



Shropshire Council  
Legal and Democratic Services  
Shirehall  
Abbey Foregate  
Shrewsbury  
SY2 6ND

Date: 28 August 2019

**Committee:**  
**Place Overview Committee**

**Date:** Thursday, 5 September 2019  
**Time:** 9.30 am  
**Venue:** Shrewsbury/Oswestry Room, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND

You are requested to attend the above meeting.  
The Agenda is attached

Claire Porter  
Director of Legal and Democratic Services

**Members of Place Overview Committee**

|                         |                             |
|-------------------------|-----------------------------|
| Joyce Barrow (Chairman) | Paul Milner (Vice Chairman) |
| Andy Boddington         | Dan Morris                  |
| Julian Dean             | Pamela Moseley              |
| Rob Gittins             | William Parr                |
| Simon Harris            | Paul Wynn                   |

Your Committee Officer is:

**Sarah Townsend** Committee Officer  
Tel: 01743 257721  
Email: [sarah.townsend@shropshire.gov.uk](mailto:sarah.townsend@shropshire.gov.uk)



# **AGENDA**

**1 Apologies for Absence**

**2 Disclosable Pecuniary Interests**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a disclosable pecuniary interest and should leave the room prior to the commencement of the debate.

**3 Minutes of the Meeting held on 18th July 2019 (Pages 1 - 10)**

To consider the minutes of the Place Overview Committee meeting held on 18<sup>th</sup> July 2019.

**4 Public Question Time**

To receive any questions or petitions from the public of which notice has been given. The deadline for notification for this meeting is 9.30am on Tuesday, 3<sup>rd</sup> September 2019.

**5 Member Question Time**

To receive any questions of which Members of the Council have given notice. The deadline for notification for this meeting is 5.00pm on Monday, 2<sup>nd</sup> September 2019.

**6 Local Plan**

To receive a verbal update.

Contact: Dan Corden (01743 254614)

**7 Highways Winter Service Plan (Pages 11 - 40)**

To consider a report (attached) from the Highways, Transport and Environment Commissioning Manager on the lessons learnt from the previous winter maintenance plan and to consider the planning for the winter period 2019-2020. *Please note that Appendix 2 - Equality and Social Impact Assessment will be to follow*

Contact: Steve Brown (01743 257802)

**8 Signs, Banners, A Boards and Street Furniture**

To consider a report from the Overview and Scrutiny Officer on the terms of reference for a Signs, Banners, A Boards and Street Furniture Task and Finish Group. [Report to follow].

Contact: Danial Webb (01743 258509)

**9 Pavement Permit Charges (Pages 41 - 52)**

To consider a report from the Trading Standards and Licensing Operations Manager on the current policy with regards to pavement permits.

Contact: Frances Darling (01743 251715)

**10 Work Programme 2019/20 (Pages 53 - 70)**

To consider the future work programme of the Committee. (Report Attached).

Contact: Danial Webb (01743 258509)

**11 Date / Time of the Next Meeting of the Committee**

The Committee is scheduled to next meet at 10.00am on Thursday, 7<sup>th</sup> November 2019.

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# Agenda Item 3

Place Overview Committee – 5<sup>th</sup> September 2019 - Minutes of Place Overview Committee held on 18 July 2019



Place Overview  
Committee

5<sup>th</sup> September 2019

10.00 am

Item  
Public

## MINUTES OF THE PLACE OVERVIEW COMMITTEE MEETING HELD ON 18 JULY

2019

10.00 - 11.55 AM

**Responsible Officer:** Julie Fildes

Email: [sarah.townsend@shropshire.gov.uk](mailto:sarah.townsend@shropshire.gov.uk) Tel: 01743 257721

### Present

Councillor Joyce Barrow (Leader)

Councillors Andy Boddington, Julian Dean, Rob Gittins, Simon Harris, William Parr and Paul Wynn

### 12 Apologies for Absence

Apologies for absence were received from Councillors Dan Morris, Pam Moseley and Paul Milner. Councillors Nick Bardsley and Tony Parsons attended as substitutes for Councillors Morris and Moseley respectively.

### 13 Disclosable Pecuniary Interests

Members were reminded that they must not participate in the discussion or voting on any matter in which they had a disclosable pecuniary interest and should leave the room prior to the commencement of the debate.

### 14 Minutes of the Meeting Held on 6th June 2019

The minutes of the meeting held on 6<sup>th</sup> June 2019 were confirmed as a correct record.

### 15 Public Question Time

Three questions were received from members of the public.

#### Question 1:

**From:** Mr Charles Green, who was present to ask his question

The question concerns Agenda Item 6: *Local Plan*

CPRE Shropshire has recently felt obliged to lodge a formal complaint against Shropshire Council because of its failure to address our concerns following the

discovery of significant errors in Tables published in an earlier round of consultation on the Local Plan Review.

Robert Macey's response to our question to Cabinet on 7<sup>th</sup> November 2018 as to whether hard-pressed officers' work received any level of independent scrutiny was essentially that:

- *the Local Plan Member Group helps the officers, and*
- *details would be looked at during the formal public examination of the Plan by a Government Planning Inspector.*

We are also concerned that the growth ambitions of the Local Plan Review and the closely related Economic Growth Strategy are not wholly compatible with the Council's recent declaration of a Climate Emergency, which implies that "business as usual" is no longer an option.

We therefore ask, does your Scrutiny committee receive any reports from the Local Plan Member Group, and what level of scrutiny are you giving to the detail of the Local Plan Review and to the effect it is likely to have on greenhouse gas emissions, before it comes before a Government Inspector?

*Submitted on behalf of CPRE Shropshire by Charles Green, 16/07/2019*

**The Response was given by the Chairman:**

*The Scrutiny Committee has not received any reports from the Local Plan Member Group and the Committee has yet to determine how it might scrutinise the Local Plan.*

*The Local Plan Review is the subject of extensive public consultation, including with statutory consultees, and will ultimately be the subject of a formal examination by an independent Government Planning Inspector.*

*Indeed, thus far there have been three completed public consultations on the Local Plan Review and a fourth stage of public consultation is currently ongoing. Each of these consultations was approved by Shropshire Councils' Cabinet and responses have and will inform the ongoing Local Plan Review.*

*A further formal stage of public consultation has been programmed for March 2020, subject to approval by Cabinet. Following this consultation, and subject to approval by Full Council, the Local Plan will then be submitted for formal examination by an independent Government Planning Inspector. As part of this examination this inspector will consider any formal objections, compliance with national policy and undertake a detailed review of the evidence informing the Local Plan.*

*The Local Plan Review is also overseen by the Local Plan Member Group, which is a politically balanced group established by Cllr Robert Macey, the portfolio holder for Housing and Strategic Planning.*

*With specific regard to your comments regarding the Local Plan Review and Climate Change, at Cabinet on the 12<sup>th</sup> June 2019, Cllr Dean Carroll responded to a very similar question, stating:*

*"As was stated at Full Council on 16th May we have already started the work of establishing a baseline of emissions as we believe that understanding where we are currently is an important part of developing the Climate Action Plan that will be produced. Reducing carbon emissions is not about growth per se, but about the right growth, about having the Right Home in the Right Place and sustainable employment opportunities. For example, that is why we support key worker housing, because it's about helping to place our key workforce in affordable and good quality homes within the communities they serve. The point is that future population growth will not necessarily result in a net growth of carbon. We are exploring a package of measures that are aimed at reducing net carbon emissions and increasing the sustainability of our places, economies and communities for generations to come!".*

## **Question 2**

**From** Mr D Cheese, who was present to ask his question.

I would like to ask Steven Brown or Kevin Aitken about email from the 1 July 2019. Regarding the Crossing on Monkmoor Road near Monkmoor Glass

**The response was given by the Chairman:**

*It is unclear what question Mr Cheese was intending to ask. In communication with the local Member on 1<sup>st</sup> July we confirmed that:*

- *Following requests Shropshire Council investigated the feasibility of a pedestrian crossing on Monkmoor Road, Shrewsbury near to Monkmoor Glass.*
- *This location does not form one of the council's defined cluster sites based on accident history. Due to current budget restrictions, Shropshire Council is unable to prioritise and assess schemes which are not in response to defined cluster sites.*
- *In terms of potential crossing locations, there is little width in between the two access points to Monkmoor Glass to provide a formal crossing point which meets current regulations, or a priority buildout with informal crossing point. Should funding become available in future for community concern sites, a pedestrian crossing survey and feasibility report would be useful to establish the existing pedestrian desire lines on both Monkmoor Road and Conway Drive to determine the most suitable potential crossing locations.*
- *Although this response may disappoint, at the moment we need to target our limited responses on the sites which require them most.*

The Chairman agreed that a meeting with the Portfolio Holder should be arranged to discuss this issue further.

## **Question 3**

**From** Karen Pearce, Bicton Heath, who was present to ask her question.

Members of this committee are likely all aware of the proposed Oxon Link Road at Bicton Heath currently the subject of a planning application.

***Are committee members aware that the whole length of the link road has no pedestrian bridges proposed over it?***

The proposed road severs Calcott Lane, Shepherd's Lane, Little Oxon Lane, Clayton Way and the Holyhead Road. It also severs at least five well used public footpaths between the communities of Bicton and Bicton Heath. The link road effectively severs safe access to and from Bicton and Bicton Heath apart from by road.

In the report on the SWSUE Masterplan, presented to and signed off by Cabinet on 16 October 2013 (using information following public consultation) a number of amendments were considered to be necessary before adoption of the plan. The document states that at least two footbridges over the link road were to be included. These amendments were listed in a separate appendix.

An amended Masterplan now showing and mentioning bridges was then used in all further public consultations and referred to in the planning application for Phase 1 of the Urban Extension (planning application 14/00246/OUT –currently being determined)

Planning application 14/00246/OUT includes mention of a bridge in its proposals to lead to pitches for public use and RPS consultants also used this provision in persuasive argument at a Town Council Planning meeting.

**However NO bridges are included in the plans for the proposed link road.**

***My question/s to the Place Overview Committee is why are no bridges included in the plans despite Cabinet signing off the Masterplan report in 2013 and their inclusion in a planning application currently being determined for Phase 1 of the Urban Extension? How has this been sanctioned and who by (please could the scrutiny committee provide transparency by including documentary evidence/link to relevant minutes in its response?) How can it be that a 60 mph road severs so many public highways and Public Rights of Way without provision of one single bridge? How is this sustainable development?***

It could be argued that the public has been very much misled by both the Masterplan and application 14/00246/OUT. Comments on consultations and also to the planning application in the past may well have been very different if it had been known that subsequent plans for the Oxon Link Road would be submitted without any bridges at all.

**RESPONSE:**

*The Oxon Link Road is a key component of the Shrewsbury SUE West and the need to provide crossings to link land north and south of the road was acknowledged in the masterplan, particularly linking:*

- *Open space to the north of the road with residential development to the south and the communities of Bicton and Bicton Heath*

- *The existing uses north of Clayton Way including the Uplands Care Home and Severn Hospice with Oxon Business Park and Welshpool Rd*

*At the Cabinet on 16<sup>th</sup> October and Full Council on 19<sup>th</sup> December 2013. It was agreed to adopt the Shrewsbury West Sustainable Urban Extension Master plan as amended for the purposes of informing and guiding the development of the SUE and as a material consideration for all subsequent planning applications. A number of amendments were addressed following comments arising from the consultation which included crossing points over the Oxon Link Rd.*

*The recommendation which was agreed was to Clarify crossing points on/over the Oxon Link Rd to include at least two footbridges and other surface crossings.*

*This issue was subsequently addressed as part of the consultation on the Oxon Link Rd and associated changes to the proposals including the replacement of the two foot bridges and provision for at grade crossings. Consultations are ongoing with the planning application, but it was always envisaged that there would be a need for connectivity between the development and existing land uses north and south of the OLR which could include the provision of crossings.*

*The Oxon Link Road (OLR) proposal is currently subject to a live planning application. The application is under consideration, material planning considerations including connectivity across the road will be taken into account prior to determination and as such, pending the response from the Council's Planning Team, the Council as applicant is unable to comment further on the current design and crossing proposals. The Council will take advice through Planning as to the required treatment of pedestrian crossing points along the OLR and amend the scheme as may be necessary following comments from Highways Development Control.*

*For clarification,*

1. *The current design (with at grade crossings as opposed to pedestrian bridge/s) was fully explained and consulted with the public and stakeholders on in advance of the current planning application on two occasions at Oxon Church Hall, Welshpool Road;*

*During Scheme Design, January 2017*

*Day 1 – Wednesday 25th Jan 2017 11.00 – 8.00pm*

*Day 2 – Thursday 26th Jan 2017 – 11.00 – 8.00pm*

*Pre-Planning Application submission;*

*Day 1: Wednesday 28th February 2018 12 noon – 8pm*

*Day 2: Thursday 1st March 2018 12 noon – 8pm*

*Both of these very well attended events were announced through radio, papers and social media in advance, roadside advance signing, and letter drops to all households and businesses in the area. Information at the events was also available through Shropshire Council's website.*

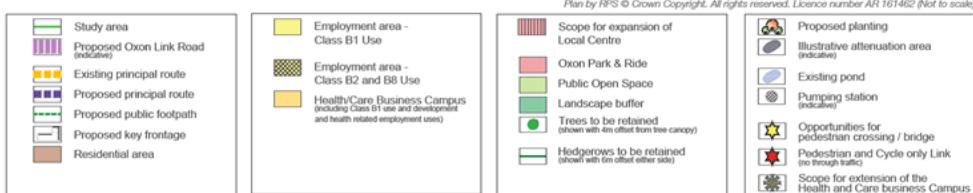
2. *The Western SUE Masterplan does not stipulate pedestrian bridge crossings (below for information), rather shows "opportunities for pedestrian crossing or bridge.*

### Illustrative Masterplan



#### 5.4 Illustrative Masterplan

Having built up the distribution of land uses through a series of layers, the Illustrative Masterplan shows how the design principles could be carried forward into a more detailed Masterplan solution.



