrith Business	Alston <ul style="list-style-type: none"> Provide financial support of £3,000 to enable buying in specialist Conservation Officer advice to advise on THI grant 	<ul style="list-style-type: none"> Report to Portfolio Holder on take up of this provision in March 2018. 	On Target Eden have provided this finance to Alston Moor Partnership for specialist conservation advice. This role will be handed over to the new		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
Improvement District	<p>applications for property.</p> <ul style="list-style-type: none"> Carry out feasibility study into the regeneration of the High Mill Site as instructed by the Executive on 1 March 2016. 	<ul style="list-style-type: none"> Report to Executive in September on options and seek recommendation for way forward. 	<p>internal Conservation Officer at the end of the external contract.</p> <p>On Target</p> <p>Feasibility Study produced and reported to the Executive in September with agreed recommendations to take forward. A further report is due in January 2018.</p>		
	<p>Appleby</p> <ul style="list-style-type: none"> Enter into a Service Level Agreement with Appleby Community Enterprises (ACE) to facilitate a business 	<ul style="list-style-type: none"> Business support and training needs identified by end of October 2017. Delivery started by end of March 2018. 	<p>On target.</p> <p>Appleby Library remains available as business hub. Arrangement with Cumbria Chamber to deliver business advice has necessitated a</p>		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
	<p>support and training programme.</p> <ul style="list-style-type: none"> • Work alongside Historic England to deliver the Heritage Action Zone programme in Appleby. 	<ul style="list-style-type: none"> • Meeting the project timescales and indicators as set out in the delivery plan. Project Officer and Conservation Officer should be appointed by end of July and Area Grant Scheme in place. 	<p>revised draft Agreement with ACE. Discussions ongoing for delivery start in March 2018.</p> <p>Project Officer and Conservation Officer were appointed in July and started in August. A tender document is being drawn up to commence the Area Grant Scheme Project.</p>		<p>There was a slight delay on the original project timescales set out in the delivery plan as they were based on a Project Officer being in place earlier.</p>

