



AYLESBURY VALE DISTRICT COUNCIL

Democratic Services

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4 October 2018

CABINET

A meeting of the **Cabinet** will be held at **6.30 pm** on **Tuesday 16 October 2018** in **The Olympic Room - Aylesbury Vale District Council**, when your attendance is requested.

NOTE: There will be an informal session starting at 6.15 pm to give Members the opportunity to comment on issues on the Agenda. The press and public may attend as observers.

Membership: Councillors: A Macpherson (Leader), S Bowles (Deputy Leader), P Irwin, H Mordue, C Paternoster, Sir Beville Stanier Bt, P Strachan, J Ward and M Winn.

Contact Officer for meeting arrangements: Bill Ashton; bashton@aylesburyvaledc.gov.uk;

AGENDA

1. APOLOGIES

2. MINUTES (Pages 3 - 8)

To approve as a correct record the Minutes of the meeting held on 12 September, 2018, copy attached as an appendix.

3. DECLARATIONS OF INTEREST

Members to declare any interests.

4. NEW HOMES BONUS REPORT (Pages 9 - 20) Councillor Mordue Cabinet Member for Finance and Resources

To consider the attached report.

Contact Officer: Jan Roffe (01296) 585186

5. EMPTY HOMES POLICY (Pages 21 - 38) Councillor Winn Cabinet Member for Communities

To consider the attached report.

Contact Officer: Neil Green (01296) 585160

6. CONCESSIONARY TRANSPORT REVIEW (Pages 39 - 52)
Councillor Winn
Cabinet Member for Communities

To consider the attached report.

Contact Officer: Elaine Hassall (01296) 585364

7. CAR PARKING STRATEGY (Pages 53 - 124)
Councillor Mrs Ward
Cabinet Member for Civic Amenities

To consider the attached report.

Contact Officer: Teresa Lane (01296) 585006

8. TO REVISE THE CHILTERNs CREMATORIUM JOINT COMMITTEE CONSTITUTION
(Pages 125 - 138)

Councillor Mrs Ward
Cabinet Member for Civic Amenities

To consider the attached report.

Contact Officer: Ifty Ali, iali@aylesburyvaledc.gov.uk

9. CONSULTATION ON CLOSURE OF HOUSEHOLD RECYCLING CENTRES
(Pages 139 - 142)
Councillor Sir Beville Stanier
Cabinet Member for Waste and Licensing

To consider the attached report.

Contact Officer: Rebecca Newbutt (01296) 585329

CABINET

12 SEPTEMBER 2018

PRESENT: Councillors S Bowles (Deputy Leader)(in the Chair), P Irwin, C Paternoster, Sir Beville Stanier Bt, P Strachan, J Ward and M Winn

IN ATTENDANCE: Councillors C Adams and C Branston.

APOLOGIES: Councillors A Macpherson and H Mordue.

1. MINUTES

RESOLVED –

That the minutes of the meeting held on 10 July, 2018, be approved as a correct record.

2. ANTI SOCIAL BEHAVIOUR POLICY

Cabinet received a report that had been considered by the Environment and Living Scrutiny Committee on 24 July, 2018, regarding the Council's Anti Social Behaviour (ASB) policy.

ASB covered a wide range of terms which was generally accepted as conduct that caused, or was likely to cause, harassment, alarm or distress to any person. AVDC was a statutory member of the Aylesbury Vale Community Safety Partnership which involved working with the police and other agencies to reduce disorder and crime within Aylesbury Vale. AVDC also had a responsibility to tackle environmental ASB, which included noise nuisance, graffiti, litter and abandoned cars. In addition to an overview of ASB, Members heard details of national cases which highlighted failures of Local Authorities and the police in responding to individuals that were targets of ASB.

The new policy was looking to introduce a clearer process for staff and residents to follow when dealing with cases of ASB:

Hate crime (racial/homophobic/disablist incident) or suspected domestic violence – Report the incident to Thames Valley Police on 101 or 999 in an emergency.

Excessive, persistent noise or public health issues (includes noise, artificial light, odour, smoke & animals) – Full instructions on this website:
<https://www.aylesburyvaledc.gov.uk/section/nuisance>

The Policy contained contact details of social housing organisations so that landlords could be contacted by residents if their tenants were a cause of ASB.

Abandoned cars – There was an online form that needed to be filled out by the person reporting. The form, along with guidance and further information, was available at this website: <https://www.aylesburyvaledc.gov.uk/abandoned-vehicles>

Graffiti – AVDC could only remove graffiti that was on AVDC land; if it was on private property then AVDC would make the owner aware and request its removal. Reporting graffiti could be done online:
https://eforms.aylesburyvaledc.gov.uk/ShowForm.asp?fm_fid=34

Report a concern about the safety of a child – Contact Social Services on 01296 383999 or out of hours the Social Services Care Line on 0800 137915.

Report a concern about the safety of a vulnerable adult – Contact Adult Social Care Services on 0800 137915. Domestic Violence – This included threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are, or have been, intimate partners or family members, regardless of gender or sexuality. Help and advice for various forms of domestic violence, including telephone contact details, could be found on AVDC’s website: <https://www.aylesburyvaledc.gov.uk/domestic-violence>.

Members of the Community Safety Partnership had been consulted on the draft policy and had agreed the terms included. As mentioned previously the updated policy had also been considered by the Environment and Living Scrutiny Committee on 24 July. The Committee had recommended a few minor changes which had been incorporated into Cabinet report. The changes suggested had been to ensure that it was clear that ASB was subjective and could mean different things to different people and impact people in different ways. Practitioners would determine an appropriate response to the incident. This change had been highlighted on page 4 of the policy.

RESOLVED –

That the Anti Social Behaviour Policy be approved and adopted.

3. LOCAL ENTERPRISE PARTNERSHIPS (LEP) REVIEW

The government publication [Strengthened Local Partnerships](#) had been published on 24 July 2018 and set out a range of leadership, governance, accountability and geography reforms for Local Enterprise Partnerships (LEPs). The review asked LEP chairs and other local stakeholders to come forward with considered proposals by the end of September 2018 on geographies which best reflected real functional economic areas, removed overlaps and, where appropriate, proposed wider changes such as mergers.

Aylesbury Vale fell within both the South East Midlands LEP (SEMLEP) and Bucks Thames Valley LEP (BTVLEP). As such, Cabinet received a report, that would also be considered by the Economy and Business Development Scrutiny Committee on 11 September, 2018, to allow Members to consider the possible options regarding future geography of the LEP arrangements in relation to the overlapping situation that currently existed for AVDC.

The Chairman of the Scrutiny Committee, attended the Cabinet meeting and elaborated upon that Committee’s deliberations. The Committee had recognised the value of the work that had been carried out by both LEPs and the positive relationship the Council had with them. Members had appreciated that an overlap created a lack of accountability and that being a member of one LEP would resolve this. It had been felt that a balance needed to be struck between being part of an LEP that was large enough to be relevant and exert influence, yet not too large for AVDC to lose local influence and identity. The Committee could not support a “super LEP”.

Members were reminded that LEPs had been set up as locally-derived business-led partnerships between the private and public sector to drive forward economic growth across the country. Announced in 2010 and established in 2011 by the Department for Business, Innovation and Skills, LEPs had replaced the former Regional Development Agencies as part of Government’s ambition to shift power away from Central Government. There were now 38 LEPs in existence (following the merger in 2017 of Northamptonshire LEP with South East Midlands LEP)

LEPs were responsible for around £12bn of public funding up to 2021 and were the mechanism for channelling the Local Growth Fund to localities delivering their

investment priorities. One of the great strengths of LEPs was their ability to bring together business and civic leaders across local administrative boundaries and provide strategic direction for a functional economic area.

The Government's review was looking to ensure that LEPs were securely placed to develop the Local Industrial Strategies and to boost their performance, increase their diversity and ensure they were operating in an open and transparent way. Amongst the various commitments was a call to LEP Chairs and other stakeholders across England to come forward with considered proposals by the end of September 2018:

- on revised geographies which best reflected "real" functional economic areas.
- on the most appropriate geographical levels to maximise the efficiency and effectiveness of decision-making and delivery going forward.
- to remove overlaps and where appropriate, proposing wider changes such as mergers.

Attached as Appendix 1 to the Cabinet report was a copy of the review and the further detailed guidance issued in August 2018 about the process for implementing the review.

Overlapping geographies had emerged when LEPs had been first formed on a voluntary basis and there were currently 33 local authorities in more than one LEP area. Aylesbury Vale was one such authority; being a member of both SEMLEP and BTVLEP.

AVDC had been one of the founding members of SEMLEP in March 2011. It covered a geography that represented a functional economic area for this part of England and as a natural evolution and extension of a designated growth area: Milton Keynes South Midlands (MKSM) set up in 2003. After the first wave of LEPs had been approved, there had been certain parts of the country that had not been represented/covered by an LEP, including the "white space" of southern Buckinghamshire.

The BTVLEP had been the last LEP to be established at the end of 2012. Aylesbury Vale had been asked by Central Government to volunteer to be a member of the BTVLEP, as the wider Thames Valley LEP did not want to cover the southern Buckinghamshire area. This overlapping situation had therefore been created from a Government initiated proposal to ensure that there was no "white space" and that the rest of Bucks could be covered by an LEP that was viable at that time. The only way this could be achieved was for Aylesbury Vale to also be a part of BTVLEP.

AVDC had agreed to be in this overlapping arrangement on the basis that a memorandum of understanding was in place between all of the parties to set out how the LEPs would operate and to protect the interests of Aylesbury Vale in this overlapping arrangement. A copy of the MoU was included with the Cabinet report.

Government now considered that retaining overlaps diluted accountability and responsibility for setting strategies for places and allocating funding. It was therefore seeking transparent and consistent arrangements to ensure that all businesses and communities were represented by one Local Enterprise Partnership and were able to see a single vision and a compelling plan for their area. This would ensure that each LEP was in the best position to identify and align local interventions that maximised their economic impact and to meet the Government's increased ambition for the activity and responsibility of the LEPs, which could include the allocation of money from the UK Shared Prosperity Fund (post-Brexit pot comprising of previous EU structural funds).

A simple unwinding of the 2011/12 arrangement would place the AVDC singly in SEMLEP according to objective economic geography criteria.

The report detailed that there were therefore a number of possible arrangements for Aylesbury and for future LEP arrangements. These included:-

- Just be a member of BTVLEP.
- Just be a member of SEMLEP.
- Merger of BTVLEP and SEMLEP.
- Merger of BTVLEP and Oxfordshire Local Enterprise Partnership (OXLEP).
- Creation of a “Super LEP” – a merger of BTVLEP, SEMLEP and OXLEP.

Section 4 of the Cabinet report, as well as Appendix 2 and the other appendices, set out the broad pros and cons to each of the above 5 options, as well as detailed information on the geographic, economic (including population and housing growth, house prices) and other factors (e.g. Cambridge – Milton Keynes – Oxford corridor, impacting on Buckinghamshire. Members considered this information during their discussions, which helped to inform them on a view(s) to present to Government on the preferred option for the Aylesbury Vale area, as well as the views expressed by the Scrutiny Committee.

RESOLVED –

- (1) That the Scrutiny Committee be thanked for their consideration of, and comment on, the LEP Review.
- (2) That officers be authorised to respond to the Government’s consultation on behalf of AVDC that the preferred option for this Council with regards to future LEP arrangements would be for AVDC to remain a member of SEMLEP and to relinquish its membership of BTVLEP.

4. OUR VALE FUNDING

The ‘Our Vale’ crowdfunding platform had been launched by AVDC in July 2018 to enable project creators to fundraise for funds of a capital expense nature. It was hosted by Spacehive who provided a single portal where people with project ideas could build support from their community, ensure their plans were viable, pitch for funding from residents and partners at the same time, and share the impact created.

The proposed AVDC fund would be the first local fund for Our Vale, complemented by a number of national funding pots available for projects within Aylesbury Vale. Relying on national funding pots alone, with no local fund, would likely result in a 52% project success rate whereas with a local fund in place, that success rate could rise to 80%.

The Cabinet report proposed that a one-off amount of £50,000 of New Homes Bonus funding be ring-fenced for ‘Our Vale’ to enable, encourage and support community fulfilment projects, subject to bids meeting the criteria detailed in Appendix 1. Prospective project creators could view each funding source’s criteria to assess their eligibility for funding specific to their project prior to application.

The creation of this fund would open up another mechanism through which the local community could gain, and benefit from, NHB funding. The money would act as leverage to attract funding from other sources as well as enable projects to be delivered and owned by the community where the Council did not have the capacity to do so. It was being proposed that project creators would be able to apply for up to 50% of their project total, up to a maximum of £5,000. The funding would not be drawn down unless the project achieved its target fundraising amount.

The Cabinet report had detailed information on how 'Our Vale' worked, as well as information on the benefits to the local community and the governance arrangements. The fund would only support projects where there was a demonstrable need for significant capital investment to help with the provision of amenities that had tangible benefits for the community. This was in accordance with Spacehive's own project criteria and would be clearly displayed on the Our Vale platform prior to application. Spacehive would assess each project's eligibility for funding and inform the Assistant Director for Communities for funding approval when eligible projects had met the required criteria.

RESOLVED –

- (1) That the one-off ring-fencing of £50,000 of New Homes Bonus monies for the Our Vale crowding platform be agreed, as detailed in the Cabinet report.
- (2) That the Assistant Director for Community Fulfilment be authorised, after consultation with the Cabinet Members for Civic Amenities and Finance and Resources, to administer fund distribution in line with the eligibility criteria set out in the Cabinet report.

5. STREET AND HORTICULTURAL CONTRACT

Work had commenced in January 2018 to determine how the existing street cleansing and horticultural contract and services could be delivered when the current contract expired in January 2020.

Cabinet received a report and background information, as well as the appendices in the confidential part of the agenda, that had been considered by the Environment and Living Scrutiny Committee on 24 July, 2018, following the recent appraisal process for future service delivery.

The outcome of a Member/Officer workshop in February 2018 had indicated a preference for either an in-house delivery of the service or a re-procurement OJEU compliant tender process when the current contract expired. The workshop considered the following options:

- a) Street and Horticultural Services (as is) either in-house or full procurement process of joint services
- b) Waste, Street and Horticultural Services either in-house service or full procurement of joint services
- c) Waste and Street Services either in-house service or full procurement process. Horticultural Services would be delivered separately, either in-house or contracted

Consideration had also been given as to whether to include wider waste services in a procurement exercise. However this had been discounted for numerous reasons which included the aspiration to build on the commercial and transformational successes of the Waste and Recycling Service.

