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Meeting	COMMUNITY SCRUTINY COMMITTEE
Time/Day/Date	6.30 pm on Wednesday, 25 November 2020
Location	Remote Meeting using Microsoft Teams
Officer to contact	Democratic Services

AGENDA

Item	Pages
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring disclosable interests you should make clear the nature of that interest and whether it is pecuniary or non-pecuniary.	
3. PUBLIC QUESTION AND ANSWER SESSION	
To receive questions from members of the public under rule no.10 of the Council Procedure Rules. The procedure rule provides that members of the public may ask any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.	
4. MINUTES	
To approve and sign the minutes of the meeting held on 28 October 2020	3 - 8
5. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME	
To consider any items to be included in the work programme. The plan of forthcoming Cabinet decisions and the current work programme are attached for information.	9 - 22
6. AIR QUALITY PROGRESS UPDATE	
Report of the Head of Community Services	23 - 74
7. UPDATE ON CAR PARK REVIEW	
Report of the Head of Community Services	75 - 146

Circulation:

Councillor D Harrison (Chairman)
Councillor B Harrison-Rushton (Deputy Chairman)
Councillor C C Benfield
Councillor A J Bridgen
Councillor T Eynon
Councillor J Geary
Councillor G Hout
Councillor K Merrie MBE
Councillor D E J Tebbutt
Councillor M B Wyatt

MINUTES of a meeting of the COMMUNITY SCRUTINY COMMITTEE held in the Remote meeting using Microsoft Teams on WEDNESDAY, 28 OCTOBER 2020

Present: Councillor D Harrison (Chairman)

Councillors B Harrison-Rushton, C C Benfield, A J Bridgen, T Eynon, G Hoult, K Merrie MBE, M B Wyatt and M D Hay (Substitute for Councillor J Geary)

In Attendance: Councillors

Portfolio Holders: Councillors R Ashman, R D Bayliss and T Gillard

Officers: Mr J Arnold, Mrs T Bingham, M D'Oyly-Watkins, Mr T Delaney, Mr C Elston, Mrs A Harper, Mr C Lambert, Walford, Mrs R Wallace and Miss E Warhurst

11. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J Geary who was substituted by Councillor M Hay, and from Councillor D Tebbutt.

12. DECLARATION OF INTERESTS

Councillor M Wyatt declared a pecuniary interest in item 7 – Local Lockdown Grant Fund: Discretionary Funding, and a non-pecuniary interest in item 8 – North West Leicestershire District Council Economy Recovery Plan as a local business owner.

13. PUBLIC QUESTION AND ANSWER SESSION

There were no public questions.

14. MINUTES

Consideration was given to the minutes of the meeting held on 21 July 2020.

It was moved by Councillor K Merrie, seconded by Councillor B Harrison-Rushton and by affirmation of the meeting

RESOLVED THAT:

The minutes of the meeting held on 21 July be approved as a correct record.

15. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME

Consideration was given to the Committee's work programme, the item action log and the Cabinet's Executive Decision Notice.

A Member referred to an item previously considered by the Committee in relation to Section 106 monies for health provisions and the agreement to have an annual update. It was requested that this be added to the work programme and also to accept the previous offer of a CCG representative to attend the meeting when it was considered.

A Member referred to an item on the action log entitled 'Update on Climate Change and Carbon reduction' and requested that a Task and Finish Group be set up to consider such

an important matter. The Chairman thanked the Member for the suggestion and confirmed this would be considered going forward.

By affirmation of the meeting it was

RESOLVED THAT:

The Committee's future work programme be updated in accordance with the above requests from the committee.

16. CHANGE OF APPROACH FOR CURRENT RENT ARREARS ENFORCEMENT

The Housing Management Team Manager presented the report to Members.

The Housing, Property and Customer Services Portfolio Holder addressed the Committee and spoke in support of the proposals.

Members welcomed the report and proposals, as this was much needed for tenants in the District who were struggling due to a very difficult year.

Regard was given to the Universal Credit process and the importance of encouraging tenants to place priority on paying their rent. Members felt that it was important to have the right friendly approach when contacting and supporting vulnerable tenants who may be avoiding contact due to their financial worries.

Officers clarified a number of points within the report and provided an explanation in relation to the Housing Revenue Account and the ring fencing of rental income for tenant services.

The Chairman thanked Members for their contributions and as stated within the report, all comments would be provided to Cabinet when it considered the item on 10 November.

17. LOCAL LOCKDOWN GRANT FUND: DISCRETIONARY FUNDING

Following the declaration of a pecuniary interest, Councillor M Wyatt left the meeting for the duration of the item and took no part in the consideration thereon.

The Head of Finance introduced the report and the Strategic Finance Manager who gave a presentation to Members.

The Business and Regeneration Portfolio Holder addressed the Committee and spoke in support.

Members were happy with the report and had no additional comments. As per the recommendation, this would be fed back to Cabinet when it considered the item on 10 November.

18. NORTH WEST LEICESTERSHIRE ECONOMY RECOVERY PLAN

The Business Focus Team Manager introduced the report and gave a presentation to Members.

The Business and Regeneration Portfolio Holder addressed the Committee and spoke in support.

Members welcomed the report and work undertaken. A discussion ensued and a number of points within the report were clarified by the Business Focus Team Manager. The following comments were made:

- The concept of developing a Member ambassadorial role to ensure members were engaged and actively involved in supporting local businesses was very much welcomed.
- In relation to Outcome 4.4 of the plan to support start-up businesses with the use of virtual workshops, concerns were raised on the value of such workshops as success rates were generally measured on attendance rates rather than actual outcomes.
- The proposed establishment of a Coalville town centre management function was welcomed.
- The proposal to rollout a 'Wheels to Work' scheme was welcomed; it was felt that this would really help those people that were struggling with transport to work in the current economic climate.
- In relation to the performance metrics within the plan, it was felt that the data did not provide information on the quality of the jobs, which therefore did not give a full picture on the possible drop in local quality of life and local economy. A measurement of quality would be helpful going forward.
- A suggestion was made to contact the Springboard Centre as part of consultation in relation to new business start-ups as this was an established organisation with many contacts.
- Concerns were raised regarding no progress being made with the supporting of local businesses in readiness for the UK's exit for the European Union, considering that the date was fast approaching.

It was moved by Councillor K Merrie, seconded by Councillor T Eynon and by affirmation of the meeting

RESOLVED THAT:

Comments made by the Committee be reported to Cabinet when it considers the item on 10 November.

19. ESTABLISHMENT OF COMPANY TO BE KNOWN AS 'EM DEVCO LIMITED'

The Strategic Director introduced the item and gave a presentation to Members.

The Planning and Infrastructure Portfolio Holder addressed the Committee and spoke in support of the proposal.

In principle, Members were supportive of the proposals and the need for development on a large scale was acknowledged. The main concerns raised were in relation to the interim delivery vehicle.

The following comments were raised by Members as part of the thorough discussion:

- Concerns were raised on the cost element of the project. The project was reliant on the completion of HS2 and government funding; therefore, there was a huge risk that NWLDC and Leicestershire County Council could become liable for the ongoing costs of the Interim Vehicle in addition to any initial financial contribution.
- Members felt that the councillor representative on the Interim Vehicle Board was invaluable as it was important to have an influence on the project to achieve the potential benefits for the district.
- In reference to being net carbon zero, it was pointed out that the promise was to 'prioritise' the reduction of emissions and this did not mean net carbon zero. In addition, the report referred to East Midlands Airport as an inland Freeport on the UK's largest 24-hour airfreight hub, which was not a carbon neutral approach. It was felt that approving this would be welcoming flight scheduling 24 hours a day. Concerns were raised that the proposal did not embrace the climate change emergency and it was felt that it should be in the forefront for any future development.
- Concerns were raised that the legislation for a Freeport and for a locally lead Development Corporation had not yet been approved or details available to examine. In addition, there was no guarantee that the government would allow a Development Corporation at the end of the process, or the desired type of Development Corporation actually be achieved, and clarity was needed in this situation for the Interim Vehicle.
- Members felt it was very important going forward to receive more details as they became available and regular progress updates. The Strategic Director confirmed this would be the case, as well as regular consultation with the Cross Party Working Group.
- A number of Members expressed major concerns with the financial risks for the authority, especially in the current difficult economic climate. It was strongly felt that a risk assessment was essential when the matter was considered by Council.

The Strategic Director reassured members that the recommendations for cabinet were for financial support in principle. When considered by Council there would be specific costs included and £100,000 had already been allocated for the project within the budget. He agreed that as the Council would be reliant on obtaining funding there would be an element of risk involved.

Councillor T Eynon proposed a change to the wording of the Cabinet recommendations to acknowledge the amount of risk involved and to ask for a comprehensive risk assessment to be undertaken before approval by Council. This needed to include the impact of HS2 eastern branch to East Midlands not happening; no government funding for the interim vehicle; climate change challenge not embraced; impact of COVID 19; and new legislation not being forthcoming and an alternative structure for the Development Corporation being necessary, meaning it would not be "locally led". Following a discussion by Members and advice received from the Monitoring Officer, it was agreed that recommendation 3 be amended to read as follows:

'Subject to the comments made by the Committee and the undertaking of a full comprehensive risk assessment prior to consideration at Council, the cabinet recommendations as detailed in the report be approved.'

Subject to the amendment to recommendation 3, It was moved by Councillor T Eynon, seconded by Councillor M Hay and

RESOLVED THAT:

- 1) The progress made to date regarding the East Midlands Development Corporation and the establishment of an Interim Vehicle be noted.
- 2) Comments made by Committee be considered by Cabinet at their meeting on 10 November.
- 3) Subject to the comments made by the Committee and the undertaking of a full comprehensive risk assessment prior to consideration at Council, the cabinet recommendations as detailed in the report be approved.

20. BUILDING CONTROL - PROPOSAL FOR FUTURE SERVICE DELIVERY

The Head of Planning and Infrastructure presented the report to Members.

A discussion was had on the difficulty to recruit to building control posts nationally and the general movement to shared services for a number of authorities. Members supported the proposals.

It was moved by Councillor K Merrie, seconded by Councillor T Eynon and by affirmation of the meeting

RESOLVED THAT:

- 1) The work undertaken on the Building Control Project with Charnwood Borough Council to date be noted
- 2) Comments be provided to Cabinet when the matter is considered at its meeting on 10 November.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 8.20 pm

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Community Scrutiny Committee – WORK PROGRAMME (as at 17/11/20)

Date of Meeting	Item	Lead Officer	Witnesses	Agenda Item Duration
10 February 2021				
10 February 2021	Freeport Proposition	Chris Elston, Head of Planning and Infrastructure		10 minutes
10 February 2021	Recycle more update and food waste trial	Paul Sanders, Head of Community Services		20 mins
10 February 2021	Planning Enforcement Effectiveness To consider the effectiveness of the Council's Planning Enforcement.	Clare Proudfoot		20 minutes
10 February 2021	Flood Management in North West Leicestershire	Chris Elston, Head of Planning and Infrastructure, Mike Murphy, Head of Human Resources and Organisational Development		15 minutes
10 February 2021	The Recovery of our Leisure Centres and the Partnership Contract with Everyone Active	Paul Sanders, Head of Community Services		
07 April 2021				
19 May 2021				

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Forward Plan Scoping Actions – Community Scrutiny Committee 2020-2021 (as at 17.11.20)

Item	Date requested	How requested	Who requested	Scoping Form Y/N	Officer responsible	Key Stakeholders	Task & Finish Group Y/N	Chair Agreed Y/N	Meeting scheduled & deadlines
Environmental Enforcement	23 Oct 19	Committee	Cllr Wyatt	No	Clare Proudfoot/ Paul Sanders	LCC, Environment Agency	No	Yes	
Status/Officer Actions:									Completed:
Officers to scope and schedule meeting.									
Shop Front Scheme Update	27 July	Request at a cross-party Working Group	Cllr Wyatt	No	James Arnold	n/a	No	Yes	
Status/Officer Actions:									Completed:
Item to be considered once scheme has concluded – date TBC									
Update on Climate Change and Carbon Reduction	21 July	Committee	Cllr Benfield	No	Paul Sanders	n/a	No	Yes	
Status/Officer Actions:									Completed:
New policy adopted in March. Report to be taken to committee next year (May/June) to update on the past years work. Need to consider which scrutiny committee is best fit to consider item due to its cross cutting status									
Update on Future High Street Fund Bid	21 July	Committee	Cllr Wyatt	No	James Arnold	n/a	No	Yes	
Status/Officer Actions:									Completed:
Awaiting external confirmation that will determine timeline for consideration.									

Actions scheduled for Committee

Item	Date requested	How requested	Who requested	Scoping Form Y/N	Officer responsible	Key Stakeholders	Task & Finish Group Y/N	Chair Agreed Y/N	Meeting scheduled & deadlines
Planning Enforcement (Effectiveness)	23 Oct 19	Committee	Cllr Eynon	Yes	Clare Proudfoot / Paul Sanders	n/a	No	Yes	10 February 2021
Officer Actions:									Completed:
To be considered at the 10 February 2021 meeting.									
Food Waste and Food Poverty	25 Jan 19	Scoping form	Cllr Eynon	Yes	Paul Sanders		No	Yes	10 February 2021
Officer Actions:									Completed:
To be considered as part of the report 'Recycle More Update & Food Waste Trial' at the 10 February 2021 meeting.									
Flooding and Sewer Issues	23 Oct 19	Committee	Cllr Eynon	No	Chris Elston & Mike Murphy	Severn Trent, Local Plan		Yes	10 February 2021
Officer Actions:									Completed:
To be considered at the 10 February 2021 meeting.									

DRAFT - Notice of Executive Key Decisions

The attached notice lists the matters which are likely to be the subject of a key decision by the Council's executive and executive decision making bodies. This notice is produced in accordance with the Constitution adopted by North West Leicestershire District Council and will be published a minimum of 28 days before the date on which a key decision is to be made on behalf of the Council.

The date of publication of this notice is ###. The Deadline for making any representations as to why items marked as private should be considered in public by **Cabinet on ### is 5pm ##.**

Key Decisions

A key decision means a decision taken by the Cabinet, a committee of the Cabinet, an area or joint committee or an individual in connection with the discharge of a function which is the responsibility of the executive and which is likely:

- (a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the Council;
- (c) for the purposes of (a) and (b) above £100,000 shall be regarded as significant in terms of expenditure or savings, and any issue which, in the opinion of the Leader is likely to have an impact on people, shall be regarded as significant in terms of impact on communities.

The Council's Executive

The Council's executive committee is the Cabinet. The Cabinet comprises:

Councillor R Blunt	-	Leader	Councillor A Woodman	-	Community Services
Councillor R Ashman	-	Deputy Leader and Planning & Infrastructure	Councillor N J Rushton	-	Corporate
Councillor T Gillard	-	Business and Regeneration	Councillor R D Bayliss	-	Housing, Property & Customer Services

Confidential Items and Private Meetings of the Executive

Whilst the majority of the Cabinet's business at the meetings listed in this notice will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is a formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of the Cabinet meetings listed in this Forward Plan may be held in private because the agenda and reports for the meeting contain exempt information under Part 1 Schedule 12A to the Local Government Act (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. Those Items where it is considered that they should be considered in private are identified on the Notice.

Access to Agenda and Related Documents

Documents relating to the matters listed in this notice are available at least 5 clear working days prior to the date of decision as indicated below. Other documents relevant to the matters listed in this notice may be submitted to the decision maker.

If you wish to request or submit a document, or make representation in relation to any issue contained within this notice, please contact Democratic and Support Services on telephone number 01530 454512 or by emailing memberservices@nwleicestershire.gov.uk

Executive Decisions

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker	Considered by Scrutiny or other Committee
January 2021							
Council Tax Base 2021-22	Cabinet	Key	Public	12 January 2021	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk</p> <p>Head of Finance Tel: 01530 454707 tracy.bingham@nwleicester.gov.uk</p>	Council Tax Base 2021-22	Not to be considered by a Scrutiny Committee - The calculation of the council tax base is prescribed in statute.
Update on Car Park Review	Cabinet	Key	Public	12 January 2021	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk</p>	Update on Car Park Review	Community Scrutiny Committee - 25 November 2020
Diseworth Village Design Statement - response to consultation	Cabinet	Non-Key	Public	12 January 2021	<p>Councillor Robert Ashman Tel: 01283 561700 robert.ashman@nwleicester.gov.uk</p> <p>Head of Planning and Infrastructure Tel: 01530 454668 chris.elston@nwleicester.gov.uk</p>	Report Diseworth Village Design Statement - response to consultation	Matter to be referred to Local Plan Committee which provides further scrutiny

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker	Considered by Scrutiny or other Committee
Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs	Cabinet	Non-Key	Public	12 January 2021	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicester.gov.uk		Not to be considered by a Scrutiny Committee.
Exemptions from the Contract Procedure Rules in Q3 20/21 15	Cabinet	Non-Key	Private Information relating to the financial or business affairs of any particular person (including the authority holding that information)	12 January 2021	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Legal and Commercial Services Tel: 01530 454762 elizabeth.warhurst@nwleicester.gov.uk	Authorised Exemption Forms Exemptions from the Contract Procedure Rules in Q2 20/21	Not required, this is simply a report taken to Cabinet to note the Exemptions applied by Statutory Officers
February 2021							
General Fund and Special Expenses Revenue Budgets Proposals for 2021/22	Cabinet	Key	Public	2 February 2021	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicester.gov.uk	General Fund Budget Summary Special Expenses Budget Summary General Fund and Special Expenses Revenue Budgets Proposals for 2021/22	Corporate Scrutiny Committee - 6 January 2021

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker	Considered by Scrutiny or other Committee
Housing Revenue Account (HRA) Budget for 2021/22	Cabinet	Key	Public	2 February 2021	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicester.gov.uk	Housing Revenue Account Budget Summary Housing Revenue Account (HRA) Budget for 2021/22	Corporate Scrutiny Committee - 6 January 2021
2021/22 Capital Strategy and 2021/22 - 2025/26 Capital Programmes 16	Cabinet	Key	Public	2 February 2021	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicester.gov.uk	2021/22 Capital Strategy and 2021/22 - 2025/26 Capital Programmes	Corporate Scrutiny Committee - 6 January 2021
2021 - 2026 Medium Term Financial Plans	Cabinet	Key	Public	2 February 2021	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicester.gov.uk	Medium Term Financial Plans 2021 - 2026 Medium Term Financial Plans	Due to the impact of the second lockdown on resources coupled with the Medium Term Financial Plan having recently been considered Scrutiny and Cabinet in September 2020, a revised plan will not be presented to Cabinet or Scrutiny in December or January as part of this year's budget process.

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker	Considered by Scrutiny or other Committee
Investment Strategy - Service and Commercial 2021/22	Cabinet	Non-Key	Public	2 February 2021	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicester.gov.uk	Investment Strategy - Service and Commercial 2021/22	Corporate Scrutiny Committee - 6 January 2021
Treasury Management Strategy Statement 2021/22 and Prudential Indicators 2021/22-2023/24 17	Cabinet	Key	Public	2 February 2021	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicester.gov.uk	Treasury Management Strategy Statement Treasury Management Strategy Statement 2021/22 and Prudential Indicators 2021/22-2023/24	Corporate Scrutiny Committee - 6 January 2021
Corporate Disposals Policy	Cabinet	Key	Public	2 February 2021	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicester.gov.uk Head of Housing Tel: 01530 454780 chris.lambert@nwleicester.gov.uk	Report Corporate Disposals Policy	Corporate Scrutiny Committee - 6 January 2021

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker	Considered by Scrutiny or other Committee
Minutes of the Coalville Special Expenses Working Party	Cabinet	Key	Public	2 February 2021	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk	Minutes of the Coalville Special Expenses Working Party from 15 December 2020 Minutes of the Coalville Special Expenses Working Party	Coalville Special Expenses Working Party - 15 December 2020
02 March 2021							
Freeport Proposition 18	Cabinet	Key	Public	2 March 2021	Councillor Robert Ashman Tel: 01283 561700 robert.ashman@nwleicester.gov.uk Head of Planning and Infrastructure Tel: 01530 454668 chris.elston@nwleicester.gov.uk	Freeport Proposition	Community Scrutiny Committee - 10 February 2020
Adoption of Castle Donington conservation area appraisal and boundary review	Cabinet	Key	Public	2 March 2021	Councillor Robert Ashman Tel: 01283 561700 robert.ashman@nwleicester.gov.uk Head of Planning and Infrastructure Tel: 01530 454668 chris.elston@nwleicester.gov.uk	Draft boundary review and map appendix Draft character appraisal and map appendix Public consultation responses	Not to be considered by a Scrutiny Committee.

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker	Considered by Scrutiny or other Committee
Recycle More Year 1 Progress	Cabinet	Key	Public	2 March 2021	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk	Recycle more update and food waste trial	Community Scrutiny Committee - 10 February 2021
The Recovery of our Leisure Centres and the Partnership Contract with Everyone Active 16	Cabinet	Key	Private Information relating to the financial or business affairs of any particular person (including the authority holding that information)	2 March 2021	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk	The Recovery of our Leisure Centres and the Partnership Contract with Everyone Active	Community Scrutiny Committee - 10 February 2020
30 March 2021							
Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs	Cabinet	Non-Key	Public	30 March 2021	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicester.gov.uk	Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs	Not to be considered by a Scrutiny Committee.

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker	Considered by Scrutiny or other Committee
2020/21 Quarter 2 & Quarter 3 Performance Reports	Cabinet	Key	Public	30 March 2021	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicester.gov.uk Head of Human Resources and Organisational Development Tel: 01530 454518 mike.murphy@nwleicester.gov.uk		Corporate Scrutiny Committee - 10 March 2021
April 2021							
May 2021							
There are no meetings of the Cabinet scheduled in May							
June 2021							
Corporate Governance Policies - Annual Review	Cabinet	Key	Public	8 June 2021	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Legal and Commercial Services Tel: 01530 454762 elizabeth.warhurst@nwleicester.gov.uk	Review of Corporate Governance Policies	Audit and Governance Committee - 21 April 2021

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker	Considered by Scrutiny or other Committee
Minutes of the Coalville Special Expenses Party	Cabinet	Key	Public	8 June 2021	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk</p>	<p>Minutes of the Coalville Special Expenses Party from 20 April 2021</p> <p>Minutes of the Coalville Special Expenses Party</p>	Coalville Special Expenses Working Party - 20 April 2021

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COMMUNITY SCRUTINY COMMITTEE – WEDNESDAY, 25
NOVEMBER 2020

Title of Report	AIR QUALITY PROGRESS UPDATE	
Presented by	Paul Sanders Head of Community Services	
Background Papers	Annual Status Report https://www.nwleics.gov.uk/pages/local_air_quality_review_and_assessment Cabinet Report 10 th December 2019 https://minutes-1.nwleics.gov.uk/ieListDocuments.aspx?CId=126&MId=2039&Ver=4	Public Report: Yes
Financial Implications	There will be a request for additional funds requested as part of the 2021/22 budget process of £19,000 for 2021/22, reducing to £9,000 and £3,000 in the following two financial years.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	As detailed in the report	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To update Community Scrutiny on the air quality Annual Status Report, the collaborative work being undertaken by the Environmental Protection Team and the outcome of the air quality delivery review. To report the recommendations from the Community Scrutiny Task & Finish Group.	
Reason agenda item submitted to Scrutiny Committee	Following Community Scrutiny on 20 November 2019, the Environmental Protection Team agreed to return to a future scrutiny meeting with an update on the air quality delivery review including the proposed delivery plan.	
Recommendations	THAT COMMUNITY SCRUTINY: <ul style="list-style-type: none"> - CONSIDER THE REPORT ON THE FUTURE PROVISION OF AIR QUALITY AND THE AIR QUALITY ACTION PLAN - CONSIDER THE REPORT FROM THE AIR QUALITY TASK AND FINISH GROUP - FORMULATE RECOMMENDATIONS TO CABINET FOR ITS MEETING ON 8 DECEMBER 2020 ON THE FUTURE PROVISION OF AIR QUALITY 	

1. BACKGROUND

- 1.1 On 20 November 2019, the Environmental Protection Team Manager and Public Protection Team Leader gave a presentation to Community Scrutiny Committee on the air quality Annual Status Report (ASR) 2019. This was because amendments were being made to the Air Quality Management Areas (AQMA) that would need Cabinet approval and the ASR was presented to Cabinet on 10 December 2019 <https://minutes-1.nwleics.gov.uk/ieListDocuments.aspx?CId=126&MId=2039&Ver=4>. Officers' agreed to return to Community Scrutiny Committee with an update on the work being carried out in collaboration with public health, to update on the status of the ASR and to report the outcome of the air quality delivery review including a proposed delivery plan.

2. ANNUAL STATUS REPORT

- 2.1 The ASR has been approved by the Department for Environment, Food & Rural Affairs (DEFRA). DEFRA have made some recommendations and these have been taken into consideration for the next report and include some amendments to the location of monitoring tubes.