3. The design speed of the OLR as described in the planning application is 50mph

## 16 Member Question Time

There were no questions from Members.

## 17 Local Plan

It was agreed that this item would be deferred to the meeting of the Committee on 5<sup>th</sup> September 2019.

## 18 Shrewsbury North West Relief Road

The Interim Head of Infrastructure and Communities introduced the report as a regular update to the Committee on the progress of the Shrewsbury North West Relief Road [NWRR].

Members asked for clarification of the role of Matt Johnson, Manager Highways and Transport. The Interim Head of Infrastructure and Communities advised Members that there was an error in the report and Mr Johnson was an Officer of the Council entirely dedicated to the Shrewsbury NWRR project, with responsibility for the co-ordination and delivery of the project and was not employed in any capacity by WSP. The Portfolio Holder for Highways and Car Parks explained the Council were working closely with WSP but the project had strong governance arrangements which ensured close but separate working.

Members requested further information on the environmental impact of the project. The Interim Head of Infrastructure and Communities agreed to provide this to a future meeting, although clear information about the environmental assessment and the actions taken to mitigate the issues caused by the development were set out in the Business Case for the project. Members observed that the project had recognised environmental benefits through the removal of heavy vehicles from roads not designed to accommodate them.

In response to a Members query, the Portfolio Holder for Housing and Strategic Planning stated that he was confident that the project would be built on time and within budget. The Highways and Transport Manager added that the Funding from Government gave the Council a five-year funding window to complete the project and the Council had undertaken to underwrite the risk associated with this. He continued that the key asset of the proposal was that it was a new road and not part of the existing road network and so had no third-party requirements from Highways. The Portfolio Holder for Highways and Carparking added that the Scrutiny Committee had an important role in holding the project to account to meet the deadlines set out in the programme.

Members noted that there were four risks on the risk register for the project. The Manager Highways and Transport explained that these were being mitigated and addressed by close working with stakeholders and partners. The Risk Register was a dynamic document which was constantly updated. He continued that stakeholders and partners had also identified risks for their organisations in the event the project not going forward. He confirmed that budget provision had been made to mitigate risks and address problems caused should they not be resolved.

Members discussed the revenue and capital costs of the project. The Manager Highways and Transport confirmed that as the Department for Transport had now accepted that the project was live, all expenditure was categorised as capital expenditure.

**RESOLVED:**

- i) That the current Shrewsbury North West Relief Road project governance and management arrangements be noted.
- ii) That the current Risk Register is noted
- iii) That further reports are brought to the Scrutiny Committee annually for 2 years and then biannually or quarterly as required during the preparation of the Full Business Case, Contractor Procurement and Construction phase of the project.

**19 Review of Signs, Boards and Banners Policy**

Barbara Reignford from the Federation of Small Businesses and Peter Richardson were in attendance for this item.

The Network Co-ordination and Compliance Manager, presented his report on the review of A boards on the highway. He explained that the initial consultation with Town and Parish Councils had received a poor response and so a second exercise was being undertaken. An engagement noted had also been sent to disability

groups including the Royal National Institute for the Blind [NRIB]. The Business Improvement Districts [BID] had also been contacted. He continued that consultation was on-going until September 2019, when a final report would be prepared.

Members considered establishing a Task and Finish Group to consider this issue.

**RESOLVED:**

That a task and finish group be established to consider the Council's policy appertaining to A Boards.

**20 Support for Small and Medium Enterprises (SMEs) (Pages 14 - 25)**

The Business Growth and Investment Manager gave a presentation to Members [copy attached to the signed minutes] on the activity undertaken by the Business and Investment Team in support of Small and Medium Enterprises [SMEs] in Shropshire.

Members noted that the Growth Hub located at Battlefield, Shrewsbury offered a reactionary service across Shropshire, primarily supporting start up and fledgling businesses with advice from external providers where necessary. The work of the Growth Hub had developed since its establishment and particularly during the previous eighteen months with officers keen to involve Members in supporting SMEs.

Members enquired why the Growth Hub did not make better use of the data held on businesses by the Council and expressed concern that a silo mentality still existed. The Business Growth and Investment Manager explained that sharing information was often restricted by GDPR regulations, but a new business survey questionnaire was being developed which would target a variety of businesses in Shropshire, with a mix of sector, scale and locality.

The Business Growth and Investment Manager confirmed that there was a limited amount of funding available to support improving energy efficiency as part of the climate change agenda and he was looking into how this could be used most effectively.

In response to a Member's question, the Business Growth and Investment Manager confirmed that bench marking of the Growth Hub was undertaken against the other two Growth Hubs in the Marches Local Enterprise Partnership [LEP].

The Deputy Leader commented that significant progress had been made with the support offered in the County to SMEs and suggested that this would continue to improve over the coming five years.

The Chairman congratulated the Business Growth and Investment Manager on the improvements made by the department.

**RESOLVED:**

That the report and its recommendation be noted and endorsed.

## 21 Work Programme 2019/20

Members noted that the review of the Marches Local Enterprise Partnership [LEP] Governance arrangements would be undertaken by the Committee at its meeting on 5<sup>th</sup> September 2019.

The Chair advised Members that the Scrutiny Agenda Planning Workshop would take place immediately after the next meeting of the Performance Management Scrutiny Committee on 4<sup>th</sup> September 2019 and urged Members to attend.

## 22 Date/Time of the Next Meeting of the Committee

Members noted that the next meeting of the Place Overview Committee was scheduled for 10am on Thursday 5<sup>th</sup> September 2019.

Signed ..... (Chairman)

Date:

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| <u>Committee and date</u>                   | <u>Item</u> |
|---|-------------|
| Environment and Services Scrutiny Committee | Public      |

## **Winter Maintenance:**

### **Operational Plan and Preparedness for the Winter Service Season of 2019/2020 for Shropshire Highways**

**Responsible Officer** Steve Brown, Interim Assistant Director of Infrastructure and Communities  
Email: [Steven.brown@shropshire.gov.uk](mailto:Steven.brown@shropshire.gov.uk); Tel: 01743 257809

#### **1. Summary**

- 1.1. This report summarises a review of Shropshire Highways: Winter Service Operational Plan in preparedness for the winter service season of 2019/20 for Environment and Scrutiny Committee to consider. The Winter Maintenance Policy was reviewed and approved by Scrutiny and Cabinet in September 2018 and the policy remains unchanged outside the scope of this report.
- 1.2. The winter maintenance service is part of a package of works that allows Shropshire Council to fulfil its statutory responsibilities as detailed in Section 41(1a) of the Highways Act 1980. The winter service is key to supporting communities, supporting the economy of Shropshire and the reputation of the Council.
- 1.3. Shropshire Council's term maintenance contractor, Kier, provide the operational response by provision of staff to deliver and maintain Shropshire Council's owned gritting fleet to deliver the expectation and policies of the Council.
- 1.4. Scrutiny are asked to consider:
  - 1.4.1. The refreshed Winter Service Operational Plan attached in Appendix 1
  - 1.4.2. For Scrutiny to satisfy that arrangements and preparations are in place to deliver the winter service in accordance with the approved policy and available resources.
  - 1.4.3. Satisfy itself that salt stock supplies are sufficient.
  - 1.4.4. Continued support using informal contractual arrangements with numerous local 'farmer contractors' who provide essential snow

clearance in more rural and remote areas as an adjunct to the core service provision.

- 1.4.5. Recognition that Shropshire Council only treat 28% of its network (5,100 kilometres) which is a lower percentage than comparative authorities at circa 35%.
- 1.4.6. The Winter Service web pages have been refreshed and revised to provide up to date information.
- 1.4.7. The interactive gritting map on Shropshire Council's website is updated.
- 1.4.8. Advice from Department for Transport in relation to clearing snow or ice for households or businesses is updated on the Council's web site.
- 1.4.9. Operational meetings with all staff have been undertaken to ensure implementation of local plans is understood and consistent.
- 1.4.10. Kier have provided assurances that sufficient trained staff are in place and that out of hours arrangements are in place. (Refer to attached letter - Appendix 4).
- 1.4.11. All plant and equipment related to the winter maintenance service has been appropriately serviced.
- 1.4.12. Twitter Gritter is in place.
- 1.4.13. A media campaign to remind and refresh the Winter Service will be undertaken during September.
- 1.4.14. A Task and Finish Group of Officers, Members and Insurance will be requested to consider the possible pilot of a snow warden scheme over 2019/20 winter period.

## **2. Recommendation**

- 2.1. That Scrutiny consider and approve the points listed in 1.4 above.

## **3. Risk Assessment and Opportunities Appraisal**

- 3.1. An Equality and Social inclusion Impact Assessment (ESIIA) has been undertaken and is attached as Appendix 3 of this report. Screening indicates that the impact in equality terms of this updated Winter Service Policy is neutral or positive for protected characteristic groupings in the population. It is assessed as having a positive impact for the groupings of Age, Disability and Social Inclusion. An effective winter service policy is likely to be of assistance to the young and old, to their carers, to families, to people with disabilities, and to people living in rural communities who are at risk of

exclusion from essential facilities and services if their physical access to these is affected or disrupted by adverse weather conditions, at whatever time of the year.

- 3.2. Provision of an effective winter maintenance service fulfils Shropshire Council's statutory responsibilities under Section 41(1a) of the Highways Act 1980.

#### **4. Financial Overview**

- 4.1. The current winter service budget is £1,462,100, which in normal winter weather is sufficient to support the winter service to the previously approved Policy. In exceptional winters, the ability to utilise the winter service reserve, in consultation with finance business partners, is available to support the service to deliver our statutory requirements.
- 4.2. There are no direct financial implications arising from this report, however, the winter service receives numerous service requests from individuals, organisations and communities. The approval of a winter service policy and operational plan following a Scrutiny review is crucial in providing a coherent service that can operate within its statutory requirement and its allocated resources. Clear and approved arrangements are crucial in an environment of claims, litigation, and statutory responsibilities whilst balancing service requests being received. These clear approved arrangements allow officers of the service and the wider council to support and justify its decisions.
- 4.3. It should be noted that the budget for the winter service of £1,462,100 is also the responsible budget for other severe weather events, such as intense rainfall, localised flooding, fallen trees etc. As previously stated, if severe weather conditions continue for such time, or are so intense, the reserve can be utilised to support services. Also, central government's Bellwin Scheme, can be utilised for the council to recover costs (over a nominated financial threshold), if the scheme is made available by Central Government at any particular time or event.

#### **5. Background**

- 5.1. The UK Roads Liaison Group produced a document entitled "Well-Managed Highway Infrastructure – A Code of Practice", which was implemented in October 2018 - <http://www.ukroadsliaisongroup.org/en/codes/>. This code applies across the United Kingdom and has thirty-six recommendations that all highways authorities should implement. Winter service is one of these thirty six recommendations. Hence, as the highways authority, Shropshire Council must ensure that the requirements of the National Code of Practice are achieved.
- 5.2. After every winter, a joint review of the winter maintenance operation is undertaken to ensure that the complex, dynamic nature is understood and

that a quantitative and qualitative evaluation is achieved. This review has formed the basis of the revision to the policy and plan.

- 5.3. Although sometimes called ‘Winter Maintenance’, the particular network management requirements during winter are not ‘maintenance’ in the traditional sense, but specialist operational services. Therefore, the term ‘Winter Services’ has been adopted by Shropshire Council.
- 5.4. Winter service deals with regular, frequent and reasonably predictable occurrences like low temperatures, ice and snow, as well as exceptional events. Whilst the effects of climate change are likely to result in an increased frequency and intensity of severe winter events, these can be taken into account in winter service planning. Therefore, Winter Service can and should be subject to the same regime of plan, deliver, review and improve, as other aspects of the highway maintenance regime.
- 5.5. Policies and plans developed for Winter Service are likely to have relevance in emergency planning for dealing with extreme weather conditions, including flooding, high winds and high temperature. The incidences of such events may be affected by climate change. They are also likely to have some relevance to the wide range of non-weather-related emergencies that could affect the highway network.
- 5.6. Although a very specialised area, Winter Service is a significant aspect of network management, both financially and in terms of its perceived importance to users, it can also have significant environmental effects. Notwithstanding the legal and regulatory issues that impact upon the service, the county impact of ensuring the highways network is available for use in winter conditions, to support the economy and social aspects of the county, as well as the overall impact on the council’s wider reputation needs to be considered. Hence, it is key that policies and operational plans are in place with executive approval, to educate, inform and refer to, if any challenge is made regarding the service delivery.

## 7. Conclusions

- 7.1. Scrutiny are asked to consider the Winter Maintenance Operational Plan.

**List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)**

- Cabinet Report of 26 September 2018 - Winter Service Highways: Review of Highways Winter Maintenance Policy (new national code of practice).

**Cabinet Member (Portfolio Holder)**

Steve Davenport - Portfolio Holder for Highways and Transport

**Local Member**

All local Members

**Appendices**

Appendix 1 Winter Service Operational Plan

Appendix 2 Equality and Social Impact Assessment.

Appendix 3 Letter from Kier

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# WINTER SERVICE

## OPERATIONAL PLAN

### 2019/20



Shropshire Council  
The Shirehall  
Abbey Foregate  
Shrewsbury  
SY2 6ND  
Tel: 03456 789006  
[www.shropshire.gov.uk](http://www.shropshire.gov.uk)

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Appendix 5 Local press and broadcast contact information

## **1. Preamble**

- 1.1. The purpose of this Winter Service Operational Plan is to provide technical information and guidance in order to implement Shropshire Councils Winter Maintenance Policy and ensure compliance with the National Code of Practice 2018.
- 1.2. This operational plan was updated July 2019 jointly with the Winter Service Policy in order to fulfil the statutory obligations of Shropshire Council as the Highway Authority.
- 1.3. The service provider is Kier.