A market survey had been carried out by the Association for Public Service Excellence (APSE) to investigate what other Local Authorities did for their street and horticultural services. The survey found that of the Authorities that responded:-

- 88% delivered street cleansing in-house.
- 73% delivered parks and horticulture services in-house.

- 63% jointly managed and delivered both street cleansing and horticulture services.

The Waste Transformation Board had considered the options in May 2018 against various criteria which included: Agility, Capacity, Control, Cost, External Income Generation, Human Resource Resilience, Innovation and Value for Money. The Board had felt that having control and flexibility of the service was a high priority and would allow for adaptation to changing circumstances. Members would also have the ability to determine how the services were discharged.

The Board had also felt that in terms of resources, AVDC were already delivering a successful in-house waste collection service which meant the Council had internal knowledge and expertise in direct service provision. This included the depot, workshops, fleet management, software systems, and health and safety. The Cabinet report contained two high scoring options for the service delivery (Option 1.A and Option 3) with their risks outlined. Both options offered similar annual savings to the Council. Detailed information on the options and tendering process was included in the confidential part of the agenda. Members referred to this information in general terms during their discussions and deliberations.

Members were informed that if there was a final unitary decision for Buckinghamshire, there was the option for the current contract to be extended for up to two years until January 2022. Although this was subject to the contractor's agreement the extension, it would mitigate the risk of non-service delivery during the transition period to a unitary authority.

The Environment and Living Scrutiny Committee had considered the appraisal process and information on 24 July, 2018. Members had appreciated the importance of the Street and Horticultural contract and noted the significance it had as a customer-facing service. The Committee had been supportive of Delivery Option 1.A.

RESOLVED –

- (1) That the Scrutiny Committee be thanked for its consideration and feedback on the Street Cleansing and Horticultural Services contract.
- (2) That full Council be recommended to approve Delivery Option 1.A as the preferred option. f
- (3) That, subject to recommendation (2) being approved by full Council, it be noted that a funding proposal relating to the approved option would be developed and then reported to Cabinet and Council as part of the Capital Programme Update 2019/20 to 2022/23.

Cabinet
16 October 2018

NEW HOMES BONUS GRANT FUNDING APPLICATIONS

Councillor Mordue

Cabinet Member for Finance and Resources

1 Purpose

- 1.1 To make decisions on the allocation of New Homes Bonus (NHB) grant funding for parish and town council projects, based on the recommendations of the Informal NHB Grants Panel.

2 Recommendation

- | |
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| 2.1 That the recommendations of the Informal NHB Grants Panel be approved, as set out in the schedule attached at Appendix A. |
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3 Background

- 3.1 The Informal NHB Grants Panel met on Wednesday 12 September 2018 to consider applications for funding from parish and town councils under the NHB grant funding scheme. The Panel consisted of the Chairman of the Panel, Councillor Peter Strachan, Councillors Steven Lambert and Derek Town and parish council representatives John Gilbey and Nick Hierons (nominated by the Aylesbury Vale Association of Local Councils - AVALC). The Senior Communities Officer and Grants Officer were also in attendance. Apologies were received from Cllr Howard Mordue, the Cabinet Member responsible.
- 3.2 The New Homes Bonus (NHB) is a national initiative whereby funding from the national revenue grant for local authorities has been top sliced and allocated to local councils in proportion to the number of new homes in their area. For every new home built and occupied in Aylesbury Vale, and for every long-term unoccupied property that is brought back into use, the Government gives the council a NHB grant each year for six years.
- 3.3 In December 2012 the council agreed to allocate a share of the NHB to parish and town councils, to help alleviate the impacts of housing growth on local communities. 20% of the Government allocation has been set aside for the funding scheme, which equates to £936,000 being available in 2018/19.
- 3.4 An underspend of £1,185,893 was carried over from project grant funding and micro grant funding awarded in 2017/18. An allocation of £80,000 for the current year's NHB micro grant scheme was also deducted from the budget leaving a total of **£2,045,679** available to allocate in this round. An explanation of the figures can be found at Appendix B.
- 3.5 In January 2013 Cabinet agreed the structure of an Informal Panel, to consider applications from parish and town councils and make recommendations to Cabinet on the allocation of the NHB funding. This Panel subsequently met to agree the detailed criteria and process for the grant scheme, based on the decisions of Cabinet.
- 3.6 The key criteria are:
 - a. Applications should include a business case which as a minimum should demonstrate:

- the impact of growth on their area, applications needn't necessarily be from the area directly taking growth in recognition of the fact that those most affected by growth are not always within the area taking that growth
- the need or community desire for the investment proposed
- firm costings together with a funding and delivery plan

b. Awards can be for up to 100% of the scheme cost and can support both capital and revenue projects (with a life of less than 6 years).

3.7 Prospective applicants were required to submit a preliminary 'Expression of Interest' (EOI) form to identify whether projects met the criteria, to discuss other possible funding sources (including Section 106), and avoid abortive work for potential applicants. The deadline for applications was Friday 27 July 2018.

4. Applications for funding

4.1 In total 13 EOI's or enquires were received and 12 parish and town councils subsequently submitted applications for consideration by the Panel with total project costs of £6,428,084 and requests for grant funding totalling £2,485,675.

4.2 The Panel had agreed to consider three revised applications from Aston Clinton, Wing and Haddenham Parish Councils. The previous grant awards had been ring fenced pending the revised applications.

4.3 In considering the applications the Panel recommended grant funding totalling £2,045,009. The total budget available was £2,045,679. If Cabinet agrees the recommendations there would be £607 remaining to be carried over into any future round.

5. Next steps

5.1 Once the level of funding is agreed, funding agreements with successful applicants will be finalised, which will include timescales for the delivery of the project, to be monitored by the grants officer, and against which phased grant payments may be made. Appropriate recognition of the support provided by the NHB funding scheme will also be sought through media publicity and appropriate signage.

5.2 No assurances about future NHB project grant funding can be made until the unitary decision has been taken and we are therefore not inviting any further project grant applications for the foreseeable future.

5.3. NHB micro grant applications will continue to be assessed on a monthly basis as long as there are funds remaining from the £80,000 budget allocation.

6. Options considered and reasons for the recommendation

6.1 The options considered by the Panel for each application were whether to fund, the level of funding and whether any conditions should be attached to the funding, (above those included in the standard funding agreement: that Planning permission has been granted, that a plaque or equivalent

acknowledgment of AVDC's New Homes Bonus is displayed at an appropriate location, that there is recognition of New Homes Bonus support in all publicity and that funding will be released upon the production of invoices for work completed).

- 6.2 The level of funding recommended and the reasons for the panel's recommendations are outlined at Appendix A.

7. Resource implications

- 7.1 All funding for parish and town councils under the NHB grant funding scheme will be drawn from the 20% of the Government allocation set aside and ring fenced for the scheme in 2018/19.

- 7.2 If the panel recommendations are approved a total of £2,045,009 will be committed representing 99.96% of the budget available. The underspend of £670 would be carried forward and made available to support future applications in the event of another round, or allocated to the NHB micro grant fund.

8. Response to Key Aims and Objectives

- 8.1 The allocation of New Homes Bonus funding to parish and town councils helps support the council's corporate plan priorities of protecting and improving the living experience in the Vale and improving our interaction with parish councils.

Contact Officer
Background Documents

Jan Roffe, 01296 585186
Previous Cabinet and Council reports relating to the New Homes Bonus.
Notes of the Informal Panel meeting

New Homes Bonus grant panel's funding recommendations 2018/19					
BUDGET ALLOCATION 2018/19					
Budget available 2017/18	£2,045,679				
Town/Parish Council applying	Project Title	Total project cost	Grant requested	Grant Panel's funding recommendation	Reasons for recommendation
Halton Parish Council Page 12	New roof - Village Hall	£27,000.00	£27,000.00	£27,000.00	The Panel agreed to the request for funds for the replacement of the very fragile roof on this historic building. There has been considerable growth in Weston Turville and Wendover, both immediately adjacent, and Halton is expected to accommodate up to 1,000 new homes when land is released for the redevelopment of RAF Halton in 2022. Panel members agreed that funding the project would also demonstrate the council's interest in and support for Halton Village in light of this impending closure.
Padbury Parish Council	Extension to and refurbishment of Village Hall cloakroom facilities	£54,724.00	£44,864.00	£44,864.00	The Panel unanimously supported this application to upgrade the existing unisex disabled cloakroom facilities, which currently double as the only ladies toilet and baby changing room. Outline planning has already been approved for 45 new homes in Padbury, increasing the population by 10% and there are very large housing developments in neighbouring Winslow, Steeple Claydon and Buckingham.

Town/Parish Council applying	Project Title	Total project cost	Grant requested	Grant Panel's funding recommendation	Reasons for recommendation
Stoke Mandeville Parish Council	Construction of new burial grounds on Parish Council owned land	£147,440.00	£147,440.00	£135,000.00	The panel had sympathy for the parish with Planning permission for five housing developments, bringing 580 new homes to the village. It was agreed that with only eight burial plots remaining in the current cemetery the need for a new burial ground for the parish is urgent. It was noted that Stoke Mandeville Parish has some money in reserve for the project and that the project would proceed without the full grant requested.
Pitstone Parish Council	Extension and renovation of Pitstone football pavilion	£1,238,265.00	£380,000.00	£370,000.00	The Panel unanimously supported the project which allows a wider variety and better standard of sporting as well as community facilities for the cluster of villages in the growing parish of Pitstone. The costing allowed a generous contingency and the panel felt that in such an oversubscribed round the parish should try to work within budget and fund the relatively modest shortfall from other funding sources, if necessary.
Great Horwood Parish Council	New roof and fully accessible entrance to the village hall.	£42,264.00	£42,264.00	£35,220.00	The panel unanimously agreed that a new roof on the village hall to preserve the integrity of the building for the benefit of the community and a fully accessible entrance were necessary projects. Potentially, a total of 70 new homes, all to be located around the central village area, are to be built - a planned increase of 28%. The recommended award represents the amount requested minus the VAT element, which is recoverable by the parish council.

Town/Parish Council applying	Project Title	Total project cost	Grant requested	Grant Panel's funding recommendation	Reasons for recommendation
East Claydon Parish Council	Restoration of village hall	£50,000.00	£50,000.00	£48,000.00	The panel unanimously approved this application for the second phase of a project to restore the village hall and was very impressed with the match funding already secured towards the project - the exterior renovaton has been funded by a grant from WREN. Funding is requested from the NHB for the interior renovations. In such an oversubscribed round, the panel felt that the parish has time to community fundraise or investigate other funding sources for the small shortfall.
Edlesborough Parish Council	Demolition of the old and construction of a new sports pavilion	£828,000.00	£400,000.00	£350,000.00	The panel was supportive of this project to provide better sports facilities as well as facilities for the community. 21 new homes have been built in the village in the last 5 years and Planning permission has been granted for a further 100 new homes. The cost estimates submitted allow for generous contingency and inflation costs. The panel agreed that the parish should try to work within the estimated costs and apply to other funding bodies for any projected shortfall. However, should other projects underspend, the Panel would support Edlesborough receiving a higher level of funding up to the amount requested.
Cheddington Parish Council	Extension and refurbishment of sports pavilion	£140,349.00	£120,660.00	£118,000.00	The need to extend and refurbish the sports pavilion arises from future growth of 110 new homes and the growth that has already taken place in neighbouring Pitstone. Photographs submitted evidenced the very poor exterior and interior state of the current building and that it is not fit-for-purpose for the growing community. The panel unanimously agreed to support its extension and refurbishment.

Town/Parish Council applying	Project Title	Total project cost	Grant requested	Grant Panel's funding recommendation	Reasons for recommendation
Berryfields Parish Council Page 15	New community centre as part of the larger Roman Park project	£1,400,000.00	£750,000.00	£500,000.00	<p>The panel acknowledged that current provision of a suite of rooms in the primary school building is totally inadequate for the growing community of Berryfields and unanimously supported the application, on condition that the parish council submit detailed plans and costings within 6 months, demonstrating that the project can be delivered on time and on budget. 2,300 new homes are already occupied and there will be 3,250 new homes at completion of the development. Project plans for the Roman Park project are well advanced but the community centre element has yet to have a detailed specification drawn up with accurate costings. In an oversubscribed round, the panel felt justified to recommend an amount lower than that requested and hoped that AVDC's grant support would give leverage to bids to other funding bodies.</p>

Town/Parish Council applying	Project Title	Total project cost	Grant requested	Grant Panel's funding recommendation	Reasons for recommendation
<p>REVISED application Aston Clinton Parish Council (Ring-fenced award of £500,000)</p>	<p>Demolition of the old and construction of a new community centre at Aston Park</p>	<p>£2,002,020.00</p>	<p>£250,000.00</p>	<p>£150,000.00</p>	<p>The Panel was very supportive of the original £2 million project to demolish the dilapidated community centre at Aston Park and to build a multi-use pavilion to serve the current and rapidly increasing population of the village and the wider community. Unfortunately, the parish council was unable to secure the hoped for funding from Sport England to make the project viable. £500,000 NHB funds awarded were ringfenced pending a revised application. There are a total of 616 committed new homes in the village with the number of residents reaching in excess of 6,000 by 2020 – currently 4,200 residents. Although the footprint of the centre is smaller and the build costs are less expensive, the parish has included internal fixtures and fittings, development costs and a contingency not included in the original application. The level of funding requested has therefore increased. The panel remained very supportive of the project, but agreed that the parish council could apply for a loan from the PWLB for the shortfall, as indicated in the original application. (The recommendation is for an increase in the award from this year's NHB funding allocation of £150,000 - total recommendation £650,000)</p>

Town/Parish Council applying	Project Title	Total project cost	Grant requested	Grant Panel's funding recommendation	Reasons for recommendation
<p>REVISED application Wing Parish Council (Ring-fenced award of £208,000)</p> <p>Page 17</p>	<p>Refurbishment of current football pavilion as part of redevelopment of Wing Recreation Ground</p>	<p>£464,522.00</p>	<p>£256,522.00</p>	<p>£250,000.00</p>	<p>The Panel was supportive of the original application for the installation of a Portakabin pavilion with changing rooms and the re-surfacing of the football pitch, as part of a larger project to redevelop Wing Recreation Ground. Following objections from residents about the installation of a Portakabin, AVDC Conservation and Heritage advised Wing to refurbish and extend the current football pavilion instead. The costs of an extension and refurbishment are higher. The panel remained very supportive of the project and appreciated that it is supported by the majority and that the redevelopment of the recreation ground will benefit the community. The Wing Neighbourhood Plan identifies sports and leisure facilities as falling far short of reasonable expectation for a village with a population in excess of 3,000. 104 new homes have been built in the last two years, with commitments for a further 74 homes. The recommendation is to fund an additional £250,000 from this year's budget allocation - a total of £458,000 towards the project) on condition that Wing Parish Council is able to demonstrate that it is able to manage and deliver the project.</p>