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
	<ul style="list-style-type: none"> Investigate the feasibility of devolving the Appleby Market Service to Appleby Town Council. Draw up brief for a tourism signage scheme in Appleby and agree with partners. 	<ul style="list-style-type: none"> Feasibility report produced and considered by Portfolio Holder by October 2017. Brief drawn up to establish costs and funding application submitted by March 2018, if applicable. 	<p>On Target</p> <p>Feasibility work has commenced and been reported to the Portfolio and a meeting has been held with Appleby Town Council.</p> <p>This work needs to be done in conjunction with the Appleby HAZ project. One of the HAZ projects is to review the existing tourism signage. Once this project is done, then this work can be started.</p>		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
	<p>Kirkby Stephen</p> <ul style="list-style-type: none"> Enter into a Service Level Agreement with Upper Eden Community Interest Company for them to lead on an updating of the Upper Eden Community Plan. 	<ul style="list-style-type: none"> Refresh of Community Plan completed by March 2018. Bi-annual report on progress to the Commercial Services Portfolio Holder and Communities Portfolio Holder. 	<p>On Target</p> <p>Service Level Agreement has been signed, refresh of the Upper Eden Community Plan has commenced.</p>		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
	<p>Business training and support programme</p> <ol style="list-style-type: none"> 1) Organise and deliver local, legally required courses such as First Aid and Food Hygiene 2) Work with The Edge funded training project to promote and deliver a range of training courses identified in the recent demand assessment. 3) Deliver a 1-1 business support service in a Business Hub at Kirkby Stephen Business Park through an 	<ul style="list-style-type: none"> • Bi-annual report on progress to the Commercial Services Portfolio Holder. Deliver training to 30 businesses by March 2018. 	<p>On Target</p> <p>Programme launched in June. Ongoing delivery funded and part funded courses to meet business needs with local partners and through The Edge and Kendal College.</p> <p>1-1 business support delivered in Kirkby Stephen Business Hub. Monitored through SLA. First monitoring report due October 2017.</p>		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
	<p>SLA with Upper Eden Community Interest Company.</p> <p>Work with partners in Kirkby Stephen to investigate feasibility of starting the Encounter Eden project through a 'Phase one' project.</p>	<ul style="list-style-type: none"> Work towards submitting a funding application by January 2018. Bi-annual report on progress to the Commercial Services Portfolio Holder. 	<p>On target</p> <p>The Council have contributed towards a feasibility study which is currently ongoing. The results of this feasibility will identify whether a funding application should be submitted in January.</p>		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
	Penrith <ul style="list-style-type: none"> Assist with renewal ballot of the Penrith Business Improvement District (BID). 	<ul style="list-style-type: none"> Seek a formal Council resolution as to whether the Council wishes to formally support the renewal of the Penrith BID by relevant timescales. 	<p>On Target</p> <p>The Executive has formally agreed for the Council to carry out the ballot at its meeting in October. Council will be asked to consider whether it wishes to vote for another BID term at its meeting in November.</p>		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
		<ul style="list-style-type: none"> From 12/06/17 BID to undertake 6 weeks consultation with BID levy payers. EDC to be consulted by BID via Members briefing on the 21 June. EDC to provide Base Line Statement of services to BID. From 17/07/17 – BID submission of formal notification (84 days' notice) to EDC. EDC to appoint external organisation to hold ballot and to give 42 day notification to voters by 20/10/17. Ballot day 30/11/17 	<p>On Target BID consulted and a Members' Briefing was held. Baseline of services was provided by the Council on time.</p> <p>On Target Complete</p> <p>On Target EDC has appointed Electoral Reform Services to hold the ballot.</p> <p>On Target</p>		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
	<ul style="list-style-type: none"> Have in place and monitor SLA with Penrith Town Council for Signature Events 	<p>All finance (£24,000 in 2017/18) is spent on relevant events each year. A six month progress meeting is held and a progress report is shared with the Portfolio Holder.</p>	<p>On Target</p> <p>Two events have been held to date – Eden Food and Farming Festival and Penrith Goes Orange. The third event will be the Winter Droving due to take place at the end of October. All finance is forecasted to be spent.</p>		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
	<ul style="list-style-type: none"> Investigate the potential for alternative uses and occupiers for the Two Lions Pub in Penrith. 	<p>3 options will be considered for use of the building:</p> <ol style="list-style-type: none"> Community sponsored use EDC led commercial use Independent Commercial use <p>Community group has been asked to submit a project proposal for consideration by 24 July 2017.</p> <ul style="list-style-type: none"> Economic Development Support Officer will continue to liaise with partners to consider commercial opportunities. 	<p>The Penrith Town Council has set up a community group later than they expected. The District Council has offered support to the Group if required. The District Council is also liaising with a private organisation who bring back similar buildings into mixed use. This option will be considered alongside what the community group develop.</p>		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
EE2c: Engage with partner organisations to support the rural economy	Work with the Local Enterprise Partnership (LEP) to secure finance that assists and supports the rural economy to be sustainable and thrive.	Work closely with the LEP to input Eden requirements into funding schemes. Promote funding schemes available through the LEP via Invest in Eden website and to business support enquiries.	On Target All LEP funding is promoted through the Council's Invest in Eden website.		
	Provide business support to businesses via an agreement with Cumbria Chamber of Commerce.	Provide support for 40 business start-ups. Provide support to 25 SMEs. Provide support to 20 non ERDF eligible businesses/start-ups. To be monitored quarterly from June 17.	On Target The first quarterly report has been produced and outputs are on target to be met.		

Action Plan - 2017-18 for Commercial Services Portfolio

Objective EE3: Work with partners to promote and develop an economically and environmentally sustainable tourism product in order to attract visitors with a range of interests.