3. REVIEW OF AIR QUALITY DELIVERY

- 3.1 As a result of Community Scrutiny Committee recommendations and approval by Cabinet in December, a review of the delivery of the air quality service has been undertaken. The outcome of this review was documented in a report which can be found in **Appendix 1**.
- 3.2 The review looked at all aspects of statutory, proactive and collaborative work with Public Health and identified some recommendations. As a result of the review of air quality delivery, a proposed action plan for the future delivery has been drawn up and is at **Appendix 2**. Officer's welcome the views of Community Scrutiny Committee on the Officer's proposed delivery plan and the task and finish group recommendations before formulating the final report to Cabinet on 8 December 2020.

4. JOINT STRATEGIC NEEDS ASSESSMENT

- 4.1 Public Health have drafted the Joint Strategic Needs Assessment (JSNA) and associated action plan and these went to Leicestershire County Council Cabinet on 20 October 2020 <http://politics.leics.gov.uk/ieListDocuments.aspx?CId=135&MId=5998&Ver=4>. Within the JSNA there is an air quality chapter and the Environmental Protection team will work closely with the County Council to ensure that the action plan is implemented.
- 4.2 In June 2017, the following motion was presented at full Council: *Officer's to engage with Leicestershire County Council (LCC) and the Director of Public Health to move forward with an Air Quality Action Plan.*
- 4.3 The council has been actively engaging with LCC through the JSNA and the publication of the action plans will see the continuing collaborative working. North West Leicestershire's role within the JSNA air quality action plan is documented in the future delivery of air quality action plan found at **Appendix 2**. The implementation of the JSNA air quality action plan will be through ongoing meetings with the districts, boroughs and Public Health Leicestershire.

5. CARBON ZERO

- 5.1 As part of our commitment to be carbon zero by 2050, a Zero Carbon Roadmap and Action Plan has been adopted by the council in March 2020. The Environmental Protection team will work closely with the Climate Change Programme Manager to ensure that the air quality aspects of the action plan are implemented, which will in turn help to reduce air

pollution and improve the quality of the air within the district. This has been incorporated in the delivery plan at **Appendix 2**.

6. TASK & FINISH GROUP

- 6.1 Community Scrutiny Committee requested that since air quality is an important issue for the council and its members that a Community Scrutiny Committee task and finish group for air quality be established, supported by relevant officers.
- 6.2 Task and finish group meetings were held on 2 October, 30 October and 13 November.
- 6.3 **Appendix 3** sets out the terms of reference approved by the councillors on the group at its first meeting on 2 October.
- 6.4 The key outcome for the task and finish group was for members to agree a majority consensus for recommendations that would then be submitted to Community Scrutiny Committee.
- 6.5 Officers note the contribution made by the task & finish group and thank them for their time and commitment, which has led to the submission of a comprehensive report containing their recommendations. The task and finish group report is detailed in **Appendix 4**.
- 6.6 Due to the publication deadline for Community Scrutiny Committee, Officers have been unable to provide comment on the task and finish group recommendations in time for the report deadline. A supplementary paper will be provided in advance of the committee of 25 November, which will provide advice and guidance to Community Scrutiny on each of the recommendations and propose some draft recommendations for inclusion in the Cabinet report for the meeting on 8 December 2020 which can be considered and debated by Community Scrutiny

The proposed air quality delivery plan detailed at **Appendix 2** contains the officer's recommendations on the future delivery of air quality based on the outcome of the air quality review which have been presented and debated at the task & finish group.

7. FINANCIAL IMPLICATIONS & RESOURCES

- 7.1 In order to deliver the additional work contained within the air quality delivery action plan at **Appendix 2**, one of the recommendations to Council will be to increase the air quality budget as part of developing the Council's 2021/22 budget, due to be approved by Council in February 2021. The proposed increase is to cover the following:

	Action	Cost	Financial year	Ongoing
1	Proactive campaigns e.g. clean air day	£3k additional budget Officer time and promotional materials	To start in 2021/2022	Yes
2	Desktop study for PM _{2.5}	£4-12k additional budget	To be completed in 2021/2022	No
3	Planners workshop	£2-4k additional budget	To be completed in 2021/2022	No
4	Supplementary Planning Document	£6k additional budget	To be completed in 2022/2023	No

7.2 Implementation of the outcomes of the desktop study in point 2 above will require review and will be picked up as part of the annual budget setting process in 2022/2023. At this stage the outcomes are unknown so cannot be quantified.

7.3 The total additional budget requirements each year are:

Financial Year	Total Additional Budget
2021/2022	£19,000
2022/2023	£9,000 + implementation of outcomes of desktop study
2023/2024	£3,000 + implementation of outcomes of desktop study this may be ongoing for a number of years

Policies and other considerations, as appropriate	
Council Priorities:	<ul style="list-style-type: none"> - Developing a clean and green district - Our communities are safe, healthy and connected
Policy Considerations:	None
Safeguarding:	No concerns
Equalities/Diversity:	None
Customer Impact:	None
Economic and Social Impact:	None
Environment and Climate Change:	Detailed within the report
Consultation/Community Engagement:	Task & Finish Group Portfolio Holder Community Scrutiny task & finish members
Risks:	Risks have been managed through the detailed review of air quality delivery undertaken independently by AQC
Officer Contact	Clare Proudfoot Environmental Protection Team Manager clare.proudfoot@nwleicestershire.gov.uk

**North West
Leicestershire:**
Audit of Local Air Quality
Management

August 2020



Experts in air quality
management & assessment



Document Control

Client	North West Leicestershire District Council	Principal Contact	Minna Scott
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Job Number	J4126
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Report Prepared By:	Dr Clare Beattie and George Chousos
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Document Status and Review Schedule

Report No.	Date	Status	Reviewed by
J4126A/1/F1	3 August 2020	Final	Penny Wilson (Associate Director)

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Executive Summary

This report sets out a review of Local Air Quality Management (LAQM) in North West Leicestershire. It has been carried out by Air Quality Consultants Ltd on behalf of North West Leicestershire District Council.

A review of monitoring sites, Air Quality Management Areas (AQMAs) and emissions sources in the district has been carried out to determine whether there are any additional locations where there is a risk of the objective being exceeded. Following this, recommendations are made about future monitoring which may be necessary to determine any further revocations of AQMAs, and identify any potential further exceedances. Wider recommendations around the focus of air quality work are also included.

Air quality across most of the district is good. Monitoring has demonstrated that even within AQMAs annual mean nitrogen dioxide concentrations are often well below the annual mean air quality objective. As a result, it is recommended that the Kegworth, Coalville and M1 AQMAs are revoked and that monitoring sites within the Copt Oak AQMA are moved to the facade of the nearest property if feasible (with a view to revoking this AQMA). The AQAP should therefore focus on the Castle Donnington AQMA, with some more general measures to prevent deterioration of air quality elsewhere in the district. The measures within the AQAP should be proportionate to the level of exceedance, with a view to concentrations reducing further due to the recent completion of the Castle Donnington Relief Road, and improvements to the vehicle fleet.

A review of the district has been carried out to ascertain whether there are any sources of emissions to air that require further investigation. There are a small number of properties very close to roads that warrant further investigation. No sources other than road traffic which have been identified.

The monitoring strategy in the district has also been reviewed. The locations of most the diffusion tubes are appropriate and most should be retained. Some further locations in Ashby-de-la-Zouch Coalville and Ibstock have been identified which should be reviewed in terms of traffic flows and relevant exposure. It is considered that the number of monitoring locations in Kegworth could be reduced.

Areas for further collaborative work have also been highlighted. These include collaboration with planners and public health, both of which could be engaged with in the AQAP process. These additional areas of work, which focus more on public health and the prevention of deterioration of air quality, and less on the achievement of air quality objectives, are likely to require additional resource.

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1 Introduction

- 1.1 This report sets out a review of Local Air Quality Management (LAQM) in North West Leicestershire. It has been carried out by Air Quality Consultants Ltd on behalf of North West Leicestershire District Council.
- 1.2 This review has been carried out to inform future LAQM activities in North West Leicestershire, the requirements for which are set out in Part IV of the Environment Act (1995) (HMSO, 1995) and the relevant Policy and Technical Guidance documents.
- 1.3 A review of monitoring sites, Air Quality Management Areas (AQMAs) and emissions sources in the district has been carried out to determine whether there are any additional locations where there is a risk of the objective being exceeded. Following this, recommendations are made about future monitoring which may be necessary to determine any further revocations of AQMAs, and identify any potential further exceedances. Wider recommendations around the focus of air quality work are also included.

2 Background

- 2.1 The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives.
- 2.2 The first LAQM report completed by North West Leicestershire District Council was published in 1998. Since then regular reports have been published, as required by the relevant policy guidance at the time. Current guidance (Defra, 2018b) requires Annual Status Reports (ASRs) to be submitted to Defra every year. The ASR should include information about action to improve air quality, monitoring data and any new sources of emissions. If a risk of an objective is identified at a relevant location, the local authority is required to declare an AQMA; either through a fast-track process, or following gathering of additional evidence. Likewise, if an AQMA could be revoked, this would also be reported in the ASR.
- 2.3 Since the inception of LAQM a number of AQMAs have been declared and revoked in North West Leicestershire¹ and there are currently 5 AQMAs declared in the district (as described in Table 1). These are all locations where residential properties are (or were) near to roads, with road traffic being the dominant source of emissions. The AQMAs include locations adjacent to the M1, and in smaller towns where congested narrow streets prevent full dispersion of pollutants and residential properties are close to the road. No exceedances of any of the other regulated pollutants have been identified in the district.

¹ The historical context of LAQM can be found in the latest ASR (North West Leicestershire District Council, 2019)

Table 1: North West Leicestershire AQMAs

Number	Name	Objective	Year Declared	Description
AQMA 1	Kegworth	NO ₂ annual mean	2004	Busy trunk road fronted by residential properties
AQMA 2	M1	NO ₂ annual mean/ NO ₂ 1-hour mean	2004 (annual)/ 2001 (Hourly)	Isolated property close to the M1. The property was removed when the Kegworth bypass was built, so now no relevant exposure
AQMA 3	Castle Donnington	NO ₂ annual mean	2008	An area encompassing the High Street and Bondgate area of Castle Donnington.
AQMA 4	Coalville	NO ₂ annual mean/ NO ₂ 1-hour mean	2008 (annual)/ 2012 (Hourly)	An area encompassing parts of Stephenson Way, Broom Leys Road and Bardon Road in Coalville.
AQMA 5	Copt Oak	NO ₂ annual mean	2009	An area of the village of Copt Oak that lies within the boundaries of NW Leicestershire District Council.

3 Existing Air Quality

3.1 North West Leicestershire District Council carries out monitoring of nitrogen dioxide concentrations using a network of diffusion tubes, and previously at one automatic analyser. All of the monitoring sites are shown in Figure 1. The Council has declared five Air Quality Management Areas (AQMAs) for exceedances of the annual mean and 1-hour mean nitrogen dioxide objectives (see Figure 2).

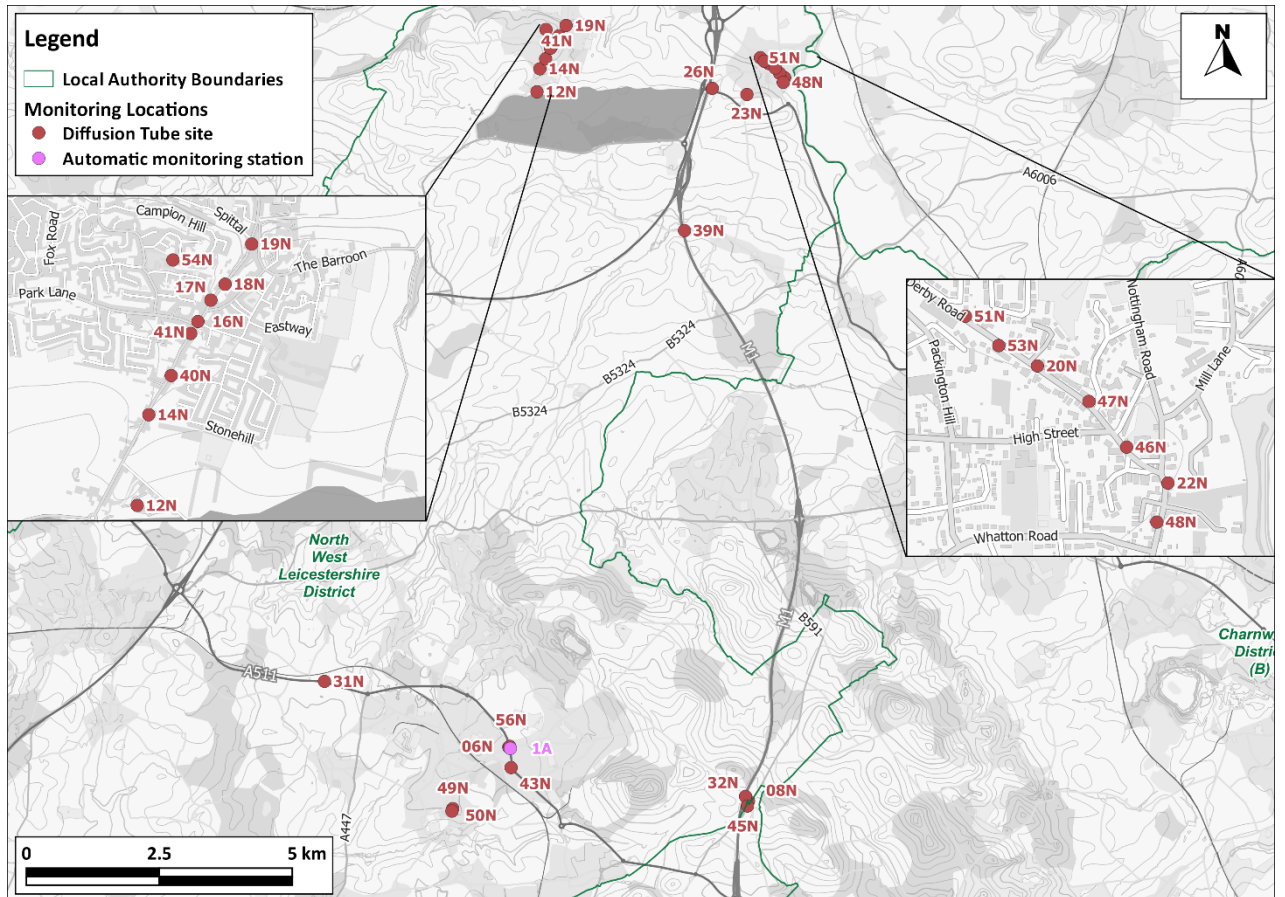


Figure 1: NW Leicestershire Monitoring Locations

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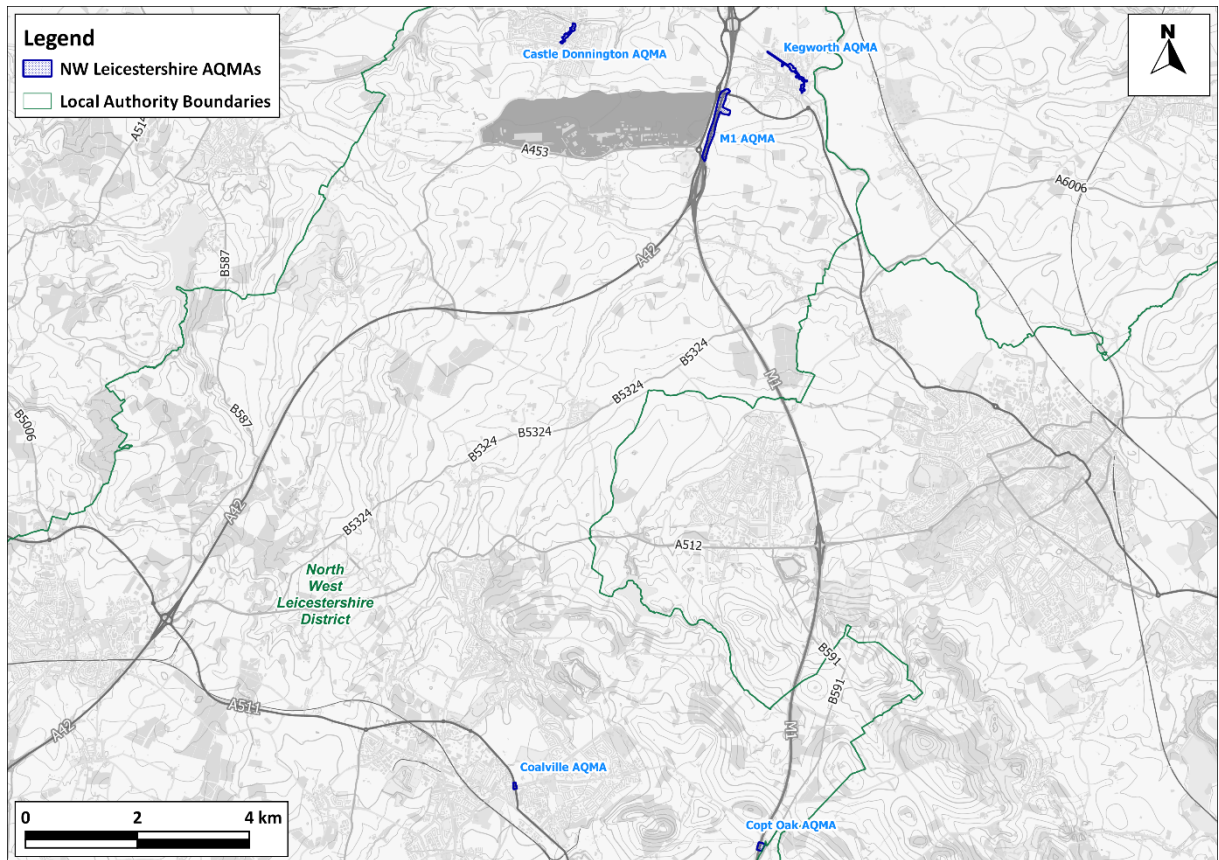


Figure 2: NW Leicestershire Air Quality Managements Areas (AQMA)

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- 3.2 The following section presents monitoring data for each of the AQMAs and provides recommendations for North West Leicestershire District Council in relation to each of the AQMAs, for progressing with the LAQM process.

Kegworth (AQMA 1)

3.3 Monitoring is carried out using diffusion tubes at seven locations within the AQMA (20N, 22N, 46N, 47N, 48N, 51N and 53N), as seen in Figure 3. As shown in Figure 4 and Table 2, concentrations at 46N and 48N exceeded the objective in 2013 and 2014, but have been consistently below the objective since 2014, as have concentrations at the remaining diffusion tube sites. There was also a reduction in concentrations at all sites between 2018 and 2019, which coincides with the opening of the Kegworth bypass at the end of 2018. It is recommended that, as these diffusion tube sites represent worst case locations and most are closer to the road than relevant receptors, this AQMA is revoked.

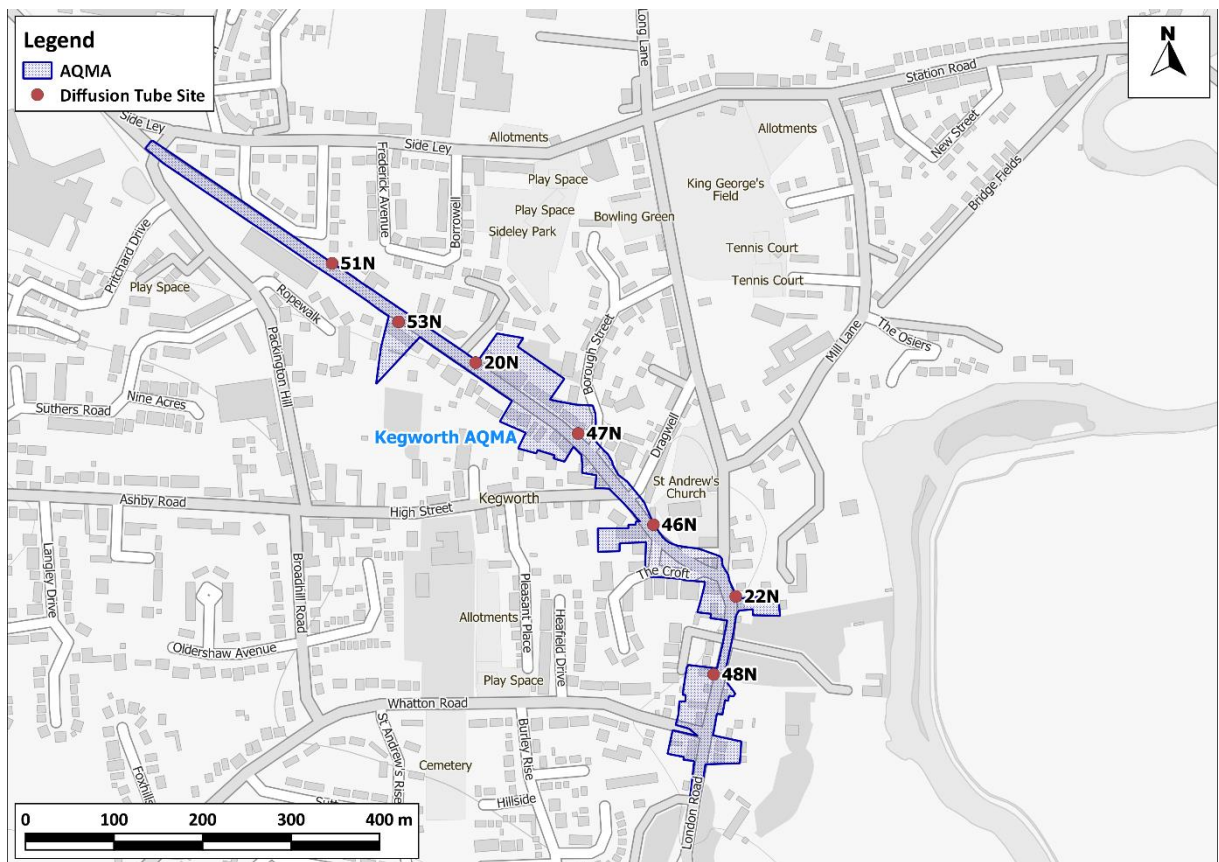


Figure 3: Kegworth AQMA and Nearby Monitoring Sites

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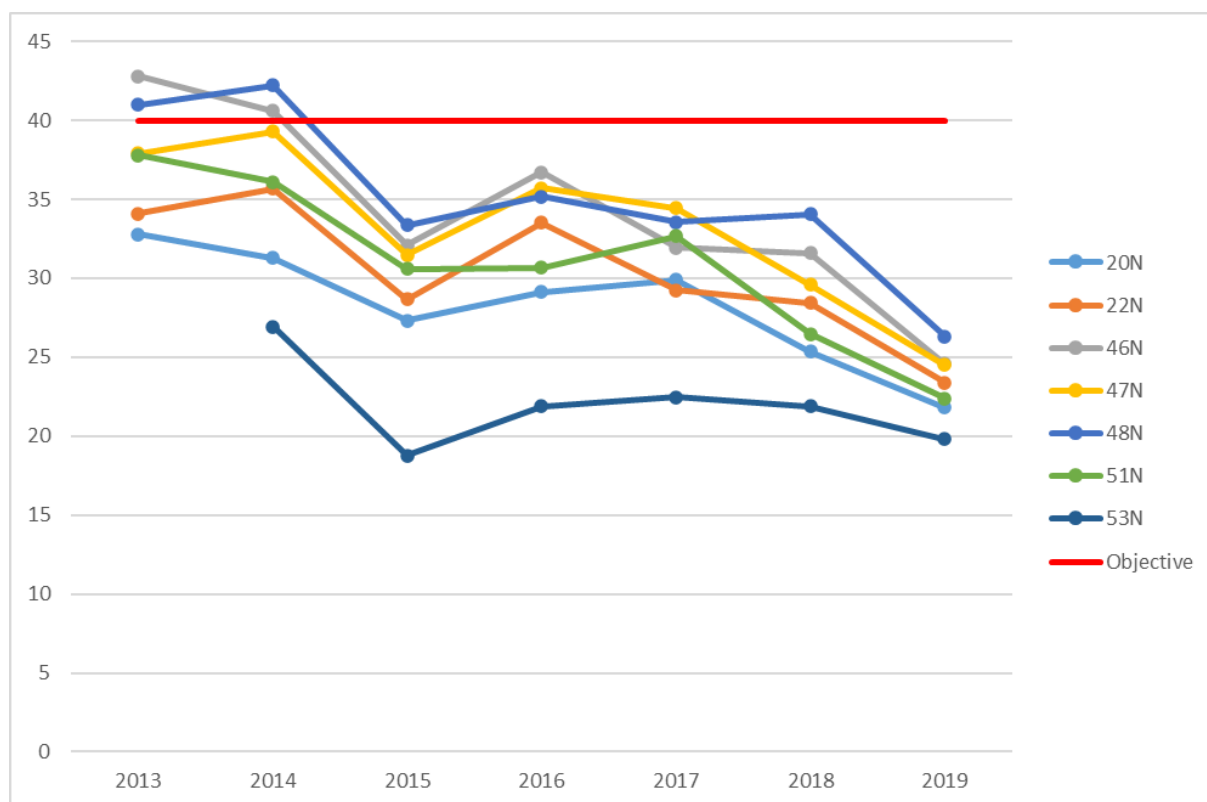


Figure 4: Annual Mean Nitrogen Dioxide Concentrations in Kegworth AQMA (µg/m³)

Table 2: Summary of Nitrogen Dioxide (NO₂) Monitoring (2013-2019) in Kegworth (µg/m³)

Site No.	Site Type	Location	2013	2014	2015	2016	2017	2018	2019
20N	Roadside	Derby Road Kegworth	32.8	31.3	27.3	29.1	29.9	25.4	21.8
22N	Roadside	Kegworth A6 2	34.1	35.7	28.7	33.5	29.2	28.4	23.4
46N	Roadside	PO Derby Road Kegworth	42.8	40.6	32.1	36.7	32.0	31.6	24.6
47N	Roadside	12 Derby Road Kegworth	37.9	39.3	31.5	35.7	34.4	29.6	24.5
48N	Roadside	28 London Road Kegworth	41.0	42.2	33.4	35.2	33.6	34.1	26.3
51N	Roadside	40mph sign N of petrol station	37.8	36.1	30.6	30.7	32.7	26.5	22.4
53N	Roadside	20 mph sign outside 10 Greenhill Road	-	26.9	18.8	21.9	22.5	21.9	19.8
Objective			40						

^{NB} Exceedances of the objectives are shown in bold.