Town/Parish Council applying	Project Title	Total project cost	Grant requested	Grant Panel's funding recommendation	Reasons for recommendation
REVISED application from Haddenham Parish Council (awarded £16,575 in the last round) Page 18	Refurbishment of Youth and Community Centre kitchen	£33,500.00	£16,925.00	£16,925.00	The parish council found that the project had not been sufficiently scoped when the original application was submitted and has since employed a professional design firm to draw up and cost the project to ensure that the new facilities meet all current Health and Safety and Fire regulations. Project costs have consequently risen and the parish council has come back to the panel to request an increased grant award. Haddenham is a rapidly growing village with approx 200 completions since March 2013 and commitment to build a further 648 homes. The centre has many regular community user groups and the project is critical to the future success of delivering services to the growing community in Haddenham and the surrounding villages. The panel recommended funding up to the increased level requested and this represents total grant support of £33,500)
Totals		£6,428,084.00	<u>£2,485,675.00</u>	<u>£2,045,009.00</u>	
Total budget available			£2,045,679.00	£2,045,679.00	
Total unallocated funds			-£439,996.00	£670.00	

Budgetary figures NHB Project Grants 2018/19		
Underspend on grants awarded in the last round	£1,207,588.00	
Microgrants total awarded Sept' 2017 to end of March 2018	-£21,695.00	(underspend is not carried over, but is topped up each year up to £80,000)
Total underspend 2017/18	£1,185,893.00	
Budget 2018/19	£936,000.00	
plus underspend 2017/18	£1,185,893.00	
Sub-total	£2,121,893.00	
Microgrants allocation 2018/19	-£80,000.00	
Sub-total	£2,041,893.00	
Halton windows project underspend	£3,353.00	
Ivinghoe railings project underspend	£433.00	
Total budget available	£2,045,679.00	
Total ring fenced from last round	£708,000.00	

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Cabinet
16 October 2018

UPDATE TO THE EMPTY HOMES POLICY
Councillor Winn
Cabinet Member for Communities

1 Purpose

- 1.1 Aylesbury Vale District Council is committed to tackling the problems that empty properties cause and is keen to adopt a more proactive approach in supporting owners to help to return their property to use. Empty properties constitute a wasted housing resource, both for individual owners and the local community. Long-term empty properties can fall into a state of disrepair and become dangerous as well as having a negative impact on neighbours and the wider community. A coordinated and sustainable approach to empty properties can contribute towards improving standards as well as reducing the number of empty homes.

2 Recommendations

- | |
|-------------------------------------------------------------------------|
| 2.1 That Cabinet note the contents and approves the Empty Homes Policy. |
|-------------------------------------------------------------------------|

3 Background

- 3.1 It is estimated by the Empty Homes Agency (EHA) that there were over 200,000 long term empty homes in England in 2017. This represents 0.85% of the total number of homes in England and is a substantial wasted resource.
- 3.2 In Aylesbury Vale there were 239 private homes which were unoccupied from a total housing stock of 78,850 (as of April 2017). This represents 0.3% of the housing stock. Although this is below the national and regional average it is still a cause for concern.
- 3.3 There are broadly two types of empty residential properties; transactional empty properties and long-term empty properties. Transactional empty properties are generally empty for up to six months, usually due to a change in tenant or ownership and are part of the normal cycle of moving house. The vast majority of all empty properties are empty for less than six months, though they may be empty longer should they be subject to renovation works.
- 3.4 Empty properties can have a negative impact upon the lives of people in the vicinity and can be a magnet for anti-social behaviour. Tackling empty properties not only helps provide additional much-needed homes, but also contributes to the improvement of the local environment and benefits communities. This policy will focus on 'long term empty properties' which are those houses that have been empty for over two years and those that are situated in or close to the larger towns within the Vale.

4 Supporting Information

- 4.1 It is recognised that there are a number of challenges associated with returning empty properties back into use, these can include ownership disputes, personal circumstances of the owner, disappearance of the owner and properties left intentionally empty.
- 4.2 Enforcement Officers already have the skills required to trace property ownership, inspect houses and identify hazards under the Housing Health and Safety Rating System.

- 4.3 The policy allows flexibility with regard to the criteria used to prioritise empty properties for action and to ensure that any new guidance, legislation or funding that becomes available can be made full use of in the future.
- 4.4 The policy describes our 'graduated' approach to enforcement whereby we offer advice and incentives to landlords to assist them in bringing properties back into use prior to considering formal measures.
- 4.5 Scrutiny Committee considered the report and were reassured that although the primary source of information used to identify Empty Homes was Council Tax exemptions, this was supplemented by reports from the public and intelligence from Council Tax Inspectors and other Enforcement Officers.

5 Policy objectives proposed

- 5.1 Raise awareness of our Empty Homes Policy and publicise the empty homes service.
- 5.2 Build and maintain partnerships within and outside of the council to deliver the empty homes agenda.
- 5.3 Devise and explore innovative solutions to reduce the impact of empty homes on local communities and bring them back in to use.

6 Reasons for Recommendation

- 6.1 To enable a clear and consistent approach to the way Empty Homes are dealt with in Aylesbury Vale.

7 Resource Implications

- 7.1 The approach and prioritisation process set out in the policy, is achievable from existing officer resource. There is an existing budget for loans to fund improvement works.
- 7.2 Any additional resources/funding for exceptional enforcement work will be dealt with as a budgetary pressure, but on the basis that costs are recoverable over time.

Contact Officer: Neil Green, Principal Enforcement Officer (Private Sector Housing)
01296 585160
Background Documents: N/A



Aylesbury Vale District Council

Empty Homes Policy



1. Introduction

This policy has been developed to enable Aylesbury Vale District Council, with its partners, to focus on bringing empty private sector homes back into occupation. The policy sets out how the council will continue to reduce the number of empty properties in the Vale.

As with many other areas, Aylesbury Vale has a shortage of affordable homes for residents. Empty properties can have a negative impact upon the lives of people in the vicinity and can be a magnet for anti-social behaviour. Tackling empty properties not only helps provide additional much-needed homes, but also contributes to the improvement of the local environment and benefits communities.

This policy provides a framework for tackling the various issues associated with long-term empty homes in the private sector, in a cost-effective manner.

This policy will focus on 'long term empty properties' which are those houses that have been empty for over two years and those that are situated in or close to the larger towns in Aylesbury Vale. Anecdotal evidence from AVDC's Housing Officers is that the demand for housing close to local amenities is most in demand for better access to schools, transport and employment.

2. Background Information

It is estimated by the Empty Homes Agency (EHA) that there were over 200,000 long term empty homes in England in 2017. This represents 0.85% of the total number of homes in England and is a substantial wasted resource. More information can be found at <http://www.emptyhomes.com/research.html>

In Aylesbury Vale there were 239 private homes which were unoccupied from a total housing stock of 78,850 (as of April 2017)¹. This represents 0.3% of the housing stock. Although this is below the national and regional average it is still a cause for concern. In particular, considering that:

- The number of applicants on the council's housing register at the end of March 2017 was 3,505. This comprised of 2,451 people who are not currently in social housing and 1,054 transfer applicants. This shows that there is a real demand for affordable housing in the Vale.
- Official statistics on statutory homelessness are published quarterly by the Ministry of Housing, Communities and Local Government (MHCLG). There has been an increase in the number of households being accepted as homeless in Aylesbury Vale in recent years.

¹ MHCLG live tables – available at: <https://www.gov.uk/government/statistical-data-sets/live-tables-on-dwelling-stock-including-vacants>

Aylesbury Vale is an economically buoyant area, which in turn creates an additional demand for housing from people who move into the area for work.

Evidence on rents, housing costs and affordability suggests that the financial conditions for those trying to enter owner-occupation or living in the private rented sector have worsened significantly over the last few years. If these trends continue, previous estimates of the need for affordable housing in the South East of England could turn out to be lower than expected.

What is an empty property?

There are broadly two types of empty residential properties; transactional empty properties and long-term empty properties. Transactional empty properties are generally empty for up to six months, usually due to a change in tenant or ownership and are part of the normal cycle of moving house. The vast majority of all empty properties are empty for less than six months, though they may be empty longer should they be subject to renovation works.

In some instances, a property may be empty or appear to be empty, but is not classed as empty. A property does not have to be used all the time to be classed as occupied. For example, if it is:

- a second home or a holiday home;
- a property which is part of a wider regeneration programme and could be in the process of being developed or marked for demolition;
- a property which appears empty due to an overgrown garden or through lack of maintenance or repair but which could in fact be occupied;
- a property which has pending planning permission, could be awaiting refurbishment or could be waiting for new occupants to move in;
- where the owner is living elsewhere to provide or receive personal care (illness, old age, disablement, drug or alcohol dependence or mental disorder);
- a property which is genuinely on the market for sale or letting; or
- a property in which the mortgagee has entered into possession of the dwelling.

Why do properties become empty?

Properties that have been empty for more than six months usually have an underlying problem. When properties have been empty for more than two years, it is likely that they will stay empty and decline without intervention. Long term empty properties can become a hub for crime, attract vandalism and anti-social behaviour as well as becoming a target for arson. They can become run down, fall into disrepair, have overgrown gardens and impact upon the surrounding properties and neighbourhood.

Some of the most common barriers that exist for owners of long term empty properties that prevent them from bringing their property back into use include:

- issues with inheritance and/or delays with probate;

- lack of finance to carry out necessary repairs or refurbishment;
- the owner may be in hospital or residential care;
- the owner lacks the ability to deal with the property;
- following the death of an occupant the ownership of the property may be unclear;
- problems with achieving a sale;
- perceived problems associated with the letting of the property; or
- owner unwilling to bring the property back in to use for another reason.

Why have an Empty Homes Policy?

Aylesbury Vale District Council is committed to tackling the problems that empty properties cause and is keen to adopt a more proactive approach in supporting owners to help to return their property to use. Empty properties constitute a wasted housing resource, both for individual owners and the local community. Long-term empty properties can fall into a state of disrepair and become dangerous as well as having a negative impact on neighbours and the wider community. A coordinated and sustainable approach to empty properties can contribute towards improving standards as well as reducing the number of empty homes.

Challenges of bringing empty homes back into use

There are a number of challenges associated with returning empty properties back into use, such as:

- Ownership disputes can make it difficult or impossible to establish who the owner of the property is. Court proceedings and divorce settlements can also delay the occupation of a property.
- Personal owner circumstances may prevent them from being able to bring a property back into use. For example, they may not have the funds or capacity to renovate or sell a property.
- Lack of ownership records can make it time consuming and expensive for the council to trace owners. Even after finding the individual(s) concerned, they may be unwilling to engage with the process.
- Maintaining a properties security to ensure empty properties don't fall victim to acts of vandalism, arson or squatting due to their often vulnerable condition.
- Intentional empty properties are kept empty either for no specific reason, or for unreasonable purposes by the owners who simply do not have any intention to occupy the property.

Policy Context

There are a range of legislative tools available to support empty properties being brought back into use. These are outlined in Appendix A. The council will use these powers

appropriately and in line with our Enforcement Policy where circumstances require and will work with the necessary services and partners to ensure that the legal powers are administered correctly.

National Housing Strategy

The Government's strategy for empty homes is set out in '[Laying the Foundations: A Housing Strategy for England](#)' which was published in 2011. It states that the government is committed to bringing empty homes back into use as a means of increasing the overall supply of housing and reducing the negative impact that neglected homes can have on communities.

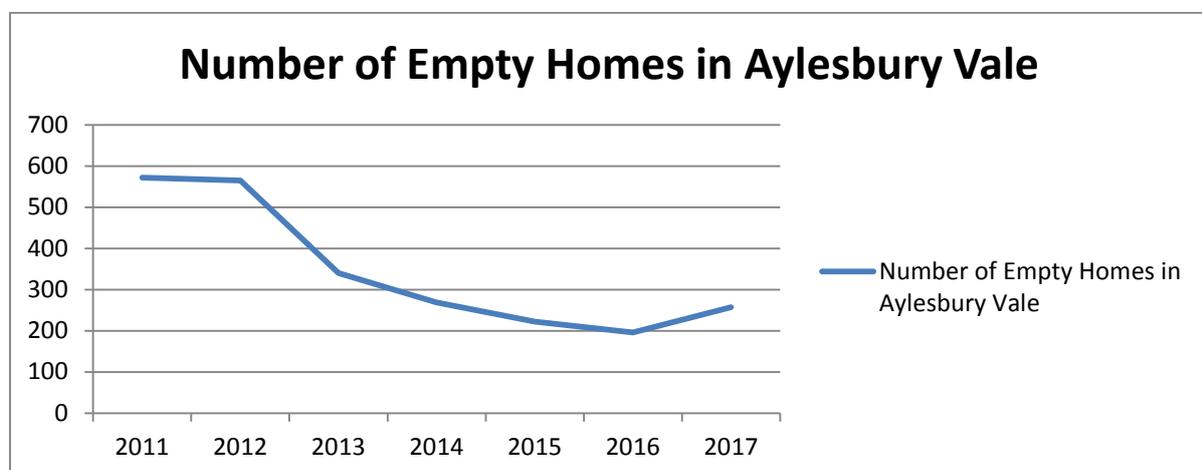
Proposals specifically related to empty homes are:

- Awarding the New Homes Bonus to empty homes brought back into use;
- Investing £100 million funding to bring problematic empty homes back into use;
- Introducing an 'empty homes premium' on the Council Tax payable in April 2013 so that local authorities can charge long term empty homes up to 150% of the normal Council Tax;
- Making changes to Empty Dwelling Management Orders introduced in the Housing Act 2004 so that local authorities can only take over the management of certain residential premises that had been empty for two years.

The Government is also supporting bringing empty homes back into use through VAT discounts on renovations and alterations of residential properties that have been empty for at least two years. There is also a DIY Builders Refund Scheme and reduced VAT rates for a number of types of building works, such as installing energy saving measures, adapting a building for a disabled person or works to convert a non-residential building into a home.

3. Recent Successes

Between 2011 and 2017 the number of empty properties in Aylesbury Vale was reduced by 45%.



This reduction was achieved through implementing a range of measures including:

Empty Property loans

A short term repayable loan offered to enable owners to renovate their empty property and make it suitable for habitation so that it can be let or sold.