## **2. Statement of Policies and Responsibilities**

### **2.1. Policy and Objectives**

- 2.1.1. Shropshire Council is under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice.
- 2.1.2. It is not possible, given the scale of financial and other resources that would be required, to provide the service on all parts of the network or to ensure that all surfaces, even those that are treated, are kept clear of snow and ice at all times.
- 2.1.3. The Winter Service in Shropshire is carried out to minimise delays, accidents and damage caused by snow and ice. To achieve this objective, a priority treatment system has been devised which concentrates on the more important routes and then extends to other routes when resources become available.

## **3. Client and Contractor Risks and Responsibilities**

- 3.1. The Assistant Director of Infrastructure and Communities has overall responsibility for highway operations within the County.
- 3.2. Highway Maintenance Managers are responsible for the day-to-day implementation of the policy. Duty Officers control the Council's operations countywide.
- 3.3. The Service Provider is responsible for the maintenance and operation of the Council's winter service fleet.

## **4. Decision Making Process and Responsibilities**

- 4.1. All decisions regarding Winter Service work will be made and ordered by divisional staff, who will also issue the necessary instructions to contractors. The decision for ordering treatments shall be based on weather forecasts.

## **5. Liaison with adjoining Authorities**

- 5.1. Whenever possible Highways England and adjoining local authorities will be notified of any intended Winter Service action and be invited to stakeholder meetings and end of season reviews if appropriate.

## **6. Winter Service Season**

- 6.1. The Winter Service season commences on the 1<sup>st</sup> October and continues until 30<sup>th</sup> April in the following year.

## **7. Quality Plan**

- 7.1. Quality Management Regime - Prior to the start of the winter service season, Highway Maintenance Managers will ensure that a Winter Service Manual unique to that division, showing the defined network routes, secondary routes and stand-by rotas, an appendix with snow plough contractor details (for SC staff only), together with all relevant contact details has been produced. There will be a joint annual review of the effectiveness of the winter service, with the aim of learning lessons and incorporating this into the following season's plan and wider stakeholders will be invited to take part if appropriate.

## **8. Document Control Procedure**

- 8.1. All documents shall be reviewed and approved for adequacy by the Head of Infrastructure and Communities or other approved officer. A document control system that identifies the current version of documents shall be established to preclude the use of invalid or obsolete documents.
- 8.2. The control system shall ensure that:-
  - Only current issue documents are available in each divisional office
  - Invalid or obsolete documents are promptly removed from divisional offices
  - Obsolete documents retained for future reference are clearly marked

## **9. Circulation of Documents**

- 9.1. Copies of all current documents relevant to the operation of the winter service shall be retained in each divisional office.
- 9.2. The documents held will include:-
  - Divisional Winter Service Manual
  - Shropshire Council's Winter Service Operational Plan
  - Well Managed Highway Infrastructure – A Code of Practice October 2016
- 9.3. The documents will be reviewed each year prior to the start of the winter service season. Highway Maintenance Managers will be responsible for ensuring that the current edition of each document is available to all operational staff.

## **10. Information Recording and Analysis**

- 10.1. It is vital that details of all decisions and actions are recorded and kept for future reference. This enables the authority to mount a robust defence in the event of a third party claim and provides accurate information to support local performance indicators used to measure Shropshire Council's standards of service delivery in respect of Winter Service. Highway Maintenance Managers are responsible for ensuring the timely and regular completion of the following records:-

10.1.1. Entries into Vaisala Management system regarding forecast and treatments

10.1.2. Salting returns of completed routes

## **11. Arrangements for Performance Monitoring, Audit and Updating**

- 11.1. The Council has included performance indicators in the service providers contract to measure and record their effectiveness in dealing with the winter service. These indicators are measured monthly and check compliance with completion of salting routes on time and calibration of vehicles.
- 11.2. The effectiveness of the service is also checked by reference to records in Vaisala Manager to ensure compliance with Appendix 2
- 11.3. Before the start of the winter service season each year Highway Maintenance Managers will review all their winter service operational arrangements to ensure full compliance with the Code of Practice. In addition, each division will, in conjunction with the service provider, ensure that the Divisional Winter Service Manual is prepared and completed. The Manual must be available to all operational staff and the Operations Manager.
- 11.4. The Divisional Winter Service Manual will include details of:-
  - Health and Safety
  - Pre-commencement risk assessments of all routes
  - COSHH information
  - Telephone contacts
  - Stand-by duty rosters
  - Salting plans and salt loading details
  - Operational guidelines to personnel
  - Gritting route details (salted and free running lengths) and route maps
  - Countywide snow plough contractor's details.

## **12. Route Planning**

### **12.1. Carriageway Routes for Pre-Treatment and Post Treatment**

- 12.1.1. Shropshire Council concentrates most of its winter service resources on the defined network. The defined network comprises approximately 28% of the total highway network and consists of all 'A' and 'B' roads, and localised high risk sections of other roads.
- 12.1.2. The Minimum Winter Network is the Resilient Network as defined by the Highways Asset Management Plan and would be the minimum that would be treated in cases of exceptional circumstances.
- 12.1.3. The defined network is based upon the general maintenance hierarchy, but has been adapted to take into account the factors identified by "Well Managed Infrastructure". The highways hierarchy attempts to classify the elements of the network according to its level of use or strategic importance.
- 12.1.4. The greatest used, or most important roads, are at the top of the hierarchy;
  - a) All Strategic Routes
  - b) All Main Distributors
  - c) Secondary Distributors
  - d) Link Roads (some access routes and other high risk sites)

12.1.5. Roads in category c) and d) will be considered for risk assessment in accordance with the table shown in Appendix 1 to determine if they should be added to either the defined network or secondary network. The risk assessment is carried out when changes are proposed to the treated network.

12.1.6. During prolonged periods of low temperatures when ice forms, priority will be given to treatment of the minimum winter network, defined network and secondary routes. The remaining part of the network will therefore only be treated as resources permit.

## **12.2. Carriageway Routes for Snow Clearing by Risk Level**

12.2.1. The network should be cleared in the following priority order: -

- a) The Minimum Winter Network
- b) The Defined Network
- c) The Secondary Network including Car Parks
- d) Accesses to villages, hamlets, rural communities and schools
- e) Residential roads and footways
- f) Roads to single premises.

## **12.3. Routes for Footways and Cycleways**

12.3.1. Defined footway and cycleways will be treated as part of the Secondary Routes. Other footways and cycleways will be treated when resources allow, footways in town centres will be treated during snowy conditions.

## **12.4. Response and Treatment Times for Carriageways**

12.4.1. Pre-Treatment – The Service Provider will respond to an instruction to carry out pre-treatment in accordance with the Highways Term Maintenance Contract. All pre-treatment of the defined network are aimed to be completed within 2½ hours after instructed start time. The Contractor is contractually obliged to commence no later than one hour after verbal or written instruction.

12.4.2. Post-Treatment and Periods of Snow - The contractor will be expected to respond to a call in accordance with the Highways Term Maintenance Contract. Treatment will be as instructed by competent staff.

## **12.5. Response and Treatment Times for Combined Footways and Cycle ways**

12.5.1. Pre-Treatment

The defined joint cycleways and footways have been constructed for the safe passage of cyclists and pedestrians travelling to work and school, so if temperatures are to remain below zero or forecasted to be so for prolonged periods, then they should be precautionary treated as part of the secondary routes.

12.5.2. Post-Treatment and Periods of Snow

Footways and cycleways will be treated only as resources allow.

### **13. Allocation of plant, vehicles, equipment and materials to routes**

13.1. A fleet of 25 salting vehicles complete with snow ploughing blades are available to carry out pre-treatment salting in the divisions. The vehicles are allocated to the divisions as follows:-

- North Division Oswestry 4 vehicles
- North Division Hodnet 4 vehicles
- Central Division Shrewsbury 6 vehicles
- South Division Bridgnorth 5 vehicles
- South Division Craven Arms 6 vehicles

13.2. There is a spare gritter in each division.

13.3. Snow blowers and footway salt spreaders are available.

#### **13.4. Salt Bins**

13.4.1. There are approximately 1000 salt bins located at strategic locations throughout the county. They are sited at known trouble spots in both urban and rural areas where particularly difficult conditions exist. These are subject to risk assessments whenever bins are requested or replaced.

13.4.2. Salt bins are replenished before the season commences and when instructed by the Highways Manager. The Service Provider replenishes using their labour and Shropshire Salt stocks.

### **14. Weather Prediction and Information**

14.1. Road Weather Stations - Shropshire Council currently operates eight road weather stations:-

- B4580 Race Course, near Oswestry
- A488 New Invention, near Clun
- A464 Bonningale, near Albrighton
- A49 Weston Crossroads, near Wem
- B4368 Shipton, near Bridgnorth
- A528 Ellesmere "Cyclo"
- A488 Move Arms "Cyclo"
- B4380 Shelton "Cyclo"

14.2. In addition, the Council has access to weather stations operated by Highways England on the A5 near Oswestry, the A49 near Church Stretton, and to Telford and Wrekin Council's weather stations on the A442 at Crudgington and the A5223 at Horsehay.

14.3. Access has also been obtained to weather stations situated close to the county boundary in other counties such as Cheshire, Herefordshire and Powys County Councils.

14.4. These stations provide some, or all, of the following data specific to the site:

- Road Surface Temperature
- Road State; dry, damp or moist, wet, wet with precipitation, ice, hoar frost or snow
- Air Temperature

- Dew Point
- Wind Speed
- Cloud Cover

#### **14.5. Maintenance of Ice Detection Equipment**

14.5.1. The roadside weather stations are maintained under the annual contract with Vaisala Ltd. The contract includes an annual service of each station prior to the start of the winter service season together with fault repairs throughout the season. Each Divisional Office has a key to the weather station in their area.

#### **14.6. Road Weather Information Bureau Service**

14.6.1. The Council currently has a contract with Viasala Ltd to provide information on weather conditions from the eight Council owned and adjacent authorities and the Highways Agency weather stations. This information is available 24 hours a day during the winter service period and assists the duty officer in deciding whether or not to treat and if so, to determine by what time the treatment should be completed.

14.6.2. The ice-prediction system is crucial to the presentation of meaningful and accurate information.

14.6.3. The information is obtained from the forecast provider via web sites.

#### **15. Road Weather Forecast**

15.1. The Council currently has a contract with Met Desk to provide winter service weather forecasts. The forecasts are prepared specifically for the county of Shropshire.

15.2. Shropshire Council receives forecasts based on three climatic zones specifically for road surface conditions.

15.3. The main types of text forecasts are:-

- 24-hour text forecast
- 2 to 5-day text forecast

15.4. The 24 hour text forecast is received at 13:00hrs and updated at 18:00hrs, it runs from noon until noon on the following day. It includes:-

- State of the road including black ice and hoar frost
- Road surface temperatures
- Visibility
- Precipitation
- Snow details
- Weather summary
- Hazard summary and confidence levels.

15.5. The 2 to 5-day text forecast is broadly similar to that contained within the 24 hour text forecast. However, the detail is usually less, and the confidence is usually lower. They are designed to give a general idea of weather conditions, so that resources may be put in the right place.

15.6. A 24 hr consultancy arrangement is included in the contract with the forecast provider, this enables the duty officer direct access to obtain the most up to date information.

## **16. Decision Making**

16.1. All decisions requiring Winter Service work will be made and ordered by competent staff and the necessary instructions issued to the Contractors. The decision for ordering treatments shall be based on a combination of weather forecasts, consultation and site inspections. See Typical Decision Matrix Guide (Appendix 2).

16.2. Winter Treatment Decision Making Flowchart is shown in Appendix 1

## **17. The Decision Making Process**

17.1. Clear and efficient decision-making processes supported by accurate weather prediction and information systems are the foundation of effective winter service delivery.

17.2. The decision maker will refer to the information provided by the 24-hour weather forecast, predictions from the weather stations via the bureau, local knowledge and liaison with colleagues in adjacent divisions.

17.3. The Decision Matrix Guide is shown in Appendix 2.

## **18. Organisational Arrangements and Personnel**

### **18.1. Command, control and operational organisation – Shropshire Council**

18.1.1. The Assistant Director of Infrastructure and Communities has overall responsibility for the Winter Maintenance Service within the County. Highway Maintenance Managers are responsible for the day to day implementation of policy and control of the Council's operations in each Division.

18.1.2. The competent staff operate a standby roster throughout the winter service period. They monitor the situation and acting on weather forecasts and ice alert station information decide on what action should be taken.

### **18.2. Command, control and operational organisation – Kier**

18.2.1.1. The Service Provider has overall responsibility for delivering the service in accordance with the Highways Term Maintenance Contract including the winter service operations.

18.2.1.2. Resources are arranged to give operatives the necessary rest periods to comply with the European Working Time Directive and the Driver Working hours regulations.

18.2.1.3. Emergency Works, including snow clearing will require 24-hour continuous manning and feasible working patterns.

### **18.3. Duty Schedules, Rotas and Standby Arrangements**

18.3.1. Full details of duty rotas and standby arrangements are published in the Winter Service Manual.

### **18.4. Standby Operating Procedures**

18.4.1. A standby rota of competent staff will be present for the period 1st October to 30th April inclusive. Decisions regarding the need for standby staff outside of these dates will be made by the Operations Manager.

## **19. Operational Monitoring**

19.1. Shropshire Council has on board tracking devices on all gritters. This enables Client and Contractor supervisors to monitor the location and receive real-time operational data from gritting vehicles. It helps to ensure that spreading operations are carried out in accordance with the Council's policy and to produce documentary evidence to mitigate possible litigation. It also assists locating the gritter in an emergency or breakdown situation.

19.2. Random verification will be carried out to ensure that routes have been completed to the requirements of the Council's policy.

## **20. Operational Record Keeping and Reporting**

20.1. The Operational Manager is responsible for keeping Senior Officers and Members of the Council informed, for advising the media, reporting to committees and liaising with adjacent authorities. In order to perform this well, accurate and regularly updated information is required on the weather and road condition throughout the County. This information is stored on Vaisala Manager.