M1 (AQMA 2)

3.4 This AQMA was declared for Mole Hill Farm, which has since been demolished in order to build the Kegworth Bypass. Monitoring is still carried out at one location within the AQMA (26N), as seen in Figure 5, with monitoring previously undertaken at the property itself. This AQMA is to be revoked as there are no longer any sensitive receptors located within this area. In addition, measured annual mean concentrations have been well below the objective since 2013 (see Figure 6 and Table 3).

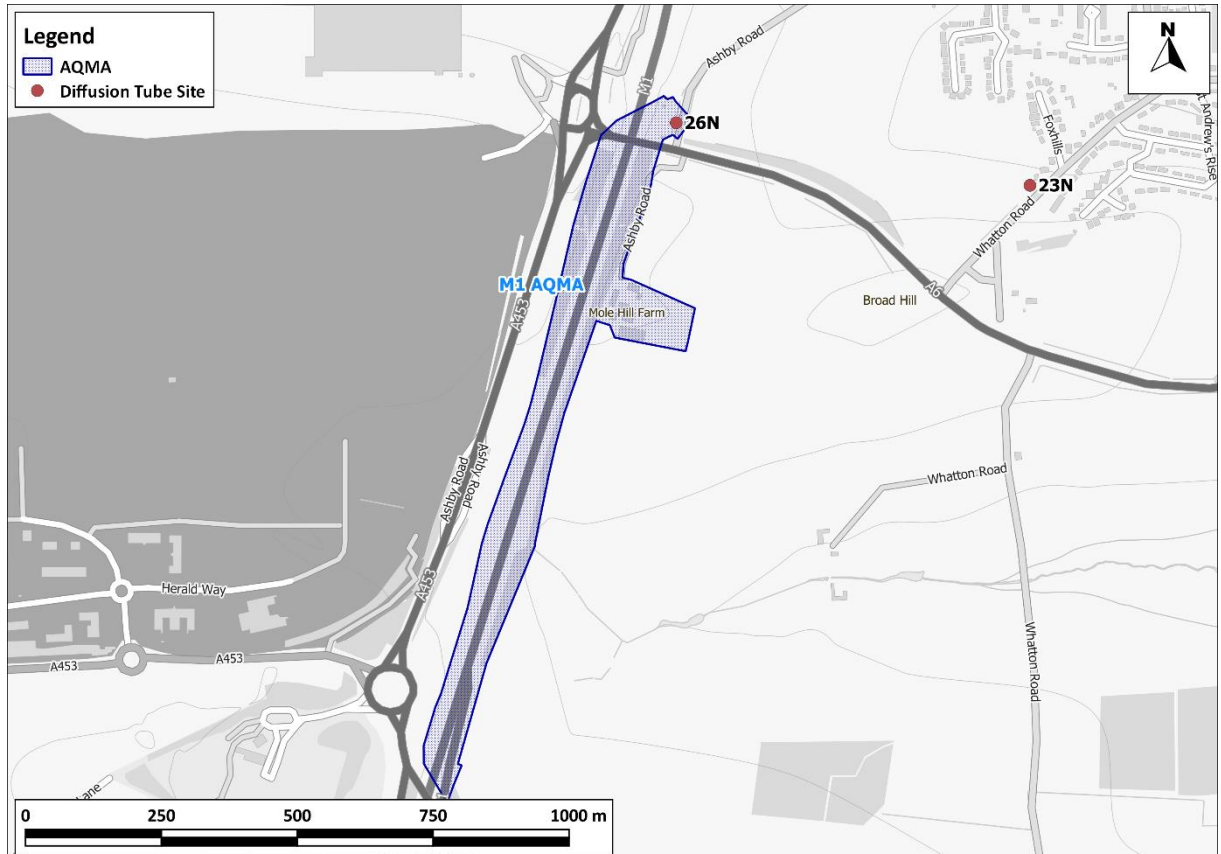


Figure 5: M1 AQMA and Nearby Monitoring Sites

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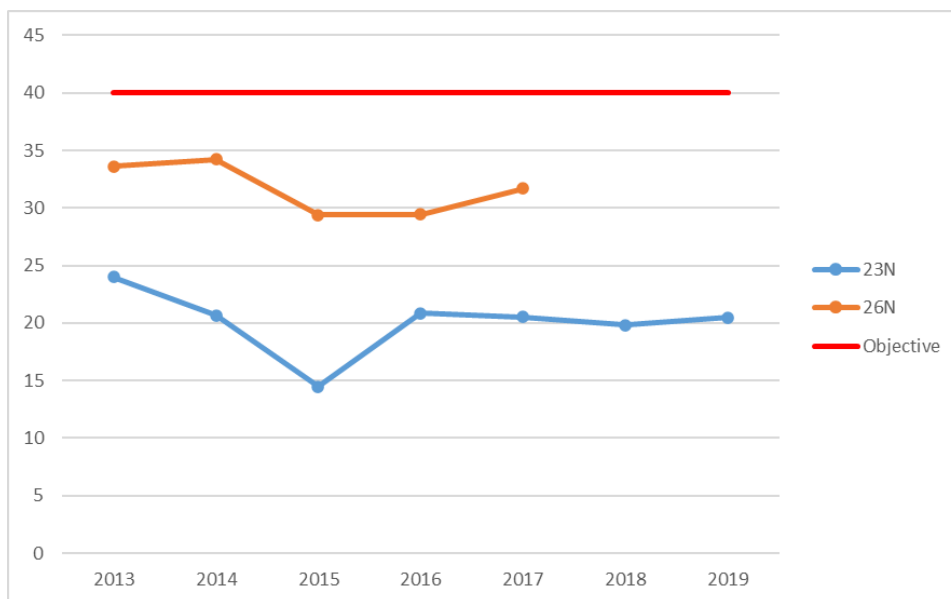


Figure 6: Annual Mean Nitrogen Dioxide Concentrations in M1 AQMA (µg/m³)

Table 3: Summary of Nitrogen Dioxide (NO₂) Monitoring (2013-2019) near the M1 (µg/m³)

Site No.	Site Type	Location	2013	2014	2015	2016	2017	2018	2019
23N	Roadside	120 Whatton Road Kegworth	24.0	20.7	14.5	20.8	20.5	19.8	20.5
26N	Roadside	Molehill House	33.6	34.2	29.4	29.5	31.7	-	-
Objective			40						

Castle Donnington (AQMA 3)

3.5 Monitoring is carried out in Castle Donnington, using six diffusion tubes; 16N, 17N, 18N, 19N, 41N and 54N. Three of them (17N, 18N and 19N) are located within the AQMA (see Figure 7). As shown in Figure 8 and Table 4, concentrations at the 17N and 19N sites have remained below the objective since 2013, whereas 18N has exceeded the objective for all years presented. As site 18N is located on the façade of a property, and therefore represents relevant exposure, the AQMA should be retained. It is likely that the area of exceedance in Castle Donnington is confined to a short section of the road. 18N is located on the façade of a property which fronts onto a narrow pavement, and a wall and dense foliage on the opposite side of the road forms a short street canyon, which prevents full dispersion of pollutants. There also appears to be a slight gradient on this section of the road, which will increase acceleration of vehicles on this section, further increasing emissions locally. It is likely to be a combination of these factors which are contributing to the exceedance. The trend in nitrogen dioxide concentrations appears to be decreasing, which reflects national analysis over this

time period (Air Quality Consultants Ltd, 2020). It is noted that diffusion tube 41N has been close to or exceeding the annual mean nitrogen dioxide objective over the last 7 years, but the tube is 4m closer to the road than the relevant façade.

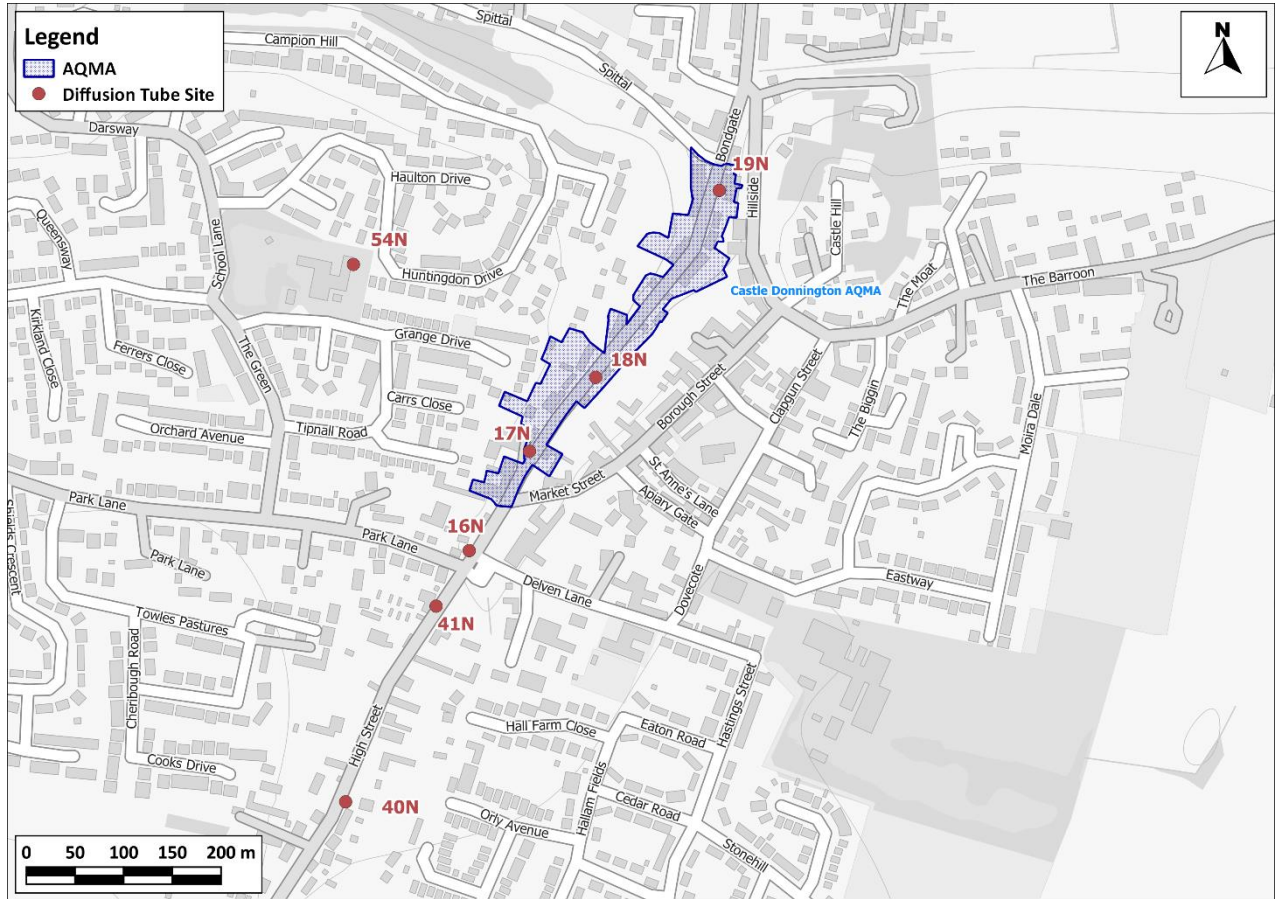


Figure 7: Castle Donnington AQMA and Nearby Monitoring Sites

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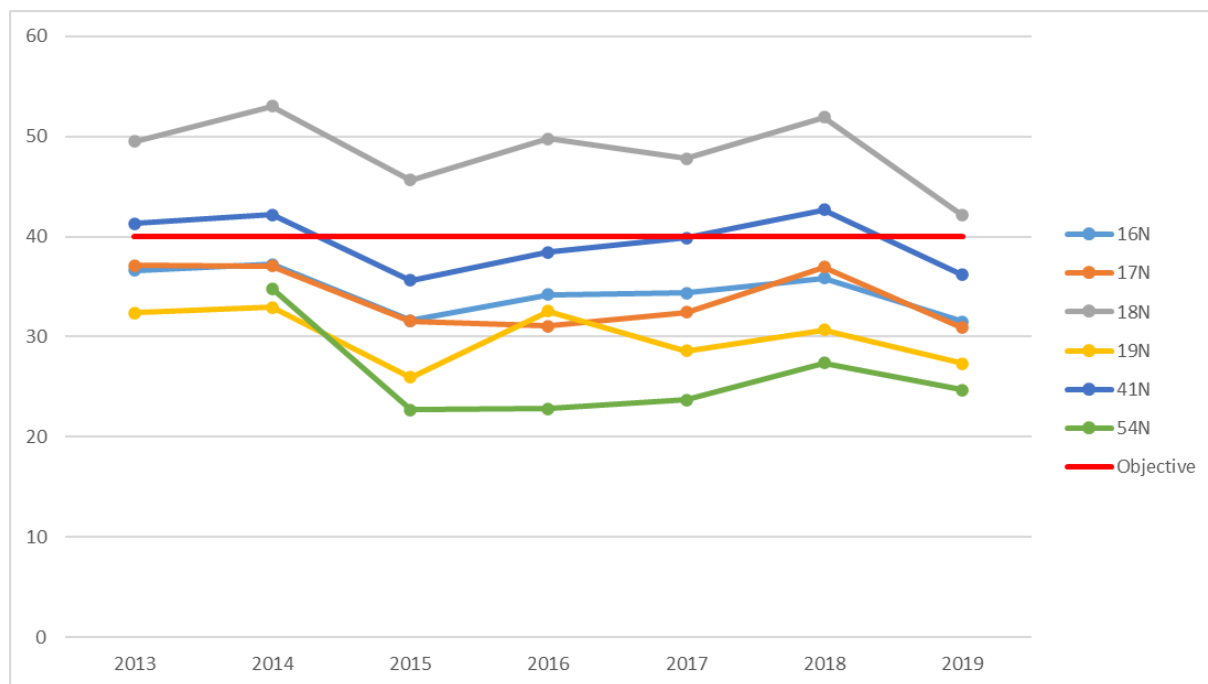


Figure 8: Annual Mean Nitrogen Dioxide Concentrations at Castle Donnington AQMA (µg/m³)

Table 4: Summary of Nitrogen Dioxide (NO₂) Monitoring (2013-2019), Castle Donnington (µg/m³)

Site No.	Site Type	Location	2013	2014	2015	2016	2017	2018	2019
16N	Roadside	Bondgate Crossroads Castle Donnington	36.6	37.2	31.6	34.2	34.4	35.9	31.5
17N	Roadside	13 Bondgate Castle Donnington	37.1	37.1	31.6	31.1	32.4	37.0	30.9
18N	Roadside	34 Bondgate Castle Donnington	49.5	53.0	45.7	49.8	47.8	51.9	42.1
19N	Roadside	94 Bondgate Castle Donnington	32.4	32.9	25.9	32.6	28.6	30.7	27.3
41N	Roadside	18 High Street Castle Donnington	41.3	35.6	38.4	39.9	42.7	-	36.2
54N	Roadside	Parking restrictions sign adjacent to drive 12 & 20 Park Lane Castle Donnington	-	34.8	22.7	22.8	23.7	27.4	24.7
Objective			40						

^{NB} Exceedances of the objectives are shown in bold.

Coalville (AQMA 4)

- 3.6 Monitoring has been carried out in the Coalville AQMA at one automatic monitoring site (A1, where monitoring ceased in September 2018) and two diffusion tube sites (06N and 56N). These monitoring sites are located near to residential properties alongside Stephenson Way (A511), as shown in Figure 9. Figure 10 and Table 5, show that concentrations at the two diffusion tube sites have been below the objective since 2013. In contrast, concentrations measured at the automatic monitoring station exceeded the annual mean objective between 2013 and 2017, before falling below the objective in 2018. Concentrations at the automatic monitoring station have never exceeded the 1-hour objective.
- 3.7 Site A1 was removed in September 2018 and hence 2 years of data showing compliance with the annual mean objective are not available for that location. The monitoring site was, however, located closer to the road than any of the properties representing relevant exposure. Measured concentrations at the diffusion tube monitoring sites are more representative of concentrations at relevant exposure. As these measured concentrations at these sites are below the objective, it is likely that at facades of properties where the air quality objective applies, there are not any exceedances (particularly as the diffusion tubes are also located closer to the road than facades). It is therefore recommended that this AQMA is revoked.

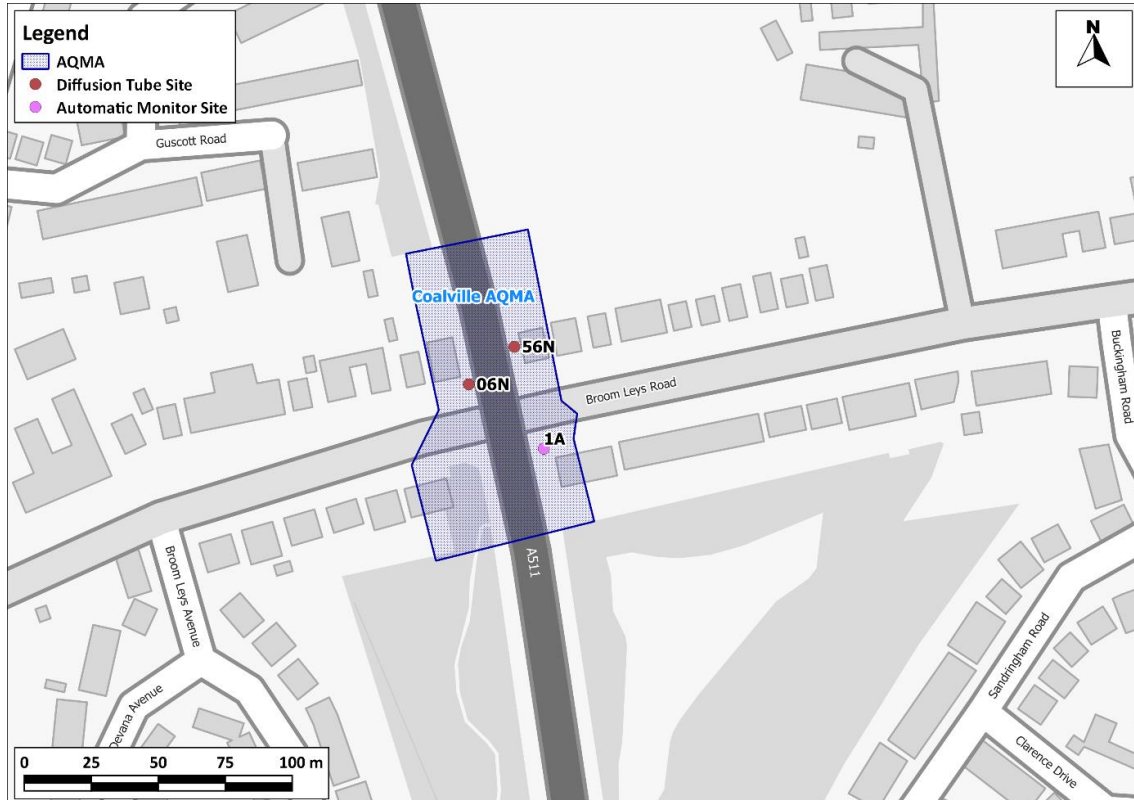


Figure 9: Coalville AQMA and Nearby Monitoring Sites

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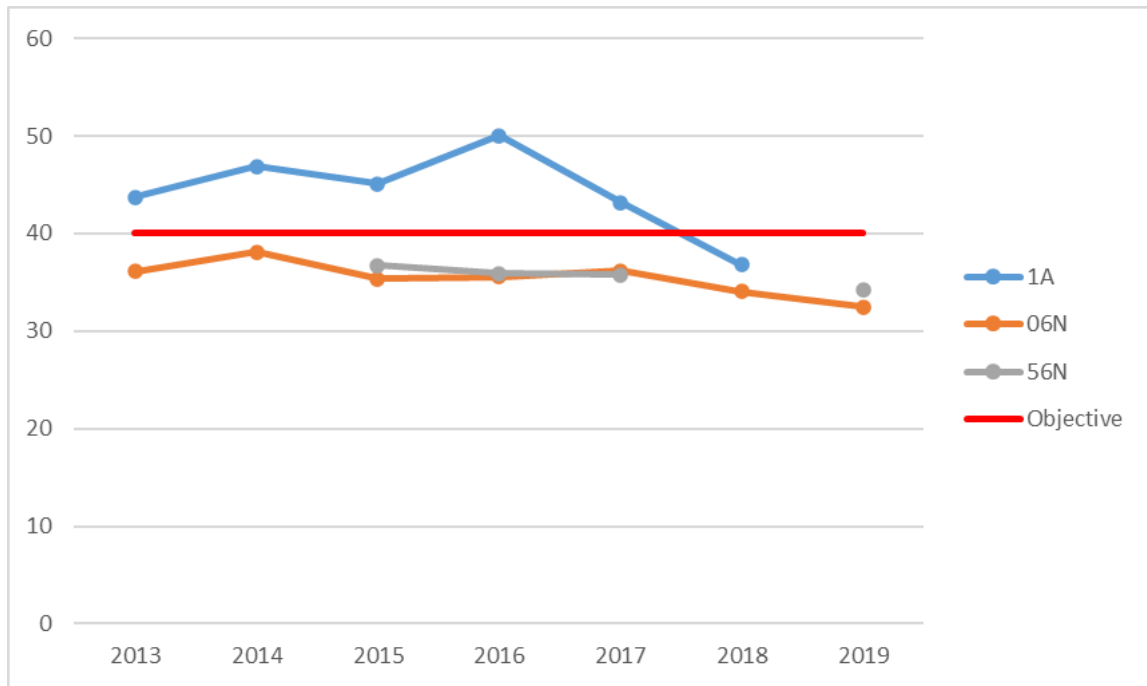


Figure 10: Annual Mean Nitrogen Dioxide Concentrations in Coalville AQMA (µg/m³)

Table 5: Summary of Nitrogen Dioxide (NO₂) Monitoring (2013-2019), Coalville (µg/m³)

Site No.	Site Type	Location	2013	2014	2015	2016	2017	2018	2019
Automatic Monitors - Annual Mean (µg/m³)^a									
1A	Roadside	Coalville	43.7	46.9	45.1	50.0	43.2	36.8	-
Objective			40						
Automatic Monitors - No. of Hours > 200 µg/m³									
1A	Roadside	Coalville	2	7	0	4	0	0 (128.7)	-
Objective			18 (200)^b						
Diffusion Tubes - Annual Mean (µg/m³)^d									
06N	Roadside	Broomleys junction	36.1	38.1	35.3	35.5	36.2	34.1	32.5
56N	Roadside	Lamppost adjacent 27 Broomleys road	-	-	36.8	35.9	35.7	-	34.2
Objective			40						

^a Exceedances of the objectives are shown in bold.

^b Values in brackets are 99.79th percentiles, which are presented where data capture is <75%.

Copt Oak (AQMA 5)

Monitoring is carried out using diffusion tubes at three locations near to the Copt Oak AQMA (08N, 32N and 45N), as seen in Figure 11. As shown in Figure 12 and

- 3.8 Table 6, concentrations at 08N and 45N have been below the objective since 2013, whereas concentrations at 32N have exceeded the objective for all years presented. 32N is located closer to the M1 than either of the properties within the AQMA. Monitoring at this location, although useful for verifying a model, does not indicate whether concentrations at the properties are below or above the annual mean nitrogen dioxide objective. It is therefore recommended that a diffusion tube monitoring site is deployed at the property within the AQMA (this could be instead of 45N or 08N); if this is not feasible, dispersion modelling could be undertaken to ascertain the concentrations at the property, and ultimately whether the AQMA can be revoked.