Property inspections

Visits to empty properties together with the owner to offer advice on what works would be required to remove any hazards and make it safe for habitation.

Help and advice to owners

Telephone, email and face to face conversations with owners providing information on the help that is available to bring their empty property back into use and what works may be required to do this.

Letters and questionnaires to owners of empty properties

To update our understanding of the empty property picture across Aylesbury Vale.

Updating our list of empty properties

Using monthly updates from Council Tax services to maintain a current list of the long term empty properties in Aylesbury Vale.

Researching why properties were empty and tracing owners

When owners fail to respond, further research has been undertaken to trace the owner and provide information on how to bring the property back into use.

Publicity through council tax mailings and local magazine

Using the Council Tax mailing to publicise the Empty Homes Loan and the Vale Times magazine to promote our work. The Empty Homes Loan is available to anybody who owns an empty property or is looking to purchase an empty property. The loan is to help fund work that needs to be done to a property to bring it back into use. The Vale Times magazine is published quarterly by AVDC to promote the work and services it offers to residents.

4. Our Policy

The council is committed to securing the economic, social and environmental wellbeing of the Vale. All residents should have access to a home of a good standard which they can afford and are able to sustain and maintain. The council's emerging local plan will help to address the issues around the supply of new housing in the district in the long term, including the provision of new affordable housing. This policy sets out the council's approach to dealing with long term empty properties in the Vale.

Aylesbury Vale is an economically buoyant area which, in turn, creates an additional demand for housing from people who come to the district to work. The government incentivises local authorities to increase housing stock through the new homes bonus

scheme. For each long term empty property brought back into use the council receives a financial reward. This is based on a net decrease in the number of empty homes in the district. An additional bonus is received if the property is returned to use as an affordable home.

Empty homes have negative effects on their neighbourhood, including increasing the likelihood of crime. By remaining unused, empty homes are a wasted resource, a magnet for anti social behaviour and can have an effect on neighbouring house prices.

Where it is not possible to bring empty homes back in to use, we will use powers of legislation to minimise the impact on the local community caused by that empty property. This can include removing pests from gardens.

Our Priorities

We recognise the importance of bringing empty properties back in to use, however, we also have to make effective use of the resources that we have available. As such we will seek to prioritise our interventions to long term empty properties that are causing the most harm to the local community by remaining empty.

We have developed a set of priorities to enable the identification of those empty properties most likely to be in demand and/or which are most cost effective to make fit for habitation, to be dealt with first. The factors taken into account when calculating the priority rating of an empty property for intervention are:

- The type of property
- The length of time the property has been empty
- The location of the empty property
- The condition of the empty property

In addition to these factors, we will also consider the complaint history for a property and any known impact that the property is having on neighbours. This criteria may not influence whether a property is brought back in to use but may lead us to take other actions, for example, to remedy a Statutory Nuisance to a neighbour.

We also recognise that housing needs can change over time and therefore, a degree of flexibility in how empty homes are prioritised is necessary to ensure that we can focus on the most appropriate properties at any given time. We will also take into account any changes or updates in legislation when they come into force.

A graduated approach to bringing empty homes back into use

We have adopted the following tiered approach to bringing empty properties back into use. We will generally work through the below methods in order, unless there are exceptional circumstances which urgently require more formal action. (Further detail on the legislation is available in appendix A):

1. Advice and Incentives

Upon tracing the owner of an empty property, we will offer advice on how the property can be brought back into use. This can include an estimation of the money that could be saved by letting the property as opposed to leaving it empty, and information on available assistance to make the house fit for habitation, such as the Empty Homes Loan. New measures such as allowing local authorities to charge higher rates of Council Tax on long term empty properties are currently under consideration and will be explored further as legislation is updated and amended.

2. Informal action

If the owner of the property does not engage in a meaningful way, then we will provide a written explanation outlining the possible consequences should we have to take formal enforcement action. This also provides another opportunity to offer advice and incentives for the owner to bring the property back into use.

3. Formal Inspection

We may use our powers under the Housing Act 2004 to complete a formal inspection of the property. This helps us to understand the condition of the property and the works that may be required to make it safe for habitation. If hazards are identified, the cost of the inspection will be passed to the owner.

4. Formal Notices

If the inspection identifies serious hazards in the property (i.e. Category 1 or some Category 2 hazards), we will take the most appropriate enforcement action. In the majority of cases this will involve the service of a Housing Improvement Notice specifying works to be completed before the property can be reoccupied (other measures are also available).

5. Formal powers to bring the property back into use

When the owner of a high priority empty property has failed to take appropriate action to bring the property back in to use (or the owner cannot be traced), we will consider making a management order to enable the property to be made safe and let out. As a last resort, properties can be compulsorily purchased and either let or sold with conditions.

5. Our Objectives

We have identified three objectives to assist in bringing empty properties back in to use. These are:

1. Raise awareness of our Empty Homes Policy and publicise the empty homes service

2. Build and maintain partnerships within and outside of the council to deliver the empty homes agenda
3. Devise and explore innovative solutions to reduce the impact of empty homes on local communities and bring them back in to use

Objective 1 – Raise awareness of our Empty Homes Policy and publicise the Empty Homes service

Empty properties can have a negative impact on local communities. Apart from being unsightly, with overgrown gardens and dilapidated appearance, problems such as blocked guttering and small water leaks can, over time, cause significant damage to the empty property and those surrounding it. Empty properties can also be a magnet for vandalism and other anti-social behaviour.

By promoting our policy widely we aim to ensure that owners will be aware that there is help available and that action may be taken against them if the property is left empty. It also ensures that people within the community know who they can report problems to and the type of assistance that can be expected.

We intend to build on the methods used in the previous Empty Homes Strategy by:

- Continuing to work with Council Tax, Revenues and Benefits and other internal colleagues to ensure that we continue to have an accurate and current list of long term empty properties to work from.
- Providing a wide range of information on our website.
- Providing a single point of contact to help in co-ordinating the flow of information.
- Supporting National campaigns such as Empty Homes Week of Action.
- Providing articles and information for newspapers and newsletters.

Objective 2 – Build and maintain partnerships within and outside of the council to deliver the empty homes agenda

We recognise that our success depends on working with other agencies to raise the profile of the empty homes issue, assist us in identifying those responsible and ensuring that the property can be re-occupied once it has been made safe.

Some of the agencies we intend to work with include:

Empty Homes Forum

This forum consists of enforcement officers from other local authorities across the South East region. The forum is used to share best practice examples, keep members up to date on guidance and legislation and ensure a level of consistency in our approach.

Internal colleagues at AVDC

Council Tax officers have a database of the number of empty properties in the district. Often it is their information which can determine when a property has become or ceases to become empty. Colleagues from planning and building control also come into contact with properties that have been empty for long periods. It is important that they are aware of our strategy so that they can help give advice where appropriate.

Citizens Advice Bureau

The CAB has contact with a range of people across the district. People will often contact the CAB in the first instance expecting to be signposted to whoever can assist. Its important that they are fully aware of our policy and the assistance that we have available.

Community Safety Team

Empty properties often attract anti-social behaviour, e.g. graffiti, vandalism and become a location for drug use. These types of issues will usually be reported to the Police and/or the Community Safety Team. Through working with the Community Safety Team, we may be able to address some of these issues.

Elected members and Parish Councils

Parish councils and elected members are most likely to be aware of any 'problem' empty properties in their communities. They deal directly with their constituents and so it is essential that they are aware of the policy and the help that is available.

Partners

The list of potential partners is wide and spans from those involved with ownership to those who could occupy identified properties. In addition are those agencies and organisations that relate to housing issues, such as:

- Other District Council Departments
- County Council
- Fire Authority
- Neighbourhood Watch
- Developers
- Letting Agents
- Parishes and Town Councils
- Private Landlords
- Financial Institutions

We have sought to identify key partners who can help in the delivery of an empty homes policy. There are likely to be other agencies, organisations and individuals who can

contribute. We welcome a wider participation from other partners who believe that they can help in the delivery of this empty homes agenda and the achievement of positive results.

Objective 3 – Devise and explore innovative solutions to reduce the impact of empty homes on local communities and bring them back into use.

Some flexibility in this policy is required in order for use to capitalise on any new guidance, legislation or funding that may be made available in the future.

Through the empty homes forum we will continue to collate good practice examples from elsewhere in the region and will seek to implement any proven changes into our procedures.

Appendix A – Support & Enforcement Options

Housing Solutions Support and Enforcement Options

Support Options	Details
Information and Advice	<p>Once the owner of an empty property has been identified, we encourage them to bring the property back into use voluntarily. Assistance is offered such as advice and information on the range of options available to the owner of an empty property. Once the initial support has been provided we will remain in touch with the owner and ensure that the property is successfully brought back into use.</p>
Inspections	<p>All empty properties that we are working on are inspected to establish what condition they are in and whether they cause a nuisance to neighbours. Further action options are considered based on the outcome of the inspection.</p>
Loan Assistance	<p><u>Affordable loans scheme</u></p> <p>The scheme works as a partnership between the owner of the empty home, a registered provider (a housing association), and AVDC.</p> <p>The registered provider renovates the property to bring it up to standard. The cost of the renovation work is funded by a secured low interest rate loan (charged at the Bank of England base rate, subject to minimum and maximum rates) provided by the council. Some additional fees also apply.</p> <p>The property is let as affordable housing, and the loan is repaid monthly from the rental income. The owner will receive the net rent. At the end of the agreement, the property is returned to the owner.</p> <p>Flexible loans scheme</p> <p>Empty home owners may secure a 5 year flexible bridging loan to fund renovation works. Interest is charged at 2% above the Bank of England base rate, subject to minimum and maximum rates. Some additional fees also apply.</p> <p>After the works have been completed, owners may let the property or use it as their own residence.</p> <p>During the term of the loan, regular monthly repayments, occasional monthly repayments, or no payments at all can be agreed. The arrangement may be varied by agreement at any time and the loan, plus outstanding interest, must be repaid in full after 5 years, or when the property is sold – whichever happens first.</p>

Private Rent Scheme	The council's private rent scheme could be used to rent out properties after they have been brought back into use. The private rent scheme works with landlords to provide properties that the council provides a deposit guarantee for in order to help people afford to rent in the private sector.
Enforcement Options	
Environmental Protection Act 1990	If the property is a "nuisance" as defined under statute, abatement notices can be served. A statutory nuisance must affect another party, for example can include leaking drainage from an empty property causing dampness to an adjoining occupied property. Where a statutory nuisance is proved, the council can serve a notice and where this is ignored; the council can do the works in default and remedy the nuisance.
Housing Act 2004	The council has powers to deal with properties where health and safety hazards have been identified. If serious hazards are assessed, the council has a duty to take appropriate action. In most circumstances, the assessment is directly related to risks to the occupants, so may not be applicable where the property is empty. In some instances, hazards in the property may be so serious that the council could serve a Prohibition Order, which will require the property to remain empty until the serious hazards are remedied. More minor hazards will be brought to the attention of owners, who may be required to remedy them before the property is occupied again. This helps the owner understand what works are required for the property to be occupied safely.
Building Control powers	Building Control enforcement officers can take action under the Building Acts where the property is structurally unsound and dangerous.
Local Government (Miscellaneous Provisions) Act 1982	Section 29 allows a local authority to undertake any works necessary to prevent unauthorised entry or to prevent the building from becoming a danger to public health.
Prevention of Damage by Pests Act 1949	Sections 2-7 allows the local authority to serve notice to require an owner to take steps to clear the land of vermin and/or requires the owner to remove waste likely to attract vermin or gives the local authority power to do so in the default of the owner.
Public Health Act 1961	Section 34 allows local authority to serve notice on an owner to remove a nuisance or gives local authority power to do so in the default of the owner.
The Town and Country Planning Act 1990	Section 215 allows the local authority to serve notice to require an owner to take steps to remedy the unsightly land or

	external appearance of the property within a specified time period. Where the owner fails to comply with such a notice, the local authority can undertake the works in their default and place a charge on the property.
Empty Dwelling Management Orders (Housing Act 2004)	<p>This is designed specifically for bringing empty homes back into use. This power enables local authorities to take management control of the empty property, taking away the management (not ownership) rights of the owner. Where a Final EDMO has to be progressed, the property could be let for a period of up to 7 years.</p> <p>This power will only be exercised when/if the owner rejects all voluntary options available to return the property to occupation, and there are lots of exemptions. It is important for the local authority to identify that these exemptions do not exist and to ensure that rental income for the maximum 7 year period will be sufficient to cover all associated costs.</p>
Compulsory Purchase Order	<p>This is the strongest power available to tackle empty homes. The council may apply to the Secretary of State for an order to be made to acquire buildings and land through compulsory purchase with the aim of providing additional accommodation. The council is committed to the use of its compulsory purchase powers as the last resort only. However, in order to use them there must be strong evidence concerning the circumstances of an unoccupied house, including the length of time it has been empty and the reluctance of the owner to take any steps to bring the property back into use.</p> <p>This can be a very expensive option and takes an average of 18 months from initiation to completion, subject to appeals, public enquiries and dependant upon the final approval of the Secretary of State should the owner be reluctant to sell or refuse to co-operate.</p> <p>Any proposals around the use of CPO action will firstly be reported to the Executive Committee.</p>
Enforced Sale	Where an empty home has a legal charge against it, in the council's favour, the sale of the property can be forced so that the charges can be recovered. Legal charges are placed on a property where 'works in default' have been carried out when a legal notice has not been complied with. This is an option available as a last resort for bringing an empty home back into use and will be carefully considered by the council when appropriate.
Anti Social Behaviour Crime and Policing Act 2014	Local authorities can use these powers to deal with accumulations of waste where this impacts upon the amenity of an area

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Cabinet
16 October 2018

CONCESSIONARY TRANSPORT REVIEW
Councillor Winn
Cabinet Member for Communities

1 Purpose

- 1.1 To inform Members that the company supplying taxi tokens will be stopping the scheme.
- 1.2 To consult with Members in regard to the allocation of the annual budget for concessionary transport.

2 Recommendations

- 2.1 Cabinet is asked to note the contents of this report and to recommend one of the following options:
- a) The provision of discretionary concessionary transport is not a statutory district council function and the current scheme has ceased. A viable alternative scheme has not been identified and therefore, the provision of discretionary concessionary transport should be ceased, or;
 - b) That consideration is given to retaining some of the current funding within the budget for a time limited period for the purpose of funding new or existing community transport schemes. This funding would be for pump priming only and not for revenue costs. The process and criteria will be decided upon the outcome of discussions with other partners.