20.2. Outside normal working hours, or when exceptional circumstances dictate, the duty officer gives reports to the Operations Manager to enable communication.

### **20.3. During Frost and Ice Conditions**

20.3.1. Any unexpected fall in temperature, or if a significant proportion of the network has not been treated shall be reported immediately to the Operations Manager.

20.3.2. After the completion of each action, the route details will be updated on the Vaisala Manager System.

### **20.4. Light and Moderate Snowfall**

20.4.1. In the event of light snowfall (less than 25mm) or moderate snowfall (25-100mm) a daily report for the 24 hours ending at 9.00am shall be given to the Operations Manager stating the following information:-

#### **20.4.2. Snowfall information**

- time of fall
- average undisturbed depth
- depth of any drifts
- height above sea level where it begins

20.4.3. Action taken

- Confirmation of pre-salting defined routes
- Snowploughing operations
- Use of farmers snow ploughs
- Use of contractors
- Salting of ploughed roads
- Problems
- Programme of working day
- Other information e.g. roads closed, restrictions.

20.4.4. In addition, regular updates will be sent giving the following information: -

- Action taken during the working day
- Action proposed for overnight
- Problems
- Other information

20.4.5. These reports shall be forwarded to the Operations Manager.

**20.5. Heavy Snowfall**

20.5.1. In the event of heavy snowfall (greater than 100mm), or drifting of snow causing difficulties, a daily report for the 24 hour period ending at 9.00am shall be given stating the following information: -

- The Information required for Light or Moderate Snow Fall plus:
- Report of overnight conditions including details of snowfall
- Action taken
- Major traffic route status. Where a major traffic route is restricted in its use because of snowfall condition the report shall include the extent and nature of any restriction, ie.,
  - Impassable
  - Four wheel drive only
  - Single lane width
- Unless reported otherwise, traffic routes will be assumed to be clear for 80% of their width and passable by two-way traffic.

20.5.2. In addition, regular updates will be sent giving the following information: -

- Action taken during the working day
- Action proposed for overnight
- Problems
- Other information

20.5.3. These reports shall be forwarded to the Operations Manager.

**20.6. Extreme Weather Conditions**

20.6.1. In extreme weather conditions such as periods of intense snowfall or prolonged freezing, the Information required for Heavy Snow Fall and regular reports will be forwarded to Operations Manager. This will include major traffic route status reports.

20.6.2. Also, before 4.30pm a report detailing the resources to be employed overnight will be provided to the Operations Manager.

20.6.3. The Operations Manager will coordinate with Emergency Control Centre at Shirehall.

## **21. Plant and Vehicle Staffing Arrangements**

21.1. Full details of the staffing arrangements for plant and vehicles are published annually in the divisional Winter Service Manuals

21.2. Local Contractors make their own arrangements to drive their tractors equipped with snowploughs when requested by client staff.

## **22. Training and Development Arrangements**

22.1. Competent Client and Contractors staff will be used on the Winter Service.

22.2. Currently only experienced staff are used. However, it is the Council's intention over the next year to assess all winter service staff, including The Service Provider personnel, to ensure they have appropriate qualifications. (City and Guilds 6159 or an equivalent scheme).

### 22.3. Other Contractors (Snow Blower Operators and Snow Plough Operators)

All contractors who operate snow blowers and snow ploughs will be trained to City and Guilds 6159 or an equivalent scheme approved by the Council.

## **23. Facilities, Plant, Vehicles and Equipment**

### **23.1. Winter Service Compounds and Facilities**

23.1.1. The Council operates its Winter Service out of five maintenance depots. These are located in:-

- North Division                      Oswestry and Hodnet
  - Central Division                    Shrewsbury
  - South Division                      Bridgnorth and Craven Arms

23.1.2. Each depot includes accommodation for Council staff and The Service Provider, material storage area, parking and garaging facilities for gritters, and routine maintenance and repair facilities for vehicles. All depots have salt barns providing undercover salt storage facilities, with the exception of Hodnet where salt is currently stored in the open at Manor House Lane Depot.

23.1.3. For contact details of staff in all divisional offices see Appendix 3.

## **24. Garaging Services and Maintenance Arrangements**

24.1. During the Winter Service Period all bulk gritters and other vehicles are stored at divisional depots and maintained by The Service Provider.

## **25. Materials Management**

25.1. Reports detailing the quantity of salt used can be generated from the Vaisala Management system.

## **26. Calibration Procedures**

**26.1.** All bulk gritters and demountables are calibrated to the relevant current standard before the start of the winter service season by The Service Provider. They are regularly checked throughout the winter season and re-calibrated if necessary. Calibration certificates for each vehicle are provided to the Fleet Manager.

## **27. Fuel Stocks and Location**

27.1. The Service Provider is responsible for the provision and storage of all fuel necessary.

## **28. Salt and Other De-Icing Materials**

### **28.1. Location and Capacity of Stocks for Salt and Other Materials**

28.1.1. The Council maintains stocks of salt and other de-icing materials at each of its divisional depots. The salt is stored in barns at each depot with the exception of Hodnet division where salt is currently stored in the open at Manor House Lane depot.

#### **28.1.2. North Division**

- |                     |                           |
|---------------------|---------------------------|
| • Whittington Depot | Maximum Stock 2300 tonnes |
| • Manor House Lane  | Maximum Stock 6000 tonnes |

#### **28.1.3. Central Division**

- |                      |                           |
|----------------------|---------------------------|
| • Longden Road Depot | Maximum Stock 2400 tonnes |
|----------------------|---------------------------|

#### **28.1.4. South Division**

- |                     |                           |
|---------------------|---------------------------|
| • Bridgnorth Depot  | Maximum Stock 3100 tonnes |
| • Craven Arms Depot | Maximum Stock 2300 tonnes |

28.1.5. In addition each depot holds small stocks of fine grit for use in salt bins and salt piles and in snow conditions

28.1.6. Viasla Management system enables stock levels to be monitored and salt to be restocked in a timely manner.

## **29. Loading Arrangements**

29.1. A loader is available at each depot to load salt into the salt spreader. The front loaders are supplied and maintained The Service Provider.

## **30. Treatment Requirements Including Spread Rates**

30.1. Shropshire Council carries out its salting operations based on the guidance in the Code of Practice. This is indicated in Appendix 2 of this document.

30.2. Route optimisation carried out by Shropshire Council allows for route capacity of 20 grams/m<sup>2</sup> with the exception of routes from Hodnet depot, which have a spread rate of 30grams/m<sup>2</sup>, to allow for salt stored externally and covered with sheeting at Manor House Lane.

## **31. Contacts and Purchasing Arrangements for Supplies**

- 31.1. The Council operates a salt stock management system with its supplier.
- 31.2. Each Wednesday morning the divisional offices advise the Senior Support Officer in Highways and Transport of the amount used the previous week. This is collated and forwarded to the salt supplier.
- 31.3. Salt suppliers use the data provided to check salt usage against the stock profile. Additional supplies are then sent to divisions when the remaining stock approaches minimum level. This system ensures that the Council does not hold large quantities of salt during periods when it is not being used. The profiles are regularly checked to ensure that sufficient stocks are available to deal with snow emergencies, particularly around the Christmas and New Year periods.

## **32. Information and Publicity**

- 32.1. Details of information and publicity contacts are given in Appendix 5.

## **33. Other key local and national contact information**

- 33.1. Contact details for Emergency Services, Local Authorities, Government, Utilities and Voluntary Organisations are included in Shropshire Council's Emergency Contact Directory.

## **34. Responsibilities and guidance for providing information**

- 34.1. All press releases, media interviews, statements etc. will conform to the requirements of the document "Communication Guidelines for all Shropshire Council Staff".
- 34.2. All enquiries and reports relating to the Council's Winter Service Policy, or resources and road conditions in general, shall be referred to the Operations Manager. They will liaise with the Directorate's Communications Officer to prepare press releases, statements etc.
- 34.3. In severe weather conditions the Operations manager will relocate to Shirehall, to ensure that any media inquiries are answered with the most reliable information.
- 34.4. Highway Maintenance Managers will liaise with the Operations Manager, and the Directorate's Communications Officer if necessary, in order to answer inquiries from the media and other organisations regarding operational issues in their division.

## **35. Road weather stations**

- 35.1. The road weather stations are currently maintained by Vaisala plc. Information regarding their current operational status can be obtained from the Vaisala website:-
  - <http://birice.vaisala.com/iceweb/uk/sh/native/>
  - Usernames and passwords are held by each division.
- 35.2. If problems are encountered with the weather stations then they should be referred to the Vaisala helpdesk (telephone no. 0121 683 1269).

### **35.3. Road weather forecast**

35.3.1. The road weather information bureau service is currently provided by the MetDesk. Forecasts are either provided via the Vaisala bureau service or the MetDesk website. Usernames and passwords are held by each division.

### **36. Use of Social Media**

36.1. The winter service will enhance its use of social media, this to be improved information and graphics on the council's web site, with refreshed informative videos, an enhanced defined route map, and to separate this from the secondary route map. Further, ensuring that additional information (text) is inserted within Twitter Gitter and use of winter services blogs. Each divisional office and the service collectively will review its information on the web site each September, to ensure all information is reviewed and updated and the conduit for delivery is the most appropriate.

36.2. Also, the use of current information such as snow clearing from Central Government and frequently asked questions will be posted on the winter services web page to increase understanding, information and self-help.

### **37. Snow Volunteers**

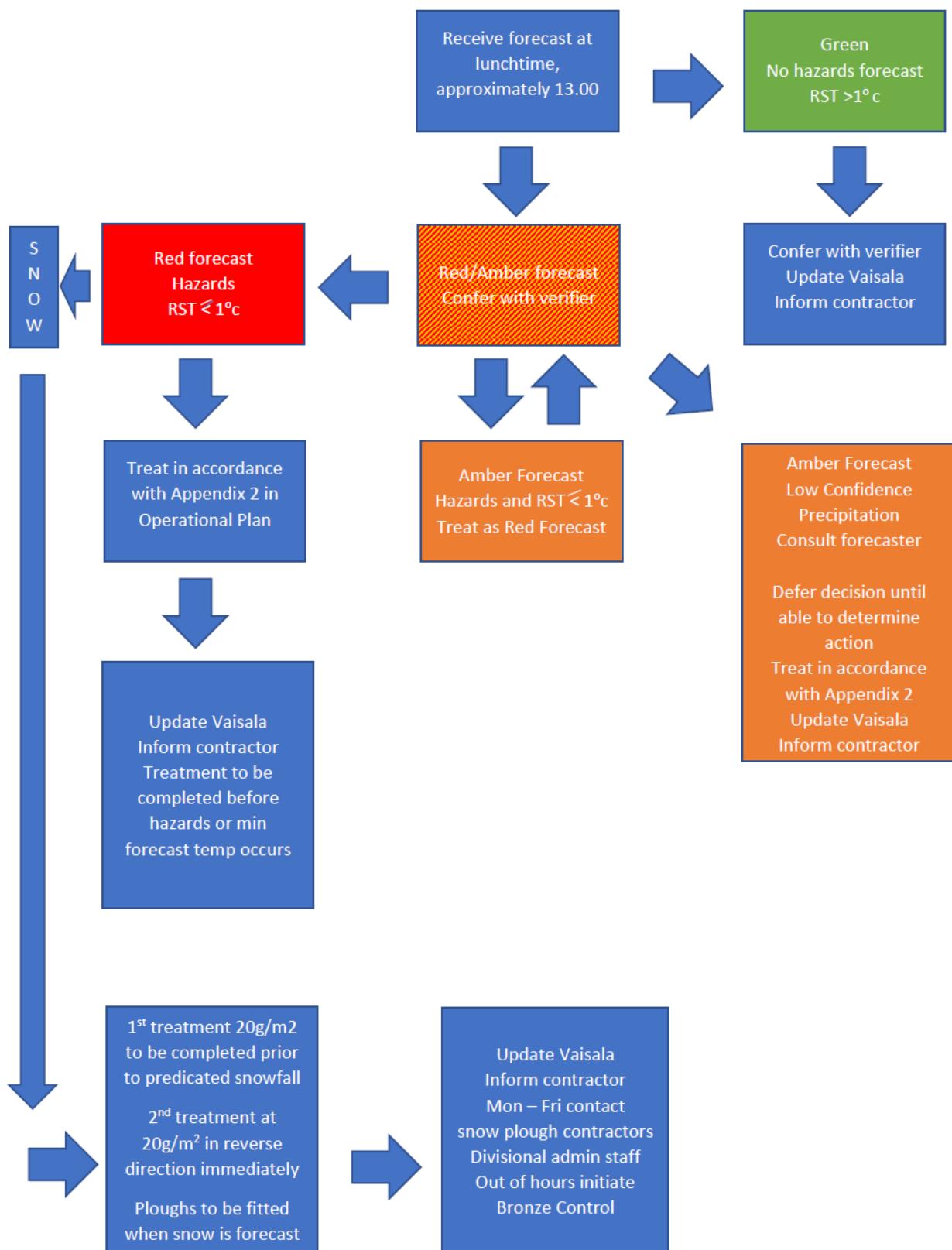
37.1. A pilot scheme will be implemented and trialed for winter 2020/21, for members of the public to apply. The scheme in essence, will provide training, grit, and the Council's liability insurance will provide insurance cover for those trained and working appropriately. Work with the council's insurance team and learning from other authorities who deliver similar schemes will be on going, for example Devon County Council.

37.2. This scheme will need to be supported by a thorough risk assessment and safe systems of work including any arrangements for supervision

37.3. A working group of officers from Highways, Insurance and Communications will be developed with a time line of the scheme being piloted for next year's winter service, and then subject to feedback opening access to this scheme.