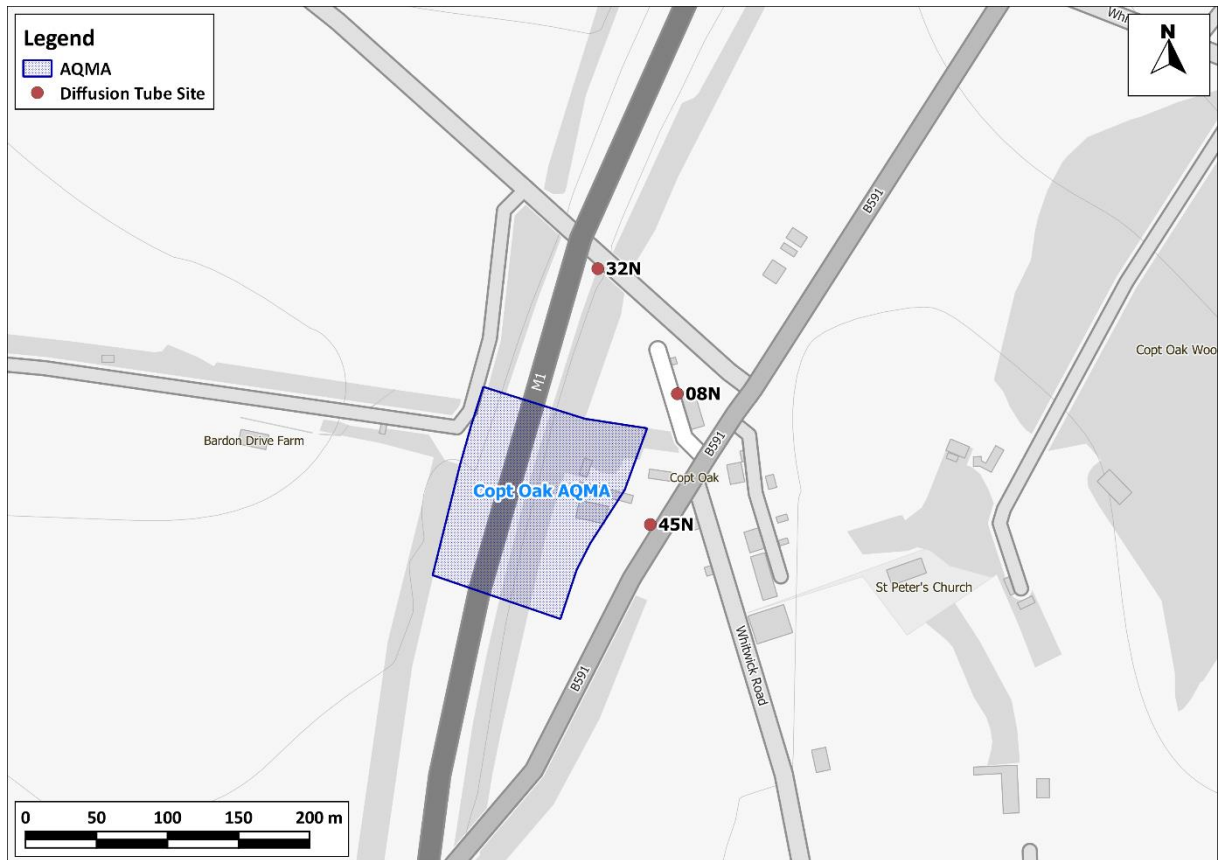


Figure 11: Copt Oak AQMA and Nearby Monitoring Sites

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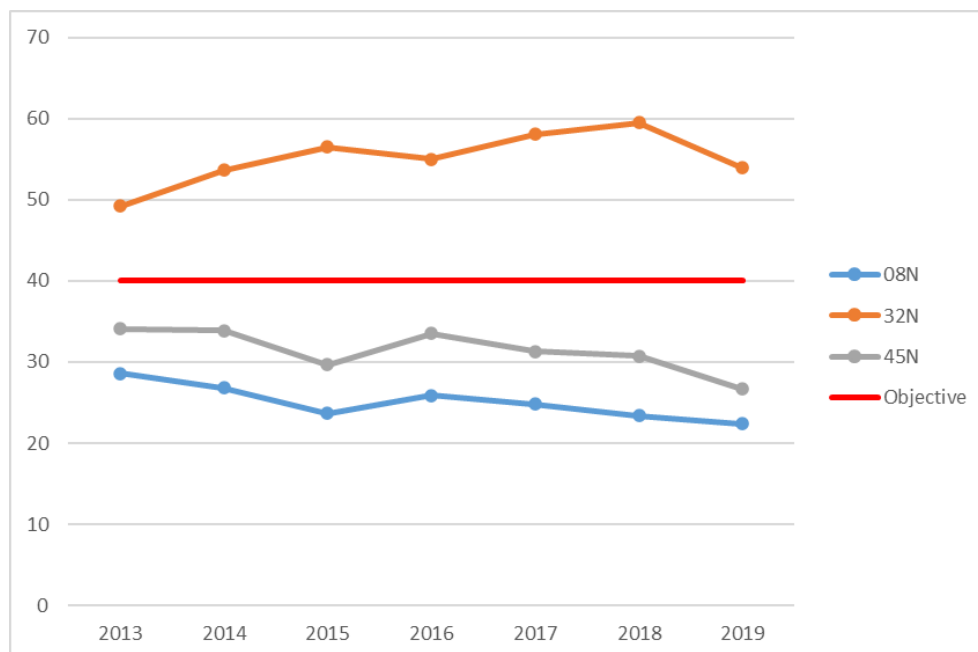


Figure 12: Annual Mean Nitrogen Dioxide Concentrations in Copt Oak AQMA (µg/m³)

Table 6: Summary of Nitrogen Dioxide (NO₂) Monitoring (2013-2019), Copt Oak (µg/m³)

Site No.	Site Type	Location	2013	2014	2015	2016	2017	2018	2019
08N	Rural	End Cottage Copt Oak	28.6	26.8	23.7	25.9	24.8	23.4	22.4
32N	Other	M1 Bridge Copt Oak	49.2	53.6	56.5	55.0	58.1	59.5	53.9
45N	Roadside	Outside Corner Farm Copt Oak	34.1	33.8	29.7	33.5	31.3	30.7	26.7
Objective			40						

NB Exceedances of the objectives are shown in bold.

Other locations and pollutants

3.9 In the future, as nitrogen dioxide concentrations decrease, greater emphasis is likely to be placed on PM₁₀ and PM_{2.5} concentrations. This also aligns with Public Health objectives. It would therefore be prudent to give consideration to installing a PM monitor at a suitable location. This could be coordinated at County level through existing working groups, or by setting up a new group if such a group does not currently exist.

3.10 There are existing PM₁₀ and PM_{2.5} monitoring sites close to East Midlands Airport, operated by the airport, but data do not seem to have been made available online since 2016. Liaison with the airport around air quality could be increased and this data reported in future ASRs for public information.

- 3.11 The review of relevant sources has identified some additional locations where it may be appropriate to carry out monitoring of nitrogen dioxide, as discussed in the next section.

4 Review of Sources

- 4.1 Defra has provided Technical Guidance to local authorities on how to review and assess air quality in their area. The guidance has evolved over the period of 15 years or so, and acknowledges that most of the areas of concern have now been identified. It provides a list of the types of processes or locations where there is a risk that exceedances of the objectives may occur, based on experience throughout the UK. A full review of this list has been carried out to consider whether there are any sources in North West Leicestershire that require further consideration.
- 4.2 The full list and review is set out in Table 7 to Table 10. Any sources that may require further investigation are highlighted and discussed further in the recommendations section.

Table 7: Road Traffic Sources

Source Category	Pollutant of Concern	Objectives of Concern	Criteria	Any in North West Leicestershire?
Narrow congested streets with residential properties close to the kerb.	NO ₂	Long and Short-Term	5,000 vehicles/day - exposure within 2m from kerb - slow moving traffic with frequent stop/start	North West Leicestershire is characterised by small towns and villages which are relatively dispersed and in the main have properties set back from the roads. There do, however, appear to be potential gaps in the monitoring network. Locations initially identified are Ashby-de-la-Zouch, Whitwick, Coalville and Ibstock. NWLDC have recently (15/04/20) started monitoring at some locations in most of these towns. New sites have been established on Nottingham Road and The Callis in Ashby-de-la-Zouch, in North Street and The Green in Whitwick and on Whitwick Road in Coalville.
Busy streets where people may spend 1 hour or more close to traffic	NO ₂	Short-Term	10,000 vehicles/day - exposure within 5m from kerb >= 1-hour	No locations identified. From monitoring undertaken within the AQMAs, hourly nitrogen dioxide objective unlikely to be an issue elsewhere.
Roads with a high flow of HDVs	NO ₂ / PM ₁₀	Long and Short-Term	2,500 HDVs/day - exposure within 10m from kerb (20m in conurbations > 2m inhabitants)	No locations identified.
Junctions	NO ₂ / PM ₁₀	Long and Short-Term	10,000 vehicles/day - exposure within 10m from kerb (20m in conurbations > 2m inhabitants)	Junctions have been identified through the LAQM process (for example the AQMA declared at Broom Leys junction in Coalville). There may be other junctions which would benefit from monitoring (assuming they have not been monitored in the past), such as the junction of the A447 and Ashby Road and the junction of Ashby Road and Leicester Road in Ibstock.
New roads constructed or proposed since the last round of Review and Assessment	NO ₂ / PM ₁₀	Long and Short-Term	if no air quality assessment available from planning application - 10,000 vehicles/day - exposure within 10m from kerb (20m in conurbations > 2m inhabitants)	Two new roads have recently been built; the Castle Donnington Relief Road and the Kegworth bypass. The Castle Donnington Relief Road completed early in 2020 provides access to areas of new housing, and light industrial estates, from the A453. It also provides a route off the A50 to East Midlands Airport without going through Castle Donnington itself. The road should provide a net benefit to the Castle Donnington AQMA by taking traffic for these locations away from Bondgate. Properties are being built along the new road, but with sufficient distance to ensure that the air quality objectives are not being compromised. The Kegworth bypass was completed in 2018 connecting the A453 with the A6, to connect to the East Midlands Gateway, a new rail freight hub and warehouse complex. This has taken a significant proportion of traffic out of Kegworth, particularly HGVs and therefore is providing a net benefit to the town which is evident in the monitoring data. There is currently no relevant exposure anywhere along the route.

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Roads with significantly changed traffic flows	NO ₂ / PM ₁₀	Long and Short-Term	25% traffic increase on roads > 10,000 vehicles/day - exposure within 10m from kerb (20m in conurbations > 2m inhabitants) - Roads previously identified at risk of exceeding (within 10% of objective)	No locations identified within North West Leicestershire.
Bus and coach stations	NO ₂	Long and Short-Term	2,500 bus/coach movements/day ⁽⁵⁾ - exposure within 10m from kerb (20m in conurbations > 2m inhabitants)	None in North West Leicestershire.

Table 8: Non-Road Transport Sources

Source Category	Pollutant of Concern	Objectives of Concern	Criteria	Any in North West Leicestershire?
Airports	NO ₂	Long-term	Determine relevant exposure within 1km of the airport boundary; If exposure has been identified, determine whether the airport total equivalent passenger throughput is more than 10 million passengers per annum (mppa). Freight should also be considered, and converted to equivalent mppa using 100,000 tonnes = 1 mppa; and Identify whether the background annual mean NO _x concentration is above 25 µg/m ³ in these areas.	East Midlands Airport has less than 10 million passengers although the addition of cargo tonnage does mean that in some years the passenger plus equivalent freight has exceeded the criteria in TG16. The air quality impacts of the airport have been previously assessed and monitoring by the airport is ongoing. https://www.eastmidlandsairport.com/community/local-environmental-impacts/air-quality/ Background annual mean NO _x concentration is above 25 µg/m ³ but only in the grid square directly adjacent to the M1. The footprint of the rest of the airport is well below this threshold.
Railway Stationary diesel or steam locomotives:	NO ₂ , SO ₂	Short-term	Identify locations where diesel or steam locomotives are regularly (at least 3 times a day) stationary for periods of 15 minutes or more; and Determine relevant exposure within 15m of the locomotives.	There are no locations where diesel or steam trains are stationary for 15-minutes or more within 15 m of relevant exposure.
Railway - Moving diesel locomotives:	NO ₂	Long-term and short-term	Determine relevant exposure within 30m of the relevant railway tracks (Table 7.2 provides information on which lines should be considered); and Identify whether the background annual mean NO ₂ concentration is above 25µg/m ³ in these areas.	None of the railway lines that travel through the district are listed by Defra as have heavy traffic of diesel passenger trains.
Ports	NO ₂ , PM ₁₀ , SO ₂	Short-term	Is there more than 5,000 large ship movements ⁴³ per year, with relevant exposure within 250m of the berths and main areas of manoeuvring; or Is there more than 15,000 large ship movements per year, with relevant exposure within 1km of these areas?	North West Leicestershire is land locked.

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Table 9: Industrial Sources

Source Category	Pollutant of Concern	Objectives of Concern	Criteria	Any in North West Leicestershire?
Industrial Installations	All Pollutants	Long and Short-Term	If no air quality assessment available from planning application - New source or existing source with significant increase (30%) in emissions - with population exposure nearby	None relevant in North West Leicestershire
Major Petrol Storage Depots	Benzene	Long-Term	-	There are no major petrol storage depots in the district
Petrol Stations	Benzene	Long-Term	Petrol throughput > 2,000m ³ or 2 million litres per year - Near busy road (>30,000 vehicles/day) - Exposure within 10m from the pumps	There are no petrol stations that meet the criteria.
Poultry Farms	PM ₁₀	Long and Short-Term	Poultry farms housing in excess of 400,000 birds (if mechanically ventilated) / 200,000 birds (if naturally ventilated) / 100,000 birds (if turkey unit) - Exposure within 100m from the poultry units	There are no poultry Farms exceeding the criteria in the district

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Table 10: Domestic and Fugitive or Uncontrolled Sources

Source Category	Pollutant of Concern	Objectives of Concern	Criteria	Any in North West Leicestershire?
Commercial and Domestic Gas-Fired CHP Combustion - Individual Installations	NO ₂	Long-Term (NO ₂)	Screen using the CHP Screening Tool (see paras 7.43-7.47)	CCHP in Measham given planning permission. No other relevant installations. Modelling undertaken as part of air quality assessment for planning application.
Commercial and Domestic Biomass Combustion - Individual Installations	NO ₂ / PM ₁₀	Long and Short-Term (NO ₂) / Short-Term (PM ₁₀)	Screen against Target Emission Rate from Biomass Calculator (see paras 7.48-7.53)	
Commercial and Domestic Biomass Combustion - Combined Installations	PM ₁₀	Long-Term (Scotland) / Short-Term (not Scotland)	Screen against Threshold Emissions Density from Biomass Calculator (see paras 7.54-7.62)	There are no areas with high densities of biomass combustion in North West Leicestershire.
Domestic Other Solid-Fuel Combustion	SO ₂	Long and Short-Term	Density of coal burning premises = 100 per 500m x 500m area	There are no areas with high densities of solid fuel combustion in North West Leicestershire.
Fugitive or uncontrolled Sources	PM ₁₀	Long- and short-term	Outside Scotland: exposure within 200m of the source of emission (up to 1km if background PM ₁₀ > 28µg/m ³)	There are no relevant fugitive or uncontrolled sources in North West Leicestershire.

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New Developments

There are two new developments north of Castle Donnington, both for large scale industrial units, storage and distribution warehouses and associated carparking and highways alterations. Both required an Environmental Impact Assessment and air quality assessments undertaken for both of the Environmental Statements concluded that the overall operational air quality effects of the developments are not significant. Although these specific developments do not need to be considered further at this stage, the process of ensuring that the planning system is fully utilised to ensure that air quality does not deteriorate in the future is picked up in Section 5.

5 Recommendations

5.1 There are a number of recommendations as a result of the review, as set out below.

AQMAs

5.2 The following recommendations are made in relation to each of the currently declared AQMAs.

Number	Name	Objective	Recommendation
AQMA 1	Kegworth	NO ₂ annual mean	Based on monitored data it is recommended that AQMA 1 is revoked in the next ASR.
AQMA 2	M1	NO ₂ annual mean/ NO ₂ 1-hour mean	AQMA 2 should be revoked in the next ASR as no relevant exposure.
AQMA 3	Castle Donnington	NO ₂ annual mean	AQMA 3 should be retained and an Air Quality Action Plan (AQAP) produced to reduce concentrations within Castle Donnington
AQMA 4	Coalville	NO ₂ annual mean/ NO ₂ 1-hour mean	Based on monitored data it is recommended that AQMA 4 is revoked in the next ASR.
AQMA 5	Copt Oak	NO ₂ annual mean	If feasible, it is recommended that a diffusion tube is installed on the facade of the property closest to the M1 with a view to revoking this AQMA

5.3 It is only AQMA 3 (Castle Donnington) which currently has a clear exceedance of the annual mean nitrogen dioxide air quality objective. The AQAP should therefore focus on this location with measures specific to Bondgate. However, the Castle Donnington Relief Road, which was completed in early 2020 should help to reduce concentrations along this road, as will improvements to the vehicle fleet, and it is therefore important that any other measures proposed within an AQAP are proportionate to the level of exceedance.

Monitoring

5.4 It has been identified that there may be locations which fit the 'narrow congested street' criteria or 'junction' criteria, as outlined in TG(16), for example in Ashby-de-la-Zouch, Coalville, Whitwick and Ibstock. New monitoring has commenced (April 2020) in Ashby-de-la-Zouch, Whitwick and Coalville, but it is considered that this could be increased particularly in Ashby-de-la-Zouch, Coalville, and Ibstock. Some additional locations have been identified:

- Market Street, Ashby-de-la-Zouch;
- Kilwardby Street, Ashby-de-la-Zouch;
- Belvoir Road, Coalville;
- London Road Coalville (canyon section near to railway crossing);

- Central Road, Coalville; and
- Melbourne Road, Ibstock (terrace houses straight onto pavement).

- 5.5 It is suggested that at these locations a more thorough review of relevant exposure in close proximity to congested streets and junctions, traffic flows and areas of congestion is undertaken. Particular attention should also be paid to locations with gradients which can also increase emissions locally. Any new locations, where at all possible, should be located directly at locations of relevant exposure.
- 5.6 Some of the diffusion tubes in Kegworth could be decommissioned as the AQMA is revoked, and moved to the new locations. At least three long term sites should be left in Kegworth to establish long term trends, prioritising tubes representing relevant exposure.
- 5.7 Monitoring should also be considered in areas which are likely to have large scale development, both to assess any changes in concentrations directly, and provide sites for verification of models used in air quality assessments of these developments.
- 5.8 NWLDC could consider the installation of a PM monitor at a suitable location in order to establish long term trends in background PM, which is most relevant for health (PM_{2.5} monitoring is the most relevant component for health impacts). Defra guidance (Defra, 2016) notes that “*an increase in PM_{2.5} monitoring is desirable given the links to the Public Health Outcomes Framework*”. It is noted that there is currently PM₁₀ and PM_{2.5} monitoring close to East Midlands Airport (although no data after 2016 available on their website). NWLDC could liaise more closely with the airport to better utilise the PM data which already exists.

Planning System

- 5.9 The spatial planning system has an important role to play in improving air quality and reducing exposure to air pollution. Both the development of local planning policies and the determination of individual planning applications are important, the former setting the framework for the latter. NWLDC already ask developers to assess the impacts of developments which may adversely affect air quality in the district. In order for this process to be robust, air quality assessments must be consistently requested and critically appraised, which requires both expertise and sufficient resourcing.
- 5.10 Another important consideration is the cumulative impacts of a number of smaller developments impacting on the same locations. One example of this could be the two developments north of Castle Donnington, which separately may not have a significant effect, but cumulatively may add enough traffic into an AQMA to increase concentrations. In order to ensure that cumulative issues are addressed, it should be ensured that air quality assessments include any nearby committed developments in their future baseline modelling.

- 5.11 East Midlands Airport has expanded its freight operations and is likely to expand further in relation to both freight and passengers. Infrastructure improvements have been made (such as the Castle Donnington Relief Road), but any further expansion should be carefully planned in relation to infrastructure for traffic generation. It is recommended that North West Leicestershire Council work more closely with the airport to ensure that air quality is fully considered in any decision making, and that monitoring at the airport is reviewed and incorporated into the LAQM process.
- 5.12 The action planning process in North West Leicestershire should incorporate measures for planning which will not only help in the achievement of air quality objectives, but also prevent locations currently achieving the objective from deteriorating in the future. Current collaboration with development control should be built upon to proactively manage air quality. The planning system also provides an opportunity for funding action plan measures.

Collaborative work

- 5.13 As concentrations of nitrogen dioxide reduce, the focus of air quality work in the UK is likely to turn to Particulate Matter (PM) which is less locally controllable, but is a more important metric in relation to health effects. Particulate matter is different from the gaseous pollutants in that it is not a clearly defined chemical compound. It can be expressed in a number of ways, by size, composition, origin or other metrics. PM₁₀ and PM_{2.5} are the most commonly used units². In relation to PM, further collaborative work with Public Health is likely, which could be undertaken at local authority level or collaboratively with other local authorities in the County. The work may involve assessing background concentrations of PM_{2.5}, or population weighted concentrations³, and implementing measures to both reduce exposure to PM and reduce overall concentrations of PM_{2.5}.
- 5.14 Another area for collaborative work is ensuring that any updates to the Local Plan have fully considered air quality. This may be through an assessment of the impacts of housing and employment allocations on air quality (which may or may not be quantified), and by ensuring that a robust policy for air quality is included. Any specific guidance for developers could be published separately (where local requirements are beyond what is currently in published guidance), including requirements for air quality assessments, low emission vehicle infrastructure and mitigation.
- 5.15 Providing information to the public is an area which may also need to be prioritised, both as part of the Action Planning process, and more generally through work with Public Health. Ensuring clear messages for the public is difficult for a technical area such as air quality. The messaging should also link in with climate change aspirations. For example, communication around measures such as active travel will assist in modal shift away from private vehicles. Following the Coronavirus

² PM₁₀, or coarse particles are particles that are less than 10 microns (µm) in diameter. PM_{2.5}, or fine particles, are particles that are less than 2.5 µm in diameter

³ One way of estimating exposure for the population as a whole

lockdown, utilising messages at national level to reiterate local advice may provide a useful opportunity to retain and enhance levels of cycling and walking.

- 5.16 It may be that a resource efficient way of encouraging collaboration, and increasing knowledge within NWLDC is to undertake a workshop on air quality which could include planners (development control and strategic planners), transport planners at local and County level and elected members. The aim of the workshop could be to both increase knowledge of air quality and discuss potential options for the Action Plan (focusing on Castle Donnington, but measures could be considered more widely). This could be undertaken as part of the action planning process.
- 5.17 These additional areas of work, which focus more on public health and the prevention of a worsening of air quality, and less on the achievement of air quality objectives, are likely to require additional resource (in terms of staff time, and potentially monitoring of PM_{2.5} which will be more expensive than nitrogen dioxide). Currently NWLDC has half a post which covers air quality, with the officer covering 2 local authorities, while also covering contaminated land. It is considered that the increase in scope is likely to require increasing at least to a whole post. The vast majority of the knowledge of monitoring sites, analysis techniques and the LAQM process also rests with the air quality officer and it is suggested that to ensure resilience in staffing, other members of the team are included in at least some of the areas of work. Assuming the role is increased to cover other collaborative areas, it is suggested that at least two members of staff have experience and knowledge of the air quality area (ie the post could be split between 2 different members of staff).

6 Summary and Conclusions

- 6.1 Air quality across most of the district is good. Monitoring has demonstrated that even within AQMAs annual mean nitrogen dioxide concentrations are often well below the annual mean air quality objective. As a result, it is recommended that the Kegworth, Coalville and M1 AQMAs are revoked and that monitoring sites within the Copt Oak AQMA are moved to the facade of the nearest property if feasible (with a view to revoking this AQMA). The AQAP should therefore focus on the Castle Donnington AQMA, with some more general measures to prevent deterioration of air quality elsewhere in the district. The measures within the AQAP should be proportionate to the level of exceedance, with a view to concentrations reducing further due to the recent completion of the Castle Donnington Relief Road, and improvements to the vehicle fleet.
- 6.2 A review of the district has been carried out to ascertain whether there are any sources of emissions to air that require further investigation. There are a small number of properties very close to roads that warrant further investigation. No sources other than road traffic which have been identified.
- 6.3 The monitoring strategy in the district has also been reviewed. The locations of most of the diffusion tubes are appropriate and most should be retained. Some further locations in Ashby-de-la-Zouch, Coalville and Ibstock have been identified which should be reviewed in terms of traffic flows and relevant exposure. It is considered that the number of monitoring locations in Kegworth could be reduced.
- 6.4 Areas for further collaborative work have also been highlighted. These include collaboration with planners and public health, both of which could be engaged with in the AQAP process. These additional areas of work, which focus more on public health and the prevention of deterioration of air quality, and less on the achievement of air quality objectives, are likely to require additional resource.

7 References

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North West Leicestershire District Council. (2019). *2019 Air Quality Annual Status Report*.