3 Background

- 3.1 In 2011 BCC replaced AVDC as the Travel Concession Authority (TCA) and as such took over responsibility for the administration of concessionary travel. The same year, AVDC and BCC entered into a delegation agreement which allowed AVDC to administer a discretionary concessionary travel token scheme on the County's behalf.

BCC, as the TCA operates the statutory bus pass concession for older and disabled residents (also referred to as the English National Concessionary Travel Scheme (ENCTS).)

In addition BCC funds Community Impact Bucks (CIB) to operate a Community Transport Hub, which provides information to vulnerable Buckinghamshire residents about community transport providers, from Dial-a-Ride to community car schemes, mini bus hire to wheelchair accessible taxis. CIB is also funded by BCC to provide up to 10 days free support to communities wishing to explore setting up a community transport scheme.

- 3.2 Around the county, there are a number of community transport schemes, which are volunteer based transport solutions run for the community by the community, designed to meet a local need and used by those who cannot access or use conventional public or private transport. The scope and range of service offered by each scheme is determined by the community. Some provide transport to GP surgeries and hospitals; some cover social and shopping trips; some use volunteer car drivers; some have access to a community bus. See Appendix 1.

- 3.3 Research shows that AVDC appears to be one of the few District Councils that operates a concessionary discretionary transport scheme.
- 3.4 Funding for community transport schemes is available via the Local Area Forums (LAFs). A LAF can influence decisions about how money is spent locally and has some funding available to spend on meeting local priorities. Transport is a priority for many LAF's and any prospective community transport schemes would most likely be eligible to receive LAF funding. Currently, there is a shortage of schemes coming forward to the LAFs due to a lack of volunteers willing to take on the commitment and training that accompanies this voluntary role.
- 3.5 The discretionary concessionary transport scheme, in the form of taxi tokens originally operated alongside Aylesbury Vale Dial-a-Ride service, which closed in March 2016. Residents could use this service for any journeys they wished. The discretionary concessionary taxi token scheme is an alternative option for people that qualify for a free bus pass, don't have access to their own private transport and meet the following eligibility criteria:
- are in receipt of the state pension and cannot use buses because of disability or frailty; or
 - have a disability as defined by the Disability Discrimination Act.
- 3.6 There are currently 116 people in the Vale registered onto the scheme for 2018. With 184 in receipt of tokens from 2017 and who did not apply in 2018 but are still able to use any remaining tokens whilst operators continue to accept them (up to the 30th September 2018). The scheme is fully funded by AVDC and the budget is £33,400 per annum. The current cost to us of providing the scheme is £7,200 per annum, this covers staffing and recharge costs. We then pay for postage and packing on top of this. The remainder of the budget is available to source the provision of tokens,
- 3.7 We purchase the tokens from an external specialist company, National Transport Tokens Ltd. Qualifying persons may apply for up to £90 of tokens per year, which they can spend with a participating local taxi firm on essential journeys. The tokens can be used to fully or partly fund a journey in a taxi up to the cost of £15. The taxi firm then has to exchange the tokens for payment through the specialist company from which we source the tokens.
- 3.8 There has been a steep decline in the number of participating taxi operators involved in the scheme, from 21 operators in 2011 to just 5 in 2017. The primary reason for this is that it is not financially viable for them to do so because the minimum value of tokens that they can exchange with the company is £100 and the number of journeys that they are being asked to provide is not high enough to make this worthwhile for them.
- 3.9 It should be noted that this is an optional service that taxi firms can choose to offer their customers and they are under no obligation to provide it. Current taxi operators are from Aylesbury, Wing and Winslow, and only two offer wheelchair accessible vehicles. There are no operators who support the scheme in Buckingham.
- 3.10 There has also been a significant decline in the number of users of the scheme, from 314 in 2012 to 116 who have received £45 worth of tokens each in 2018.

For the reasons stated above, as well as budgetary and resourcing pressures, it was agreed to conduct a review of the scheme.

4 Findings of the review

The review was conducted in a number of ways including:

- Mapping of current community transport in the Vale.
- A survey of current users.
- Consultation with the Transport Hub.
- National research on older people and transport needs.
- Conversations with community and statutory partners.
- Review of scheme as it currently stands.
- Research on what other options are available in other areas of the county.
- Commissioning of Community Impact Bucks to signpost existing users to alternative provision.

4.1 Mapping of provision in the Vale

A mapping exercise of current community transport options in the vale was carried out. See Appendix 1. This shows that there are more community and hospital transport schemes operating in the vale since the taxi token scheme was launched and therefore, many customers now have alternative options that previously didn't exist. Partners acknowledge that transport provision that meets the needs of an ageing population and those unable to access public transport, is still an ongoing issue.

Consideration could be given as to whether residents using the taxi token scheme may also be clients of the shop mobility scheme.

4.2 Survey of recipients

In April 2018 we conducted a survey of all 209 recipients from 2017 and the following information was obtained from the responses to questions (where this was answered). We had 121 responses (58%) .Of which:

- 45% (54) were aged 85 and over
- 32% (39) were aged 75-84
- 68% (82) lived within Aylesbury Town
- 49% (59) travelled predominantly within Aylesbury Town
- 18% (22) travelled to Stoke Mandeville Hospital
- 80% (97) used taxi's to make their journey
- 33% (40) relied on family members to help make their journey (residents in Buckingham are not currently served by a taxi operator hence the response to this question was mainly from users in Aylesbury)

The vast majority of residents live in Aylesbury and most journeys are made within the town centre and to Stoke Mandeville Hospital.

For the full breakdown of survey results see Appendix 2.

The total number of recipients from 2017, (who can still use their tokens) and recipients in 2018 equal 300. Those with Aylesbury Central postcodes of HP17, 18, 19, 20, 21 represent 162 out of 300 or 54%.

4.3 Consultation with the Transport Hub operated by Community Impact Bucks (CIB)

CIB has highlighted that other than the taxi token scheme, there are no concessionary transport or community car based schemes operating within Aylesbury Central, where the majority of recipients come from and use the service – see Map of Community Transport Schemes - Appendix 3.

From communication with a number of recipients, it is clear that essential journeys include those which keep them socially connected although the original purpose of the taxi token scheme was for essential journeys to attend medical and hospital appointments etc.

4.4 National Research on older people and transport needs

- The Social Care Institute for Excellence (SCIE) concludes from extensive research that “enabling older people to retain their independence for as long as possible, through preventative approaches, is central to maintaining their quality of life and also reducing pressures on local health and social care budgets.
- Age UK produced an in-depth policy report entitled '[Painful Journeys](#)' in December 2017, which highlighted the difficulties older people have in getting to medical and hospital appointments.

4.5 Conversations with community and statutory partners.

Various partners have been consulted about AVDC's current contribution to the concessionary transport picture. These include: the BCC commissioned Prevention Matters Service, Community Impact Bucks and Bucks Disability Service.

Partners agreed that the taxi token scheme is not fit for purpose but they also thought that because of the lack of regular public and community transport, there is still a need for provision. However, they have been unable to suggest a viable alternative.

4.6 Review of scheme as it currently stands.

The current taxi token scheme is administratively and financially burdensome for AVDC and the taxi operators. The Council must incur the cost of the tokens upfront and recipients are at liberty to use the tokens as and when they wish. Figures provided by the supplier indicate that over a 3 year period, 87% of tokens AVDC provided to residents were redeemed. AVDC are unable to recoup the value of any unspent tokens, which does not provide good value for money. For the reasons stated above, the taxi token scheme is not fit for purpose.

During the scheme review, we were notified that National Transport Tokens Ltd, the company who supply the tokens, would cease supply of new tokens at the end of April 2018. The reason given was that it was no longer a viable business activity for them. Taxi token schemes that are provided in a similar

format are few and far between and previous efforts to find other suppliers has not been successful.

Applications for taxi tokens beyond 30 June 2018 have not been accepted by AVDC. National Transport Tokens Ltd agreed to honour the redemption of tokens from participating taxi operators until the end of October 2018. Users of the scheme have been advised that they must redeem their tokens with a taxi operator by the 30th September 2018.

There are a number of new community transport schemes in the Vale, which are in the initial stages and are listed in Appendix 1. According to CIB, schemes which require volunteers, can take on average 14 months from start-up until they are able to provide an operational service.

4.7 Research on what other options are available in other areas of the county

In the south of the county, Gerrards Cross and Little Chalfont parish councils both operate a concessionary Taxi Fares Scheme. Initially the schemes were pump primed with LAF funding but now operate using precept funds. The schemes continue to utilise the services of local taxi operators but the recipient can claim a cash concession off the cost of their journey retrospectively on production of a taxi receipt. Administration is absorbed within the current staffing resource and could be scaled accordingly depending on the funding available and criteria applied.. This option may be appropriate for adoption by similar parishes or town councils in the vale.

Aylesbury Town Council and Buckingham Town Council have both been made aware of these schemes for their consideration. Currently Aylesbury Town Council, have requested details of the Taxi Fares Scheme and also information on how the existing AVDC taxi token scheme operates.

- 4.8 At the current time BCC are conducting a survey of Council -supported rural bus services and results of the survey and a public consultation will be published later in 2018.

4.9 Commissioning of Community Impact Bucks to signpost existing users to alternative provision.

Following withdrawal of the taxi token provision AVDC commissioned Community Impact Bucks to contact recipients of the taxi token scheme to signpost them to alternative provision or redirect them to BCC to reapply for a bus pass. 122 recipients took up the offer of this service.

The majority of people spoken to were unable to access a bus because of their health and mobility and also a lack of buses in their area in certain cases. Most calls were to people living in Aylesbury and the surrounding areas like Weedon or Bierton, where there is little to offer them as an alternative.

- All recipients were contacted either in writing or by telephone.
- 32% (39) were signposted to BCC to receive a bus pass, along with other alternative community schemes.

The majority of signposts were to : British Red Cross Volunteer Transport Service, Ambulance Service non emergency transport and local car schemes.

- 4.10 The Scrutiny Committee noted the report and proposed that Cabinet gives consideration to retaining some of the current funding within the budget for a time limited period for the purpose of funding new or existing community

transport schemes. If none can be found then the provision of the concessionary transport scheme should be ceased.

5 Options

- 5.1 Two options have been outlined under 'Recommendations.'

6 Resource implications

- 6.1 Officer time spent reviewing the scheme and sourcing alternative options going forward.
- 6.2 Administration, delivery and monitoring costs should an alternative scheme be agreed and sourced.
- 6.3 A potential saving of £33,400 per annum if AVDC cease to offer a non-statutory concessionary transport scheme.

Contact Officer

Elaine Hassall, 01296 585364

Scheme	Eligibility	From/to	Disabled access	Journey type	Funding
Schemes currently operational					
Community Buses					
Winslow and District Community bus	All	Aylesbury, Winslow, Buckingham, Westcroft Shopping Centre	y	Social scheduled journeys plus trips	LAF/voluntary
Bernwode Community bus	All	Waddesdon, Haddenham outlying villages	y	Social	LAF and donations
Haddenham Community Vehicle	Fully wheelchair accessible service for disabled people.	Haddenham and villages inc. Chearsley, Stone, Longwick	y	social and appointments	LAF/voluntary
Community Car Schemes					
Winslow Community Car Scheme	Winslow Residents only	Winslow area	N	non medical appointments.	LAF/voluntary
Winslow Big Society (WBS) wheelchair accessible vehicle (Vauxhall Combo)	Winslow Residents only	To enable disabled residents to attend Winslow Big Society Events	Y	Vehicle also available for others to hire.	LAF/voluntary
Haddenham FISH Car Scheme	Haddenham residents who are elderly or infirm	Haddenham and to medical facilities outside.	N	Appointments and Medical	Voluntary

Appendix 1 - TABLE OF COMMUNITY TRANSPORT SERVICES IN THE VALE - LAST UPDATED 24/08/2018

Scheme	Eligibility	From/to	Disabled access	Journey type	Funding
Steeple Claydon Community car scheme	Steeple Claydon residents membership only	Steeple Claydon and surrounding villages	N	Social and Medical	Voluntary
Community Care North Bucks - hospital Car Service	People living in Buckingham and surrounding villages referred by their GP.	Hospitals		Hospital/Medical	BCC/voluntary
Wendover Community Car Scheme	Residents within Wendover, who have difficulty travelling	Wendover and surrounding villages	y	Hospital/Medical	LAF/voluntary
Friends of Wendover Health Centre (FOWHC)	Patients of the surgery only	Wendover and surrounding villages	N	Medical	Voluntary
Pitstone Community Car Scheme	Marsworth and Edlesborough	Ivinghoe, Marsworth and Edlesborough		Hospital/Medical	Voluntary
Great Horwood Doctors Car Service	Great Horwood to get to the surgery in	Great Horwood to Winslow	N	Medical	Voluntary
British Red Cross Volunteer Service	for essential healthcare journeys	Buckinghamshire	N	Home from hospital, and door to door medical transport	Voluntary
Hertfordshire Action on Disability	Those unable to use public transport	Signposting hub of neighbouring community transport services. Will match request with an available service (requires 2 weeks notice)	Y	Social/Hospital/Medical	Voluntary
Wingrave and Rowsham Community Association Transport Service (CATS)	Residents unable to use public or other transport	Wingrave and Rowsham		Wing Doctors/Stoke Mandeville	Voluntary
Community Care North Bucks - hospital Car Service	People living in North Bucks referred by their GP.	Hospitals		Hospital/Medical	BCC/voluntary

Scheme	Eligibility	From/to	Disabled access	Journey type	Funding
South Bucks Ambulance Service					
South Central Ambulance Service - Non Emergency Patient Transport Service	People unable to use public or other transport	Buckinghamshire, Berkshire, Hampshire and Oxfordshire		Non emergency patient journey	NHS /voluntary
Schemes at planning stage					
Drayton Parslow bus service	Initial enquiry stage only				
Halton Village	Not known				
Pitstone Community Bus Scheme	Local community working with Bedfordshire Dial-a-ride and Community Impact Bucks				
The Buckingham Community Transport Scheme (BART)	This is being led by the Swan Community Transport trustees with input from Buckingham and Waddesdon Local Area Forums and Community Impact Bucks to provide a bus service in the Buckingham area.. £10kof LAF funding has secured a Project Manager to take the scheme forward.				
Schemes discontinued or current situation not known					
Walton Court and Southcourt Good Neighbours Car Scheme	Southcourt and Walton Court residents only	Within Southcourt and Walton Court	N	Medical/Social	Discontinued
Friends from St Nicholas Car Service	Residents of Cuddington	Aylesbury Vale	N	Hospital/Medical	Discontinued
Royal Voluntary Service - Car Scheme	Countywide	Countywide	N	Medical/shopping/social	Discontinued