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
EE3a: Promote and develop the key themes of cycling, walking, local history and local food and support arts and cultural events to support the economy and encourage all year round visitors to Eden.	Westmorland Dales Heritage Lottery Fund (HLF) Landscape Partnership Scheme Development Phase: <ul style="list-style-type: none"> Update and funding request to Portfolio Holder. 	<ul style="list-style-type: none"> Informal report/briefing note presented by end July 2017 to Commercial Services Portfolio meeting. 	On Target Briefing note presented at an Informal Portfolio meeting.		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
	<ul style="list-style-type: none"> Working with the Yorkshire Dales National Park Authority & other partners, work up detailed project proposals for the Tourism & Interpretation elements of the scheme during the development phase. 	<ul style="list-style-type: none"> Detailed project proposals under the themes of Discovering the Westmorland Dales; Drove Roads & Distinctly Westmorland Dales worked up by end of March 2018 ready for submission in Round 2 bid (July 2018). 	<p>The Tourism & Interpretation Working Group (of which EDC Eden Tourism is an active member) meets regularly to discuss and work up projects in the Development phase.</p> <p>Liaison is underway with external partners to work up the project details.</p>		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
	Eden Tourism has been successful in securing £22k funding from Historic England. The 2 year project, in conjunction with Historic England, includes the production of 4 trail leaflets, interpretation panels at Eden's 4 TIC's and a heritage trail app. The project will be undertaken with input from the Eden Tourism Network heritage group.	Production of 4 service centre leaflet trails by end of 2017. Progress work on interpretation panels and heritage app in conjunction with Historic England and the Eden Tourism Network heritage group.	On Target Leaflets will be printed by the end of 2017. Initial consultation has taken place regarding interpretation panels. App production is progressing.		
	Explore options for making Penrith TIC more sustainable through reconfiguration, increase in retail opportunities and investigations into expansion to incorporate a commercial venture e.g. café operated through a lease.	Research options and report back to the Portfolio Holder by December 2017.	On Target Research has commenced with informal report due in December 2017.		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
	Monitor and report on the SLAs in place with Kirkby Stephen Visitor Information Centre and Appleby TIC with a view to seeing how they can become more sustainable over the course of the year.	<p>Maintain regular meetings and liaison with Appleby Town Council and Upper Eden Community Interest Company.</p> <p>Discuss future grant funding options with concerned bodies in preparation for new funding regime from 2018/19.</p>	<p>Regular SLA meetings ensure effective dialogue continues with Upper Eden Visitor Centre and Appleby TIC.</p> <p>Meetings held with concerned bodies in July to make them aware of proposed new funding from 2018/19.</p>		
	Penrith and Eden Museum - liaise with the Arts Council over any outstanding requirements or information requests in connection with re-accreditation, taking action where needed.	Penrith and Eden Museum is awarded full re-accreditation with the Arts Council by the end of December 2017.	Awaiting outcome of re- accreditation application. The Arts Council has notified applicants of a backlog in assessing applications. Curators have requested to be kept up to date with situation.		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
	Progress Women of Cumbria partnership project and exhibition. Liaise with partners, lenders and community groups. Research, development and sourcing of Lorna Graves exhibition.	Penrith and Eden Museum delivers Lorna Graves exhibition and Women of Cumbria community project. 2 local groups are successfully engaged with the project and outputs contribute to an artist banner and banner procession in March 2018.	On target. Delivery of both projects well underway. Loans have been agreed and funding secured for the Women of Cumbria project. 4 community groups are being engaged with and the artist banners will be completed in November 2017.		
EE3b: Promote and support events including the Eden Food and Farming Festival, Winter Droving, Marmalade	Well attended Annual Tourism summit to be developed and held on 18 October 2017.	To deliver a Summit to incorporate a selection of speakers in the morning and 3 afternoon workshops. Attract	On Target The event was held and was well received. The Summit attracted in the region of 100		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
Festival, May Day celebrations in Penrith and attract regional and national events to Eden, such as the Tour of Britain.		100 delegates to the event.	delegates and received positive feedback from those who attended.		
	Organise events to mark Visit England's annual English Tourism Week that takes place in March 2018.	<p>Create and deliver a launch event involving national and local tourism representatives.</p> <p>Ensure a range of Eden tourism businesses to take part in national initiative.</p> <p>Promote launch and local offers to visitors and local community via social media and traditional media platforms.</p>	<p>Plans have commenced to mark the 2018 English Tourism week.</p> <p>Representatives from across Eden's tourism industry will be invited to become involved.</p>		

Action Plan - 2017-18 for Commercial Services Portfolio

ObjectiveTC6: Support improved communication with and for rural communities including the roll-out of high speed Broadband.