Appendix 1

Winter Treatment Decision Flowchart



updated 27.8.19

Appendix 2

**Decision Matrix Guide**  
**SHROPSHIRE COUNCIL SPREAD RATES FOR REASONABLE SPREADING CAPABILITY**

| Frost or forecast frost Road Surface Temperature (RST) and Road Surface Wetness | Dry Salt Stored in Barn | Pre-wetted salt Stored outside under sheeting (exposed to weather) |
|---|-------------------------|--|
| RST between Zero and -2°C and dry or damp road conditions                       | 10                      | 15   |
| RST between Zero and -2°C and wet road conditions.                              | 10                      | 15   |
| RST below -2°C and above -5°C and dry or damp road conditions.                  | 15 grams                | 30   |
| RST below -2°C and above -5°C and wet road conditions                           | 20                      | 30   |
| RST at or below -5°C and above -10°C and dry or damp road conditions            | 20                      | 30   |
| RST at or below -5°C and above -10°C and wet road conditions.                   | 2 x 20<br>Double run    | 2 x 30   |

- a) Shropshire Council minimum spread rate is 10g m<sup>2</sup> this is seen to be prudent in the light of the diverse geographical nature of Shropshires landscapes
- b) 2 x 20 spread rates will be achieved by double running the routes.
- c) (During times of predicted snowfall/freezing rain and during snowfall, spread rates at 20g m<sup>2</sup> will be applied, this will be increased by double running routes to 40gram/m<sup>2</sup> if deemed necessary by Highway Technician patrols.
- d) Particular attention should be given to the possibility of water running across carriageways and other running surfaces e.g. off adjacent fields after heavy rain, washing off salt previously deposited. Such locations should be closely monitored and may require treating in the evening and morning and possible on other occasions.
- e) When a weather warning contains reference to expected hoarfrost, considerable deposits of frost are likely to occur. Hoarfrost usually occurs in the early morning and is difficult to cater for because of the probability that any salt deposited on a dry road too soon before its onset, may be dispersed before it can become effective. Close monitoring is required under this forecast condition which should ideally be treated just as the hoarfrost is forming. Such action is usually not practicable and salt may have to be deposited on a dry road prior to and as close as possible to the expected time of the condition. Hoarfrost may be forecast at other times in which case the timing of salting operations should be adjusted accordingly.
- f) under these conditions, rain has not ceased by early morning, crews should be called out and action initiated as rain ceases.
- g) Under these circumstances rain will freeze on contact with running surfaces and full pre-treatment should be provided even on dry roads. This is a most serious condition and should be monitored closely and continuously throughout the danger period.
- h) Code of Practice recommendation H8.4. Highway Technician patrols allow focused treatments and best use of salt stocks by avoiding the possibility of unnecessary treatments on “marginal” forecasts. Such patrols can also check that spreaders are functioning correctly through training patrols can be competent at on side decision making as to when not to treat in addition they can allow last minute ratification of the need to treat and when.

Appendix 3

**WINTER SERVICE RISK ASSESSMENT SHEET**

| Risk Description (A)  |   |             | Risk Impact (B)  |                   |                    | Risk Rating (A x B) |
|---|---|-------------|------------------|-------------------|--------------------|---------------------|
|   |   |             | Low (Acceptable) | Medium (Moderate) | High (Substantial) |                     |
|   |   | Score       | 1                | 2                 | 3                  |                     |
| Maximum gradient  | <1.20<br>1.4-1.20<br>>1.4               | 1<br>2<br>3 |                  |                   |                    |                     |
| "Wet" areas on route  | 0-10%<br>11-30%<br>>30%                 | 1<br>2<br>3 |                  |                   |                    |                     |
| Suitable treated alternative route  | Within 1mls<br>1 – 3mls<br>Greater 3mls | 1<br>2<br>3 |                  |                   |                    |                     |
| Public transport route  | None<br>> 3 a week<br>Daily             | 0<br>1<br>2 |                  |                   |                    |                     |
| School bus route  | No<br>Yes                               | 0<br>1      |                  |                   |                    |                     |
| Main access to community > 100  | No<br>Yes                               | 0<br>1      |                  |                   |                    |                     |
| Traffic flow 2 way  | >1500<br>500-1500<br><500               | 3<br>2<br>1 |                  |                   |                    |                     |
| Adjoining HA salted network   | No<br>Yes                               | 0<br>1      |                  |                   |                    |                     |
| Hierarchy   | Secondary<br>Link road                  | 2<br>1      |                  |                   |                    |                     |
| Access to major employer  | Yes<br>No                               | 1<br>0      |                  |                   |                    |                     |
| Access to school  | Yes<br>No                               | 1<br>0      |                  |                   |                    |                     |
| <b>Total Risk Rating =</b>  |   |             |                  |                   |                    |                     |
| 38. If the Risk Rating is less than 20 the road should not be included in the defined network or secondary network.<br>39. If the Risk Rating is between 21 and 42 the road may be included in the secondary network following the approval of the Assistant Director Environmental Maintenance.<br>40. If the Risk Rating is greater than 43 Member approval must be sought via the Assistant Director Environmental Maintenance to include the road in the defined. |   |             |                  |                   |                    |                     |

**SHIREHALL**

Steve Brown, Environmental Maintenance Manager  
Shirehall,  
Abbey Foregate,  
Shrewsbury  
SY2 6ND,

**NORTHERN AREA**

Victoria Doran,  
Highway Maintenance Manager  
Whittington Office,  
Park Hall,  
Whittington, Oswestry  
SY11 4AH

**CENTRAL AREA**

Ian Walshaw,  
Highway Maintenance Manager  
Longdon Road Office,  
107 Longdon Road, Shrewsbury,  
SY3 9EL

**SOUTHERN AREA**

Graham Downes,  
Highway Maintenance Manager  
Cantern Brook Offices  
Stanley Lane  
Bridgnorth  
Shropshire  
WV16 4SF

Andy Keyland  
Highway Maintenance Manager  
16 Stokewood Road  
Craven Arms Business Park  
Craven Arms,  
Shropshire,  
SY7 8NR

## Appendix 5 LOCAL PRESS AND BROADCAST CONTACT INFORMATION

BBC Radio Shropshire  
Email: radio.shropshire@bbc.co.uk  
Tel: (01743) 273030

Beacon FM  
Email: newswolverhampton@musicradio.com  
Tel: (01902) 461260

Bridgnorth Journal  
Email: news@bridgnorthjournal.co.uk  
Tel: (01746) 761411  
*Deadline: Thurs 1300*

Central News  
Email: newsdeskwest@carlontv.co.uk  
Tel: (0808) 100 7888

County Times  
Email: editor@countytimes.co.uk  
Tel: (01686) 626771  
*Deadline: Weds am*

Ludlow Advertiser  
Email: lanews@midlands.newsquest.co.uk  
Tel: (01584) 873796  
*Deadline: Weds 1300*

Market Drayton Advertiser  
Email: hberwick@shropshirestar.co.uk  
Tel: (01630) 698113  
*Deadline: Thurs 1300*

North Shropshire Chronicle  
Email: stodd@northshropshirechronicle.co.uk  
Tel: (01743) 283327  
*Deadline: Weds 1200*

Oswestry Advertiser  
Email: peter.danby@nwn.co.uk  
Tel: (01691) 655321  
*Deadline: Fri pm*

Shrewsbury Chronicle  
Email: aferguson@shrewsburychronicle.co.uk  
Tel: (01743) 283313  
*Deadline: Weds 1200*

Shropshire Star  
Email: dmorris@shropshirestar.co.uk  
Tel: (01743) 248248  
*1200 local editions*

South Shropshire Journal  
Email: vbufton@shropshirestar.co.uk  
Tel: (01584) 874051  
*Deadline: Thurs 1200*

Whitchurch Herald  
Email: whitchurch.news@cheshirenews.co.uk  
Tel: (01948) 662332  
*Deadline: Weds 1100*

Deadlines for the weekly papers are for answering their enquiries. Press releases should be sent to them at least 24 hours before their deadlines.



Kier Services  
Highways

**Kier Highways**

Longden Road Maintenance Depot  
Longden Road  
Shrewsbury  
Shropshire  
SY3 9EL

[www.kier.co.uk](http://www.kier.co.uk)

Dear Mr Morgan,

I can Confirm that Staffing and Equipment are in place to undertake the delivery of the Winter service starting 1<sup>st</sup> Oct 2019 and ending 31<sup>st</sup> April 2020.

Kind Regards  
Steve Ash

A handwritten signature in black ink, appearing to read "S. Ash".

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|                                 |               |
|---------------------------------|---------------|
| <u>Committee and Date</u>       |               |
| <b>Place Overview Committee</b> |               |
| <b>5 September 2019</b>         |               |
|                                 | <u>Item</u>   |
|                                 | <u>Public</u> |

## PAVEMENT PERMITS

### PERMISSION AND CHARGES TO USE OBJECTS OR STRUCTURES ON THE HIGHWAY

**Responsible Officer** Rachel Robinson, Director of Public Health  
Email: [rachel.robinson@shropshire.gov.uk](mailto:rachel.robinson@shropshire.gov.uk) Tel: 01743 252003

#### 1. Summary

1.1 This report sets out the position as it relates to the granting of permission and the setting of charges for those who wish to use objects or structures on the highway as defined by Section 115A of the Highways Act 1980. For the purposes of this report, this type of permission is for a 'Pavement Permit' and does not include the granting of permission for the use of A-Boards or the use of objects or structures on, in or over the highway for any other purpose.

#### 2. Recommendations

- 2.1 That the Committee endorses the recommendation that the granting of permission by the Council for those who wish to use objects and structures on the highway, as defined by Section 115A of the Highways Act 1980, for the purposes of a 'Pavement Permit', is necessary to ensure the highway is not obstructed and to reduce the risk of harm to those who use the highway and to protect public safety and that the Trading Standards and Licensing Service Operations Manager is instructed to review and maintain appropriate guidelines to support this position.
- 2.2 That the Committee endorses the recommendation that it is appropriate for the Council to charge, on a cost recovery basis, for the granting of permission for those, including charities, who wish to use objects and structures on the highway, as defined by Section 115A of the Highways Act 1980, for the purposes of a 'Pavement Permit', and that the charges set out at **Appendix A** are adopted and implemented as soon as is reasonably practicable for the remainder of 2019/20.
- 2.3 That the Committee endorses the recommendation that any deficit incurred by the Council, up to and including the 31 March 2018, for the granting of permission for those who wish to use objects and structures on the highway, as defined by Section 115A of the Highways Act 1980, for the purposes of a 'Pavement Permit', shall be disregarded and not recovered through charges.
- 2.4 That the Committee endorses the recommendation that, with effect from 1 April 2018, any deficit incurred by the Council in the granting of permission for those who wish to use objects and structures on the highway, as defined by Section 115A of

the Highways Act 1980, for the purposes of a ‘Pavement Permit’, shall be recovered through relevant charges agreed by the Council from 2020/21 onwards.

- 2.5 That the Committee endorses that the charges for the granting of permission for those who wish to use objects and structures on the highway, as defined by Section 115A of the Highways Act 1980, for the purposes of a ‘Pavement Permit’, are reviewed on an annual basis and included in the annual fees and charges reports presented to Cabinet and Council by the Council’s Section 151 Officer.

## REPORT

### 3. Risk Assessment and Opportunities Appraisal

- 3.1 For ease of reference, the term ‘*Pavement Permit*’ is used throughout the report to mean the granting of permission for those who wish to use objects or structures, not including A-Boards or the use of objects or structures for any other purpose on, in or over the highway as defined by Section 115A of the Highways Act 1980.
- 3.2 The granting of Pavement Permits is a Highways function under the Highways Act 1980. Prior to April 2011, no scheme was in place to control the use of objects and structures on pavements. There were concerns about the growing level of obstruction of the pavements and the associated increasing risk to public safety.
- 3.3 A Pavement Permit scheme is not, of itself, a statutory duty of the Council. It is a discretionary power afforded to the Council under the Highways Act 1980 and provides a mechanism to prevent obstructions and encroachments which may affect the use and safety of pavements. However, the Council does have a statutory duty to maintain pavements in a condition that is fit for pedestrians using them. A Pavement Permit scheme is one method by which the Council can demonstrate that it has taken steps to satisfy this statutory duty.
- 3.4 Without a Pavement Permit scheme, businesses face potential criminal sanctions for obstructing the highway and, in the event of accidents/injuries caused by obstructions, claims for compensation from members of the public may be made against these businesses. Injured parties may also claim against the Council where it can be demonstrated that the Council has failed to ensure the highway is not obstructed.
- 3.5 Based on local claim data, the likelihood of such claims is very low; however, the consequences can be severe, e.g. if a pedestrian pushing a baby in a pram steps onto the road with vehicular traffic due to insufficient space to walk past café furniture on a pavement, this may lead to fatalities. This means that pavement permits give rise to at least a medium risk.
- 3.6 When incidents occur, even where the consequences are negligible or minor, they give rise to reputational damage for both businesses and the Council. This can adversely impact any individual business concerned, and the wider local economy,

as well as undermining the Council's aspirations to make Shropshire a good place to do business and to ensure places and communities are sustainable.