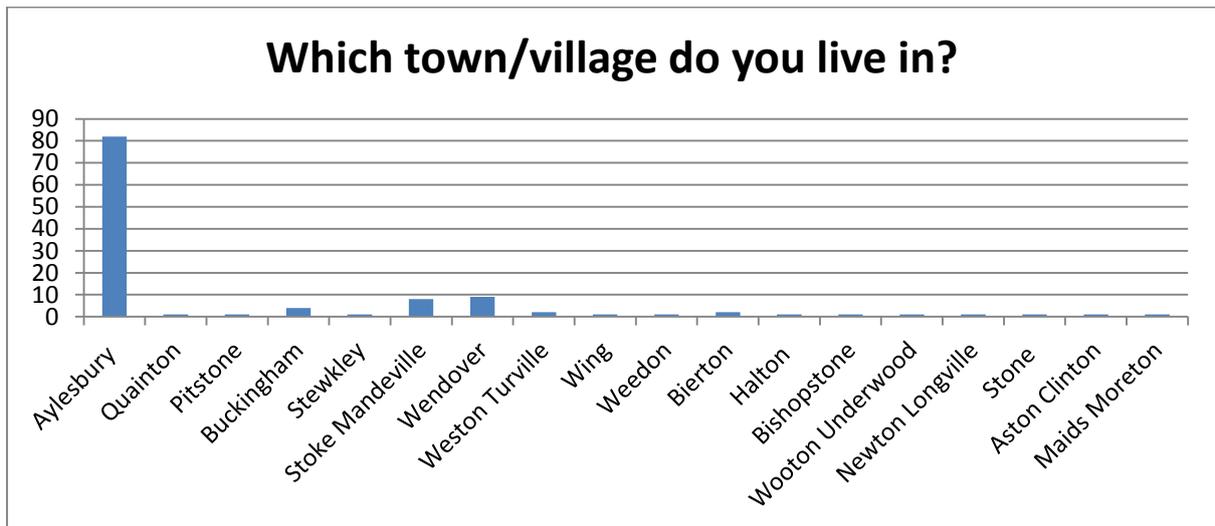
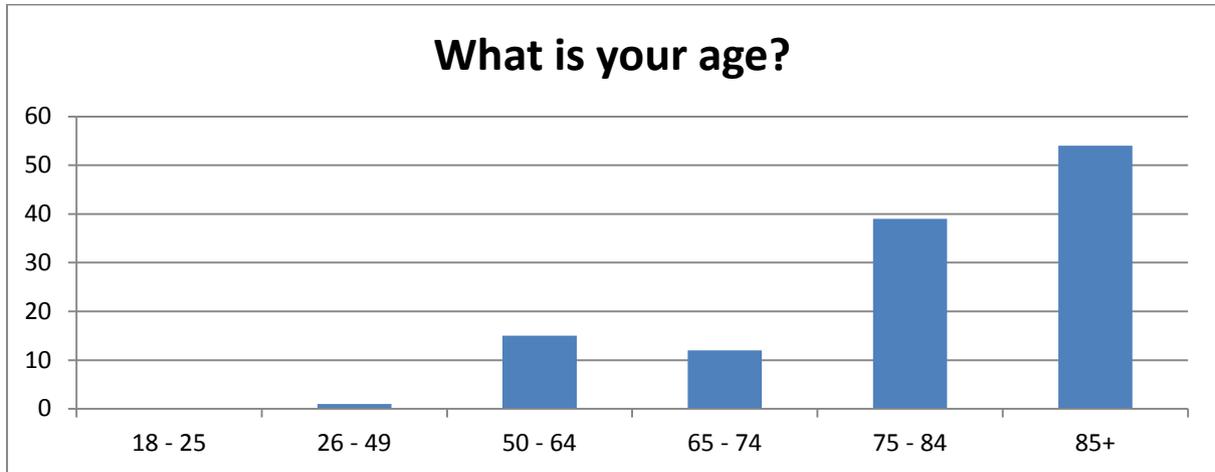
Appendix 1 - TABLE OF COMMUNITY TRANSPORT SERVICES IN THE VALE - LAST UPDATED 24/08/2018

Scheme	Eligibility	From/to	Disabled access	Journey type	Funding
EDAN (Edlesborough, Dagnall and Northall)	Residents of Edlesborough, Dagnall and Northall	Aylesbury Vale	N	Hospital/Medical	Situation unknown
Weston Turville Voluntary Transport	Residents of Weston Turville	Within Weston Turville and surrounding area	N	Medical/shopping/social	Situation unknown
Age Concern/Age UK Bernwood Car Scheme	Bernwood residents only	Brill and surrounding villages	N	Hospital/Medical	Situation unknown

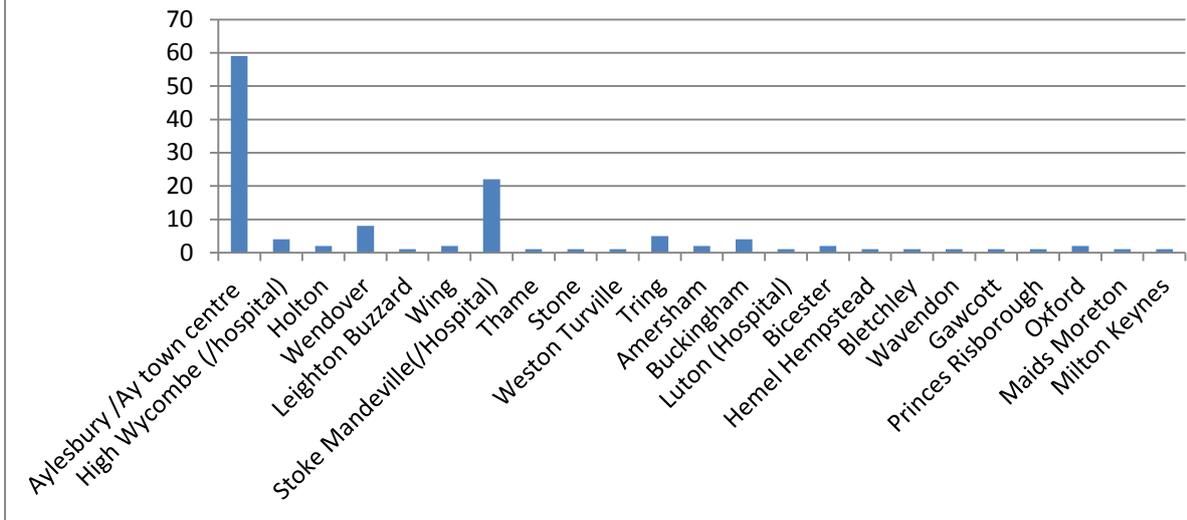
NB: The above data has been drawn from a number of sources and has been validated by the Community Transport Hub. This list cannot guarantee to be exhaustive as other informal car schemes may operate elsewhere but choose not to be captured on record due to their ad hoc operation. Capacity to meet demand may fluctuate due to the availability of volunteer to meet requests.

Appendix 2 - Results from Survey of 2017 taxi token recipients

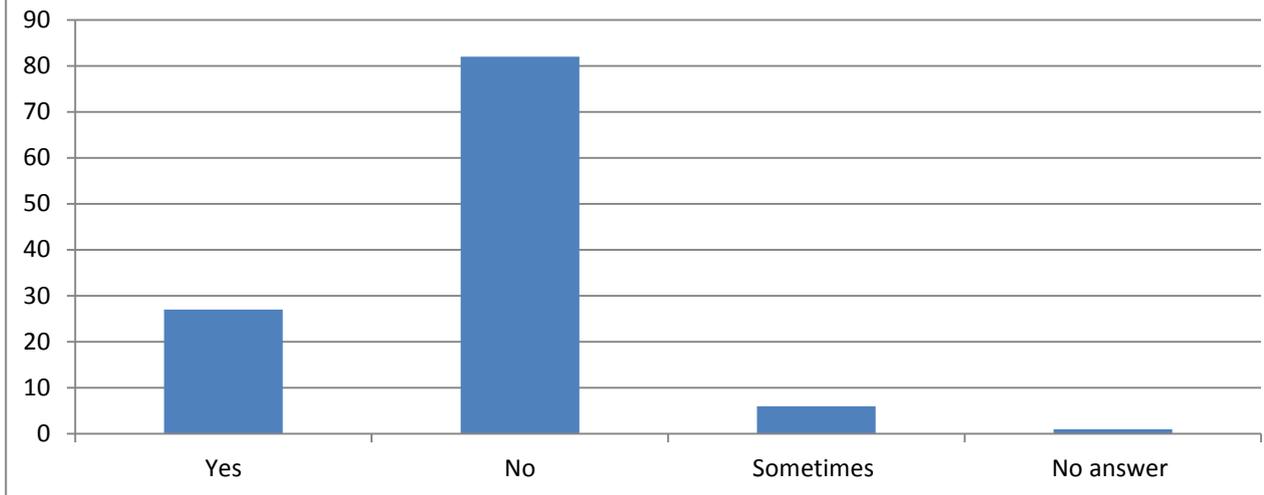
(Out of 209 surveys sent, 121 responses were received)



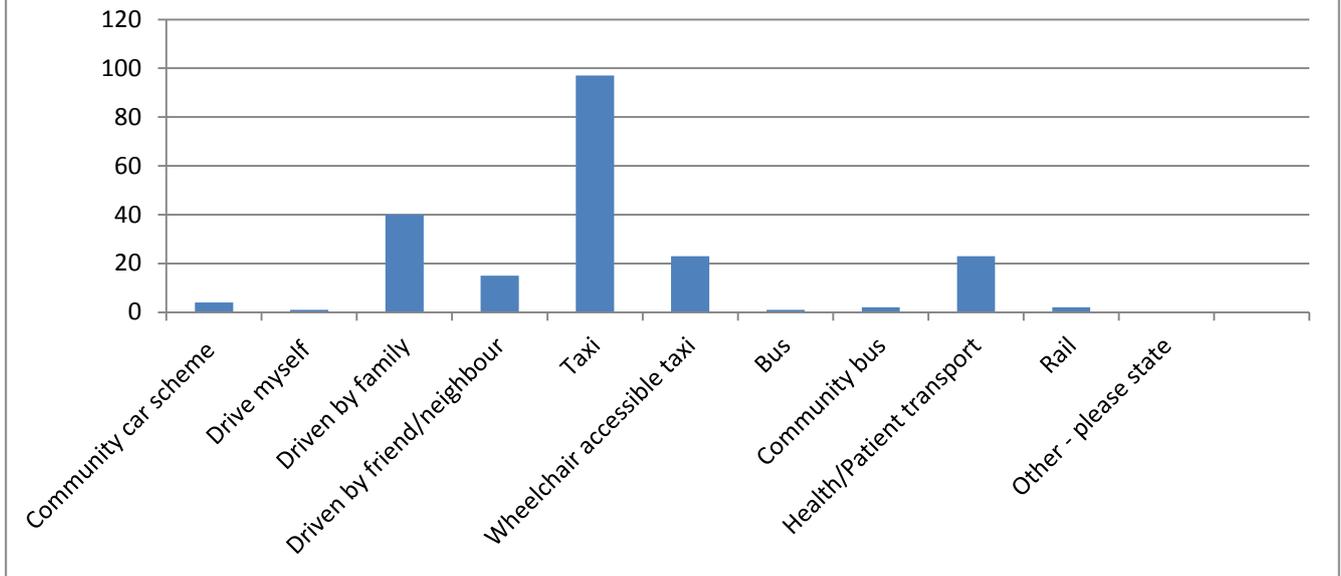
What area do you travel to the most?



Do you require wheelchair access?



What means of transport do you use?



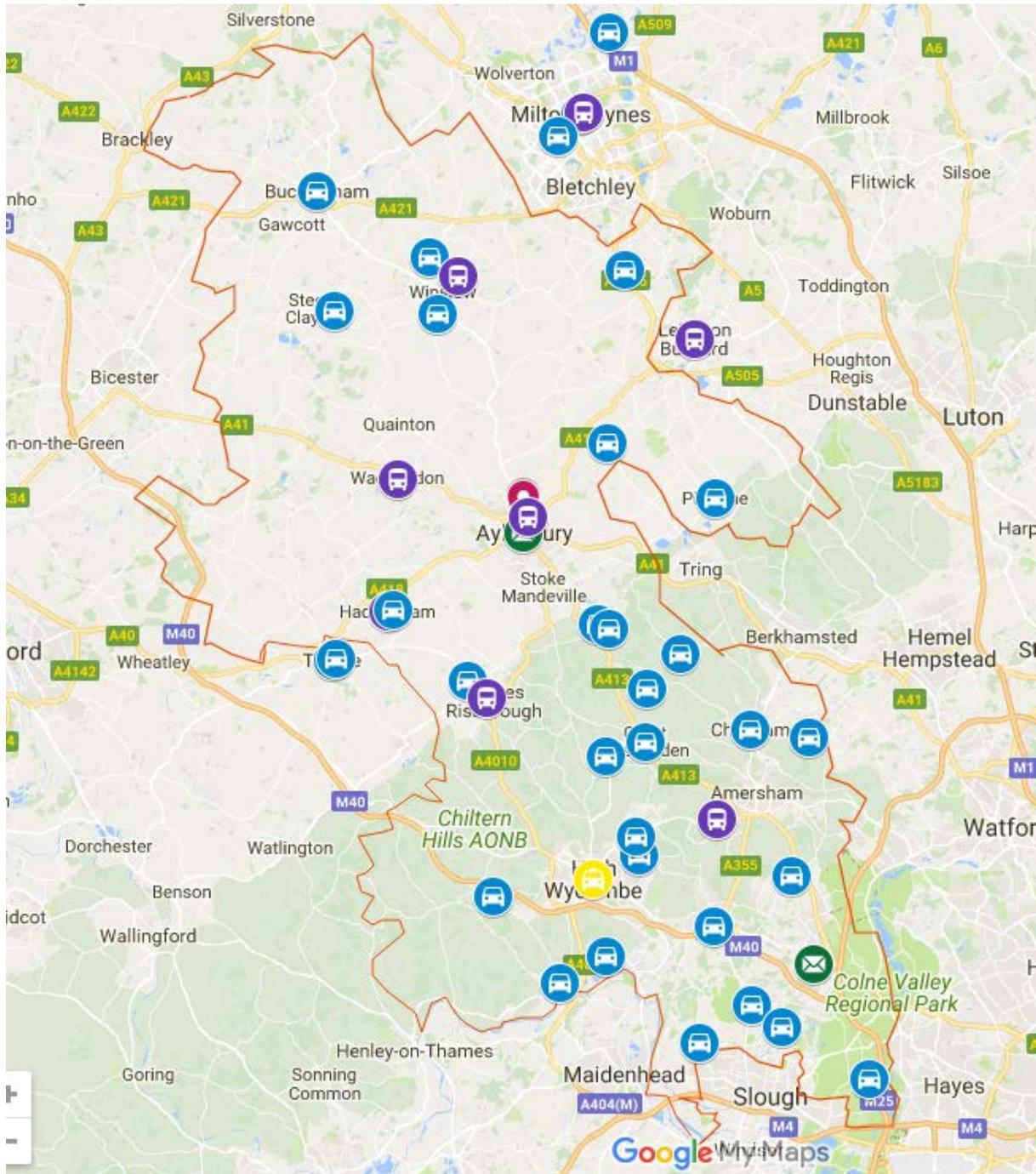
Appendix 3 – Map of Community Transport options in the vale

**Buckinghamshire
Community Transport**



Community Impact Bucks
A BETTER LIFE TOGETHER

Community Transport Schemes - October 2017



Aylesbury – 3 services, no community transport

Shopmobility Scheme - Bucks Ambulance service – AVDC Taxi Tokens

Cabinet
16 October 2018

DRAFT CAR PARKING STRATEGY FOR AYLESBURY TOWN CENTRE
Councillor Mrs Ward
Cabinet Member for Civic Amenities

1 Purpose

- 1.1 The purpose of this report is to inform Cabinet's consideration on the draft Parking Strategy for Aylesbury with a view to Cabinet making recommendations to full Council.
- 1.2 The attached report and background information were considered by the Economy and Business Development Scrutiny Committee on 11 September, 2018, whose comments are attached as Appendix 1 to the Cabinet report.