Strategic action	Delivery action	Target/measure	Progress at 30 September 2017	Outturn - progress at 31 March 2018	Reason for any under performance and revised date when target will be met
TC6b: Support improved Broadband, including Phase 2 of Connecting Cumbria so that Eden's communities have access to Superfast Broadband and we will signpost businesses and communities to options for developing their own broadband schemes where necessary.	Continue to make information available to communities who may be unable to benefit from the commercial roll-out of superfast broadband delivery.	Information on the website will be updated by the end of December 2018 with a range of methods that communities and businesses can secure their own superfast broadband connection.	On Target Information is publicised and options for further grants are being considered e.g. Rural Broadband Infrastructure grant.		
	Act as a point of liaison between communities and businesses and the Connecting Cumbria Project to highlight areas that still require superfast broadband coverage.	Where required, highlight the needs of communities and businesses to access superfast broadband through relevant channels.	On Target – as above		

Report No TES5/18

Eden District Council
Environment and Economy Scrutiny Committee

8 February 2018

Review of Waste and Recycling Collection Services as Part of a Cumbria Consistency Project

Portfolio:	Services Portfolio
Report from:	Deputy Director Technical Services
Wards:	All Wards
OPEN PUBLIC ITEM	

1 Purpose

- 1.1 To report on the work undertaken to date on the review of the waste and recycling collection services.

2 Recommendation

- 2.1 It is recommended that:
1. the contents of the report are noted; and
 2. a further report be brought back to the committee following completion of the review.

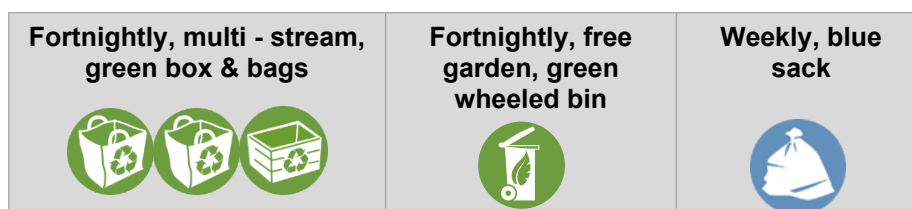
3 Report Details

Background

- 3.1 In September 2016 Eden District Council together with the other Cumbrian Local Authorities who form part of the Cumbria Strategic Waste Partnership were asked by the Waste and Resources Action Programme (WRAP) if they wished to be involved in a project to look at greater consistency in household waste and recycling collection services. The idea was that if the Local Authorities can increase the quality and quantity of materials recycled, comply with the relevant legislation and have better household engagement then the service can provide overall better value for money. This scheme was in keeping with Eden District Councils Service Portfolio actions and targets.
- 3.2 This piece of work was the result of an initial drive from the local MP Rory Stewart who saw there is potential for recycling to be done more cheaply and more efficiently through local authorities working together to make it simpler for public; industry and each other."
- 3.3 A company called Eunomia were commissioned by WRAP to undertake an options appraisal of the household kerbside collection service, which would form part of the development of a business case for greater consistency in Cumbria's waste and recycling collections.

Stage 1 Review of Cumbria Authorities collections

- 3.4 The current collections across Cumbria vary. In Eden collection is by two streams at the kerbside paper/card, co-mingled (glass, cans and plastics) recycling and refuse from 26,000 households and kerbside garden waste from 17,600 households.