8 Glossary

AADT	Annual Average Daily Traffic
AQC	Air Quality Consultants
AQMA	Air Quality Management Area
CHP	Combined Heat and Power
CCHP	Combined Chilling Heat and Power
Defra	Department for Environment, Food and Rural Affairs
Exceedance	A period of time when the concentration of a pollutant is greater than the appropriate air quality objective. This applies to specified locations with relevant exposure
HDV	Heavy Duty Vehicles (> 3.5 tonnes)
HGV	Heavy Goods Vehicle
kph	Kilometres Per hour
LAQM	Local Air Quality Management
µg/m³	Microgrammes per cubic metre
NO₂	Nitrogen dioxide
Objectives	A nationally defined set of health-based concentrations for nine pollutants, seven of which are incorporated in Regulations, setting out the extent to which the standards should be achieved by a defined date. There are also vegetation-based objectives for sulphur dioxide and nitrogen oxides
PM₁₀	Small airborne particles, more specifically particulate matter less than 10 micrometres in aerodynamic diameter
PM_{2.5}	Small airborne particles less than 2.5 micrometres in aerodynamic diameter
Standards	A nationally defined set of concentrations for nine pollutants below which health effects do not occur or are minimal

9 Appendices

A1	Professional Experience.....	35
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A1 Professional Experience

Penny Wilson, BSc (Hons) CSci MEnvSc MIAQM

Ms Wilson is an Associate Director with AQC, with more than 19 years' relevant experience in the field of air quality. She has carried out numerous assessments for a range of infrastructure developments including power stations, road schemes, ports, airports and residential/commercial developments. The assessments have covered operational and construction impacts, including odours. She also provides services to local authorities in support of their LAQM duties, including the preparation of Review and Assessment and Action Plan reports, as well as audits of Air Quality Assessments submitted with planning applications. She has provided expert evidence to a number of Public Inquiries, and is a Member of the Institute of Air Quality Management and a Chartered Scientist.

Dr Clare Beattie, BSc (Hons) MSc PhD CSci MEnvSc MIAQM

Dr Beattie is an Associate Director with AQC, with more than 20 years' relevant experience. She has been involved in air quality management and assessment, and policy formulation in both an academic and consultancy environment. She has prepared air quality review and assessment reports, strategies and action plans for local authorities and has developed guidance documents on air quality management on behalf of central government, local government and NGOs. She has led on the air quality inputs into Clean Air Zone feasibility studies and has provided support to local authorities on the integration of air quality considerations into Local Transport Plans and planning policy processes. Dr Beattie has appraised local authority air quality assessments on behalf of the UK governments, and provided support to the Review and Assessment helpdesk. She has carried out numerous assessments for new residential and commercial developments, including the negotiation of mitigation measures where relevant. She has also acted as an expert witness for both residential and commercial developments. She has carried out BREEAM assessments covering air quality for new developments. Dr Beattie has also managed contracts on behalf of Defra in relation to allocating funding for the implementation of air quality improvement measures. She is a Member of the Institute of Air Quality Management, Institute of Environmental Sciences and is a Chartered Scientist.

George Chousos, BSc MSc AMEnvSc AMIAQM

Mr Chousos is an Assistant Consultant with AQC, having joined in May 2019. Prior to joining AQC, he completed an MSc in Air Pollution Management and Control at the University of Birmingham, specialising in air pollution control technologies and management, and data processing using R. He also holds a degree in Environmental Geoscience from the University of Cardiff, where he undertook a year in industry working in the field of photo-catalytic technology. He is now gaining experience in the field of air quality monitoring and assessment.

Further Information is available at www.aqconsultants.co.uk.

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Air Quality Delivery Plan**KEY****Blue = Statutory for Environmental Protection****Green = Non-statutory already in progress****Grey = Non-statutory work to be discussed at the working group**

Within next 12 months			
Category	Action	Status	Timescale/Resource
AQMAs	AQMA 1 Kegworth – Revoke in ASR submitted in 2021/22	Pending	June 2021
	AQMA 2 M1 – Revoke in ASR submitted in 2021/22	Pending	June 2021
	AQMA 3 Castle Donington – Produce an action plan	In progress	Draft AQAP report by month TBC 2021 (Commissioned AQC to complete this work)
	AQMA 4 Coalville – Revoke in ASR submitted in 2021/22	Pending	June 2021
	AQMA 5 Copt Oak – Look to undertake monitoring with a diffusion tube at nearest residential property	In progress	March 2021
Monitoring	Set up monitoring tubes at: <ul style="list-style-type: none"> Market Street, Ashby – suggested in AQC report – no appropriate receptor Kilwardby Street, Ashby – suggested in AQC report – no appropriate receptor Derby Road/The Callis, Ashby – installed following a review of traffic data Wood Street, Ashby – installed following a review of the traffic data Belvoir Road, Coalville – suggested in AQC report – no appropriate receptor London Road, Coalville – suggested in AQC report – following the demolition of the buildings behind the ford dealership this is no 	Complete	Installed summer 2020

	<p>longer an issue as the canyon has been removed</p> <ul style="list-style-type: none"> • Central Road, Coalville – already monitored • Melbourne Road, Ibstock – suggested in AQC report – awaiting traffic data 		
Monitoring	Develop monitoring plan for use of mobile monitoring equipment	In progress	December 2020
Collaborative working	Work with Climate Change officer to ensure delivery of schemes to get to carbon zero road map will positively impact on air quality (eg EVs/ district heating networks etc)	Ongoing action	To work with Climate Change timescales, can deliver within current resource
Collaborative working	Collaboration with County on Transport Schemes and Promotion of Low Emission Transport	Leicestershire AQ working Forum established. Working group for the LCC joint AQ and Health Action Plan at County level. This is integral part of LCC joint AQ and Health Action Plan	Can deliver within current resources but actions that come out of the group may require additional resources
Public Information	Clean air day, school streets, school education etc. possibly in collaboration with LCC transport/ public health Integral part of LCC joint AQ and Health Action Plan	Suggested action for discussion	Will require additional resource – officer time and promotional material (£3K). Can apply for Defra grant
Collaborative working with County Public Health	Recommendation at the next County Public Health air quality workshop that: <ul style="list-style-type: none"> • Desktop study to investigate PM_{2.5} concentrations/sources. Source appointment for PM_{2.5} based on available information (background maps etc). Undertaken in NWL, which would include 	Suggested action for discussion	Will require additional resource – desktop study £4-12K depending on level of detail within the study Monitoring strategy may include purchase or hire of additional equipment. Would use information obtained in Joint Strategic Needs Assessment Air Quality Action Plan.

	source apportionment, in order to be able target actions better. Investigate strategies and costs for monitoring PM _{2.5}		
Planning	Workshop for planners to increase knowledge of air quality and improve collaborative working. Improving planning process is 1 of main 3 aims of LCC joint AQ and Health Action Plan	Suggested action for discussion	Will require additional resource – probably £2-4K depending on how large the workshop is, number of sessions etc
Within 12-24 months			
Category	Action	Status	Timescale/Resource
Planning	Supplementary Planning Document to recognise the importance of air quality as a material planning consideration and to help ensure consistency in the approach to dealing with air quality when determining planning applications in the district, including the approach to mitigation.	Suggested action for discussion	Will require additional resource – approx. £6K
Collaborative working with County Public Health	Monitoring PM _{2.5} - Use outcomes of investigations re: monitoring and sources, as well as collaboration with County to implement monitoring at key locations as part of wider county strategy.	Suggested action for discussion	Depends on outcome of above. Will require additional resource – officer time/ outsource and additional capital for monitoring. Monitoring costs will depend on how many monitoring sites/ what equipment/ how long monitor.
Within 24-36 months			
Category	Action	Status	Timescale/Resource
Collaborative working with County Public Health	Improving PM _{2.5} - Measures to reduce emissions of PM _{2.5}	Suggested action for discussion	Depends on outcome of above. Unclear until undertaken preparatory work but will require additional resource

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Appendix 3

Air Quality Task and Finish Group Terms of Reference

Role

Members of the Task and Finish group will be responsible for acting as critical friends during key aspects of the review of air quality delivery, in relation to the Scrutiny function, providing comments and feedback as required.

Members of the Task and Finish Group

- Councillor C Benfield
- Councillor T Eynon
- Councillor D Harrison (Chair)
- Councillor M Hay
- Councillor G Houl
- Councillor K Merrie MBE
- Councillor M Wyatt

Officers of the Task and Finish Group

- Paul Sanders, Head of Community Services
- Clare Proudfoot, Environmental Protection Team Manager
- Minna Scott, Public Protection Team Leader
- Other officer's/representatives as appropriate or requested

Who has voting rights on the recommendations?

Only elected Members appointed to the task and finish group have voting rights to form recommendations

What is expected of members of the Task and Finish Group?

Whilst the Task and Finish Group will not be a decision-making body, the group will be asked to:

- Review the information available to date around NWL air quality delivery to include AQC's report currently being commissioned
- Rank and profile key objectives of future non statutory air quality delivery
- Review and recommend to Cabinet future levels of resources for air quality delivery
- Review and recommend to Cabinet future levels of capacity and resource for delivering the air quality objectives of the Joint Strategic Needs Assessment (JSNA)
- Review and recommend to Cabinet future levels of capacity and resource for delivering the air quality requirements of the Carbon Zero agenda
- Agree a majority consensus for recommendation back to the Cabinet

What is expected of officers of the Task and Finish Group?

- Provide professional advice, as required, throughout the review
- Present information, options and issues to members for review and exploration
- To engage and facilitate discussions around key areas to support the forming of consensus and recommendation
- Ensure effective administration of the working group including provision of agendas and minutes

Quorum and substitution?

- A minimum quorum of 3 members (inclusive of chair) and 1 Officer is required for meeting quorum

- Substitution is permitted with notice of 7 calendar days unless otherwise agreed by the chair

How often will the Group meet and Group lifespan?

- A series of three meetings will be scheduled at approximately 4-week intervals

REPORT OF THE CHAIRMAN OF THE AIR QUALITY TASK AND FINISH GROUP

RECOMMENDATIONS

1. Members of the Task and Finish Group

- Councillor C Benfield
- Councillor T Eynon
- Councillor D Harrison (Chair)
- Councillor M Hay
- Councillor G Hoult
- Councillor K Merrie MBE
- Councillor M Wyatt

Cllr A Woodman, Portfolio Holder attended the meetings of the Working Group on 3 October and 13 November 2020.

2. The role of Members of the Task and Finish Group

Members of the Task and Finish group were responsible for acting as critical friends during key aspects of the review of air quality delivery, in relation to the scrutiny function, providing comments and feedback as required.

Whilst the Task and Finish Group was not a decision-making body, the group was asked to:

- Review the information available to date around NWL air quality delivery to include AQC's report currently being commissioned and Leicestershire County Council's Air Quality Joint Strategic Needs Assessment Action Plan whilst also taking into account the national picture.
- Rank and profile key objectives of future non statutory air quality delivery
- Review and recommend to Cabinet future levels of resources for air quality delivery
- Review and recommend to Cabinet future levels of capacity and resource for delivering the air quality objectives of the Joint Strategic Needs Assessment (JSNA)
- Review and recommend to Cabinet future levels of capacity and resource for delivering the air quality requirements of the Carbon Zero agenda

3. Officers of the Task and Finish Group

- Paul Sanders, Head of Community Services
- Clare Proudfoot, Environmental Protection Team Manager
- Minna Scott, Public Protection Team Leader
- Other officer's/representatives as appropriate or requested

4. The role of officers of the Task and Finish Group

- To provide professional advice, as required, throughout the review
- To present information, options and issues to members for review and exploration

- To engage and facilitate discussions around key areas to support the forming of consensus and recommendation
- To ensure effective administration of the working group including provision of agendas and minutes

5. Meetings

- A series of three meetings were held on 3 and 20 October and 13 November 2020.

6. Objectives

The Leicestershire JSNA for 2018 – 2021 identified that a strategic approach was the best way to address Air Quality and all its associated issues. In summary, the following objectives were identified:

- Clear leadership, vision and strategic direction
- Collaborative partnership working
- Consideration of Air Quality in planning & development
- Align Air Quality with environmental and transport decisions
- Improved communications with public and organisations about Air Quality & Health
- Targeted communications and campaigns

7. Findings

The Task and Finish Group has identified and agreed the following key aims

- Active and Sustainable Travel: This work should act as a catalyst for behaviour change and modal shift to green travel.
- Planning and development proposals: Guidance and frameworks should be developed with and for planners to support measures to improve Air Quality and identify and address developments which may worsen Air Quality.
- Information sharing and campaigns: Take steps to understand the public's views, knowledge, attitudes and motivations, in order that they can be engaged in developing actions which are aligned with their priorities.

Recently members from all Parties have expressed their concerns over increasing evidence that air pollutants are on an upward trend in certain areas in North West Leicestershire, and could potentially be health and life threatening to residents.

To help address these concerns the Task and Finish Group seeks the support of the Community Scrutiny Committee to agree a number of recommendations.

It is considered that the climate change budget is to support projects which will help to reduce emissions and tackle climate change within North West Leicestershire. Due to air pollutants being a major factor in a large number of areas that can affect air quality and emissions, which can have a severe effect on people's health and the atmosphere, the Group asks Cabinet to fund the cost of any additional equipment needed such as the additional AQMA machines as described in recommendation (4) from this earmarked budget.

8. Recommendations

That the Community Scrutiny be requested to make the following recommendations to Cabinet.

That Cabinet

- (1) Produces a supplementary planning document to clarify the processes for Air Quality Management;
- (2) Undertakes a review of Local Plan to include improved Air Quality standards;
- (3) Responds to DEFRA consultations on Air Quality;
- (4) Undertakes a strategic and costed plan, ensuring all the District's monitoring meets the DEFRA guidelines and that the district is screened for poor air quality and not just existing sites. The monitoring of Air Quality is to be to a standard consistent with the Institute of Air Quality Management focusing on areas considered to be at risk from modelling evidence or as a response to community concern including:-
 - The re-instatement of the chemiluminescent instrument at the Broom Leys junction, Coalville to monitor NO₂. If that is now unavailable, install a Zephyr NO₂ sensor;
 - The installation of a Zephyr PM_{2.5} sensor at the Bardon Road, Birch Tree roundabout, Coalville
 - The installation of a Zephyr NO₂ or PM_{2.5} sensor at the Tesco A511 Roundabout , Ashby de la Zouch
 - The installation of a Zephyr NO₂ sensor in High Street, Castle Donington
- (5) Continues to monitor Kegworth AQMA with diffusion tubes until it shows no exceedences;
- (6) Compiles a costed Plan to collaborate with County Public Health on the Air Quality JSNA;
- (7) Provides an annual report on air quality across the whole District to the relevant scrutiny with factual data from all the AQMA machines and other measurement sites so elected members can scrutinise and provide further supported recommendations if needed.
- (8) Allocates funding from the General Fund or the Zero Carbon reserve, as necessary, to enable the above actions to be carried out.

Councillor Dan Harrison

Chairman of the Air Quality Task and Finish Group

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COMMUNITY SCRUTINY COMMITTEE – Wednesday,
25 November 2020

Title of Report	FUTURE PROVISION OF PARKING SERVICES	
Presented by	Paul Sanders Head of Community Services	
Background Papers	Car Parking Strategy 2016	Public Report: Yes
	Car Parking Strategy and Cabinet Report 2016	Key Decision: No
Financial Implications	A revised budget will be required aligned to the action plan	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	Changes to the Off – Street Parking Places Orders may be required	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	This review identifies staffing implications within the three year action plan	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To update Community Scrutiny Committee on the progress of the parking services review and present the key findings prior to Cabinet considering the review at its meeting on 12 January 2021.	
Reason agenda item submitted to Scrutiny Committee	This draft report is being presented to Community Scrutiny Committee to seek their comments in advance of Cabinet considering its approval.	
Recommendations	THAT THE COMMUNITY SCRUTINY COMMITTEE NOTES THE UPDATE ON THE PARKING SERVICE REVIEW AND PROVIDES ANY COMMENTS THAT CAN THEN BE CONSIDERED BY CABINET	

1.0 CONTEXT

- 1.1 The council's parking service is important for a wide range of stakeholders including residents, businesses, shoppers, tourists, community groups and parish/town councils. On street parking is managed by the Highway Authority (Leicestershire County Council) and off street parking by a range of land owners of which the district council is one.

- 1.2 The district council operates and maintains a range of off street car parks in the district. Each car park provides a service for its locality whether it be to support shoppers and local businesses or for residential purposes.
- 1.3 The district council operates pay and display car parks in Coalville and Ashby but also manages car parks in the villages of Ibstock, Whitwick, Castle Donington, Measham and Thringstone which are not chargeable.
- 1.4 There are a wide range of costs associated with operating and maintaining car parks as follows;
- Repairs, resurfacing, line marking
 - Grounds maintenance, sweeping, litter picking, winter gritting
 - Cash collections, purchase of tickets, computer software, licences
 - Electricity, sewerage, business rates
 - Enforcement activities including Car Park orders and signage
 - Staff recharges, corporate overheads

In 2016 Cabinet adopted the Car Parking Strategy which set out a number of actions in relation to the management of the car parks in the district. In particular Cabinet agreed:

- No parking price rises until 2020
- New Short Stay Car Park for Ashby
- Introduce Free After 3pm in Coalville

Cabinet also agreed that a review of prices and all current and proposed parking initiatives including Free After 3pm would take place in 2019. The Parking Strategy suggested that Coalville and Ashby should be treated differently with regard to pricing strategies and differential pricing for each town will be considered as part of that review.

2.0 FUTURE PROVISION OF PARKING SERVICES

- 2.1 An officer working group and board has been established to undertake the review
- 2.2 The review has taken a comprehensive approach to reviewing all aspects of the service covering a number of key areas of operation:
- Enforcement and staffing costs
 - Operating and maintenance costs
 - Potential for asset transfer of the non-pay and display car parks within Parishes
 - Review of existing third-party contracts
 - Parking charges
 - Short stay and long stay car parks
 - Looking at the hours the parking charges apply
 - Events and activities within our car parks
 - Regeneration implications for car parks in Coalville

As part of the review process key stakeholders and town and parish councils which have council operated car parks within their boundaries have been engaged, particularly with regard to their interest in asset transfer of non – pay and display car parks.

3.0 TIMESCALES

- 3.1 A report with recommendations and an action plan will be considered by Cabinet in January. The action plan will contain dates for the implementation of agreed actions.
- 3.2 Running in parallel to this parking review is a service review within the Facilities Team within Environmental Protection to ensure that there is a fit for purpose structure in place to carry forward the recommendations and actions from the review.

4.0 PRESENTATION

- 4.1 The draft strategy can be found at **Annex A** and members will receive a summary presentation of the strategy at the meeting

Policies and other considerations, as appropriate	
Council Priorities:	Developing a clean and green district and Our communities are safe, healthy and connected
Policy Considerations:	None
Safeguarding:	No concerns
Equalities/Diversity:	None
Customer Impact:	There will be an impact on customers – see the action plan in Annex A for details.
Economic and Social Impact:	The economic and social impacts are detailed in the report at Annex A
Environment and Climate Change:	Any environmental and climate change impact as a result of the decision is detailed in the report at Annex A.
Consultation/Community Engagement:	Engagement with key stakeholders and Parish and Town Councils is detailed in the report at Annex A
Risks:	Risks have been managed through the project board
Officer Contact	Paul Sanders Head of Community Services paul.sanders@nwleicestershire.gov.uk

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Future Provision for Parking Services 2020 to 2023

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Introduction

In line with the council's desire for North West Leicestershire to be 'a place where people and businesses feel they belong and are proud to call home', and the need to manage budgets carefully and sensibly, we keep all services under review. The management of car parks is no different.

∞ Our Medium Term Financial Strategy sets out our financial plan for the next five years. It sets out the importance of services being self-reliant and more resilient to future financial changes. With this in mind, a review of the car parking service is timely and important.

The council's 27 car parks which are spread across the district cost £290,000 in 2019 / 2020. This covers the management, maintenance and enforcement, with revenue expenditure of £734,000 (compared to £546,000 in 2015 / 2016 and income of £444,000 (compared to £574,000 in 2015 / 2016) but with no planned capital spend in 2019 / 2020.

This document lays out a new direction which takes account of all the changes and promotes a way forward which meets the needs of residents in the area, protects the provision of car parks and promotes a green agenda going forward.

Our options

A number of options have been examined to change the way car parks are managed and operated by NWLDC in the future. These are:

∞ **Disposal of car parks**

- To the Belvoir Centre
- Through asset transfer to parish councils
- Where car parks were not attractive as transferable assets to parishes we would consider: review of tariff charges, electric charging points, disposal.
- Terminating contracts with third parties i.e. Royal Hotel and Leicestershire County Council
- A more appropriate parking tariff to reflect the regeneration programme in Coalville.

Changes to parking arrangements in Ashby de la Zouch

- Review of charges and tariff charging periods; increasing the maximum short stay in Ashby to three hours from two hours.

Green issues

- Additional infrastructure for electrical vehicle charging points and income.

The following options have implications in terms of the service provided to communities as well as a financial impact.

- The option of Automatic Number Plate Recognition (ANPR), although this has a limited application
- Car park private management (outsourcing)

Where are we now?

A parking strategy adopted by the council in 2016 included a series of fundamental decisions:

- No parking price rises until 2020
- Introduction of 'free after 3pm' parking in Coalville
- Purchase of new ticket machines
- Consider releasing parking space in Coalville for regeneration (if required)
- Introduction of new weekly and monthly tickets for Coalville
- An additional car park in North Street, Ashby

The first of these decisions meant that there has been no increase in parking charges, but costs have continued to rise. This means that the existing deficit will continue to increase unless there is a change in strategy. Car parking fees have not increased since 2008 / 2009.

It is difficult to predict the impact that free parking after 3pm in Coalville has had on income but the 2016 strategy costed this at £50,000.

The Transparency Code requires local authorities to publish information about parking accounts and parking spaces by 2 February 2015 and thereafter at least on an annual basis. Therefore the council produce and publish the car park trading account each year which includes both net revenue and capital expenditure over a rolling three year period. As a local authority, NWLDC are required to publish their parking account in accordance with Section 55 of the Road Traffic Regulation Act 1984 as modified by Regulation 25 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

As at the 31 March 2020 the council's car park trading account was in deficit by £ £1.874 million.

A significant proportion of this deficit has arisen due to the capital investment in car parks over a 3 year period 2016/17 to 2018/19 of £1.1 million.

This capital spend includes the extension of North Street Car Park in Ashby which involved the purchase of the old Ashby health centre for £255,000 with further associated works costing £708,000. We also bought and installed new pay and display machines throughout the districts car parks at a cost of £114,000.

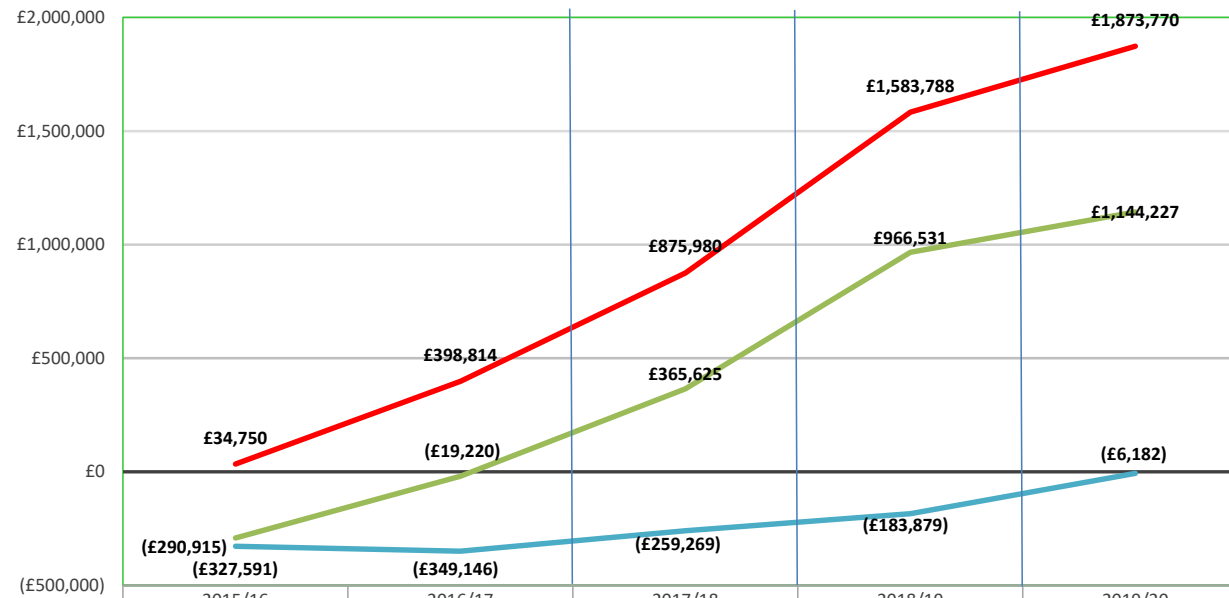
Due to the Covid19 pandemic, the council's car park account is in greater deficit due to parking charging ceasing in March 2020 and not charging again until June 2020. These figures are shown throughout the report.

The revenue costs of running the district car parks (e.g. employees, business rates, electricity, maintenance, water charges, transport, cash collection, sweeping and litter picking, enforcement) have increased over the last couple of years along with reduced income, leading to a revenue deficit of £290,000 in 2019/2020. The major variances over the last few years have seen an increase in business rates (NNDR) of £94,000 and a reduction in income of £95,000.

The table below shows the car parking trading account from 2015 / 2016 onwards. It highlights the impact the capital investment had over the last three years and what the estimated impact would have been if pay and display tariffs had increased annually by 2.5% from 2009 / 2010.