2 Recommendations

Cabinet is recommended to:

- 2.1 Consider the comments made by the Economy and Business Development Scrutiny Committee on 11 September, 2018.
- 2.2 Agree which phase the recommendations numbered SM11 – SM16 on page 5 of Appendix 3 should be categorised as, taking into account the feedback from the Scrutiny Committee as set out in Appendix 1.
- 2.3 Agree the proposed metrics set out on page 50 of Appendix 2 taking into account the Scrutiny Committee feedback that the metric to measure customer satisfaction should not be introduced until after the improvements have been carried out.
- 2.4 Recommend that Council approve and adopt:-
 - (i) The Car Parking Strategy set out in Appendix 2 to the Cabinet report (subject to any changes that might be agreed at the Cabinet meeting).
 - (ii) The phase one and two recommendations set out in Appendix 3, and in particular:
 - the recommendation (SM1) to set up a joint delivery board with Bucks County Council to oversee the delivery of the strategy.
 - the proposed capital investment of approximately £400k (estimate by ARUPS), to upgrade the payment options (OM6)
- 2.5 Note that there may be a further request for capital expenditure to upgrade payment equipment in AVDC car parks in other towns, once the draft strategies for parking in Buckingham, Wendover and Winslow have been received.

3 Executive summary

- 3.1 It is a number of years since the council reviewed its parking strategy for its town centres. With the growth planned for the district and the new challenges and opportunities facing towns (particularly those the size of Aylesbury), it was agreed that parking studies should be commissioned for Aylesbury, Buckingham, Winslow and Wendover.
- 3.2 The outcome of the studies will be used to not only inform the council's investment and management decisions relating to parking but also to provide supporting information for the draft Vale of Aylesbury Plan.

- 3.3 The first study commissioned was for Aylesbury. A brief was developed in consultation with Buckinghamshire County Council and Aylesbury Town Council to ensure that the brief covered all parking issues related to the town centre and was not limited to parking provided by AVDC.
- 3.4 The primary objective of the study was to consider the parking provision within Aylesbury Town and the surrounding area of influence and how AVDC could work with key stakeholders to deliver an integrated, innovative, sustainable and financially affordable parking strategy that meet the needs of our customers, our communities and our businesses (whilst also encouraging sustainable modes of travel) between 2018 and 2033.
- 3.5 Information on the scope of works, the tasks undertaken by ARUPS (the organisation that was selected and appointed to deliver the brief for Aylesbury) to produce the draft Strategy, and the vision and six objectives then used to provide the framework for the Strategy are detailed in the attached report.
- 3.6 The report and information which are attached were considered on 11 September 2018 by the Economy and Business Development Scrutiny Committee, who were supportive of the draft Strategy. The comments made by the Committee are also attached as Appendix 1 to the Committee report.
- 3.7 Cabinet is asked to consider the report and information, as well as the comments from the Scrutiny Committee, and to make recommendations on the Parking Strategy to the full Council meeting to be held on 24 October, 2018.

4. Options Considered / Reasons for Recommendations / Resource Implications

- 4.1 These are covered in the attached report.

Contact Officer
Background papers

Teresa Lane (01296) 585006
None

**EXTRACT FROM DRAFT MINUTES OF ECONOMY AND BUSINESS
DEVELOPMENT SCRUTINY COMMITTEE HELD ON 11 SEPTEMBER 2018**

DRAFT PARKING STRATEGY FOR AYLESBURY TOWN CENTRE

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The Committee were asked to consider the recommendations and also suggest which Phase recommendations SM11 – SM16 should fall into. Members sought further information from officers and the Cabinet Member and were advised that:-

- i. Security concerns in car parks, such as lighting and access, were understandable and signage was available showing emergency contact details.
- ii. At present, around six or seven coaches arrived for pantomime performance at Aylesbury Waterside Theatre. A park and ride offer for the theatre would not be an attractive enough offer at present. Consideration of using The Gateway car park could be used to provide a park and ride site but the extra costs for security in keeping the car park open out of office hours would need to be covered.
- iii. There was merit in investigating the possible of offering park and ride for one off major events such as the Christmas Light Switch-on.
- iv. Space in the town centre for coach parks would be too costly, however the current collection and drop-off arrangement was effective
- v. Offering a variety of car park payment methods was important so that customers could select a choice that suited their preference
- vi. Discounted parking or free parking for electric vehicles could be considered under an innovation scheme
- vii. Encouraging use of bicycles through accessible bicycle parking would be considered as long as these were safe and did not affect the aesthetic of the town centre
- viii. Friarscroft car park was underutilised by commuters due to its 8.30pm closure. This closure time was due to anti-social behaviour. The possibility of adding in security measures to deal with this was recommended in the report.
- ix. The Waterside Festival had helped to promote the canalside area and show how accessible the theatre was to Waterside car park.
- x. Town centre flat developments did not always offer car parking as research by developers had shown this was not always necessary.

The Committee were supportive of the recommendations in the report, notably the review of car park names to be more logical for customers and the estimated £400k investment to upgrade payment equipment and options. Members felt that a stakeholder survey should be carried out in Phase 2 as the results would be more meaningful after improvements were carried out. This would have an impact on the proposed metrics in the report. Recommendations SM15 and SM16 were linked and Members agreed that these should be carried out in Phase 2.

RESOLVED –

That the Committee recommends SM12 – SM14 are delivered in Phase 1 and SM11, SM15 and SM16 are delivered in Phase 2.

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DRAFT PARKING STRATEGY FOR AYLESBURY TOWN CENTRE

1 Purpose

- 1.1 The purpose of this report is to invite comments from the Scrutiny Committee on the draft Parking Strategy for Aylesbury to help inform Cabinet's consideration of the Strategy and their recommendations to Council.

2 Recommendation

- 2.1 The Scrutiny Committee is asked to comment:
- on the draft Strategy set out in Appendix 1
 - the phase one and two recommendations set out in Appendix 2 which include a proposed capital investment of approximately £400k (estimated by ARUPS), to upgrade the payment equipment and options.
- 2.2 Suggest which phase the recommendations numbered SM11 – SM16 on page 5 of Appendix 2 should be categorised as.
- 2.3 Comment on the proposed metrics set out on page 50 of Appendix 1.

3 Supporting information

The approach

- 3.1 It's a number of years since the council reviewed its parking strategy for its town centres. With the growth planned for the district and the new challenges and opportunities facing towns (particularly those the size of Aylesbury), it was agreed that parking studies should be commissioned for Aylesbury, Buckingham, Winslow and Wendover.
- 3.2 The outcome of the studies will be used to not only inform the council's investment and management decisions relating to parking but also to provide supporting information for the draft Vale of Aylesbury Plan.
- 3.3 The first study commissioned was for Aylesbury. A brief was developed in consultation with Buckinghamshire County Council and Aylesbury Town Council to ensure that the brief covered all parking issues related to the town centre and was not limited to parking provided by AVDC.
- 3.4 The primary objective of the study was to consider the parking provision within Aylesbury Town and the surrounding area of influence and how AVDC could work with key stakeholders to deliver an integrated, innovative, sustainable and financially affordable parking strategy that meet the needs of our customers, our communities and our businesses (whilst also encouraging sustainable modes of travel) between 2018 and 2033.
- 3.5 The scope of works included:
- understanding the current service and operational arrangements
 - reviewing and appraising current parking provision, infrastructure and capacity
 - identifying and evaluating constraints and issues
 - providing advice on potential solutions to address the constraints and issues
 - analysing future demand

- recommend the optimum parking provision for the town between 2018 –2033 taking into account emerging trends and technologies
- 3.6 After a procurement process, ARUPS was selected and appointed to deliver the brief for Aylesbury with the option for their work to be extended to Buckingham, Winslow and Wendover. The briefs would be tailored to the different localities as needed.
- 3.7 The tasks undertaken by ARUPS to produce the draft Strategy were wide ranging and included reviews of:
- related national, regional and local policy and guidance eg the National Planning Policy Framework, The Aylesbury Transport Plan, the draft Vale of Aylesbury Plan, the BTVLEP Strategic Economic Plan and the Aylesbury Town Centre Plan
 - on-site visits
 - best practice and emerging trends and technologies
 - condition surveys
 - customer feedback
 - available data on usage
- 3.8 Face-to face interviews also took place with operational staff, key stakeholders. Workshops were also held.
- 3.9 From the interviews and workshops, ARUPS identified a vision and six objectives to provide the framework for the Strategy. Together they define what needs to be achieved in the lifespan of the document in terms of successful outcomes for the residents, workers and visitors to Aylesbury.
- 3.10 The six objectives are each underpinned by a number of key themes:

Vision – To deliver an improved parking experience in Aylesbury for all
<p>1. Responsive to the needs of different groups and customers</p> <ul style="list-style-type: none"> • People centred • Provision and use • Legibility and convenience
<p>2. Positively contributes to the local economy and regeneration</p> <ul style="list-style-type: none"> • Assets and land use • Supporting business • Coach parking

<p>3. Commercially sustainable & efficient parking management model</p> <ul style="list-style-type: none"> • Management • Pricing and equipment • Enforcement
<p>4. Enhances the local environment</p> <ul style="list-style-type: none"> • Place making • Ultra-low emission travel
<p>5. Integrates effectively with wider policy and plans</p> <ul style="list-style-type: none"> • Planning policy • Local transport authority
<p>6. Resilience and anticipation of future change</p> <ul style="list-style-type: none"> • Addressing growth • Evolving town centre • Automation and technology

- 3.11 The conclusions and priorities from the ARUPS work are set out in the draft Strategy (Appendix 1) and summarised in section 4 below. The more detailed recommendations which flow from the priorities are set out in (Appendix 2).
- 3.12 The recommendations are wide ranging in their complexity to deliver, cost, timeframe and ownership. In respect of the latter, some of the recommendations identify Bucks County Council as the 'owner' for delivering a recommendation, whilst others need to be delivered jointly by AVDC and BCC or with other stakeholders. (Members will note from Section 4 that one of the key phase one recommendations is to establish a joint board with Bucks County Council to do this).
- 3.13 It is fully expected that a number of the recommendations for Aylesbury will also be identified in the Strategies now being prepared for Buckingham, Winslow and Wendover. Where this is the case, a coordinated approach will be taken to their implementation.
- 3.14 Many of the recommendations also require more work to be undertaken before a decision can be taken on whether they should be implemented. In some cases a business case may need to be developed for further consideration by members.
- 3.15 There may be scope to apply for funding to investigate/deliver some of the recommendations. For example through Garden Town funding, or the Digital Declaration Fund.

4. Overview of the conclusions for each theme

- 4.1 The conclusions set out below relate to the AVDC parking service unless otherwise stated.

Responsive to the needs of different groups and customers

- A joined up approach to the delivery of the Strategy (and parking generally) is needed. A joint delivery board with BCC is proposed.
- Investment is needed to upgrade payment facilities to offer more and better options to pay which are available consistently across all car parks.
- New systems are needed to provide more robust data about car park usage.
- There are many opportunities to improve the customer experience but more regular customer engagement is needed to improve customer insight and inform service delivery.
- The quality of car park environments and the pedestrian routes to and from the sites need improving.
- The mismatch between the designation of some car parks and the needs of their most appropriate user groups needs addressing to make the best use of the capacity we have. For example, Friarscroft is the best located car park for commuters but closes at 8.30pm because of anti-social behaviour issues. Different security measures are needed to address the problem and make the car park the first choice of commuters.
- Off-street parking should become the focus of parking provision.
- Signage needs to be improved in all respects: journey to a car park, pedestrian wayfinding to and from car parks.
- Information generally about car parks needs aligning across providers and improved. For example, the development of an app aligned to sat nav software to show real time capacity across the town centre.

Positively contributes to the local economy and regeneration

- The distribution of parking across the town needs consideration
- There may be opportunities to address consolidating some car parking sites and release land for other regeneration purposes
- Access to the town centre by coach for large scale events should be facilitated and encouraged
- Congestion is an issue which impacts on parking. Providing more parking may only make the situation worse. Car parking plans need, therefore, to be aligned to the wider public transport plans.
- At least one new innovation or initiative should be piloted annually. For example, free parking for a selected time in a particular car park

Commercially sustainable and efficient parking management model

- Parking charges should be benchmarked and reviewed annually with differentiated charging promoted. In particular, the on-street parking charge should be higher.

- Back office systems need to be updated to provide real time information and digitise enforcement and management.
- The management structure for the service needs review with a single strategic parking lead identified.
- Joining/sharing elements of the service should be considered. For example the back office function with other providers should be considered to improve efficiency.

Enhances the local environment

- An asset management plan is needed to ensure car parks are well maintained.
- Low cost internal improvements eg planting should be investigated.
- Electric charging bays in selected car parks should be provided.