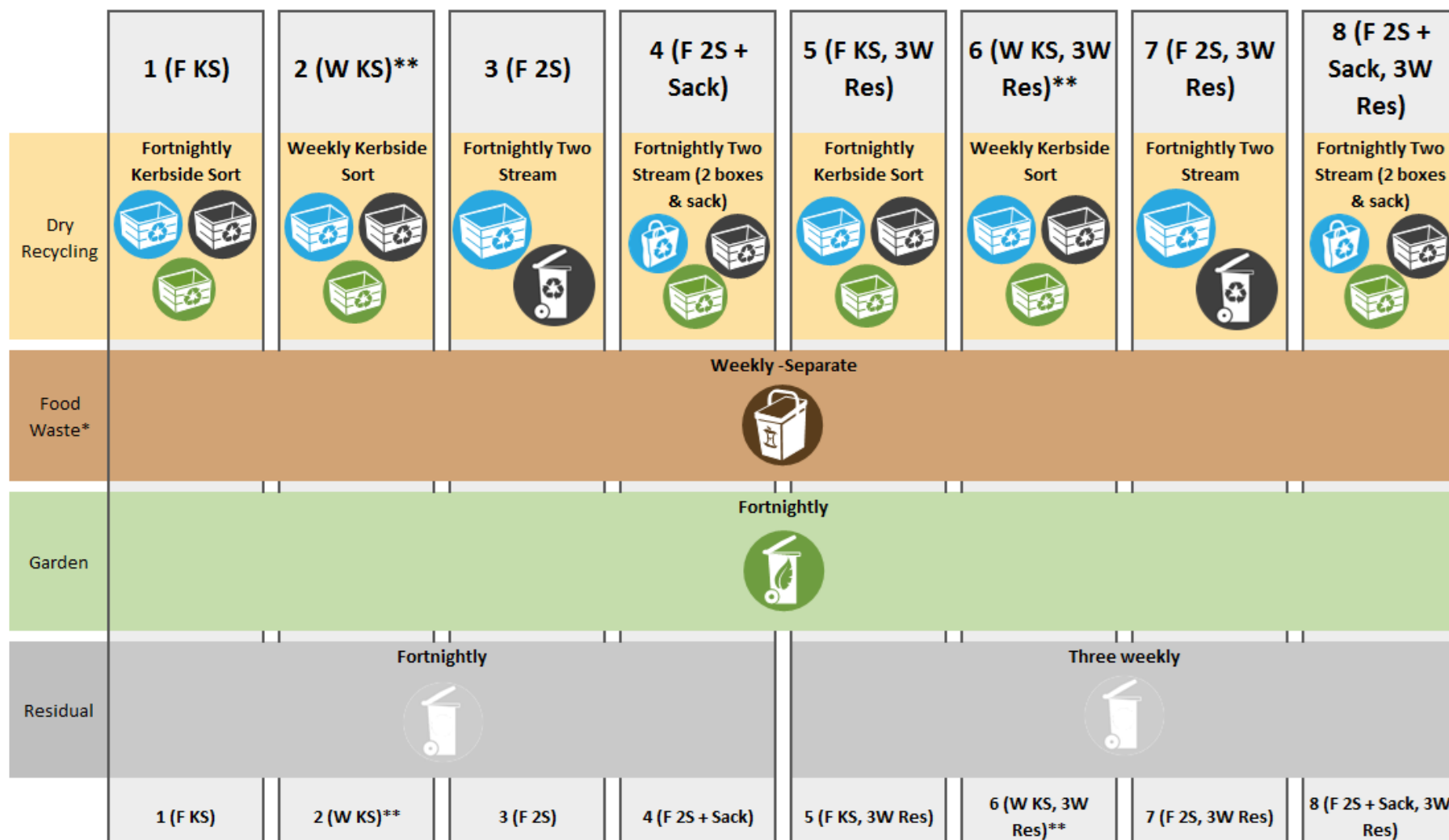


- 3.5 The first stage of the project was to model 8 options as shown in figure 1 including:

- Baseline – the ‘current’ kerbside service.
- Fortnightly kerbside sort (recyclable material is sorted at the kerbside), weekly separate food waste, fortnightly garden waste with fortnightly residual (domestic) waste collection (Option 1) and three-weekly residual waste collection (Option 5).
- Weekly kerbside sort with food waste collected on Resource Recovery Vehicles, fortnightly garden waste with fortnightly residual waste collection (Option 2) and three-weekly residual waste collection (Option 6).
- Fortnightly two-stream (two materials collected at kerbside), with wheeled bin and box for paper and card, fortnightly garden waste with fortnightly residual (domestic) waste collection (Option 3) and three-weekly residual waste collection (Option 7).
- Fortnightly two-stream with two kerbside boxes plus separate sack, fortnightly garden waste with fortnightly residual waste collection (Option 4) and three-weekly residual waste collection (Option 8).

