

# Policy Review and Development Panel

Grand Jury Room, Town Hall  
20 September 2010 at 6.00pm

The Policy Review Panel deals with reviewing policies and issues at the request of the Cabinet or Portfolio Holder, or pro-actively identifying issues that may require review; dealing with those issues either directly or by establishing Task and Finish Groups, monitoring progress of these Groups and assessing their final reports.

# Information for Members of the Public

## Access to information and meetings

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## Have Your Say!

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## Private Sessions

Occasionally meetings will need to discuss issues in private. This can only happen on a limited range of issues, which are set by law. When a committee does so, you will be asked to leave the meeting.

## Mobile phones, pagers, cameras, audio recorders

Please ensure that all mobile phones and pagers are turned off before the meeting begins and note that photography or audio recording is not permitted.

## Access

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# Terms of Reference

## Policy Review and Development Panel

- To review strategies and policies at the request of the Cabinet either directly or by establishing Task and Finish Groups, and to make recommendations back to Cabinet for decision.
- To review issues at the request of a Portfolio Holder either directly or by establishing Task and Finish Groups and to make recommendations back to the Portfolio Holder for decision.
- To monitor progress of Task and Finish Groups and assess their final reports prior to their submission to either the Cabinet or the Portfolio Holder.
- To proactively identify issues that may require review and improvement and to seek Cabinet's agreement as to whether and how they should be examined.

**COLCHESTER BOROUGH COUNCIL**  
**POLICY REVIEW AND DEVELOPMENT PANEL**  
**20 September 2010 at 6:00pm**

**Members**

Chairman : Councillor Nigel Offen.  
Deputy Chairman : Councillor Margaret Fisher.  
Councillors Nigel Chapman, Michael Lilley, Mike Hardy,  
Lesley Scott-Boutell and Jill Tod.

**Substitute Members** : All members of the Council who are not Cabinet members or members of this Panel.

**Agenda - Part A**

(open to the public including the media)

**Members of the public may wish to note that Agenda items 1 to 6 are normally brief and the last Agenda Item is a standard one for which there may be no business to consider.**

**Pages**

**1. Welcome and Announcements**

(a) The Chairman to welcome members of the public and Councillors and to remind all speakers of the requirement for microphones to be used at all times.

(b) At the Chairman's discretion, to announce information on:

- action in the event of an emergency;
- mobile phones switched off or to silent;
- location of toilets;
- introduction of members of the meeting.

**2. Substitutions**

Members may arrange for a substitute councillor to attend a meeting on their behalf, subject to prior notice being given. The attendance of substitute councillors must be recorded.

**3. Urgent Items**

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent and to give reasons for the urgency.

**4. Declarations of Interest**

The Chairman to invite Councillors to declare individually any personal interests they may have in the items on the agenda.

If the personal interest arises because of a Councillor's membership of or position of control or management on:

- any body to which the Councillor has been appointed or nominated by the Council; or
- another public body

then the interest need only be declared if the Councillor intends to speak on that item.

If a Councillor declares a personal interest they must also consider whether they have a prejudicial interest. If they have a prejudicial interest they must leave the room for that item.

If a Councillor wishes to make representations on an item on which they have a prejudicial interest they may do so if members of the public are allowed to make representations. In such circumstances a Councillor must leave the room immediately once they have finished speaking.

An interest is considered to be prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice the Councillor's judgement of the public interest.

Councillors should consult paragraph 7 of the Meetings General Procedure Rules for further guidance.

## **5. Have Your Say!**

(a) The Chairman to invite members of the public to indicate if they wish to speak or present a petition at this meeting – either on an item on the agenda or on a general matter not on this agenda. You should indicate your wish to speak at this point if your name has not been noted by Council staff.

(b) The Chairman to invite contributions from members of the public who wish to Have Your Say! on a general matter not on this agenda.

## **6. Minutes**

To confirm as a correct record the minutes of the meeting held on 1 September 2010.

## **7. Historic Town Centre Improvements**

**1 - 4**

See report by the Head of Strategic Policy and Regeneration.

The Panel will also be assisted in its discussions by guest speaker,

Alan Lindsay, Senior Transportation Planner at Essex County Council.

**8. Work Programme 2010/11**

**5 - 7**

See report by the Head of Corporate Management.

**9. Exclusion of the public**

In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).