Where are we now?

Car park trading account 2019 / 20



The figures show that if there had been an annual 2.5% increase in charges since prices were last increased in 2008 / 2009 the deficit would have decreased by £729,543, and if the capital investment hadn't taken place over the last three years the trading account would be showing a small surplus of £6,182.

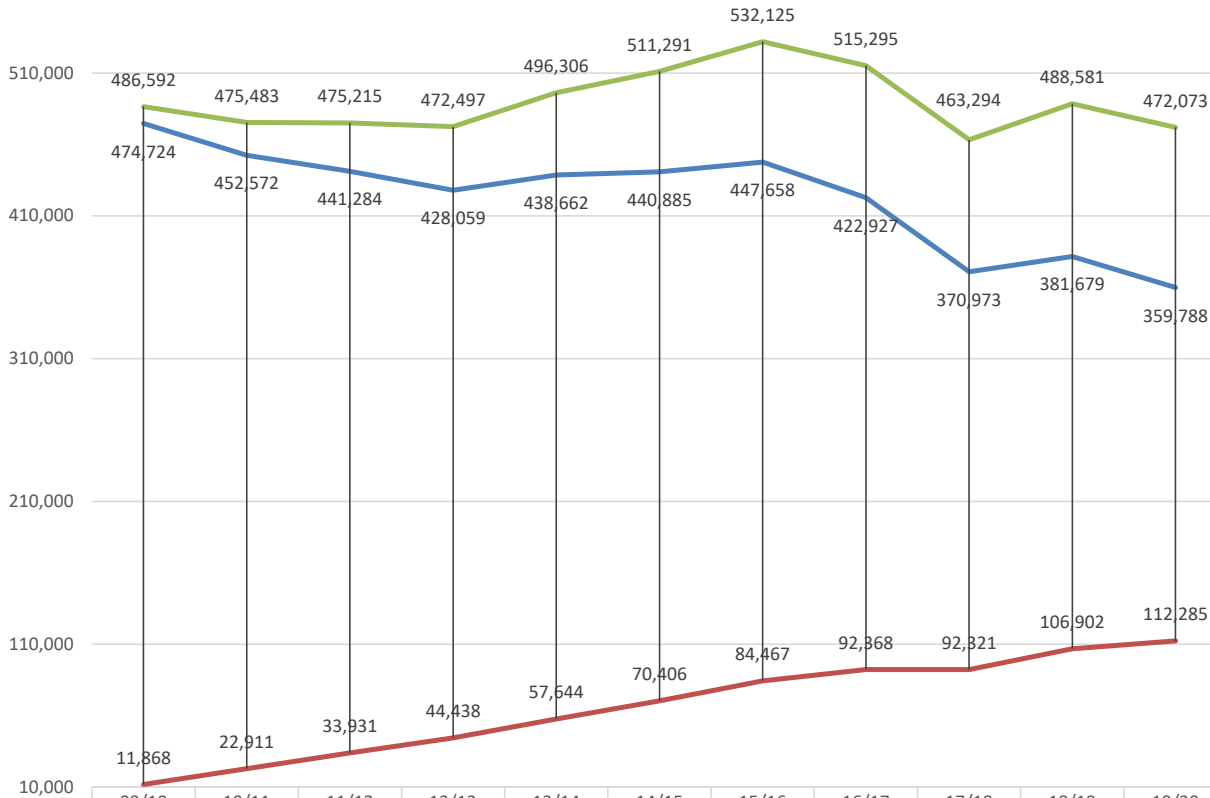
Where are we now?

Estimate impact on income if tariffs had increased annually by 2.5% over the last 11 years

The estimated loss of income from not increasing parking tariffs since 2008 / 2009 is highlighted above and is estimated that additional income of £729,542 could have been generated.

£

Income



	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20
Actual Pay & Display income	474,724	452,572	441,284	428,059	438,662	440,885	447,658	422,927	370,973	381,679	359,788
In year loss of income	11,868	22,911	33,931	44,438	57,644	70,406	84,467	92,368	92,321	106,902	112,285
income if 2.5% yearly increases applied	486,592	475,483	475,215	472,497	496,306	511,291	532,125	515,295	463,294	488,581	472,073

Where are we now?

The below table shows the impact of a yearly 2.5% increase on the car parking tariff.

Pay and display tariffs if yearly increases of 2.5% had been applied from 2009 / 2010 onwards

£	19/20 Current	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21
1hr	£0.50	£0.51	£0.53	£0.54	£0.55	£0.57	£0.58	£0.59	£0.61	£0.62	£0.64	£0.66	£0.67
2hr	£0.80	£0.82	£0.84	£0.86	£0.88	£0.91	£0.93	£0.95	£0.97	£1.00	£1.02	£1.05	£1.08
3hr	£1.20	£1.23	£1.26	£1.29	£1.32	£1.36	£1.39	£1.43	£1.46	£1.50	£1.54	£1.57	£1.61
Day	£2.00	£2.05	£2.10	£2.15	£2.21	£2.26	£2.32	£2.38	£2.44	£2.50	£2.56	£2.62	£2.69
Week	£9.00	£9.23	£9.46	£9.69	£9.93	£10.18	£10.44	£10.70	£10.97	£11.24	£11.52	£11.81	£12.10
Month	£30.00	£30.75	£31.52	£32.31	£33.11	£33.94	£34.79	£35.66	£36.55	£37.47	£38.40	£39.36	£40.35

Finance - Payment

North West Leicestershire District Council currently operates 27 car parks. Of these, 18 require some form of payment. These are serviced by 29 payment machines which take cash and cards. In addition, payment can be taken online using 'Mi permit' season ticket applications.

Operational issues with machines taking cash regularly results in significant operational costs both in terms of collection of the cash and the result of damage to the machines due to attempted theft. Vandalism of pay and display machines between August 2017 and August 2019 cost the council £9,000. £10,000 per year is included in the maintenance budget to maintain the parking machines within the district. The percentage of transactions using cash is slowly declining and it is now time to start the move towards a totally cashless system.

The removal of pay and display cash collections would create a saving of £10,030 a year. To adapt all pay and display machines to become cashless would incur a one off cost of £300 per machine. Savings could be made by adapting 50% of the machines at the same time.

It is proposed to pilot the move towards a cashless system in both Coalville and Ashby during 2020 / 2021. If the pilot proves to be effective this will be rolled out across all pay and display car parks during 2020 / 2021, with machines being removed by 2022. This phased approach will allow people using the car parks to get used to the new systems. The cost of bringing in the pilot, assuming that 10 are adjusted, would be in the region of £210 per machine.

Recommendation 1 – Pilot cashless machines with card payments only.

Alternative payment methods in neighbouring areas

Harborough District Council is up and running with pay by phone car parking, having 5,000 transactions in October 2019. This amounts to 6% of all transactions. It was predicted to reach 5% of transactions by the end of year one (July 2020) but this has already been achieved in the first quarter. It is now felt that pay by phone transactions could be as high as 20% of total transactions by the end of year one.

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Blaby District Council and Melton Borough Council are both actively looking at pay by phone as another cashless solution.

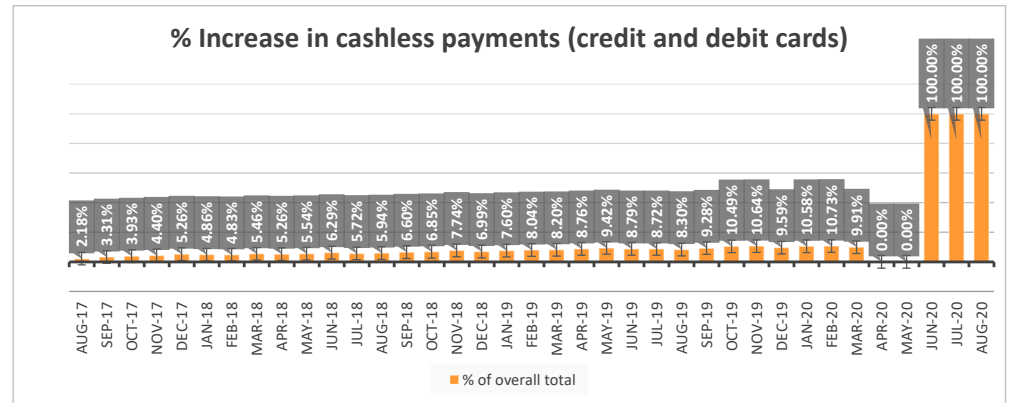
Oadby and Wigston Borough Council offers free parking across its parking service so has no need for pay by phone technology, whilst Hinckley and Bosworth Borough Council has considered pay by phone but recently decided to re visit it in the future.

NWLDC has the ability to join a service level agreement for the implementation of pay by phone. This would be relatively simple with an initial cost requirement for signage and associated set up costs in the region of £6,000. We would then be charged between 3 pence and 8 pence per transaction plus VAT but the cost of this could be passed on through parking charges. Cash collection charges would have to be compared to transaction charges of using pay by phone to determine the benefits.

Recommendation 2 – Pilot pay by phone - already implemented.

Due to the onset of Covid19, the benefits of Pay by Phone offering

a cashless system and additional means of payment has meant that we were able to implement this technology which was launched in July 2020.



Finance - Charging

Of the nine car parks in Coalville, all sites are owned and managed by NWLDC, with the exception of the Coalville Library Car Park, which is owned by Leicestershire County Council and managed by NWLDC under contract. In total the 2020 / 2021 budgeted cost to operate the car parks in Coalville is £207,045, which equates to £211 per space.

NWLDC has the lowest car parking fees in Leicestershire, the only exception being Oadby and Wigston where three hours parking are provided for free at all car parks – See Table 2. The parking tariffs have not been increased in 11 years.

Recommendation 3 – A need to consider raising charges in line with the market and neighbouring authorities.

Ashby – car parking charges

Unlike Coalville, Ashby's car parks are already operating close to, if not at, capacity. Any increase in drivers wishing to park in Ashby will result in an increase in the gap between parking supply and demand, with residents and visitors finding it harder to find a car parking space if the provision of parking space does not increase. Ashby is already a very busy town with a high footfall. The council would have experienced a significant loss of income if it had introduced the 'free after 3pm' parking scheme in Ashby as well as Coalville. The closure of the Royal Hotel car park had an impact on the amount of parking spaces available to residents and visitors to the town but also, on the long stay parking provision in Ashby.

Coalville – car parking charges

The Market Hall Car Park is located in Coalville, adjacent to the market hall and consists of 188 spaces including 13 disabled bays. Parking is free and not time restricted in 90 spaces. Parking charges apply to the remaining spaces, which are restricted to a maximum stay of three hours. . Observations confirm that the car park is busy and practically full at busy times with a high turnover of vehicles. The car park provides easy access to the market hall and the Belvoir Shopping Centre.

The previous parking strategy recommended a number of pricing initiatives to boost town centre trade in Coalville. 'Free after 3pm' is an initiative that is used in a number of towns to boost trade in quiet periods, typically targeting shoppers with flexibility on their time of visit and after school shopping. The 'free after 3pm' initiative was thought to help boost the early evening economy in shops, cafes, restaurants and bars. Free after 3pm was introduced in Coalville in January 2017, providing free parking in all Coalville car parks between 3pm and 5pm Monday – Saturday with no tickets being required from 3pm.

It was estimated that 'free after 3pm' would reduce car parking revenue by £50,000 a year, but latest figures suggest this is closer

to £90,000 a year. There is no firm evidence to reflect the impact of 'free after 3pm'; this would have been possible if drivers had been required to display a free pay and display ticket, but this option was discarded as being prohibitive to car park users.

Due to the sale of the 3 car parks to the Belvoir Shopping Centre, and with Market Hall car park being in close proximity to the Belvoir Shopping Centre, North West Leicestershire District Council needs to consider amending it's free parking tariff up to 3 hours free to mirror the nearby shopping centre owned car parks.

Recommendation 4 – Market Hall align charges to Belvoir Centre car parks.

Recommendation 5 – Stop "Free after 3pm".

Recommendation 6 - Review "free parking" around the Christmas period.

Finance - Charging

Table 1.

Coalville car parks	Owner	Number of parking spaces		Length of permitted stay (>3hrs)
		Standard	Disabled	
Needham's Walk	NWLDC	106	2	Short
Margaret Street	NWLDC	38	5	Short
North Service Road	NWLDC	74	0	Long
London Road	NWLDC	86	3	Long
Council Offices	NWLDC	158	4	Long
Bridge Road	NWLDC	233	8	Long
LCC Library	Leicestershire County Council	15	1	Long
James Street	NWLDC	54	4	Long
Market Hall	NWLDC	175	13	Short and Long (90 free spaces)
TOTAL		939	40	

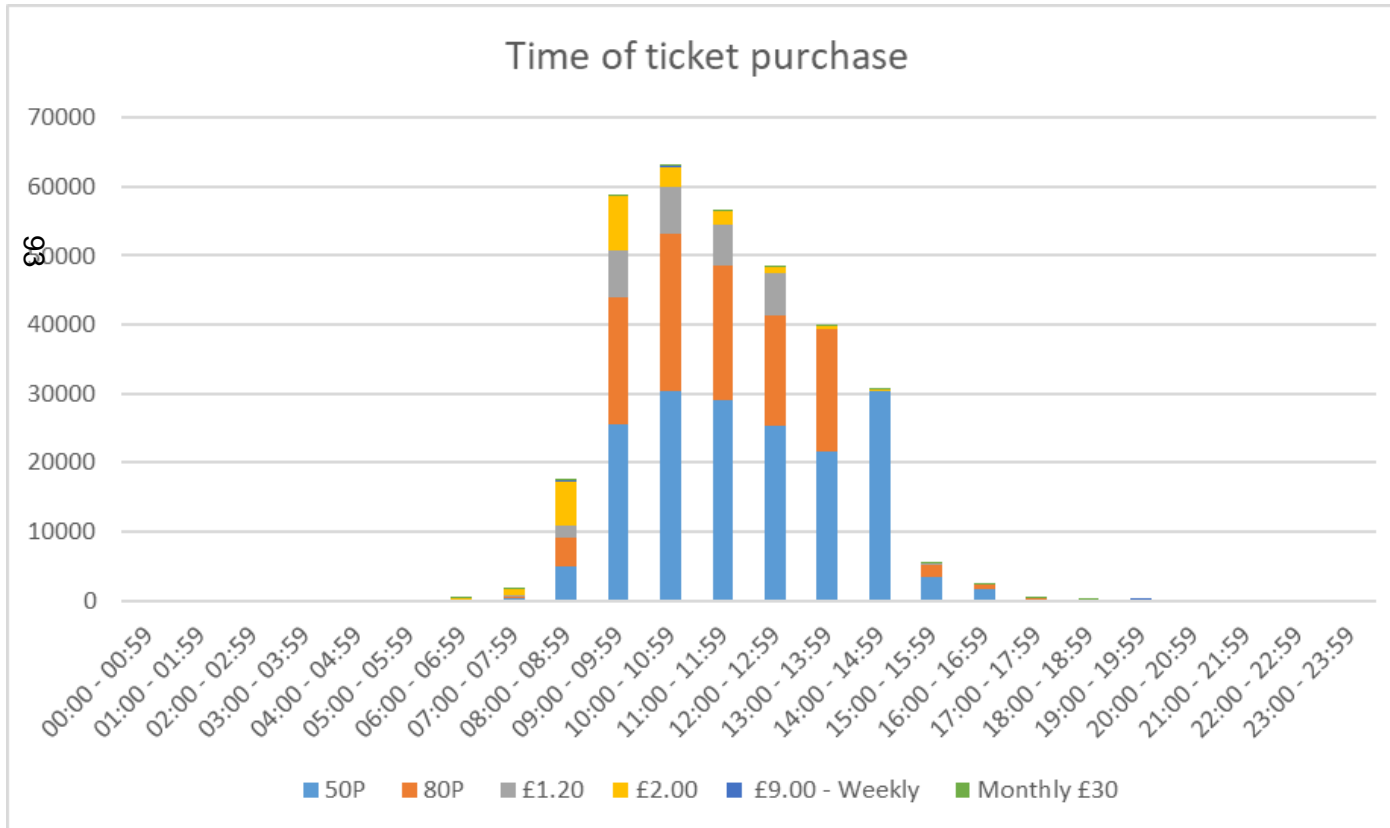
Ashby car parks	Owner	Number of parking spaces		Length of permitted stay (>3hrs)
		Standard	Disabled	
North St (including extension)	NWLDC	71	5	Short
LCC Library	NWLDC	29	1	Short
Brook St	NWLDC	10	1	Short
South St	NWLDC	55	2	Long
Hood Park Leisure Centre (including extension)	NWLDC	90	3	Short and Long
TOTAL		255	12	

Table 2.

Local authority		Town centre weekday parking charge					
		<1hr	<2hrs	<3hrs	<4hrs	<5hrs	Long stay
NWLDC		50p	80p	£1.20			£2
East Staffordshire			£1	£2			£5
South Derbyshire		FREE parking					
Broxtowe		FREE	£1	£1.50			
Oadby and Wigston		FREE parking					£
Charnwood	Loughborough	60p	£1.60	£2.20	£3.20	£4.90	£6
	Browns Lane	£1.10	£3.20				
Blaby		FREE	FREE	50p	£1.50		£5
Market Harborough			£1	£1.50	£2.50		£6
Hinckley		60p	£1.20	£2	£3		£6
Melton	Short stay	80p	£1.60	£2.60	£3		
	Long stay			£1.50			£3.50
Ashfield		Free	60p	£1.50			£2
Erewash		Free	£1.50	£2			£

Finance - Charging

At the moment parking is charged from 8am to 3pm. The peak time for purchase is from 10am with a steady drop off during the day.



Car parks in Coalville

North Service Road,
Needham's Walk and
Bridge Road

There has been a long standing plan to redevelop the centre of Coalville. At the heart of the redevelopment is the Belvoir Shopping Centre which has recently changed ownership to Gylo. NWLDC has now sold three of the nearby car parks to the new land owners.

This means, Gylo will be fully responsible for the operation and maintenance of the following car parks:

- North Service Road
- Bridge Road
- Needham's Walk

	North Service Rd	Bridge Rd	Needhams Walk
No. of spaces	74	233	106
No. of disabled spaces	0	8	2

This process has required an amendment to the Off Street Car Parking Order 2010. This order sets out where all the councils' car parks are, what land can be used as a car park, how long a car can be parked, the charging policies, and how these can be enforced.

It is likely that the new owners of the car parks will provide up to three hours free parking, which may be monitored by automatic number plate recognition (ANPR).

ANPR is not an option available to NWLDC due to restrictions on public bodies about how enforcement can be legally carried out (see section page 44, Appendix 1 on ANPR for more detail).

The car parks at North Service Road, Bridge Road and Needham's Walk are part of a legal agreement with the owners of the Belvoir Shopping Centre, whereby they have an option to take on ownership and management of the car parks.

The sale of the three car parks will not realise any immediate net revenue savings for the Council. But there could be potential future savings of £64,399 as shown in the table below depending on the outcome of future staffing reviews and whether internal savings from service management can be achieved. In future years there will be savings in the capital programme as these car parks would no longer be maintained by NWLDC.

Recommendation 7 – Refine staffing and management costs to reflect service reduction

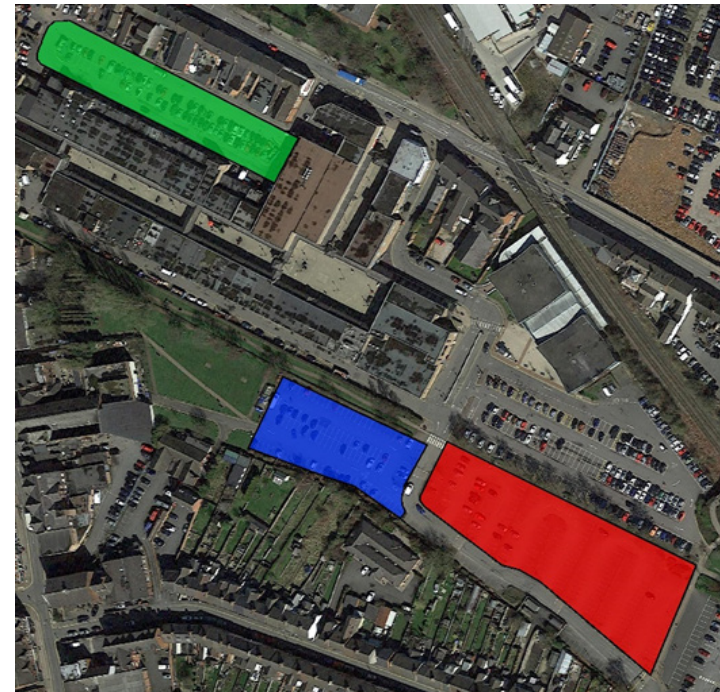
Car parks in Coalville

North Service Road,
Needham's Walk and
Bridge Road

Bridge Road, Needham's Walk and North Service Road Car Parks		£
Immediate savings		
Direct costs		97,127
Other internal service costs *		22,973
Loss of income		-120,519
Net direct costs		-419
Potential future savings		
Employee and indirect costs (including enforcement)		38,793
Service management		25,606
Total indirect costs and overheads		64,399
Costs to be reallocated		4,046
Total budgeted cost 2020/21		68,026

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* Internal service areas to reduce costs or achieve higher income streams.



Picture A:
Red – Bridge Road
Blue – Needham's Walk
Green – North Service Rd

Car parks in Coalville

Market Hall and
Leicestershire County
Council Library

Leicestershire County Council Library Car Park

The library car park is owned by Leicestershire County Council (LCC) and enforced by NWLDC. It is a long stay car park and has 15 standard parking spaces and 1 disabled parking space.

That the Coalville Library Car Park enforcement contract is terminated with LCC. This would mean an immediate increase in cost to the council of £3,861 but with potential future savings of £11,476.

If the Library Car Park enforcement contract is terminated, along with the sale of the Belvoir Centre car park, this will not realise any immediate revenue savings for the council based on 2020/21 budgets but there could be potential savings of £75,875 dependent upon the outcome of future staffing reviews and whether internal savings from service management can be achieved.

LCC Library Car Park - Coalville	£
Immediate savings	
Direct costs	12,240
Loss of income	-16,101
Net direct costs (surplus)	-3,861
Potential future savings	
Employee and indirect costs (including enforcement)	7,719
Service management	3,757
Total indirect costs and overheads	11,476
Costs to be reallocated	748
Total budgeted cost 2020/21	8,363

Market Hall Car Park

As part of the Coalville regeneration plans, the existing market will be relocated to Newmarket on Marlborough Square. This will leave opportunities for the existing market hall to be redeveloped in the future so NWLDC is retaining ownership of the associated Market Hall Car Park and this has not been part of the Belvoir Shopping Centre option to purchase.

67 However, the owners of the Belvoir Centre intend to offer three hours free parking in the car parks that they have acquired; Bridge Road, Needham's Walk and North Service Road. This means that the council needs to review its strategy for charging on the Market Hall Car Park.

As part of the council's Being More Business-Like Strategy, the parking service is introducing an events policy that will ensure all its parking assets are used whenever possible for none parking events and activities.

This is especially relevant for the Market Hall Car Park which can accommodate events and activities to encourage greater foot fall and vibrancy to the town. It is already a well-established location in the town for holding events, including the annual Christmas in Coalville event and other market-related events.

Recommendation 8 – re-evaluate charging policy

Covenants

Two covenants cover the Market Hall. One is for the market to be a market and the other is about access to Hotel Street.

The only covenant to be lifted in the deal with the Belvoir Centre owners is that the market hall no longer has to be used as a market. This has been replaced with a new covenant stating that it can be a market hall, parking, cinema or residential properties for the first five years, thereafter it can be whatever the landowners want.

There is no change to the covenant that controls access via Hotel Street.

Market Hall Car Park currently contains 70 free spaces for all day parking under a lease condition with the owners of the Belvoir Centre. Legal advice is that this requirement to provide these free parking spaces will fall away with the sale of Bridge Road Car Park. Which means NWLDC will no longer have to provide 70+ free all day parking spaces within Market Hall Car Park.

Recommendation 9 – review charges required at Market Hall Car Park

Car parks in Coalville

Market Hall and
Leicestershire County
Council Library

	LCC Library	Market Hall
No. of spaces	15	175
No. of disabled spaces	1	13

86



Picture C:
Red – LCC Library

Car parks in Coalville

Market Hall and
Leicestershire County
Council Library

66



Picture B:
Yellow – Market Hall

Car parks in Coalville

James Street and Margaret Street

Car parks in Coalville - James Street and Margaret Street

In May 2018 the 24 one hour parking spaces on Marlborough Square were suspended ahead of work starting on the redesign of the public space.

The 24 spaces were displaced and car parking orders were amended to accommodate 24 one hour parking spaces between both Margaret Street James Street Car Parks.

NWLDC felt this best represented the requirements of residents and prospective shoppers to the new indoor market provision and the exciting proposals being planned for Marlborough Square

Recommendation 10 - NWLDC maximises the potential of these two parking assets and keeps the current charging arrangements as they are in a prime locations to service the regeneration goals of Coalville including the Belvoir Shopping Centre, Marlborough Square and the Newmarket.