- 3.7 As a result, from April 2011, with the agreement of Highways, the administration and regulation of Pavement Permits was undertaken by Public Protection and from 2016 by the Trading Standards and Licensing Service.
- 3.8 The Council recognises that economic growth and productivity is a key challenge and opportunity, with the Economic Growth Strategy highlighting the need to enable businesses to grow and succeed. With the changes that are taking place on the high street, arising increasingly from the shift towards online retail trading and away from the traditional high street, the Council and its partners are focussing on different ways to revitalise high streets including diversifying away from retail dependence towards more leisure-based activities, including food and beverage uses. From an economic growth perspective, the Council wants the county's town centres to prosper and continue to be vibrant and welcoming places to live and visit for both residents and visitors. This requires controlled development and proper management of a diverse range of business types and leisure activities.
- 3.9 Nevertheless, this cannot be achieved without properly reducing the impact of the possible consequences and the risk of harm, ensuring safety and promoting equality for all those who work, live and visit the county. Fundamentally, it is not good for business or for individuals if people trip, fall or collide with objects or structures such as chairs, tables, barriers, shelving, goods and other similar items that have been placed outside premises on pavements. The risks are increased for those with disabilities, particularly those with mobility difficulties and visual impairment, and for those caring for babies/children who may be forced to walk on busy roads due to insufficient pavement space as a result of excessive or poorly positioned objects and structures.
- 3.10 Residents and visitors have a right to be able to walk safely on town centre pavements without the risk of injuring themselves on any objects or structures or putting themselves and/or motorists at an increased risk by walking on busy roads. The Council has a responsibility under the Highways Act 1980 to ensure that the highway, which includes pavements, is not obstructed; this responsibility is primarily placed on the Council to ensure public safety.
- 3.11 By using pavement areas that span the frontages of premises, businesses are able to expand their trading space and, in effect, make business use of public land. This has clear commercial benefits for businesses in that it attracts customers, boosts business income and profit and supports the local economy. On this basis, it was and continues to be considered appropriate that those businesses gaining a financial advantage from holding a Pavement Permit ought to bear the cost of the administration and regulation of the scheme and that this ought not to fall to the local tax payer.
- 3.12 It is current practice not to charge for Pavement Permits when the Permit is for premises and activities relating to registered charities. However, it is not clear when or why this practice was adopted as there is no reference to it in the current guidelines (see paragraph 3.14 below). Whilst recognising the good work that charities undertake, they are using the same highway and gaining the same

commercial advantages as any other business. Furthermore, by granting Permits to charities free of charge, businesses that pay for their Permits, in effect, subsidise the cost of Permits granted to charities and, given that charities may be in direct competition with businesses, this position is inequitable and unsustainable.

- 3.13 Clearly, the purpose for which charity funds are used has significant social value, and it is not unreasonable for the Council and businesses to want to support the work of charities. Nevertheless, it is considered appropriate that a more equitable and commercial approach is implemented and that on this basis charities ought to pay for their Permits in the same way as any business. It should be noted that any charity that wishes to trade from a stall on the street, in accordance with the Council's Street Trading Policy 2018 – 2023, is required to pay for a licence (weekly £173; annual £494). Allowing charities to obtain free Pavement Permits undermines the street trading regime.
- 3.14 The way in which the administration and regulation of Pavement Permits is controlled is set out in the 'Pavement Permit Guidelines'; these are available at <https://shropshire.gov.uk/media/1420/pavement-permit-guidelines.pdf>. The guidelines have been developed to ensure a fair and sensible approach is taken to help strike the right balance between the commercial benefits that are created for businesses and the local economy and the reasonable needs and concerns of residents and visitors, and overall, to help promote vibrant, safe and accessible town centres for all to enjoy. The guidelines also provide the basis for effective regulation, which is fundamental to ensuring public safety.

#### **4. Financial Implications**

- 4.1 The Council is permitted to charge for granting a Pavement Permit. Broadly, such charges cannot exceed the amount that reimburses the Council their reasonable expenses in connection with granting the Permit, i.e. charges must be set on a cost-recovery basis. However, where the Council is the owner of the subsoil beneath the part of the highway in relation to which the Pavement Permit is granted, there is no such restriction on the amount that may be charged.
- 4.2 There are numerous examples of councils across the country that have Pavement Permit schemes for which a charge is made. This includes several immediately neighbouring councils (Cheshire East Council, Cheshire West and Chester Council, Stoke-on-Trent City Council, City of Wolverhampton Council, Herefordshire Council, Worcestershire County Council, Worcester City Council, Malvern Hills District Council, Wyre Forest District Council). There is no consistency in respect of the basis upon which charges are set and examples range from as low as £25 up to sums that are over £1,000. There appears to be significantly less councils that charge on the basis that they own the subsoil; however, where they do, it is charged as a rent in addition to the Pavement Permit charge.
- 4.3 From April 2011, charges for Pavement Permits were set at £50 for both new and renewal Permits. During 2016, it was recognised that additional work was being undertaken in advance of granting permissions to ensure applicants fully understood the obligations placed upon them and that best practice was embedded from the commencement date of each Permit. However, it then followed that the £50 charge for a new Permit no longer adequately reflected the work undertaken

prior to a Pavement Permit being granted. As a result, initial financial analysis was undertaken, which resulted in the charge for a new Permit being determined at £135; this was introduced from April 2017. The charge for renewing an existing Permit remained at £50.

- 4.4 Given the ongoing need to develop and embed the commercial council priority in all areas of the Council's work, more detailed financial analysis was undertaken during 2018/19 to again assess the cost to the Council of providing the Pavement Permit scheme. The opportunity was also taken to align the methodology with the financial principles and method of analysis that have been used to successfully determine and defend challenges to licensing fees and charges since 2012/13. This process was overseen by the Licensing Team and was undertaken in collaboration with Corporate Finance.
- 4.5 It was established that the Pavement Permit charges that had been set in 2017/18 and were charged again in 2018/19 still did not fairly and adequately reflect the actual costs being incurred by the Council. Furthermore, it highlighted a cumulative deficit of £53,402 over the three-year period from 2015/16 to 2017/18. The income and costs together with the annual and cumulative deficit figures are set out in **Appendix B**.
- 4.6 The annual income totals do not equate to the number of Permits granted (see paragraph 6.1 and **Appendix B**). This has resulted from a combination of the free of charge Permits granted to charities, several payments that have been miscoded to the wrong budget accounts and possible non-payments. This means the actual deficit totals are not wholly correct; nevertheless, the overall position remains the same, i.e. the annual and cumulative deficits will continue to increase if the Council fails to set charges on a true cost-recovery basis.
- 4.7 The financial analysis clearly does not cover the whole period during which the Pavement Permit scheme has been in operation; however, it is not unreasonable to conclude that had the analysis been undertaken for the period from April 2011, the calculated deficit would be significantly greater.
- 4.8 In line with the current practice that the Council operates when setting licensing fees and charges, the decision was made to recover a proportion of the three-year Pavement Permit deficit in the charges for 2019/20. Given that to recover the full amount of the three-year deficit, based on a forecast of 94 renewal applications, this would have led to an additional £600 per Permit, it was proposed that the recovery would be spread over a three-year period from 2019/20 to 2021/22. This meant that an additional charge of £200 would be applied to each Permit in each of the following three years.
- 4.9 The high-level basis upon which the 2019/20 charges were determined is included in the table below, with additional detail set out at **Appendix C**.

| <b>Pavement Permit Fee</b>                         | <b>New</b>  | <b>Renewal</b> |
|--|-------------|----------------|
| <b><u>Operating Costs</u></b>                      |             |                |
| Staff Cost per Licence                             | £198        | £96            |
| Cost of Management and Councillor time per licence | £15         | £15            |
| <b>Total Unit cost per licence</b>                 | <b>£213</b> | <b>£111</b>    |
| (Surplus)/Deficit adjustment                       | £200        | £200           |
| <b>Final Proposed 2019/20 Fee</b>                  | <b>£413</b> | <b>£311</b>    |

- 4.10 The revised charges for 2019/20 were proposed in the Council's annual fees and charges reports and were approved by Cabinet and Council in February 2019.
- 4.11 Enquiries/challenges were received by the Council from four businesses (one of which led to significant local media coverage) out of 18 that received notification that their Pavement Permits were due to be renewed in the period from April to June 2019 and that they would be liable to pay the revised higher charge. This, in accordance with the Council's Charging Policy, led to a decision was made by Directors and Portfolio Holders to revert to the 2018/19 fees with immediate effect; namely £135 for a new pavement permit and £50 for a renewal of an existing permit. The Council's website was amended to reflect this and to provide time for the Council to further consider the matter.
- 4.12 Whilst there were four enquiries/challenges, there were also three licensed public houses, located in Shrewsbury, Bridgnorth and Market Drayton, that paid the increased charges (2 renewal applications and 1 new application) and did not raise any concerns. In the interests of fairness, refunds have since been authorised to these businesses to ensure they will pay the lower charges in 2019/20.
- 4.13 Nevertheless, this is evidence that certain businesses in three market towns were prepared to pay the increased charges that had been agreed by the Council. There appears to be recognition by these businesses that a Pavement Permit adds value to their business offer; this added value is enhanced when it can be demonstrated that the Permit is properly granted and regulated by the Council. It is not unreasonable to consider that other businesses would also pay the higher charges.
- 4.14 Consideration has been given to the potential for charging different rates for different business activities and/or premises (a tiered approach), e.g. displaying goods for retail sale paying less than cafes and pubs that have tables and chairs; however, this raises further questions, e.g. what about situations where the pavement space available for one retailer means they can display significantly more goods than a competitor? Should the line be drawn when the retail price of the goods exceeds a certain value? What about cafes with one table and two chairs compared with a pub that may have 6 tables and 24 chairs? Alternatively, if the charges are based on a fee per square metre or an amount per table or per chair, this then creates an administrative and enforcement burden that becomes disproportionate to what the Council is attempting to regulate.

- 4.15 In summary, there is no straight forward mechanism to determine the basis upon which to decide who would be charged less and who would be charged more, without potentially increasing the work and the associated costs that would then be passed onto the applicant to cover the costs of administering and regulating the scheme. Even if a tiered approach was to be adopted, there remains the potential for a business or a charity to 'sit on the wrong side of the line' and be aggrieved that they are required to pay a higher charge than another business or charity in the same street. This supports the need for a simple charging regime.
- 4.16 The process to determine the fees for 2020/21 will be based on the actual income and expenditure incurred in 2018/19 and forecasts for 2020/21. Knowing that the processes associated with the administration and regulation of Pavement Permits has not changed, and the charges remained the same as those in 2017/18, it is clear that the charges in 2018/19 were not set at a level sufficient to fully recover the Council's costs. As a result, it is inevitable that the outturn for 2018/19 will give rise to a deficit and this will also be the case, at least in part, for 2019/20. Consequently, the impact of the recommendation at paragraph 2.4 is that the charges determined for 2020/21 and 2021/22 will include a deficit recovery amount, which will lead to an increase in the charges currently set out in **Appendix A**.
- 4.17 Delaying the decision to implement a full cost recovery approach only serves to defer and compound the financial risk that arises from deficits that will be allowed to accrue in the future. The costs associated with existing Pavement Permits are, in effect, being subsidised by statutory licencing fees that are received in the course of the Council's Licensing Authority functions; whilst this is lawful, it is not acceptable as it reduces the effectiveness of the licensing regime. If a decision is made not to proceed with a full cost-recovery approach, the Council will have to ensure future deficits are funded from Highways income as the Pavement Permit scheme is a Highways function.

## 5. Background

- 5.1 The relevant legislative provisions under the Highways Act 1980, together with the application process that is followed to administer the Pavement Permit scheme and the basis upon which it is regulated, are clearly set out in the 'Pavement Permit Guidelines' and these can be found at the web link referred to in paragraph 3.11 above. A summary of the guidelines is provided below.
- 5.2 The Council, under the provisions of the Highway Act 1980, can grant permission to others to use objects or structures on, in or over a highway for a purpose which will result in the production of income. The Council may apply such conditions as it thinks fit, including conditions requiring the payment to the Council of such reasonable charges as may be determined.
- 5.3 A permit is currently considered for the following:
- Sale and consumption of food and beverages, e.g. from cafes, public houses, licensed premises
  - Display of goods for sale by retail premises, e.g. bakers, confectioners, cycle shops, flower shops, DIY

- 5.4 An application for a Pavement Permit is required from anyone wishing to use part of the highway for the purposes outlined above and each is considered on its own merits. A consultation process is undertaken, and any representations made are properly considered. Site visits are undertaken to applicants to consider the details in their application, the area of the highway that is to be used, the proposed use, the objects and structures to be used and, most significantly, whether adequate safety provisions for pedestrians and motorists are in place.
- 5.5 Consent for a Pavement Permit cannot be unreasonably withheld; however, reasonable conditions specific to the site may be applied, which are in addition to the general conditions that relate to size and layout that are set out in the Pavement Permit Guidelines. All conditions are then enforceable by the Council.
- 5.6 The granting of a Pavement Permit does not override any conditions imposed on the premises by way of its Premises Licence, Planning Permission, or any other restriction or permit granted by any Council department and where there are any variations in any of these conditions the most stringent apply.
- 5.7 As part of the application process, businesses are expected to show how their application will make a positive contribution to the vibrancy and ambience of the town centre area in which the business is located. Applications are only considered where they have been well designed and thought through and which are sensitive to the local surroundings and the impact on residents and visitors. Simple designs are preferred as they are more likely to benefit all parties.

## 6. Additional Information

- 6.1 Figures relating to the number of Pavement Permits for which payment was received in 2013/14 to 2018/19 are set out in the table below. The number of applications exempt from payment in column (e) relate to Permits granted to charities and are included in the figures in columns (b), (c) and (d). The figures prior to 2013/14 are no longer available.

| (a)<br><b>Financial<br/>Year*</b> | (b)<br><b>New</b> | (c)<br><b>Renewal</b> | (d)<br><b>Total</b> | (e)<br><b>No. of Applications<br/>Exempt from Payment</b> |
|-----------------------------------|-------------------|-----------------------|---------------------|---|
| 2013/14                           | 1                 | 59                    | 60                  | 1   |
| 2014/15                           | 15                | 41                    | 56                  | 3   |
| 2015/16                           | 12                | 48                    | 60                  | 4   |
| 2016/17                           | 72                | 43                    | 115                 | 8   |
| 2017/18                           | 14                | 81                    | 95                  | 3   |
| 2018/19                           | 21                | 73                    | 94                  | 7   |

\*Figures relate to the year in which payment was received for the Permit

## 7. Conclusions

- 7.1 In conclusion, it is appropriate for the Council to maintain a Pavement Permit scheme and to charge all applicants for its administration and regulation at a rate that fully recovers the costs incurred by the Council.

- 7.2 A Pavement Permit scheme ensures businesses, including charities, do not obstruct the highway thus reducing the risk of harm and increasing the protection for pedestrians and motorists. It reduces the risk of civil claims for compensation and minimises reputational damage to businesses and the Council. In doing so, such a scheme promotes a positive environment for businesses to grow and succeed.
- 7.3 The Council is taking a more commercial approach by implementing a previously tested method of calculating the charges to ensure full cost recovery.