## Policy Review and Development Panel

Item  
**7**

20 September 2010

Report of	Head of Strategic Policy and Regeneration	Author	Howard Davies 507885
Title	Historic Town Centre Improvements		
Wards affected	Castle		

**This report is intended to give an interim update on the Historic Town Centre Improvement Project currently underway, but will update the Panel on progress with the Transport elements particularly**

### 1. Decision(s) Required

- 1.1 To note progress with the Better Town Centre Programme.
- 1.2 To note progress made on the town centre traffic and transport study element of the Historic Town Centre Improvements work. But understand that further detail will be available in the next stage consultation process.
- 1.3 To note the feedback from the Better Town Centre public engagement event earlier this year

### 2. Background

- 2.1 The panel originally had an update in Aug 2009, giving an overview of this project and were asked to note the strategy to be adopted in order to progress the project to deliver Colchester Historic Town Centre Improvements which has been developed in partnership with Essex County Council (ECC) and Colchester Borough Council (CBC).
- 2.2 Then in September 2009 the Panel were asked to note the following:
  1. The progress with the Historic Town Centre Improvements work and comment on two presentations:
    - A draft Public Realm Strategy
    - A draft Lighting Strategy
  2. That this work is at a draft stage and their comments would be a valuable indicator as this work moves forward

The transport element has progressed throughout this year and it is proposed to carry out public consultation with the public later in the autumn and it is now timely to provide a status update to the Panel prior to this happening.

Since last September much work has been undertaken with bus operators and Hackney carriage representatives in order to best understand what needs to be in place in order to reduce unnecessary traffic in the Town Centre core and what provision will be made following the formal closure of the temporary bus station in Queen Street in December 2012. In March of this year as part of the launch of the Better Town Centre Programme

an engagement exercise with the public was carried out providing information on the 9 themes of the Programme, one of which related to “getting around in Colchester.” This theme focused on emerging ideas for reducing traffic in the town centre, and improvements to public transport to increase efficiency and reliability. The accompanying presentation will highlight the detailed process carried out through the last year.

- 2.3 In addition two physical “quick wins” improvement projects have now been completed
- Haven Gateway funds were made available to the new owners of the Essex and Suffolk Fire Offices on the High St which were used to repair and finish the colonnade. The owners have also agreed to take ownership of the colonnade and continue maintaining it.
  - We worked with the Diocese and Garrison to carry out works in the St Peter’s churchyard, following this the Garrison adopted the church as its Town Centre Church.
- 2.4 The Council has also completed public realm improvements to the Priory grounds, in partnership with the Diocese and English Heritage to improve accessible links from St Julian Grove, Britannia car park and Priory Street. Works were carried out on the trees and shrubs to improve light within the Priory adding to a feeling of security. We hope to secure sponsorship for additional trees to be planted this winter.
- 2.5 This work has been funded through the Haven Gateway and is an integral part of the transport element of the Town Centre Project, in particular in areas where traffic management solutions may result in increased areas of pedestrian priority.
- 2.6 This work will contribute to future implementation of an Area Action Plan for the Town Centre

### **3. Next Steps**

- 3.1 As previously advised to the Panel a Town Centre Steering Group has been formed which encompasses representatives from service groups within Colchester Borough Council and Essex County Council.
- 3.2 Final work is currently being undertaken by the Traffic and Transport Project team which will be fed through to the Steering Group prior to the Public Consultation later in the autumn. This will be included in an update of the Public Realm Strategy which members will note concurs with current Government expectations around street clutter in Town Centres.
- 3.3 A Communication Strategy is being developed by the Steering Group

### **4. Alternative Options**

- 4.1 A decision could be made not to move ahead with this project, but this would mean losing funding, in the sum of £550,000, already secured and the ability to make significant economic, social and transportation improvements to the Town Centre Core and in particular the High Street, would be lost.
- 4.2 Delaying this work could increase the air quality issues already in the Town Centre.

### **5. Supporting Information**



- 5.1 Transport for Colchester, adopted by Colchester Borough Council in November 2003, highlighted key priorities for the Historic Core Zone;
- Make the town centre accessible for all people who live in, work in or visit the town
  - Make the town centre a place where people want to be – a pleasant and safe environment with low traffic volumes and speeds
  - Priority will be given to those on foot, closely followed by bike and bus access. Deliveries and access for residents and disabled will be planned for, but non essential traffic will be discouraged
- 5.2 These themes have been included within the Local development Framework Core Strategy covered by transportation and public realm policies.
- 5.3 A workshop was held jointly by Essex County Council and Colchester Borough Council in May 2008 to discuss the best strategy for the delivery of the Historic Town Centre Improvements Project. It was agreed that an incremental approach should be taken and some key short term outcomes were established: for the period August to end 2008,
- ❖ The appointment of a project lead and subsequent creation of a project Team and Project Board which would include Council Members from CBC and ECC,
  - ❖ The definition of a vision for the Town Centre Core, i.e. what will define a successful, safe and economically vibrant town centre
  - ❖ The Development of a realistic Implementation Plan with some key milestone projects in the short, medium and longer term.
  - ❖ The delivery of some of the short term “quick win” projects which would start to make a difference to the High Street in particular
- 5.4 Project Board meeting between CBC and ECC held in February 2009 which agreed key proposals around delivery.
- 5.5 Mouchel appointed in September 2009 to give advice on detailed elements and help discussions with bus hackney carriage operators.
- 5.6 The Historic Town Centre Work form part of the Better Town Centre initiative

## **6. Strategic Plan References**

- 6.1 Realise Colchester’s potential as a preferred destination for visitors, businesses, location and investment.
- 6.2 One of the key aims to delivering quality services is better co-ordination of our and our partners’ resources to meet business needs.