- 3.6 As part of the work Eunomia looked at the factors affecting cost including the number of vehicles used for the collections for each of the options, recycling performance, and costs.
- 3.7 On completion of the modelling all options modelled show an increase in gross collection costs. This was generally due to the introduction of food waste collection and the requirement for dedicated food waste vehicles and kitchen and kerbside food caddies.
- 3.8 Not unexpectedly the options with the lowest collection costs were those with three weekly residual collection options. It was also noted that the options with the lowest gross collection costs were not the same for each Local Authority.
- 3.9 For gross costs of each option see figure 2, Appendix A.
- 3.10 The net collection costs were modelled as the gross collection costs but taking into account any income. In Eden’s case this is from recycling credits. In other Local Authorities there was income from the sale of the recyclables. See figure 3, Appendix A for details.

Figure 1 options modelled by WRAP



Stage 2 – Preferred Option

- 3.11 In August 2017 Eunomia were commissioned by WRAP on behalf of the Cumbria Strategic Waste Partnership to build on the work in Stage 1. They were asked to look at a number of areas in more detail, with an overall objective of narrowing down the options to a preferred option and provide a business case for this preferred option. This is Stage 2 of the project, the work is still on-going and the final recommendations are still to be made.
- 3.12 Currently each Local Authority has different depots and uses a variety of bulking points and sorting facilities. Stage 2 of the project is looking at Cumbria as a whole to see if there are more efficient location to place these facilities.
- 3.13 In Eden the current arrangements for bulking, sorting and reprocessing waste and recycled material are shown in table 1 below:

	Kerbside Material			
	Co-mingled	Paper/card	Garden	Residual
Bulking	Cumbria Waste Management - Flusco	Cumbria Waste Management – Mardale Rd	Cumbria Waste Management - Flusco	Shanks. Use Flusco as waste transfer site
Sorting	Cumbria Waste Management – Hespin Wood			
Reprocessing	Recresco Ellesmere Port, Norpol recycling ltd and J & A Young	Cumbria Waste recycling, Carlisle	AW Jenkinson Woodwaste – Hespin Wood	Shanks - Barrow
Treatment/ Disposal				Shanks - Barrow

- 3.14 Logistics is an important consideration in assessing options for locating facilities. A driver time analysis has been undertaken which showed that all but the remote areas of Cumbria were within 1 hour's drive time of a depot or bulking facility. In fact a number of areas are within 1 hour's drive time of a number of depots allowing for consideration of some rationalisation.
- 3.15 The third area that the Stage 2 study has looked into was the market value of materials and the development of market value assumptions to allow for a comparison of options. This was far from straightforward as the price for recyclable materials can fluctuate considerable. Eden District Council's

contract with Cumbria Waste Management gives the ownership of the materials to the contractor.

- 3.16 The initial findings from the Stage 2 study are that if the waste depots and facility locations throughout Cumbria were rationalised there would be cost savings, without reducing the coverage and time taken to drive to the facilities.
- 3.17 On completion of the project and agreement of the preferred option the Local Authorities would need to determine any cost sharing. For this consideration would be given to:
- Estimated savings for each District Council and for the County Council as Waste Disposal Authority.
 - The overall costs or savings to the Cumbria Strategic Waste Partnership as a whole.
 - Different models for the cost savings.
- 3.18 The preferred option and final summary for the project are still in preparation and will be reported to Committee when available.

4 Policy Framework

- 4.1 The Council has four corporate priorities which are:
- Decent Homes for All;
 - Strong Economy, Rich Environment;
 - Thriving Communities; and
 - Quality Council
- 4.2 This report meets the Quality Council corporate priority.

5 Consultation

- 5.1 No consultation has been carried out at this stage. The Portfolio Holder has been informed of the project at different stages.

6 Implications

6.1 Financial and Resources

- 6.1.1 Any decision to reduce or increase resources or alternatively increase income must be made within the context of the Council's stated priorities, as set out in its Council Plan 2015-19 as agreed at Council on 17 September 2015.
- 6.1.2 As the report is for information there is no impact on financial resources, albeit any adopted revised options for waste collection in the future will be carefully assessed for financial implications as part of any future report submitted to members.

6.2 Legal

- 6.2.1 There are no legal implication at this stage in the project.

6.3 Human Resources

- 6.3.1 There are no Human Resources implications arising out of this report.