As a result of the Belvoir Shopping Centre acquiring Bridge Road, Needham's Walk and North Service Road Car Parks, the town will have 340 spaces.



Picture D:
Red – James Street

Car parks in
Coalville
James Street and
Margaret Street



101

Picture E:
Red – Margaret Street

Car parks in Coalville - Council Offices and London Road

As part of this review, the use of these car parks has been analysed.

The surveys have shown that council staff vehicles make up 90% of the two car parks surrounding the Council Offices from Monday to Friday. It is predominantly used by residents at the weekend. Since the Covid19 pandemic, the smaller car park shown in blue on Picture F has been used for the police staff working within the council offices. At present, property services have been liaising with the police about their longer term aspirations and their parking requirements.

As part of the Council's People Plan, the introduction of agile working was already a high priority. Due to the Covid19 pandemic, the agile working policy has been bought forward along with the accommodation review. It's perceived that staff parking requirements have been heavily reduced and now only have a 30% occupation. These car parks will be reviewed as part of the customer services and property services review.

In addition to this, there is currently an office accommodation review which may impact on the parking service. This review is in the medium to long term but, along with the agile working, may see the need for parking spaces reduced by potentially up to 25%.

Enforcement will still be required to ensure compliance. It is recommended that these car parks would transfer to property services which would therefore have budgetary responsibility for this as a council asset.

As part of the council's commitment to reducing its carbon footprint electric vehicle charging points will be provided for staff and works vehicles.

Electric vehicle charging points are covered in greater detail later in this report but it is clear through the council's own delivery plan that charging points will be required to service the council's fleet of electric vehicles in the coming years.

Should these car parks be changed to staff use only, including electric vehicle charging for council vehicles only, it will be sensible to remove these car parks from the car park trading account. They would therefore no longer be public car parks that generate income.

It is suggested that charging tariffs for visitors remain the same on London Road Car Park.

Recommendation 11 – conduct feasibility studies for electric vehicle charging points on Council Offices Car Parks.

Car parks in Coalville

Council Offices and
London Road

	Council Offices	London Road
No. of spaces	158	86
No. of disabled spaces	4	3

103 **Current vehicle fleet**

Vehicle type	Number of vehicles
Light vehicles	9
Cars	4
Medium vehicles	49
Light tippers	10
Medium lorries	5
Kerb siders	6
Refuse vehicles	16
Food sweepers	1
Total	105

Car parks in Coalville

Council Offices and
London Road

Coalville car parks	Market Hall	James Street	Margaret Street	Council Offices	London Road	Total
	£	£	£	£	£	£
Direct costs	42,960	14,747	9,049	11,411	18,535	96,702
Other internal service costs	5,339	5,021	3,744	2,430	2,154	18,688
Income	-40,941	-19,310	-21,334	-15,054	-14,207	-110,846
Net direct costs	7,358	458	-8,541	-1,213	6,482	4,544
Employee and indirect costs (including enforcement)	19,251	11,911	10,167	21,237	11,588	74,154
Service management	12,358	6,942	5,727	12,880	7,055	44,962
Other internal recharges	1,876	1,135	994	1,908	1,083	6,996
Total Indirect costs and overheads	33,485	19,988	16,888	36,025	19,726	126,112
Total budgeted cost 20/21	40,843	20,446	8,347	34,812	26,208	130,656

*The above figures exclude any capital expenditure.

Car parks in
Coalville
Council Offices and
London Road



Picture F:
Blue – Council Offices
White – Council Offices
Red – London Road

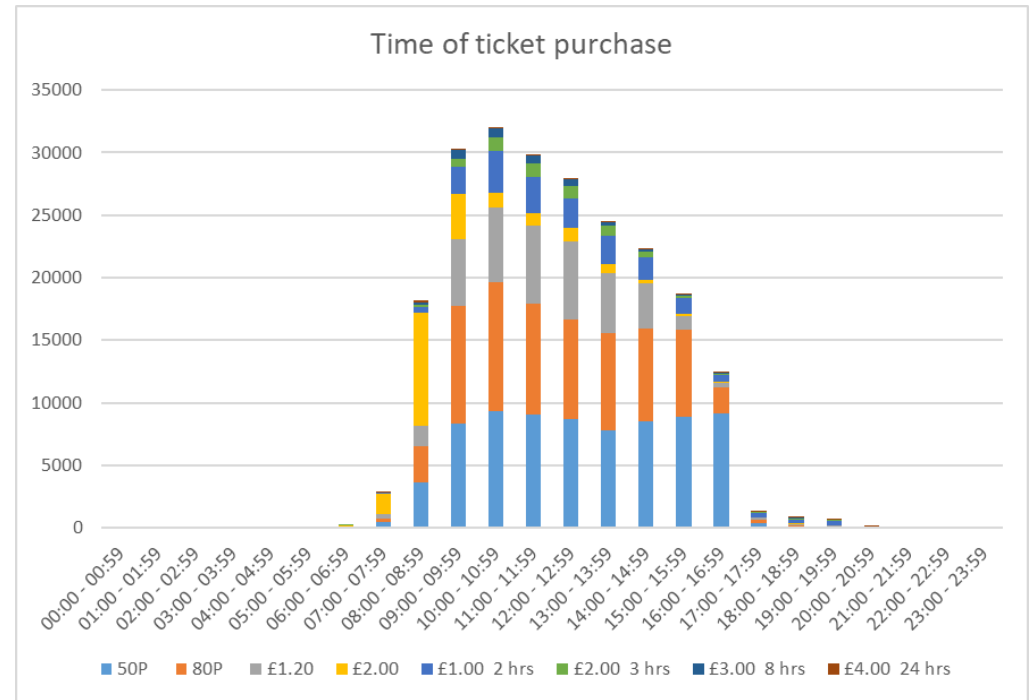
Car parks in Ashby de la Zouch

Four car parks in Ashby de la Zouch are owned by NWLDC. The Library Car Park is owned by Leicestershire County Council but managed under contract by NWLDC. Three additional car parks in the town are owned and operated privately. These are located on Coxon Mews, Rushton's Yard and Ashby Co-op on Market Street.

In total the 2020/21 budgeted cost to operate the car parks in Ashby is a surplus of £24,058 which equates to a surplus of £90 per space.

At present, parking is charged from 8am to 5pm. The peak time for purchase is from 10am with a steady drop off during the day.

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Car parks in Ashby de la Zouch

Evidence suggests that between 8am and 9am on weekdays is a busy time of the morning particularly for people dropping off at nurseries or schools, and have early morning medical appointments. Therefore, to ease the pressure of finding parking spaces, it is proposed to remove the charge on Ashby car parks between 8am and 9am with free parking provided for this hour.

Ashby has a vibrant night-time economy, Purple Flag status and heritage interests, and is a busy market town. The car parks are well used and are at full capacity throughout the day and at weekends. They are vital assets to NWLDC and critical to income generation and as a result, we wouldn't look to transfer or sell these assets. The council wants to support the town and encourage increased dwell time for visitors, and is proposing to change the minimum stay from two hours to three hours, with no return within one hour.

Local pubs and restaurants in the area would benefit from the car parks being available for patrons to park, rather than the spaces being taken up by residents, which is currently the situation. Therefore, by introducing charges between 5pm and 7pm it is hoped that this would support the night-time economy. The income generated from this charging period will obviously help to offset the one hour free parking proposed between 8am and 9am on weekdays. (It is estimated that offering the free hour would cost the council approximately £3,000.)

The council's portfolio holder for community services has conducted surveys during the period of this review and has identified the lack of appetite to change the current parking times. Therefore, the idea to implement such changes will be reviewed at a later date.

Recommendation 12 – Introduce charges between 5pm and 7pm to support Ashby's night time economy - Due to the surveys carried out by the portfolio holder, these ideas will be reviewed at a later date.

Recommendation 13 – Remove charges from 8am-9am to support parents dropping off at schools, nurseries and early medical appointments - Due to the surveys carried out by the portfolio holder, these ideas will be reviewed at a later date.

Recommendation 14 – Increase the short stay car parks from up to 3 hours to up to 4 hours and no return within 1 hour.

As part of the council's commercial agenda, the parking service will introduce an events policy that will ensure all its parking assets are used where possible for none parking events and activities. This is especially relevant in Ashby where a number of the car parks could accommodate events and activities to encourage greater footfall and vibrancy in the town.

Car parks in Ashby de la Zouch

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Recommendation 15 – Introduce an events policy and set a standard charging policy to compliment.

We do not intend to charge users of Hood Park Leisure Centre to park because the council's health and wellbeing strategy promotes healthy lifestyles and does not want parking charges to be a barrier. This approach also supports our partnership with Everyone Active and therefore doesn't transfer any additional costs to the running of the leisure centre. Leisure centre users will be able to log on to a digital system to register their vehicle so as they don't incur any expense or risk of a parking fine.

Recommendation 16 – Install digital device at Hood Park in order to allow leisure centre users to park free of charge.

Ashby Library is owned by Leicestershire County Council (LCC) and enforced by NWLDC. It is a short stay car park and has 29 standard parking spaces and 1 disabled parking space. At present, the enforcement contract is not cost effective. If the contract was terminated, it would mean an immediate increase in cost to the council of £1,000 but with the potential future savings of £6,000.

Recommendation 17 – terminate the contract with Leicestershire County Council

The Royal Hotel terminated its contract with NWLDC parking enforcement service in 2019 as the company chose to permanently close its car park due to health and safety issues. The parking orders relating to this car park were suspended in September 2019 and the orders will be removed in due course when revised parking orders are created as a result of this review.

Recommendation 18 – Remove parking order for The Royal Hotel

Car parks in Ashby de la Zouch

Ashby car parks	Brook Street	Hood Park Leisure Centre	North Street	South Street	Total
	£	£	£	£	£
Direct costs	3,865	15,223	27,924	12,479	59,491
Other internal service costs	1,767	1,739	5,565	3,530	12,601
Income	-14,489	-9,098	-99,851	-38,989	-162,427
Net direct costs	-8,857	7,864	-66,362	-22,980	-90,335
Employee and indirect costs (including enforcement)	6,195	2,926	17,836	7,495	34,452
Service management	3,206	3,252	10,779	4,601	21,838
Other internal recharges	604	305	2,108	873	3,890
Total Indirect costs and overheads	10,005	6,483	30,723	12,969	60,180
Total budgeted cost 20/21	1,148	14,347	-35,639	-10,011	-30,155

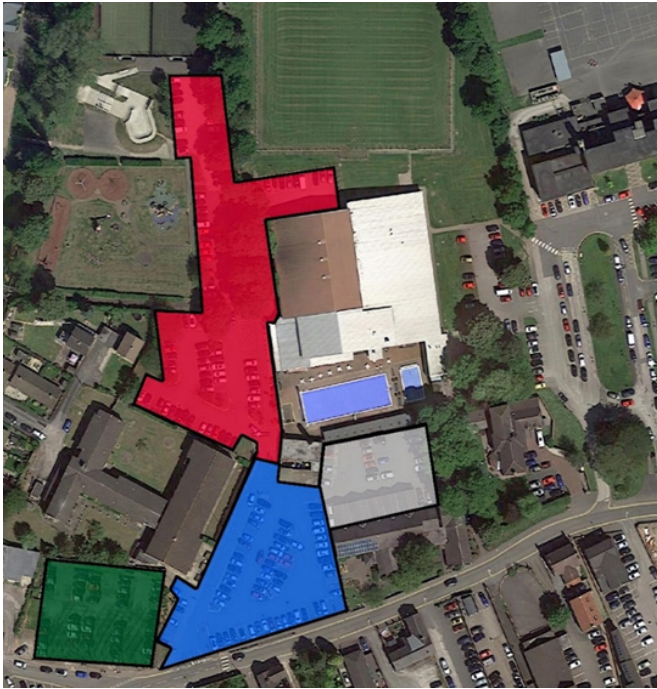
Car parks in Ashby de la Zouch

110

LCC Library Car Park - Ashby	£
Immediate savings	
Direct costs	6,033
Loss of income	-6,590
Net direct costs (surplus)	-557
Potential future savings	
Employee and indirect costs (including enforcement)	4,206
Service management	2,047
Total indirect costs and overheads	6,253
Costs to be reallocated	401
Total budgeted cost 2020/21	6,097

Ashby car parks	Owner	Number of parking spaces		Length of permitted stay (>3hrs)
		Standard	Disabled	
North St (including extension)	NWLDC	71	5	Short
LCC Library	NWLDC	29	1	Short
Brook St	NWLDC	10	1	Short
South St	NWLDC	55	2	Long
Hood Park Leisure Centre (including extension)	NWLDC	90	3	Short and Long
TOTAL		255	12	

Car parks in Ashby de la Zouch



Picture G:
Red – Hood Park
White – Library
Blue – North Street
Green – North Street extension



Picture H:
Red – Brook Street

Car parks in
Ashby de la
Zouch

112



Picture I:
Red – South Street

Car parks in Whitwick

Whitwick has four car parks - City of Dan, Vicarage Street, Market Place and Hermitage Leisure Centre.

Hermitage Leisure Centre is by far the biggest asset in Whitwick. However this is part of a regeneration project on the new Hermitage Recreation Ground Project and will be kept as is for the time being.

As part of the car parking review Whitwick Parish Council was approached to see if they would be interested in transferring any of the car parks to its ownership. The parish council declined and confirmed that they weren't interested in any asset transfer. The following options are available for the three smaller car parks as follows:

- Introducing car parking tariffs
- Creating Electric Vehicle Charging Points (EVCPs) – this would be particularly beneficial as there are residential areas surrounding these car parks
- Sell freehold of the land

Recommendation 19 – instruct feasibility studies for the future use of EVCP's and look at selling the freeholds of land. Feasibility studies took place on 10th August 2020: results pending.

	Vicarage Street	City of Dan	Market Place	Hermitage Leisure Centre / Silver Street
No. of spaces	28	18	5	158
No. of disabled spaces	2	-	1	5

Car parks in Whitwick

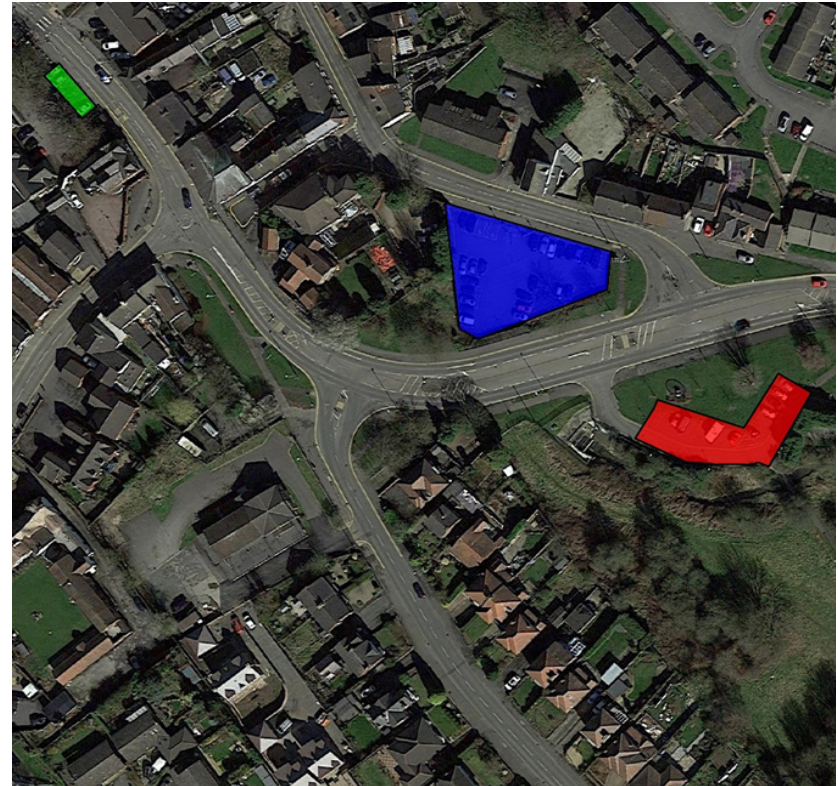
Whitwick car parks	Vicarage Street	City of Dan	Market Place	Hermitage Leisure Centre / Silver Street	Total
	£	£	£	£	£
Direct costs	3,551	406	134	22,361	26,452
Other internal service costs	1,785	2,377	909	3,821	8,892
→ Income	-287	0	-29	-234	-550
↔ Net direct costs	5,049	2,783	1,014	25,948	34,794
Employee and indirect costs (including enforcement)	414	51	424	421	1,310
Service management	647	311	286	2,717	3,961
Other internal recharges	36	4	37	36	113
Total indirect costs and overheads	1,097	366	747	3,174	5,384
Total budgeted cost 2020/21	6,146	3,149	1,761	29,122	40,178

Car parks in
Whitwick

115



Picture J:
Red – Leisure Centre



Picture K:
Blue – Vicarage Street
Red – City of Dan
Green – Market Place

Car parks in Castle Donington

Castle Donington has three car parks - Borough Street, Clapgun Street and Hillside.

Castle Donington Parish Council had expressed an interest in taking on the car parks in the village as assets. NWLDC officers attended a full council meeting in early December 2019 to provide further information and to answer questions regarding the transfer of these assets. At the conclusion of the meeting, the parish council voted not to pursue any asset transfer options.

The following options are available for the car parks as follows:

- Introducing car parking tariffs / transfer to private operator
- Creating Electric Vehicle Charging Points (EVCPs) – this would be particularly beneficial as there are residential areas surrounding these car parks
- Sell freehold of the land

In addition to the council owned car parks in Castle Donington, NWLDC also enforces on behalf of the parish council at Hillside car park which is owned by the church. Having reviewed this contract, it is not financially viable for the council to continue to offer this service to the parish council and it is recommended that as part of this review, notice is given to terminate the enforcement contract in line with the contract terms. This will provide efficiency savings for our service.

Recommendation 20 – instruct feasibility studies for the future use of EVCP's and look at selling the freeholds of land. Also, terminate the enforcement with the parish council to make the service more. Feasibility studies took place on 10th August 2020: results pending.

	Borough Street	Hillside	Clapgun Street
No. of spaces	29	32	13
No. of disabled spaces	2	2	2

Car parks in Castle Donington

Castle Donington car parks	Borough Street	Hillside	Clapgun Street	Total
	£	£	£	£
Direct costs	4,217	59	3,987	8,263
Other internal service costs	1,756	0	1,568	3,324
Income	-135	-559	-285	-979
Net direct costs	5,838	-500	5,270	10,608
Employee and indirect costs (including enforcement)	192	120	402	714
Service management	555	58	705	1,318
Other internal recharges	17	10	35	62
Total indirect costs and overheads	764	188	1,142	2,094
Total budgeted cost 2020/21	6,602	-312	6,412	12,702

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Car parks in Castle Donington

118



Picture L:
Green – Borough Street
Blue – Clapgun Street
Red – Hillside

Car parks in Ibstock

Ibstock has two car parks - High Street / Gladstone Street and High Street.

During our consultation with them Ibstock Parish Council was very keen to take on the freehold asset of the car parks and expressed an interest for this to be linked to the toilets which they already lease from the council. It would be a condition of transfer that the car parks had to remain as car parking for the community and the relevant claw back condition would be added to this transfer.

The following options are available for the car parks if the asset transfer didn't go ahead:

- Introducing car parking tariffs
- Creating Electric Vehicle Charging Points (EVCPs) – this would be particularly beneficial as there are residential areas surrounding these car parks
- Sell freehold of the land

Recommendation 21 – instruct feasibility studies for the future use of EVCP's and look at selling the freeholds of land. Continue conversations with Ibstock Parish Council about asset transfer.

	High Street / Gladstone Street	High Street
No. of spaces	20	70
No. of disabled spaces	2	5

Car parks in Ibstock

Ibstock car parks	High Street / Gladstone Street	High Street	Total
	£	£	£
Direct costs	1,441	6,518	7,959
Other internal service costs	1,664	2,230	3,894
Income	-796	-521	-1,317
Net direct costs	2,309	8,227	10,536
Employee and indirect costs (including enforcement)	460	1,000	1,460
Service management	542	1,599	2,141
Other internal recharges	40	87	127
Total indirect costs and overheads	1,042	2,686	3,728
Total budgeted cost 2020/21	3,351	10,913	14,264



Picture M:
 Red – High Street / Gladstone Street
 Blue – High Street

Car parks in Measham

Measham has two car parks: Peggs Close and High Street.

As part of this review, Measham Parish Council was approached to see if it would be interested in transferring these assets to its ownership. The parish council declined and confirmed that it wasn't interested in any asset transfer. The following options would be available for the car parks are as follows:

- Introducing car parking tariffs
- Creating Electric Vehicle Charging Points (EVCPs) – this would be particularly beneficial as there are residential areas surrounding these car parks
- Sell freehold of the land
- Approaching local retailers / businesses for asset transfer
- Approaching the NWLDC housing service about asset transfer for houses

Recommendation 22 – instruct feasibility studies for the future use of EVCP's and look at selling the freeholds of land. Also look into asset transfer and initiate meeting with Asset Management team.

	High Street	Peggs Close
No. of spaces	44	19
No. of disabled spaces	6	1

Car parks in Measham

Measham car parks		High Close	Peggs Close	Total
		£	£	£
	Direct costs	1,217	3,636	4,853
	Other internal service costs	1,966	1,683	3,649
	Income	-726	0	-726
122	Net direct costs	2,457	5,319	7,776
	Employee and indirect costs (including enforcement)	1,464	33	1,497
	Service management	1,412	318	1,730
	Other internal recharges	127	3	130
	Total indirect costs and overheads	3,003	354	3,357
	Total budgeted cost 2020/21	5,460	5,673	11,133

Car parks in
Measham

123



Picture N:
Red – High Street



Picture O:
Red – Peggs Close

Car parks in Thringstone

Thringstone has one car park - The Green.

As Thringstone doesn't come under a parish council, the car park in the village comes under General Fund. Therefore, the car park will remain as a NWLDC asset. However, the following options available for this car park:

- Introducing car parking tariffs
- Creating Electric Vehicle Charging Points (EVCPs) – this would be particularly beneficial as there are residential areas surrounding these car parks
- Sell freehold of the land
- Approaching local retailers / businesses for asset transfer – e.g. Co-op, Ruby's Chip Shop.

Recommendation 23 – instruct feasibility studies for the future use of EVCP's and look at selling the freeholds of land. Initiate meetings with local businesses about asset transfer / purchasing. Feasibility studies took place on 10th August 2020: results pending.

The Green

No. of spaces 10

No. of disabled spaces 6

Thringstone car park - The Green	Total Street
£	
Direct costs	242
Other internal service costs	626
Income	-57
Net direct costs	811
Employee and indirect costs (including enforcement)	180
Service management	246
Other internal recharges	16
Total indirect costs and overheads	442
Total budgeted cost 2020/21	1,253



Picture P:
Red – The Green

There are many elements to the smooth running of car parks and one of these is their physical maintenance. This maintenance can be divided into a number of key elements:

- Payment machines – licenses for software, cash collection, electricity, tickets, credit card costs
- Surface – sweeping and litter picking, surface repairs, line painting, weed control
- Grounds maintenance – grass and tree maintenance, lighting, drainage, bin emptying

A number of these services are carried out through our in-house Grounds Maintenance Service and Cleansing Services, which offers good value for money in terms of quality and efficient service provision. As we reduce our car park portfolio, we will be making efficiencies to other parts of the council.

Recommendation 24 – grounds maintenance and cleansing services will need to make efficiencies of £4,786 and £18,187 as a result of the asset transfer.

Enforcement

NWLDC has 4.5 civil enforcement officers (Full time equivalent) who issue in excess of 5,500 penalty charge notices (PCNs) each year across the councils on and off street parking provision.

The Traffic Management Act 2004 Section 78 governs the enforcement of car parks by local authorities and is regulated by specific legislation. In the main these are covered by the Civil Enforcement of Parking Contraventions (England) General Regulations 2007, along with the Civil Enforcement of Parking Regulations (England) Representations and Appeals Regulations 2007.

Where the penalty charge notice (PCN) is issued for a contravention in an off street car park, the enforcement authority is NWLDC. In all other cases the enforcement authority is Leicestershire County Council with the named district or borough council acting as its agent.

Whatever system is used in the future it is important that car parks are adequately managed. Part of this management is the enforcement of parking contraventions. This can include overstaying parking times, failure to pay and or display (or both), non-compliance to parking restrictions, such as parking out of bay or on double yellow lines. The enforcement is carried out by issuing a Penalty Charge Notice (PCN).

Recommendation 25 – car parking staffing costs will be reduced on a proportional basis of 25% as result of the reduction in service and asset transfer.

Total enforcement costs 20/21	All car parks as at 01/04/20	All car parks excluding the 3 sold in Coalville
Coalville car parks	83,196	74,199
Ashby car parks	24,815	32,969
Parish car parks		
Ibstock	347	510
Castle Donington	358	477
Measham	760	1,028
Thringstone	110	147
Whitwick	754	1,010
TOTAL	110,340	110,340

Due to the Covid19 pandemic, parking charges ceased on 24 March 2020 until 1 June 2020. Once charging commenced, 100% of payments made have been cashless.