**List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)**

A Social Value Charter for Shropshire

<https://www.shropshire.gov.uk/media/9455/social-value-charter-for-shropshire.pdf>

Street Trading Policy 2018 – 2023

<https://www.shropshire.gov.uk/media/9056/street-trading-policy-2018-2023.pdf>

Fees and Charges 2019/20 Report to Cabinet on 13 February 2019 (Agenda Item 146) <https://shropshire.gov.uk/committee-services/ieListDocuments.aspx?CId=130&MId=3685&Ver=4>

Fees and Charges 2019/20 Report to Council on 28 February 2019 (Agenda Item 87) <https://shropshire.gov.uk/committee-services/ieListDocuments.aspx?CId=125&MId=3758&Ver=4>

**Cabinet Member (Portfolio Holder)**

Cllr Gwilym Butler, Portfolio Holder for Communities, Place Planning and Regulatory Services

**Local Member**

The report has county wide application.

**Appendices**

Appendix A - Proposed pavement permit charges for the remainder of 2019/20

Appendix B - Income and costs with annual and cumulative deficit figures

Appendix C - Detailed basis upon which the 2019/20 charges were determined

## **Appendix A – Proposed pavement permit charges for the remainder of 2019/20**

|                        | <b>New</b>  | <b>Renewal</b> |
|------------------------|-------------|----------------|
| <b>Proposed Charge</b> | <b>£213</b> | <b>£111</b>    |

## Appendix B - Income and costs with annual and cumulative deficit figures

|  |  |                |
|--|--|----------------|
| <b>2016-17</b>                               | Total Costs 2015-16                            | £17,137        |
|  | Total Income 2015-16                           | (£3,050)       |
|  | Calculated the (surplus) / deficit for 2015-16 | £14,087        |
|  | Set a recovery amount per licence for 2017-18  | £0             |
| <b>2017-18</b>                               | Total Costs 2016-17                            | £21,861        |
|  | Total Income 2016-17                           | (£4,900)       |
|  | Calculated the (surplus) / deficit for 2016-17 | £16,961        |
|  | Set a recovery amount per licence for 2018-19  | £0             |
| <b>2018-19</b>                               | Total Costs 2017-18                            | £27,494        |
|  | Total Income 2017-18                           | (£5,140)       |
|  | Calculated the (surplus) / deficit for 2017-18 | £22,354        |
|  | Set a recovery amount per licence for 2019-20  | £200           |
| <b>Cumulative deficit 2016-17 to 2018-19</b> |  | <b>£53,402</b> |

## Appendix C – Detailed basis upon which the 2019/20 charges were determined

### Pavement Permit - New

| Process action   | Officer Time (decimal hrs) | Officer Level   | Hourly Rate | Cost (£)       |
|--|----------------------------|-----------------|-------------|----------------|
| Opening Post   | 0.02                       | Res Team        | £18.50      | £0.37          |
| Fee received (Bank Payment)  | 0.08                       | Support Finance | £25.14      | £2.01          |
| Fee Received (Bank Statement or report)  | 0.08                       | Support Finance | £25.14      | £2.01          |
| Fee processing (Cheque)  | 0.08                       | Support Finance | £25.14      | £2.01          |
| Creating database record; scanning & attaching application form/paperwork  | 0.08                       | Res Team        | £18.50      | £1.48          |
| Populating database with information on application and all additional information provided. Request Officer to carry out an inspection prior to the start of the consultation period  |                            | Support         | £23.63      | £0.00          |
| Inspection carried out on site and email sent to Licensing with any amendments to the application and if the consultation period can be started.   | 2.5                        | Support         | £23.63      | £59.07         |
| Record updated and commencement of 28 day consultation period and site notice sent (28 days consultation commences two days after paperwork issued). Also consultation information sent to web support to advertise on the website | 0.5                        | Support         | £23.63      | £11.81         |
| Enforcement Monitoring   | 1.3                        | Specialist      | £28.82      | £37.47         |
| Enforcement Monitoring   | 0.44                       | Management      | £41.01      | £18.04         |
| Consultation   | 0.25                       | Support         | £23.63      | £5.91          |
| Postage fee  |                            |                 |             | £0.65          |
| Replies received or not? At end of consultation period email to Officer for decision   | 0.25                       | Support         | £23.63      | £5.91          |
| Public Protection Officer (Specialist) & Manager decision - grant/rejected   | 0.5                        | Support         | £23.63      | £11.81         |
| Public Protection Officer (Specialist) & Manager decision - grant/rejected   | 0.5                        | Management      | £41.01      | £20.50         |
| Email sent to Licensing to advise if permit can be granted   | 0.17                       | Support         | £23.63      | £4.02          |
| Postage fee  |                            |                 |             | £0.65          |
| Licence granted or rejected - issue notice   | 0.5                        | Specialist      | £28.82      | £14.41         |
| <b>Total</b>   | <b>7.25</b>                |                 |             | <b>£198.13</b> |

### Pavement Permit - Renewal

| Process action   | Officer Time (decimal hrs) | Officer Level   | Hourly Rate | Cost (£)      |
|--|----------------------------|-----------------|-------------|---------------|
| Retrieving electronic records from database & printing   | 0.05                       | Support         | £23.63      | £1.18         |
| Sending out application renewal form   | 0.08                       | Tech Support    | £22.39      | £1.79         |
| Opening Post   | 0.02                       | Res Team        | £18.50      | £0.37         |
| Fee received (Bank Payment)  | 0.08                       | Support Finance | £25.14      | £2.01         |
| Fee Received (Bank Statement or report)  | 0.08                       | Support Finance | £25.14      | £2.01         |
| Fee processing (Cheque)  | 0.08                       | Support Finance | £25.14      | £2.01         |
| Creating database record; scanning & attaching application form/paperwork  | 0.08                       | Res Team        | £18.50      | £1.48         |
| Populating database with information on application, only update or change to name and address. To apply as new if making changes to the permitted area. | 0.5                        | Specialist      | £28.82      | £14.41        |
| Enforcement Monitoring   | 1.3                        | Specialist      | £28.82      | £37.47        |
| Enforcement Monitoring   | 0.44                       | Management      | £41.01      | £18.04        |
| Postage fee  |                            |                 |             | £0.65         |
| Licence granted or rejected - issue notice   | 0.5                        | Specialist      | £28.82      | £14.41        |
| <b>Total</b>   | <b>3.21</b>                |                 |             | <b>£95.84</b> |

| Management and Member Costs       | Cost (£)   | Licences Issued | Cost per Licence |
|-----------------------------------|------------|-----------------|------------------|
| Head of Service (excluding Taxis) | £10,855.17 | 4,577           | £2.37            |
| Team Managers                     | £76,220.07 | 6,026           | £12.65           |
| Members                           | £851.89    | 6,026           | £0.14            |
|                                   |            |                 | <b>£15.16</b>    |

**Note:** The officer hourly rate is calculated by collecting total salary costs for the proportion of time that each officer spends on the relevant activities, bringing in a proportion of operating and overhead costs, and inflating the salary costs to reflect the predicted pay grade structure in the following financial year. This is averaged across the level of officer.



| <u>Committee</u>               | <u>Item</u>   |
|--------------------------------|---------------|
| Place Overview Committee       | 10            |
| 5 <sup>th</sup> September 2019 | <u>Public</u> |

## Overview and Scrutiny Work Programme 2019 – 2020

### Responsible officer

Tom Dodds, Statutory Scrutiny Officer  
[tom.dodds@shropshire.gov.uk](mailto:tom.dodds@shropshire.gov.uk)  
[01743 258518](tel:01743258518)

### 1.0 Summary

- 1.1 This paper presents Overview and Scrutiny's proposed work programme for the year ahead. The committees have based their programmes on topics from Shropshire Council's Strategic Action Plan. Committees will also
- scrutinise thematic priorities
  - respond to emerging issues and
  - follow up on previous work.

### 2.0 Recommendations

- 2.1 Committee members to:

- confirm the proposed work programme attached as **appendix 1**.
- suggest changes to the committee work programme and
- recommend other topics to consider

### 3.0 Background

- 3.1 Overview and Scrutiny's committees base this work programme on topics from Shropshire Council's Strategic Action Plan. They also
- scrutinise thematic priorities
  - respond to emerging issues
  - follow up on previous work
  - carry out cross-committee work through task and finish groups.

- 3.2 The current work programme is attached as **appendix 1**.

#### 4.0 Next steps

- 4.1 Overview and scrutiny updates this report on an ongoing basis and presents it to each overview and scrutiny committee. This will allow members the opportunity to contribute to its development at each committee meeting.

**List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)**

None

**Cabinet Member (Portfolio Holder)**

All

**Local Member**

All

**Appendices**

Overview and scrutiny work programme

Overview and scrutiny task and finish groups

## **Appendix 1**

### **Overview and Scrutiny work programme 2019 to 2020**

#### **Performance Management Scrutiny Committee**

| <b>Topic</b>   | <b>Intended outcomes or objectives</b>  | <b>What output is required?</b>                                     | <b>Who needs to be heard from?</b>                        | <b>Expected impact or added value</b>  | <b>Work date</b> |
|--|---|---|---|--|------------------|
| Asset management strategy                                  | <ul style="list-style-type: none"><li>To receive an update on work to produce an updated asset management strategy.</li></ul>   | Committee overview report and presentation                          | Director of Place   | Shropshire Council makes best use of its assets, in line with its corporate objectives.    | 10 July 2019     |
| Update of roadworks and street works task and finish group | <ul style="list-style-type: none"><li>To scrutinise progress against the recommendations of the roadworks and street works task and finish group</li></ul>  | committee overview report   | Highways, Transport and Environment Commissioning Manager | Greater public satisfaction with the process of carrying out roadworks and street works.   | September 2019   |
| Corporate Peer Challenge Report and Action Plan            | <ul style="list-style-type: none"><li>Identify the priorities for action emerging from the recent corporate peer challenge.</li><li>Scrutinise the council's progress in implementing the report action plan.</li></ul> | corporate peer challenge report and action plan and progress report | Chief Executive   | Shropshire Council is making good progress in implementing the peer challenge action plan. | TBA              |

## **Performance Management Scrutiny Committee**

| <b>Topic</b>   | <b>Intended outcomes or objectives</b>  | <b>What output is required?</b> | <b>Who needs to be heard from?</b> | <b>Expected impact or added value</b>  | <b>Work date</b> |
|--|---|---------------------------------|------------------------------------|--|------------------|
| Corporate<br>Peer<br>Challenge<br>Report and<br>Action Plan –<br>exception<br>report | <ul style="list-style-type: none"><li>• Scrutinise progress against the action plan.</li><li>• Identify areas for development and make recommendations for improvement.</li></ul> | action plan update report       | Chief Executive                    | Assurance that the council is making progress in developing its action plan. | TBA              |

## Communities Overview Committee

| <b>Topic</b>         | <b>Intended outcomes or objectives</b>   | <b>What output is required?</b>                                 | <b>Who needs to be heard from?</b>       | <b>Expected impact or added value</b>  | <b>Work date</b> |
|----------------------|--|---|--|--|------------------|
| Public rights of way | <ul style="list-style-type: none"> <li>Analyse the service's future maintenance obligations</li> <li>Scrutinise the service's proposals for future income generation.</li> </ul> | <p>presentation to committee</p> <p>Great Outdoors Strategy</p> | <p>Shropshire Great Outdoors team</p>    | Service is adequately supported so that it is effective in maintaining public rights of way.   | 16 Sep 2019      |
| Empty Homes          | <ul style="list-style-type: none"> <li>Further scrutinise work to minimise the number of empty homes in Shropshire.</li> </ul>   | Presentation and overview report                                | Portfolio Holder for regulatory services | Provide assurance that the council minimises the number of empty homes in Shropshire, and mitigates the impact of any homes that remain empty. | 16 Sep 2019      |
| Community Transport  | <ul style="list-style-type: none"> <li>To receive the final report of the community transport task and finish group</li> </ul>   | Report  | Group chair                              | Community transport is well-funded, and meets the needs of people in Shropshire.   | 16 Sep 2019      |

## Communities Overview Committee

| Topic                        | Intended outcomes or objectives  | What output is required?     | Who needs to be heard from? | Expected impact or added value  | Work date   |
|------------------------------|--|------------------------------|-----------------------------|---|-------------|
| Food poverty                 | <ul style="list-style-type: none"> <li>• To receive a briefing on the nature of food poverty in Shropshire.</li> <li>• To understand the dimensions of food poverty, including the cost of food and access to fresh food.</li> <li>• To scrutinise how the council works with its partners to tackle food poverty.</li> </ul>  | Committee overview report    | Director of Place           | Shropshire Council is better placed to work with partners to tackle food poverty. | 25 Nov 2019 |
| Homepoint                    |  | overview report presentation | Director, Adult Services    |   | 25 Nov 2019 |
| Engaging Diverse Communities | <ul style="list-style-type: none"> <li>• To research and evaluate different models of engaging communities</li> <li>• To seek feedback from communities, Voluntary Community and Social Enterprises and Town and Parish Councils on their views of effective engagement that reaches all areas of communities</li> <li>• To identify where Shropshire Council reaches into households e.g. Council Tax emails or paper bills, and what opportunities exist to share</li> </ul> |                              | Director of Place           |   | 25 Nov 2019 |

## Communities Overview Committee

| Topic | Intended outcomes or objectives   | What output is required? | Who needs to be heard from? | Expected impact or added value | Work date |
|-------|---|--------------------------|-----------------------------|--------------------------------|-----------|
|       | <p>messages or signpost to messages</p> <ul style="list-style-type: none"><li>• To learn from other similar councils and from neighbouring councils in Wales about their approaches to engaging communities and their learning</li><li>• To identify a preferred model for Shropshire Council</li><li>• To recommend a framework for engaging communities based on evidence of what works and is best for Shropshire.</li></ul> |                          |                             |                                |           |