6.4 Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	There are no implications to equality and diversity. Detailed implications for of any future options will clearly need to take account of having regard to equality and diversity issues.
Health, Social Environmental and Economic Impact	There are no implications in terms of health, social, or economic impact. Any improvement in the quality and quantity of materials recycled can only have a positive impacted on the environment.
Crime and Disorder	There are no implications on crime and disorder
Children and Safeguarding	There are no implications to children or safeguarding

6.5 Risk Management

Risk	Consequence	Controls Required
Failure to increase the quality and quantity of materials recycled, comply with the relevant legislation	Reputational damage to the Council.	The Council to make an informed future decision on waste collection options based on the conclusions of the WRAP project

7 Other Options Considered

- 7.1 No alternatives have been considered. The project has been agreed through the Cumbria Strategic Waste Partnership.

8 Reasons for the Decision/Recommendation

- 8.1 Recommendation meets the requirements of the Services Portfolio Holder's plan.

Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	24/01/18
Monitoring Officer (or Deputy)	24/01/18
Relevant Assistant Director	24/01/18

Background Papers: None

Appendices: None

Contact Officer: Jane Langston, Deputy Director Technical Services

Appendix A

Figure 2 Gross Costs (collection cost excluding any recycling income, treatment costs and recycling credits)

LA	Gross Cost (Collection cost excluding any recycling income, treatment costs and recycling credit)	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7	Option 8
		Fortnightly kerbside sort, weekly separate food	Weekly kerbside sort with food on RRV	fortnightly two stream, weekly separate food	Fortnightly two stream (boxes and sacks), weekly separate food	Fortnightly kerbside sort, weekly separate food	fortnightly kerbside sort with food on RRV	fortnightly two stream, weekly separate food	fortnightly two stream (boxes & sacks), weekly separate food
		fortnightly Refuse				Three weekly refuse			
Eden	Cost	£2,159,000	£2,218,000	£2,260,000	£2,078,000	£2,105,000	£2,026,000	£2,108,000	£1,932,000
	difference to baseline	£410,000	£469,000	£511,000	£329,000	£356,000	£277,000	£359,000	£183,000
	Difference to baseline %	23%	27%	29%	19%	20%	16%	21%	10%
	Rank	6	7	8	3	4	2	5	1

Figure 3 Net collection costs

LA	Net Cost (collection plus WCA treatment costs and recycling credit)	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7	Option 8
		Fortnightly kerbside sort, weekly separate food	Weekly kerbside sort with food on RRV	fortnightly two stream, weekly separate food	Fortnightly two stream (boxes and sacks), weekly separate food	Fortnightly kerbside sort, weekly separate food	fortnightly kerbside sort with food on RRV	fortnightly two stream, weekly separate food	fortnightly two stream (boxes & sacks), weekly separate food
		fortnightly Refuse				Three weekly refuse			
Eden	Cost	£1,651,000	£1,710,000	£1,796,000	£1,625,000	£1572,000	£1,493,000	£1,625,000	£1,457,000
	difference to baseline	£321,000	£380,000	£467,000	£329,000	£243,000	£164,000	£295,000	£128,000
	Difference to baseline %	24%	29%	35%	22%	18%	12%	22%	10%
	Rank	6	7	8	4	3	2	4	1

Costs are based on a number of assumptions. Should the Council wish, in the future, to consider supporting any of the options a full business case and costs would be provided.

Report No: G14/18

Eden District Council

Environment and Economy Scrutiny Committee

8 February 2018

Environment and Economy Scrutiny Committee Work Plan 2017-2018

Report from:	Chairman of the Environment and Economy Scrutiny Committee
Wards:	All Wards
OPEN PUBLIC ITEM	

1 Purpose

- 1.1 To set out the current and possible future agenda items for the Environment and Economy Scrutiny Committee. The report invites suggestions for possible agenda items from all non-Executive Members.

2 Recommendation

- 2.1 That any future agenda items at the next or future meetings be agreed.

3 Report Details

- 3.1 The work plan allows all non-Executive Members the opportunity to suggest possible agenda items for Scrutiny meetings. The agenda items for each meeting will ultimately be determined by the Chairman. The proposed work plan is attached as Appendix 1 to this report.
- 3.2 The work plan outlines known agenda items and items suggested by non-Executive Members. Members are invited to discuss the work plan and agree any items that they would like to receive at their next meeting and agree any agenda items which they may wish to receive at a future meeting. The scheduling of agenda items will be undertaken in consultation with the Chairman and relevant service. Any agenda item suggested should be within the remit of this Committee.