Changes to on-street parking enforcement responsibilities

Jurisdiction for on street parking enforcement, transferred from the police to Leicestershire County Council (LCC) in 2007. As a result of this, the county council and the districts and borough councils within the county came together in a single partnership to deliver the on street parking enforcement service and at the same time, a Notice Processing Unit (NPU) for parking fines was set up at the county council.

The partnership means that each district and borough council carries out the enforcement of on street parking contraventions on behalf of LCC and this is recharged to the county council under contract. In addition, any fines and notices served and processed through the NPU. The county council still remains legally responsible for all on street parking matters.

When the partnership came together, Harborough District Council decided to be the lead contracting authority for five district councils. Charnwood Borough Council and North West Leicestershire District Council decided to remain independent of that contract and directly contracted with county council. Joining the Harborough five could be an option to explore in the future.

The benefits of the arrangement are that the district council's parking enforcement officers (Civil Enforcement Officers) carry out duties both for the district council in its off street car parks and on street parking contraventions for the county council. This is beneficial in terms of budget and service resilience.

These partnership arrangements have been reviewed and the following needs to be considered if there were to be any changes to this agreement:

- NWLDC can monitor on-street parking and issue Penalty Charge Notices on behalf of LCC, for both on-street and off-street parking
- If we were to withdraw from the contract, we will have to find another way to process the penalty charge notices issued in our own off-street car parks
- LCC may continue doing this for us for a fee but this fee may be higher than the current fee; although there is a non-profit clause
- Under the agreement any costs incurred in delivery by NWLDC can be charged back to LCC
- If NWLDC wishes to withdraw from the agreement altogether, this can be done by giving a minimum of one year's notice

Recommendation 26 – continue with on-street parking contraventions on behalf of LCC and continue the partnership. (I added this, unsure if correct)

Automatic Number Plate Recognition (ANPR)

As a local authority, the council is not permitted to use ANPR to enforce in its off street car parks. The Protection of Freedoms Act 2012 prohibits the use of ANPR by local authorities in car parks which are covered by a parking order. (Please see appendix 1 for further details on ANPR).

The transfer of Needham's Walk, North Service Road and Bridge Road Car Parks into new ownership via the deal with Lathdales provides them with the opportunity to introduce ANPR throughout these car parks as they would meet the criteria under private ownership.

NWLDC could support Lathdales with this whilst at the same time looking at options for the Market Hall Car Park if an agreement could be struck to include Market Hall Car Park.

Recommendation 27 – Include market hall in a further deal with Lathdales on behalf of Gylo.

Recommendation 28 – Future management – private sector.

Outsourcing opportunities are also available to the council for consideration for its car parking services.

Private car park Company

The council car parks could be advertised by an expression of interest for the long term management of its car park assets.

This proposition to any private contractor would be unattractive using the current business model due to:

- No profit being generated
- No political appetite for increases in charges
- High investment to covert to alternative enforcement methods
- High subsidy costs / management fees incurred by the council

Harborough five on / off street

Harborough District Council's parking service is part of the same partnership as NWLDC parking service through the Leicestershire County Council service level agreement. Harborough District Council has expanded its capacity to take on neighbouring authorities parking services to include

- Oadby and Wigston Borough Council
- Hinckley and Bosworth Borough Council (on street only)
- Melton Borough Council

- Lutterworth Town Council

NWLDC could consider transferring its car parking services to Harborough District Council in a similar to a shared service arrangement.

Note – Ask PS about Charnwood Borough Council RE the above

Recommendation 29 – instead of giving parking to Harborough Five, explore the options with Charnwood Borough Council.

Green issues - electric vehicles

The need to consider greener cars is becoming more and more important. By 2040 it will not be permitted to sell petrol or diesel cars.

At present approximately 6% of vehicles sold are electric. This will rise to 25% by 2030 and to 50% by 2040. The growth in this market means that more facilities will need to be developed to match this growth.

There are currently eight electric vehicle charging points in NWL. Four of these are provided by NWLDC in Ashby. We have seen a steady increase in the use of these electrical vehicle charging points situated on North Street Car Park.

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Green issues - electric vehicles

On this basis a capital bid of £115,000 has been included in the 2020 council budget for future installation of electric vehicle charging points based on the outcome of feasibility studies.

Pod Point, which is the council's preferred supplier for electric vehicle charging points and have successfully installed facilities in Ashby, claims 25% of vehicles in council car parks will be electric by 2030. It suggests that NWLDC should have 32 public charge points in the district currently to service demand and 95 by 2022. It is logical that many of these should be sited in car parks due to the difficulties of providing on-street charging facilities i.e. challenges with terrace houses in town centre environments.

Creation of charging points could provide a useful revenue stream to the council with charging costs varying from £0.40/kWh for rapid charging and £0.25/kWh for fast charging.

The council's cost for charging is currently positioned at £1.40 for 1 hour of charge but a premium rate is charged on a Sunday when car parking charges are free.

There are also other practical matters to consider that may create barriers to a person switching to a greener car. Sixty per cent of people will charge their vehicles at home, often overnight, and not all house owners have access to parking.

There are an estimated 44,000 terraced houses in North West Leicestershire. People living in these houses will have no off street

parking and no access to charging points. Planning requirements for new housing recommend two parking spaces per house, however, there may be more than two cars per household, again restricting access to charging points.

Consideration must be given to creating alternative places to allow charging to take place. At present NWLDC does not permit overnight parking in its car parks, which may cause difficulties for charging.

Recommendation 30 – EDRF and Capital bids

Green issues - electric vehicles

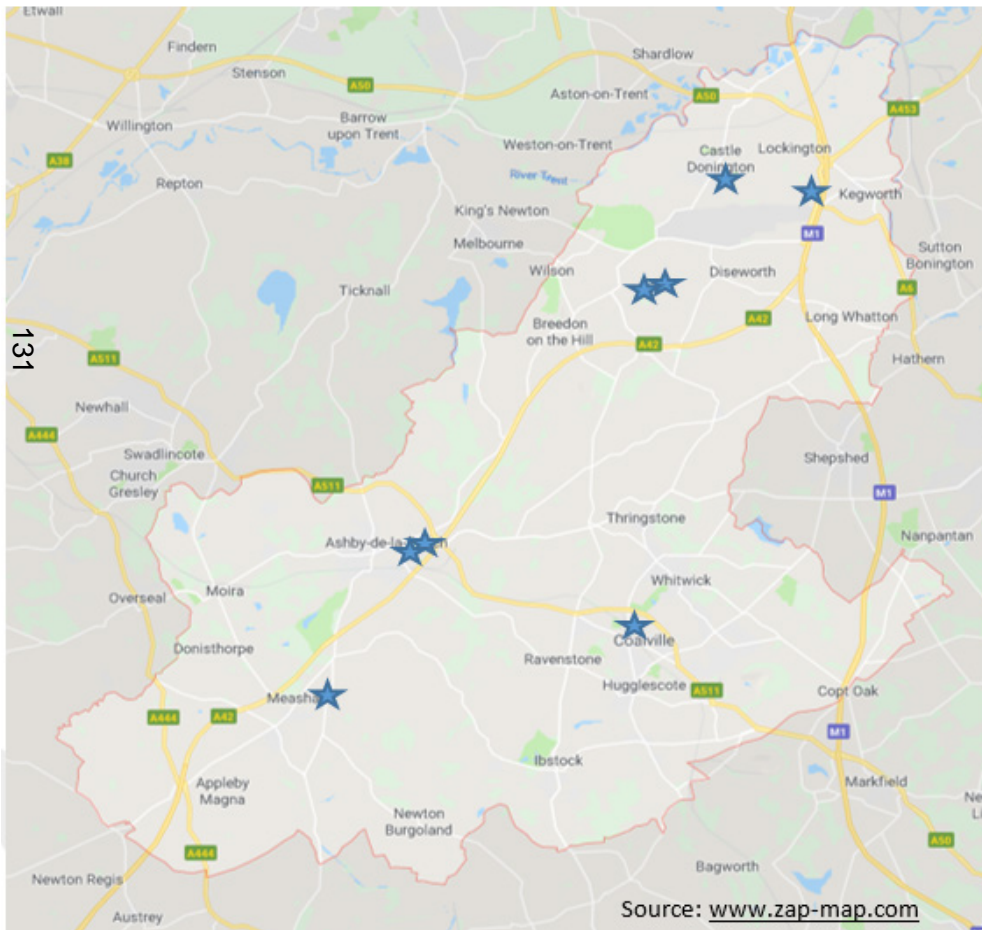
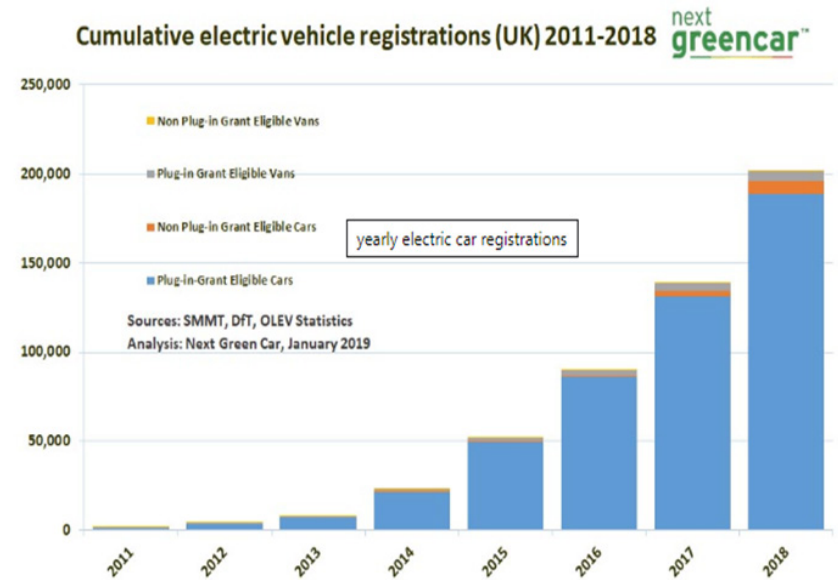




Fig: Blue stars represent Electric charging points. The two blue stars in Ashby represent council EVCP. Each star represents two charging points

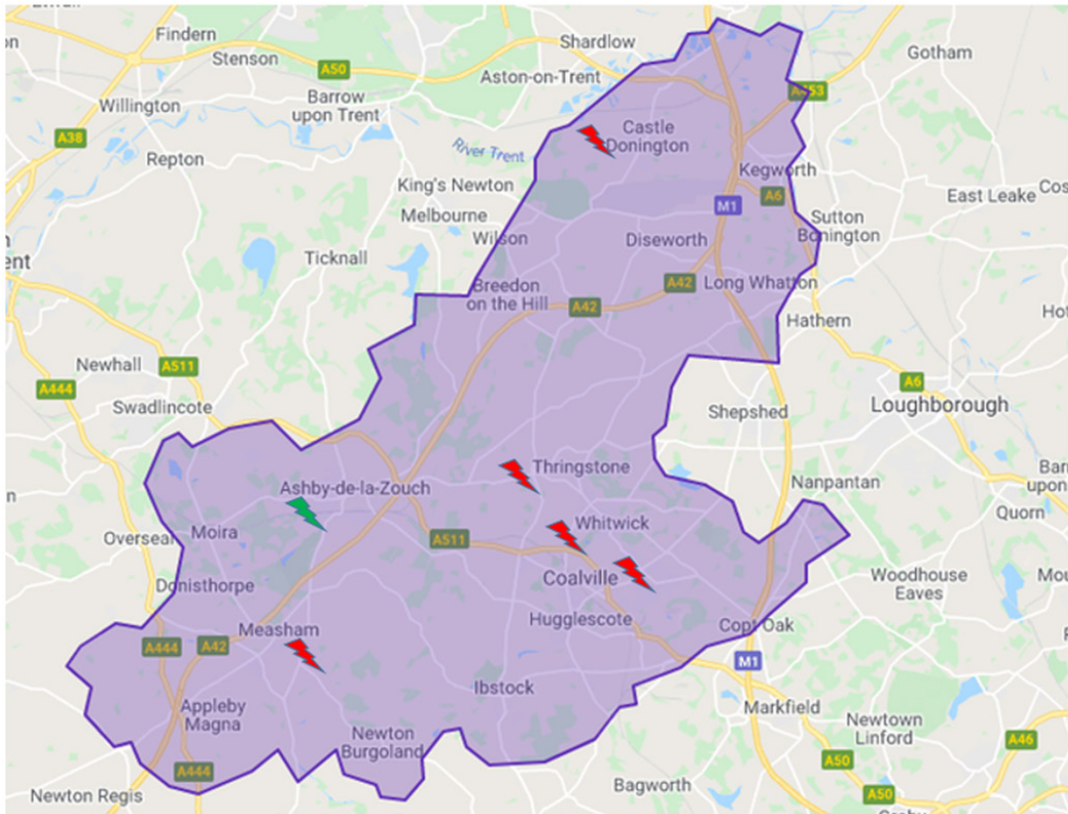


Source: SMMT, OLEV, DfT Statistics; Analysis: Next Green Car, January 2019.

Green issues - electric vehicles

Council locations for future EVCPs

-  4 x Castle Donington / 2 x Whitwick / 2 x Measham / 12 x Coalville / 4 x Thringstone
-  2 x Ashby (Already fitted)



Green issues - solar power

Charging currently relies on mains network connections, but there is an opportunity to become totally green through the installation of solar powered car parks, which are not only more environmentally friendly, but also provide a more pleasant environment for the user, with shade on hot days and shelter from the rain on wetter days.

A number of providers on the market have products ranging in price which, given the potential income generation it could bring, could make their installation a possibility. In addition, energy efficiency grant schemes could be open to NWLDC in the future, which could offset some of the capital costs of installation.

NWLDC is looking investing in greener fleet which will require charging points. Whilst some of these may be located at the depot, others will need to park at the Council Offices in Coalville. The intention is to create both publically available charging points and points dedicated to the council's own fleet at the Council Offices car park. This could create five new points.



Harborough District Council is leading a bid on behalf of all Leicestershire district and borough councils to the European Regional Development Fund (ERDF) for electric vehicle charging point hubs.

This bid involves the pooling of some business rate income and would see charging hubs installed in specifically selected zones across North West Leicestershire and in other Leicestershire districts.

The next round of bidding to the ERDF is currently underway.

Recommendation 31 – rolling out the hub.

Appendix 1 - Automatic Number Plate Recognition (ANPR)

When can ANPR / CCTV cameras be used?

School parking enforcement

The highway authority (Leicestershire County Council) can use camera-equipped vehicles to address parking around schools and bus stops where motorists are putting the safety of others at risk and causing unnecessary congestion.

The highway authority has duty to tackle dangerous parking. The Traffic Management Act 2004 allows councils to enforce parking contraventions by CCTV cameras in problem areas.

Private car parks

Private car park owners that do not have a legal framework for parking regulation through legislation such as the Traffic Management Act or other road traffic regulations are able to use ANPR.

Improved parking efficiency

Canterbury City Council and Leicester City Council have both introduced ANPR as a means of speeding up entry and exit from multi story car parks. The system works by recognising the vehicle registration (VRM) and storing the information. The system issues a ticket with a Quick Read (QR) code. When the QR code is presented to the pay machine, the amount due is calculated. When the fee is paid the barrier rises automatically as the vehicle approaches.

Because the system is pay on exit there is no requirement to issue

a Penalty Charge Notice (PCN) for over stay. The system could not be used if there was a problem with tailgating. PCNs would still be issued for parking out of bay or incorrect use of disabled bays etc.

An additional feature of this system allows users to register before they visit a car park. The system automatically recognises the VRM upon arrival and raises the barrier. The system does not issue a ticket and does not require the user to go to the pay station to make payment. The ANPR camera recognises the VRM as it approaches and raises the barrier to allow the vehicle to leave. The registered account is then debit by the corresponding amount.

Public Space Protection Order

The Public Space Protection Order (PSPO) allows the use of fixed cameras to manage anti-social behaviour. There are several stages of criteria that must be satisfied before the introduction of PSPO can be achieved.

The activities that have taken place must have had a detrimental effect on the quality of life of those in the locality, or it must be likely that activities will take place and that they will have a detrimental effect. Before approving a PSPO the following test needs to have been met:

The effect or likely effect of these activities:

- Is, or is likely to be, persistent or continuing in nature
- Is, or is likely to be, unreasonable
- Justifies the restrictions being imposed.

Appendix 1 - Automatic Number Plate Recognition (ANPR)

When can ANPR not be used?

Situations covered by the Deregulation Act 2015

The legislation gave specific power to the Secretary of State to prohibit the use of devices for parking enforcement unless covered by specific regulation covering bus lane enforcement and moving traffic contraventions and outside schools.

Local authority controlled car parks - The Protection of Freedoms Act 2012 prohibited the use of ANPR by local authorities to enforce in car parks that are covered by a parking order.

Schedule 4 of the Act, Recovery of Unpaid Parking Charges S3 (1) defines the land under the Road Traffic Regulation Act 1984 and details the authorities that are covered by the Act which includes district councils.

S4 of the 2012 Act (copied below) sets out the manner in which a Penalty Charge Notice (PCN) must be issued.

The notice must be given:

- (a) Before the vehicle is removed from the relevant land after the end of the period of parking to which the notice relates, and
- (b) While the vehicle is stationary
- (c) By affixing it to the vehicle or by handing it to a person appearing to be in charge of the vehicle.

The above clauses mean that ANPR cannot be used for enforcement purposes in off street car parks by local authorities.

Appendix 2 - Community engagement

Survey results carried out in July 2019 by the NWLDC Business Focus Team

	Total surveys:	70
	Drinking establishments	1
	Market trader	1
	Financial and professional	2
	Shops	49
136	Restaurant / café	6
	Other	11
	Aware of 'Free after 3pm'	63
	Unaware of 'Free after 3pm'	7
	Believe customers have changed the way they visit Coalville since parking changes were introduced in January 2017	35
	Do not believe customers have changed the way the visit Coalville since parking changes were introduced in January 2017	31
	Don't know of any changes	4
	Think parking changes have been a good thing for the town	31
	Think parking changes have been a bad thing for the town	20
	Changes have had no impact on the town	19

Appendix 2 - Community engagement

Have noticed an increase in performance to their business since 'Free after 3pm'	10
Have noticed a decrease in performance to their business since 'Free after 3pm'	10
Have not noticed any changes in performance to their business since 'Free after 3pm'	28
Do not know if 'Free after 3pm' has had any effect on performance to their business	22
Think 'Free after 3pm' plus two hours free parking at any time of day is a good idea	52
Think 'Free after 3pm' plus two hours free parking at any time of day is a bad idea	7
Gave no response re two hours free parking at any time of the day	5
Would support cashless parking in town	27
Would not support cashless parking in town	33
Gave no response to cashless parking in town	10

Additional comments: The majority of surveys confirm that the town is now busier after 3pm as parking is free. The majority of surveys also confirm that the car parks are much busier and as a result, has an impact on their companies as they feel people only come within free times.

Common suggestions to improve

- *Free parking / cheaper rates
- *Free parking / cheaper rates for staff only
- *Free parking at weekends
- *Parking offers
- *More than two hours free parking

Appendix 2 - Community engagement

Most people in Coalville pay to stay for up to one hour. There are five main carparks in Coalville (plus the free Market Hall Car Park) that are used by a similar number of people each day, although a lot more people pay to park in the Council Offices Car Park on a Saturday (it is still busy in the week with staff parking). The amount of all-day parking is relatively low (4-5% of the total).

From the Coalville Stakeholder Feedback it was noted that free spaces were used for commuter parking in Coalville, so free spaces were tied up all day and not benefitting the town from a visitor point of view.

It was noted that long stay car parks are mainly taken up by staff from local businesses and the demand for long stay parking is already low. Only 6% of tickets sold in 2015 were long stay.

Action plan

Year 2020 / 2021

Theme one	Action	Finance	Date of action	Recommendation Link Number
Car parks and equipment	1.1 Pilot cashless in Margaret Street and James Street Car Parks in Coalville	One machine in each car park Cost = 2 x £300 = £600	Completed due to the covid 19 pandemic and the need to go cashless	1
	1.2 Pilot cashless in South Street Car Park in Ashby	Two machines Cost = 2 x £300 = £600	Completed due to the covid 19 pandemic and the need to go cashless	1
	1.3 Start installation of additional Electric Vehicle Charging Points (EVCPs) throughout the district with Podpoint	£115,000 included in 2020/21 capital programme as part of carbon neutral report	Q1, Q2, Q3, Q4	11,19, 20, 21, 22, 23
	1.4 Business Focus / Community Focus to survey car park users during pilots	Internal – cost not to be recharged	Q4	
	1.5 Progress discussions as part of the accommodation review with ultimate transfer to property services	N/A	Q3/Q4	11
	1.6 Provide digital method for parking permits to leisure centre users		Q4	16
	1.7 Introduce Pay by Phone	£6,000 set up cost Transaction fees of between 3p-8p + VAT per transaction	Completed due to the covid 19 pandemic and the need to go cashless	2
	1.8 Any vandalism or repairs to machines to be evaluated due to potential transfer of ownership to Belvoir Centre or contract terminations	Current call out fees are £136.00 + one hour labour @ £85.00 Any parts are charged accordingly	Currently in place / ongoing	
	1.9 Create an events policy and pricing strategy to compliment	N/A		15

Action plan

Theme two	Action	Finance	Date of action	Recommendation Link Number
140 Legal and administration / parking orders	2.1 Start the process of removing Free after 3pm from the parking orders	Advertising cost of £1,200	Q4	5
	2.3 Start the process for altering parking orders to remove Needhams Walk, Bridge Road and North Service Road along with Royal Hotel, Ashby	Advertising cost of £1,200	Commenced	
	2.4 Start the process for changing charging tariffs in Coalville and Ashby de la Zouch	N/A	Q3	8
	2.5 Start the process for charging for short stay parking in Ashby for up to three hours with no return within one hour	N/A	Q3	14
	2.6 Give notice on Coalville and Ashby Library car park enforcement contracts	Figures to be reviewed once staffing review has taken place	Q3	17
	2.7 Royal Hotel contract has been terminated at Royal Hotel's request due to viability of the car park for its business and health and safety concerns on 20.9.19	The net cost of providing this service was estimated at £5k but no direct savings were achieved as staffing costs were reallocated.	Terminated	18

Action plan

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Theme three	Action	Finance	Date of action	Recommendation Link Number
Asset Transfer	3.1 Start the process of asset transfer to parish councils that have expressed an interest in acquiring car parks - lbstock	Immediate saving of £9,500 and possible further savings of £3,600 depending on staffing reviews	Q4	21
	3.2 Consider options for transferring the following car parks (The Green to local businesses, Peggs Close to NWLDC housing service) or use these assets as potential EVCPs.	£250 per site for feasibility study for EVCPs	Q3/Q4	22, 23
Theme four	Action	Finance	Date of action	Recommendation Link Number
Charging Tariffs	4.1 Flat rate EVCP overnight		Q4	
Theme five	Action	Finance	Date of action	Recommendation Link Number
Review of re-charges	5.1 Reallocation of recharges		Q3	
Theme six	Action	Finance	Date of action	Recommendation Link Number
Resources	6.1 Staff review		Q4	7, 25

Action plan

Year 2021 / 2022

Theme one	Action	Finance	Date of action	Recommendation Link Number
142	1.1 Continued roll out of EVCP throughout the district		Q1	30
	1.2 Feasibility study for solar panel charging for car parks EVCP – linked to carbon reduction programme – Paul, should this be year 2?		Q2	30, 31
	1.3 Phased removal of pay and display machines following the cashless payment systems brought in due to the Covid19 pandemic	Saving of £500 per machine on insurance	Q4	1

Theme two	Action	Finance	Date of action	Recommendation Link Number
Legal and administration / parking orders	2.1 Begin changes following pilot of cashless in Margaret Street and James Street in Coalville and South Street in Ashby		Q1	1
	2.2 Options for Market Hall Car Park transfer to Belvoir Centre		Q4	4, 8
	2.3 Start the process of changing the Market Hall Car Park parking order to mirror the Belvoir Shopping Centre offer.		Q2	4, 8

Action plan

Theme three	Action	Finance	Date of action	Recommendation Link Number
Asset Transfer	3.1 Start feasibility work to either use car parks in Measham, Castle Donington, Thringstone and Whitwick electric vehicle charging zones or look to dispose of the assets		Q1	20, 22, 23
Theme four	Action	Finance	Date of action	Recommendation Link Number
Charging tariffs / financial	4.1 Cashless in all car parks		Q4	2
	4.2 Review "Free Parking" around the Christmas period		Q4	6

Action plan

Year 2022 / 2023

Theme one	Action	Finance	Date of action	Recommendation Link Number
Car parks and equipment	1.1			

Theme two	Action	Finance	Date of action	Recommendation Link Number
Legal and administration / parking orders	2.1 Look at possibilities for shared service delivery for parking enforcement		Q1	29

Theme three	Action	Finance	Date of action	Recommendation Link Number
Asset Transfer	3.1 Consider a secondary deal with Lathdales/Gylo for Market Hall car park		Q2	27

Theme four	Action	Finance	Date of action	Recommendation Link Number
Charging tariffs / financial	4.2 Pay by phone only		Q3	2

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