## **7. Consultation**

- 7.1 Ongoing consultation will take place with business and retail representative groups by Colchester Borough Council. It is expected that extensive public consultation will take place later in the autumn

## **8. Publicity Considerations**

- 8.1 A communication/media plan is being put in place to maximise positive publicity for the projects. This will deal with all Town Centre projects to ensure good linkages.
- 8.2 Public Consultation is planned for this autumn around the traffic and transport element.

## **9. Financial Implications**

9.1 As mentioned above CLG funding through the Haven Gateway Partnership was secured for the three years 2008 through 2011 as follows

- £100,000 was secured for financial year 2008/9.
- £150,000 has been secured for the financial year 2009/10.
- £550,000 has been secured the current financial year.
- The role of the project lead will include sourcing additional funding for specific projects as identified by the Project Team.

9.2 we are currently looking at European funding sources to continue this important work

## **10. Equality, Diversity and Human Rights implications**

10.1 Each project will have an accompanying EIA as part of its proposal

## **11. Community Safety Implications**

11.1 The Council's Community Safety are represented on the Steering Group

## **12. Health and Safety Implications**

12.1 N/A

## **13. Risk Management Implications**

13.1 All projects will include a full risk register statement

## Policy Review and Development Panel

Item

8

20 September 2010

Report of	Head of Corporate Management	Author	Amanda Chidgey ☎ 282227
Title	Work Programme 2010/11		
Wards affected	Not applicable		

This report sets out the current Work Programme 2010/2010 for the Policy Review and Development Panel.

### 1. Decision Required

- 1.1 The Policy Review and Development Panel is asked to note the current situation regarding the Panel's work programme for 2010/11.

### 2. Alternative options

- 2.1 This function forms part of the Panel's Terms of Reference and, as such, no alternative options are presented.

### 3. Introduction

- 3.1 At each meeting of the Panel, the opportunity is taken for the work programme to be reviewed and, if necessary, amended according to current circumstances.

### 4. Current Situation

- 4.1 The Work Programme has been updated since the meeting of the Panel held on 1 September 2010 to reflect the current circumstances as follows:
- **Olympics 2012** outcome of discussions between Councillors Arnold and Offen are still awaited;
  - **Review of Accommodation for Older People** rescheduled to meeting in November;
  - **Single Equality Scheme** update to be presented to meeting in November;
  - **Integrated County Economic Development Strategy / The State of Essex report** rescheduled to meeting in January;
  - **Waste Prevention and Recycling Options Appraisal // Update** rescheduled to meeting in January;

### 5. Standard References

- 5.1 There are no particular references to the Strategic Plan; publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety or risk management implications.

Policy Review and Development Panel  
**WORK PROGRAMME 2010/11**

	<u>14 June 2010</u>	<u>1 September 2010</u>	<u>20 September 2010</u>
<b>Policy Initiatives</b>			
<b>Review of Corporate Policies</b>		Economic Development Strategy 2010 - 2015	
<b>Task and Finish Groups</b>		20 mph speed limit // Engagement Plan Night Time Economy // Final report	Town Centre Improvements // Joint Presentation with Essex County Council

	<u>8 November 2010</u>	<u>10 January 2011</u>	<u>28 February 2011</u>
<b>Policy Initiatives</b>			
<b>Review of Corporate Policies</b>	Olympics 2012 Accommodation for Older People Single Equality Scheme	Integrated County Economic Development Strategy / The State of Essex	
<b>Task and Finish Groups</b>		Waste Prevention and Recycling Options Appraisal // Update Town Centre Improvements // Final Report	

Items to be scheduled:

- Energy Savings Trust;
- Allotments Strategy;
- Cycle Paths and the Cycle Town Initiative (subject to availability of the Cycle Town Programme Manager)

<b>Task and Finish Groups</b>	<b>Membership 2010-11</b>
Night Time Economy	Councillors Barlow, Davies, Naish and B. Oxford
20 mph speed limit	Councillors Ford, Hardy and Offen, G. Oxford and Parish Councillor Gili-Ross
Waste Prevention and Recycling Options Appraisal	Councillors Arnold, Barlow, Chillingworth, P. Oxford, Smith and J. Young