4 Policy Framework

- 4.1 The Council has four corporate priorities which are:
- Decent Homes for All;
 - Strong Economy, Rich Environment;
 - Thriving Communities; and
 - Quality Council
- 4.2 This report meets the Quality Council corporate priority by ensuring that the Council has good governance arrangements in place and is operating in an open and transparent way, with Members who are kept informed and motivated.

5 Consultation

- 5.1 An annual consultation is undertaken to engage members of the public, parishes and staff to allow them to submit suggestions for Scrutiny topics for the upcoming year. The topics are then chosen at a workshop preceding the first Scrutiny Co-ordinating Board meeting of the Municipal year. Any non-Executive Member is able to add topics to the work programme at any time during the Municipal year.

6 Implications

6.1 Financial and Resources

- 6.1.1 Any decision to reduce or increase resources or alternatively increase income must be made within the context of the Council's stated priorities, as set out in its Council Plan 2015-19 as agreed at Council on 17 September 2015.
- 6.1.2 There are no proposals in this report that would reduce or increase resources.

6.2 Legal

- 6.2.1 There are no legal implications associated with this report.

6.3 Human Resources

- 6.3.1 There are no human resources implications associated with this report.

6.4 Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	None arising from this report
Health, Social Environmental and Economic Impact	None arising from this report
Crime and Disorder	None arising from this report
Children and Safeguarding	None arising from this report

6.5 Risk Management

Risk	Consequence	Controls Required
The Committee can choose not to set a work plan for the forthcoming year.	The Council does not scrutinise topics of public interest or the work of the Executive, leading to reputational damage to the Council.	That the Committee regularly review its work plan and adds to it as necessary.

7 Other Options Considered

- 7.1 No other options have been considered.

8 Reasons for the Decision/Recommendation

- 8.1 Consideration of the proposed work plan allows Committee Members to have a greater sense of ownership over their meetings, which assists with maintaining Member engagement in the decision making process.

Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	23.01.18
Monitoring Officer (or Deputy)	29.01.18
Relevant Assistant Director	29.01.18

Background Papers: **None**

Appendices: **Environment and Economy Scrutiny Committee Work Plan 2017-2018**

Contact Officer: **Vivien Little, Member Services Team Leader**

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Appendix 1: Environment and Economy Scrutiny Committee Work Plan. Last Updated November 2017

Agenda Item Title	Report Author	Directorate	Scrutiny Function
Environment and Economy Scrutiny Committee – 5 October 2017			
Portfolio Holder Update: Commercial Services	Michael Slee	Commercial Services Portfolio Holder	Holding the Executive to account
Growing the Economy of Eden, including tourism (TBC)	Oliver Shimell	Commercial Services	Strong Economy, Rich Environment
Feedback on the Environment Agency meeting about future flood risk management options	Karen Greenwood	Not applicable	Information gathering
Environment and Economy Scrutiny Committee – 14 December 2017			
Portfolio Holder Update: Services	Adrian Todd	Services Portfolio Holder	Holding the Executive to account
Public Toilets	Jane Langston	Technical Services	Holding the Executive to account
Footway Lighting	Jane Langston	Technical Services	Holding the Executive to account
Environment and Economy Scrutiny Committee – 8 February 2018			
Portfolio Holder Update: Commercial Services	Michael Slee	Commercial Services	Holding the Executive to

Appendix 1: Environment and Economy Scrutiny Committee Work Plan. Last Updated November 2017

		Portfolio Holder	account
Waste and recycling – update on the WRAP project	Jane Langston	Technical Services	Policy Development
Environment and Economy Scrutiny Committee – 26 April 2018			
Portfolio Holder Update: Services	Adrian Todd	Services Portfolio Holder	Holding the Executive to account
Update on the devolution of Services	Jane Langston	Technical Services	Holding the Executive to account
Environment and Economy Panel – Future Agenda Items			
Future items			
Review of Blue Collar Contract (tbc)	Jane Langston	Technical Services	Holding the Executive to account
Review of Parking in Penrith (in conjunction with CCC). Please note that due to awaiting Cumbria County Council consultation, it is unknown when this topic may be heard	Jane Langston	Technical Services	