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Future topics for consideration:

- Rural strategy

## Health and Social Care Scrutiny Committee

| <b>Topic</b>                               | <b>Intended outcomes or objectives</b>  | <b>What output is required?</b>                                   | <b>Who needs to be heard from?</b>      | <b>Expected impact or added value</b>                     | <b>Work date</b>  |
|--|---|---|---|---|---|
| Review of 111 commissioning                | <ul style="list-style-type: none"> <li>• Scrutinise progress in delivering the new arrangements for 111 services in Shropshire.</li> <li>• Understand how cross-border arrangements are working.</li> </ul>                 | <p>committee overview report</p> <p>presentation to committee</p> | Shropshire Clinical Commissioning Group | Provide assurance that new arrangements are working well. | September 2019  |
| Delivering Public Health Outcomes          | <ul style="list-style-type: none"> <li>• To understand how the Public Health outcomes are being delivered</li> </ul>  | <p>committee overview report</p> <p>presentation to committee</p> | Director of Public Health               |   | September 2019  |
| Better Care and Improved Better Care funds | <ul style="list-style-type: none"> <li>• Consider the Improved Better Care Fund and its implications for Shropshire people.</li> <li>• Understand the outcomes of the fund and whether these have been achieved.</li> </ul> | <p>committee overview report</p> <p>presentation to committee</p> | Director, Adult Services                | Ensure good outcomes of the funds.                        | POSTPONED until ongoing funding situation is confirmed. |
| Mental Health                              | Understand the level of funding and the services that are commissioned in Shropshire and for Shropshire people, and the plans for the future.   |   |   |   |   |

## Health and Social Care Scrutiny Committee

| Topic  | Intended outcomes or objectives  | What output is required? | Who needs to be heard from? | Expected impact or added value | Work date     |
|--|--|--------------------------|-----------------------------|--------------------------------|---------------|
| Keeping Adults Safe in Shropshire Board Report | To receive the report and identify any topics for further consideration.<br>To meet jointly with People Overview |                          |                             |                                | November 2020 |

### Potential future topics

- ASC Market Stewardship – Residential, Nursing and EMI
- Homelessness
- Community Catalysts including TRIBE – Micro commissioning
- Recommissioning of Equipment Services – involvement in the developing contract following commissioning
- Shropshire's STP

### Joint HOSC topics

- Be 4 U (CAMHS) - Strategic Leadership
- Future Fit monitoring progress and impact
- Midwife Led Unit Review – including on the ground delivery in communities
- Cardiology
- Boarding at SaTH
- STP – scope, delivery plans and what will be transformed - have a specific single topic meeting on Care Closer to Home with STP leadership group – real planning (what will be different in the future)
- Update on Future Community Learning Disabilities Health Facilities
- Chronic Pain Services – Areas of frailty in the system – Chronic Pain Services, Primary Care Provision
- CCG Merger

## People Overview Committee

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| <b>Topic</b>        | <b>Intended outcomes or objectives</b>  | <b>What output is required?</b> | <b>Who needs to be heard from?</b>  | <b>Expected impact or added value</b>  | <b>Work date</b> |
|---------------------|---|---------------------------------|---|--|------------------|
| Exploitation        | <ul style="list-style-type: none"> <li>Understand the nature of exploitation and its prevalence in Shrewsbury.</li> <li>Understand how the police and local authority work together to tackle child criminal exploitation.</li> </ul> | overview report presentation    | Director, Adult Services<br>Director, Adult Services<br>Chair of Safeguarding Partnership | Children and vulnerable adults are protected from criminal exploitation.       | TBA              |
| Children's scrutiny | <ul style="list-style-type: none"> <li>For members of Severndale Children's Council to ask questions of scrutiny members</li> </ul>   | Presentation                    | Director of Children's Services<br>Portfolio Holder, Children and Young People            | Severndale Children's Council understand Shropshire Council governance better. | 9 Oct 2019       |

## People Overview Committee

| <b>Topic</b>                               | <b>Intended outcomes or objectives</b>  | <b>What output is required?</b>    | <b>Who needs to be heard from?</b> | <b>Expected impact or added value</b>   | <b>Work date</b> |
|--|---|------------------------------------|------------------------------------|---|------------------|
| Children's services performance dashboard  | <ul style="list-style-type: none"> <li>• Scrutinise safeguarding and early help performance.</li> <li>• Identify any specific patterns or changes that need to be looked at in detail.</li> </ul> | overview report presentation       | Director, Children's Services      | Ensure that Shropshire Council is targeting support where needed to improve safeguarding. | 9 Oct 2019       |
| Residential care for looked after children | <ul style="list-style-type: none"> <li>• To receive a verbal update on the local authority's development of its residential care for its looked after children.</li> </ul>                        | overview report presentation       | Fostering and adoption manager     |   | 9 Oct 2019       |
| SEND inspection preparation                | <ul style="list-style-type: none"> <li>• Scrutinise preparations for future inspection of services for SEND children.</li> </ul>  | Background report and presentation | Director, Children's Services      | Ensure that the council has made good preparations for any future service inspection.     | 20 Nov 2019      |

Future topics for consideration include:

- Drug and alcohol services for young people: To scrutinise the provision of drug and alcohol support services for young people.
- Short breaks for respite care
- Post-16 transport assistance

## Place Overview Committee

| <b>Topic</b>  | <b>Intended outcomes or objectives</b>   | <b>What output is required?</b> | <b>Who needs to be heard from?</b>                        | <b>Expected impact or added value</b>  | <b>Work date</b> |
|---|--|---------------------------------|---|--|------------------|
| Local Plan  | <ul style="list-style-type: none"> <li>Consider how the committee may scrutinise the draft Local Plan</li> </ul>   | Verbal discussion               | Planning Policy and Strategy Manager                      | The committee considers the Local Plan in a way that adds value to its production.                           | 5 Sep 2019       |
| Highways winter service plan  | <ul style="list-style-type: none"> <li>Understand the lesson learned from the previous winter maintenance plan.</li> <li>Scrutinise planning for the winter period 2019-2020.</li> </ul>               | overview report presentation    | Highways, Transport and Environment Commissioning Manager | Contribute to development of a winter service plan that ensure safe highways and protects vulnerable people. | 5 Sep 2019       |
| Signs, banners, A boards and street furniture task and finish group | <ul style="list-style-type: none"> <li>Agree terms of reference for a signs, banners and A boards task and finish group.</li> <li>Scrutinise current policy with regard to pavement permits</li> </ul> | overview report presentation    | Highways, Transport and Environment Commissioning Manager | Ensure vibrant high streets and town centres that meet the needs of people in Shropshire.                    | 5 Sep 2019       |
| Pavement Permit Charges   | <ul style="list-style-type: none"> <li>Scrutinise proposals to revise charges for pavement permits</li> </ul>  | Overview report                 | Trading Standards and Licensing Operations Manager        | Charges strike a fair balance between the interests of businesses, the council and Shropshire people.        | 5 Sep 2019       |

## Place Overview Committee

|  |  |                              |   |   |                |
|--|--|------------------------------|---|---|----------------|
| WSP and Kier annual reports                        | <ul style="list-style-type: none"> <li>Scrutinise performance of our highways delivery partnerships</li> </ul>   | Annual report                | Highways, Transport and Environment Commissioning Manager |   | 7 Nov 2019     |
| Marches Local Enterprise Partnership Annual Report | <ul style="list-style-type: none"> <li>To discuss and agree on topics within the annual that the committee may wish to scrutinise in greater detail.</li> </ul>            | Overview report              | Head of Economic Growth                                   |   | 7 Nov 2019     |
| North West Relief Road                             | <ul style="list-style-type: none"> <li>Scrutinise the full business case for the proposed relief road</li> </ul>   | Overview report              | Highways, Transport and Environment Commissioning Manager | Shropshire Council's full business case for the relief road is fit for purpose.   | 2020, date TBC |
| Local Transport Plan                               | <ul style="list-style-type: none"> <li>Consider the development of the new Local Transport Plan and how it relates to the delivery of the council's priorities.</li> </ul> | overview report presentation | Head of Commissioning                                     | <p>Contribute to development of Local Transport Plan.</p> <p>Provide assurance that the plan contributes to housing and economic growth plans</p> | TBC            |

## **Place Overview Committee**

Topics for consideration include:

- Rural exception site grants
- Local housing company
- Communicating Highways works and repairs

## Appendix 2

### Current and proposed task and finish groups

| Title   | Objectives  | Next reporting                            |
|---|---|---|
| Financial Strategy and Innovation and Income Generation | <ul style="list-style-type: none"> <li>• To understand the process and activity stages for developing the Financial Strategy 2018/19 to 2022/23 and how these translate into the Council's annual budgets</li> <li>• To consider and scrutinise the proposals and emerging plans for the whole Financial Strategy and 2019/20 budget, including how they align to the four pillars. This will be through their development and their implementation, in particular for innovation and raising income.</li> <li>• To consider the alignment of the Financial Strategy and the new Corporate Plan being developed autumn 2018.</li> <li>• To consider the recommendations and areas for action identified in the Corporate Peer Challenge report relating to the Financial Strategy, and how they are being addressed.</li> <li>• To consider the direct and indirect impacts, including risks, of 2019/20 Budget proposals on current services and customers.</li> <li>• To complete specific pieces of work to identify and work up alternatives to emerging plans, including the feasibility of any alternative proposals</li> <li>• Make evidence based recommendations in relation to plans and approaches for innovation and income generation, and alternative proposals for future budget setting.</li> </ul> | Performance Management Scrutiny Committee |

| <b>Title</b>                 | <b>Objectives</b>   | <b>Next reporting</b>                         |
|------------------------------|---|---|
| Road casualty reduction      | <ul style="list-style-type: none"> <li>• Understand the nature of all road traffic collisions in Shropshire</li> <li>• Understand the impact of road traffic collisions</li> <li>• Understand feelings of safety when walking and cycling</li> <li>• Scrutinise how West Mercia Police and Shropshire Council work together to reduce road traffic collisions</li> <li>• Scrutinise different ways to reduce road traffic collisions, including</li> </ul>  | Place Overview Committee TBA                  |
| Community Transport          | <ul style="list-style-type: none"> <li>• To understand how community transport operates in Shropshire, and the demand for community transport services.</li> <li>• Identify how the community transport groups, the council, and other partners can work together to provide community transport to people in Shropshire who do not have access to public or private transport.</li> </ul>  | Communities Overview Committee September 2019 |
| Engaging Diverse Communities | <ul style="list-style-type: none"> <li>• To review and propose the scope of Place Plans including their geography and subject areas</li> <li>• To propose options to ensure Place Plans are developed from the bottom-up</li> <li>• To understand how rural enterprise features in our procurement / commissioning processes.</li> <li>• To proposed opportunities to engage with Strategic Levels within the Council and partners in Place Planning</li> <li>• To engage with Town and Parish Councils on options to reset their relationship with Shropshire Council</li> <li>• To identify appropriate and effective mechanisms to communicate with and engage with diverse communities that can be used to inform co-design and collaboration on a range of matters</li> <li>• Make evidence based recommendations</li> </ul> | Communities Overview Committee TBA            |

| <b>Title</b>                                  | <b>Objectives</b>   | <b>Next reporting</b>                         |
|---|---|---|
| Brexit  | <ul style="list-style-type: none"> <li>• To consider the information brought together to develop a view for Shropshire of the possible implications of Brexit for the Shropshire economy and the achievement of the Economic Growth Strategy.</li> <li>• To identify, with the relevant officers, the key evidence and related requirements of what Shropshire would require from a future UK funding approach.</li> <li>• To make evidence based recommendations to Cabinet.</li> </ul>  | Performance Management Scrutiny Committee TBA |
| Section 106 and Community Infrastructure Levy | <ul style="list-style-type: none"> <li>• To understand how Shropshire Council currently uses Section 106, CIL and NHB and the impact that this has had</li> <li>• To understand how Section 106, CIL and NHB could be used in Shropshire to enable or encourage projects or initiatives for economic growth and prosperity</li> <li>• To learn from other places how they have used Section 106, CIL and NHB to enable or encourage projects or initiatives for economic growth and prosperity</li> <li>• To make evidence based recommendations on how Section 106, CIL and NHB could be used in Shropshire to enable or encourage projects or initiatives for economic growth and prosperity</li> </ul> | Performance Management Scrutiny TBA           |
| Climate Change                                | <ul style="list-style-type: none"> <li>• To review Shropshire Council's existing work to reduce its CO<sup>2</sup>e output.</li> <li>• To scrutinise existing council policy and practice and recommend policy changes that would support further carbon reduction.</li> <li>• To identify and evaluate opportunities to reduce spending and generate income by adopting low-carbon technology and practices.</li> </ul>  | Place Overview Committee January 2020         |

| <b>Title</b>                   | <b>Objectives</b>   | <b>Next reporting</b>                                       |
|--------------------------------|---|---|
| Youth work                     | <ul style="list-style-type: none"> <li>• To understand different models of providing Youth Services in a place like Shropshire.</li> <li>• To review information and evidence of need and demand for youth work in Shropshire.</li> <li>• To engage with Town and Parish Councils and explore their thoughts on their role in youth work.</li> <li>• To identify opportunities to lever in additional resources to deliver youth work</li> <li>• To identify how the impact of youth work should be measured and reported</li> <li>• To make evidence based recommendations on the options for youth work in Shropshire.</li> </ul> | Communities Overview Committee September 2019               |
| Dog fouling and dangerous dogs | <ul style="list-style-type: none"> <li>• To scrutinise how the local authority tackles           <ul style="list-style-type: none"> <li>◦ dog fouling</li> <li>◦ dog attacks</li> <li>◦ stray dogs</li> </ul> </li> <li>• licenced dog breeding</li> </ul>  | <p>Performance Management Scrutiny Committee</p> <p>TBC</p> |