Integrate effectively with wider policy and plans

- The number of parking spaces permitted in policy for development in the town centre should be reduced.
- Electric charging points should be designed into any new developments.
- Cycle routes and cycle parking should be aligned and initiatives supported to deliver improvements (particularly in respect of the Garden Town opportunity).

Resilience and anticipation of future change

- We should invest in our existing car parks and maximise their use before delivering additional net provision.
- Permitted development parking allocations needs review.
- Plans should be in place for autonomous parking at multi-storey car parks.
- Areas within car parks should be reconfigured to enable drop-off and pick up points.
- Better/creative use should be made of redundant parking space in car parks eg Amazon lockers to add value to the customer experience and generate income.

6. Resource implications

- 6.1 The resource implications are not known for many of the recommendations. Establishing these costs will be part of the work commissioned by the proposed joint board. However, the upgrading of the outdated equipment to provide customers with more payment options across the AVDC car parks is considered a priority. The age of the current equipment carries high maintenance costs and the limited ways to pay, is a source of customer dissatisfaction.

- 6.2 ARUPS has provided a high level summary of the costs of replacing the equipment at each of the car parks and introducing new payment options such as contactless. The estimated capital cost is £400k. The annual maintenance costs are expected to be similar to current costs but there will be a new additional annual cost for card transactions. This is currently estimated by ARUPS to be about £25k.
- 6.3 The Committee is asked to note that whilst one of the recommendations from ARUPS is that a modest increase in the charging tariff would be reasonable to help pay for improvements, cabinet will consider a number of options for funding these initial improvements. As part of this discussion, cabinet will be taking into consideration the difficult trading conditions facing the Vale's town centres, and how it can support town centre businesses by offering attractive and competitive parking charges to encourage footfall.

Contact Officer
Background Documents

Teresa Lane 01296 585006
Specification for tender
Draft Parking strategy 2018
Recommendations Report 2018
Baseline Report 2018
Operational Review 2018



Draft Aylesbury Town Centre Parking Strategy

August 20

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1. Introduction

Aylesbury Vale District Council (AVDC) has developed this strategy to guide parking management, policy and investment decisions in Aylesbury town centre between 2018 and 2033. The strategy is underpinned by a robust technical evidence base (Please refer to the Aylesbury Town Centre Parking Strategy technical report).

The strategy recognises the role of parking with a wide lens and considers regeneration, place making and transport aspects and impacts. It responds to challenges presented by the current model of public sector financing, new technology and the evolving function of the town centre.

Consideration has been given to the context in which parking is managed and delivered in the district, particularly the role and responsibilities of key partners, including Buckinghamshire County Council (BCC).

The geographic scope of the strategy focuses on the town centre of Aylesbury. Coach parking and cycle parking are considered, in addition to off-street car parks owned and controlled by AVDC, BCC, Network Rail and private operators. The role of on-street parking is also considered.

The strategy includes a vision and objectives that details what 'good' looks like when the strategy is delivered. It also provides an assessment of the current parking context, including parking provision, opportunities and constraints.

The document specifies the strategic approach in response to each of the objectives, supported by clear priorities. Case studies are provided in this section to provide further clarity regarding the proposed approach and examples of where positive impacts have been achieved.

Finally, there is a summary of our delivery plan that will be used to drive forward actions and provide a framework to monitor progress against strategy objectives.

Context



2. Context

2.1 Town Profile

Aylesbury is a historic market town located in central Buckinghamshire and within the district of Aylesbury Vale. It is the County town and has a population of 71,500, which is just over 41% of the district's population.

It is a vibrant market town with a growing economy and population and was awarded Garden Town status in January 2017.

Three roads converge in the town, the A41, the A413 and A418. The M40 motorway is approximately 15 miles to the west and the M25 motorway is 21 miles to the south east.

The town is served by two railway stations, Aylesbury station on the southern edge of the town centre and Aylesbury Parkway approximately 2.5 miles north west of the town. Further rail improvements are planned to the north as part of East West rail development. There is a well serviced combined bus station in the town centre.

The current housing stock (31,690 dwellings) is forecast to increase by 50% by 2033, with over 15,000 new homes proposed. Many of these are already under construction or have planning approval. The major housing sites are located to the east and north of Aylesbury within 2 miles of the town centre.

Aylesbury Town - Key Facts	
Population 71,500	New homes by 2033 15,000 (50% increase)
Status Garden Town & Purple Flag	Economically Active Supports 100,000 pax.
Travel to Work (in town) 51% by car	Travel to Work (to town) 84% by car
Cost of Congestion £110m	Off Street Car Parking Approx. 4,700 bays in centre
Customer Catchment 259,000 (25mins drive)	Air Quality 3 AQMAs
Cycle Parking 250 spaces	Coach Parking 1 bay



2. Context

2.2 Challenges and Opportunities

At a strategic level, there are number of challenges and opportunities that have a bearing on how parking is managed in Aylesbury.

Journey delays - congestion is a challenge in the town centre with journey delays evident on main roads and junctions, particularly during the morning and evening rush hour. Policies that encourage car use will further exacerbate congestion.

Air quality – there are areas of poor air quality in the town with pollution levels harmful to human health. The main source of pollution is fossil fuel burning vehicles.

Sustainable travel – such as walking, cycling and public transport are low emission and can assist with tackling congestion and promoting health. Improvements to viable travel choice in Aylesbury is a significant opportunity.

Technology – new technology offers a wealth of opportunities to improve the experience of visitors and residents in the town centre. New advances in vehicle technology, such as automation, zero emission cars and electric bikes must also be considered.

New public sector finance model – increasingly, local authorities are required to develop locally sustainable financial models. Part of running an efficient organisation is the effective use of assets and management of services, including car parking.

Aylesbury as a destination – with the new Garden Town status and the need to respond to the evolving function of town centres parking policy must be developed in line with the wider outcome focused aspirations for the town as a high quality destination.

Partnerships – effective partnerships provide the opportunity for a consolidated and joined up to parking provision in the town.

Growth – as the town continues grows it must accommodate more people and journeys but growth also presents the opportunity to further stimulate the local economy and attract investment in the built environment.

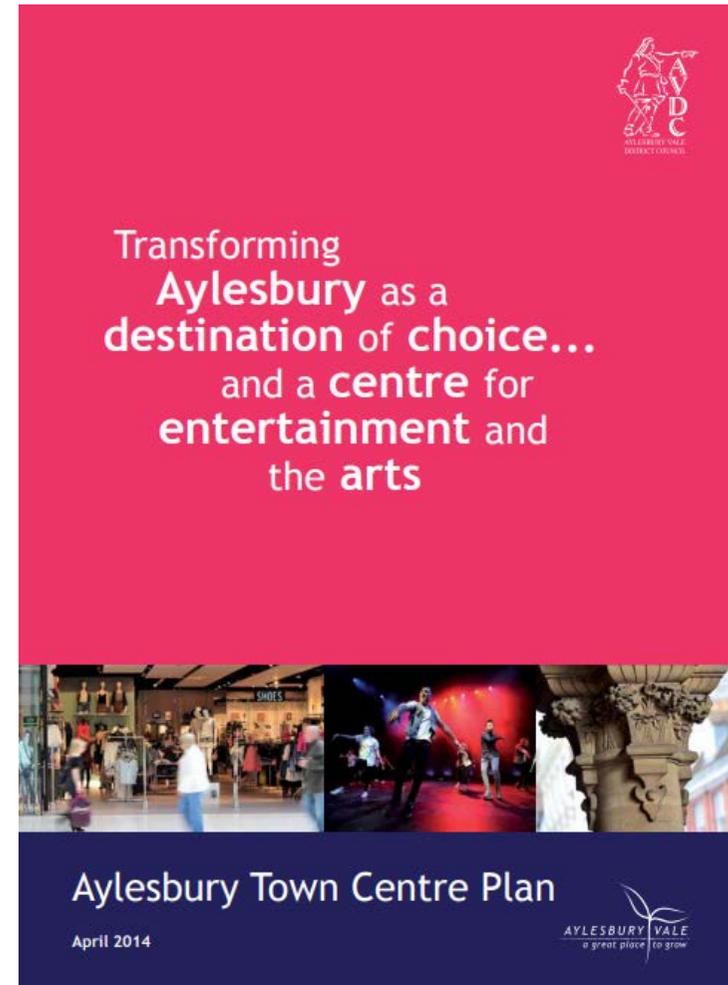
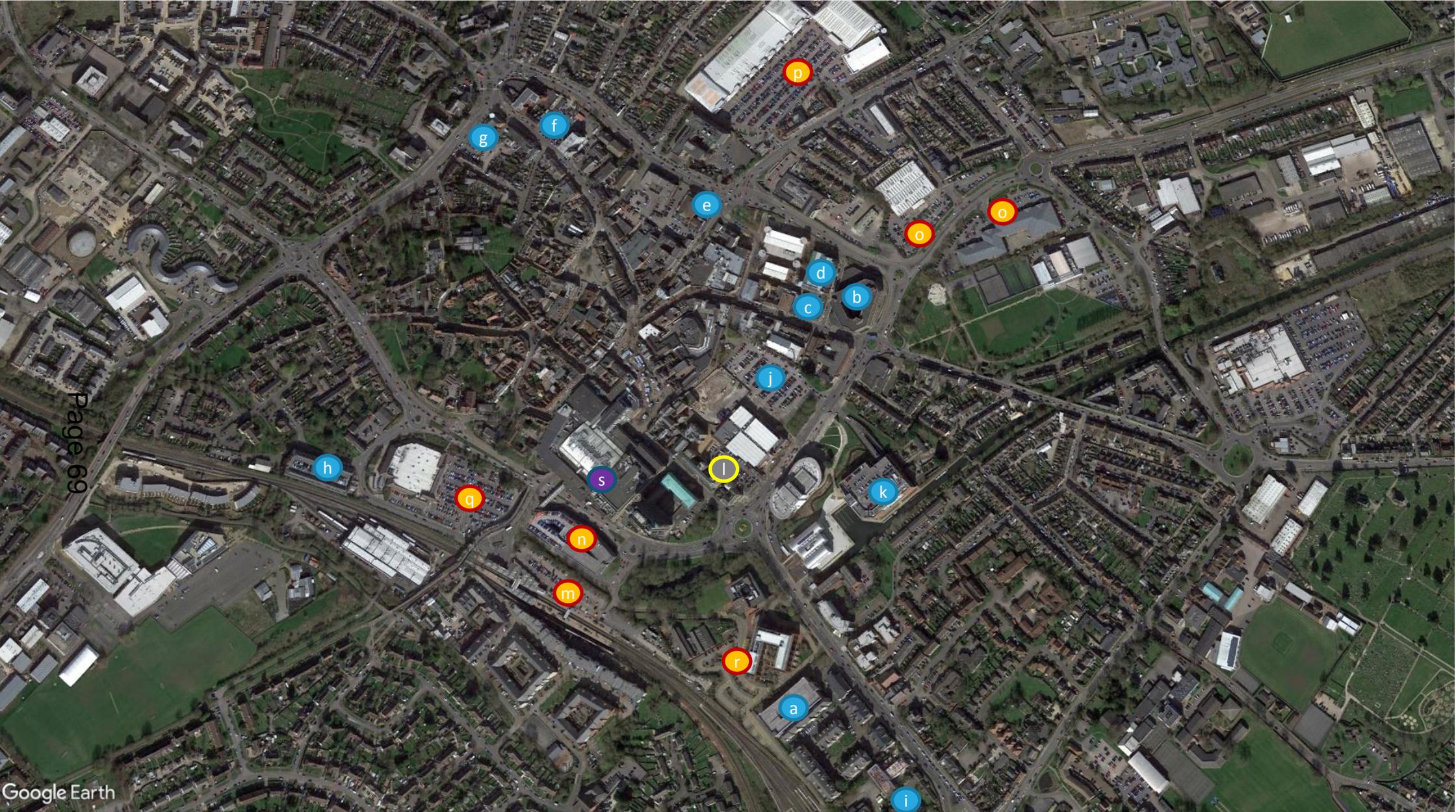


Fig. 1.0: Parking in study area



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Google Earth

KEY		AVDC Managed		Privately Managed		BCC Managed		Coach Parking
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2. Context

2.3 Existing Parking Capacity

The tables below provide a summary of the parking provision within the study area in Aylesbury town Centre as defined in (Fig. 1.0, page 7).

Key	Car Park Name	No. of spaces	Operator	Type
	CAR PARKING			
a	Walton Street	525	AVDC	Long and Short Stay
b	Hampden House	364	AVDC	Long Stay
c	Hale Street	16	AVDC	Short stay (1hr max)
d	Upper Hundreds	305	AVDC	Short stay
e	Anchor Lane	7	AVDC	Blue badge only
f	Coopers Yard	59	AVDC	Short stay
g	Whitehall Street	38	AVDC	Long stay
h	Friarscroft	342	AVDC	Long stay
i	Walton Green	14	AVDC	Long stay
j	Exchange Street	238	AVDC	Short stay
k	Waterside	275	AVDC	Short Stay
l	Waterside North	98	BCC	Short Stay
-	Controlled RPZ	X	BCC	Permit
-	Public On-street	X	BCC	Short Stay
m	Railway Station	302	Chiltern Rail	Long and Short Stay
n	Friars Square	360	Private	Short Stay
o	The Vale Hundreds	180	Private	Short Stay
-	Tesco (Tring Road)	660	Private	Short Stay
p	Aylesbury Shopping Park	600	Private	Short Stay
q	Morrisons	300	Private	Short Stay
r	Blue Leanie	X	Employee only	Short Stay
	OTHER PARKING			
-	Cycle Parking	250	Chiltern/BCC	-
s	Coach	1	Private	Permit

Type	Description
Blue badge spaces	Most car parks have reserved bays and are free to badge holders and special on-street parking concessions apply.
Cycle parking	Cycle parking is disbursed throughout the town centre. Some formal locker parking is situated in multi-storey car parks. There are approximately 250 free bike parking spaces in and around the town centre. 100 of these spaces are located at Aylesbury railway station.
Motorcycle Parking	Free motorcycle parking is available in a number of public car parks across the town centre; Exchange Street, Coopers Yard (Buckingham Street) and Upper Hundreds.
Electric Charging Points	A review of electric charging facilities in the Aylesbury town centre using www.zap-map.com shows that there is one charging point at Aylesbury railway station.

Our Approach

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3. Our Approach

The vision and objectives are an important part of this strategy. They define what needs to be achieved in the lifespan of the document in terms of successful outcomes for the residents, workers and visitors to Aylesbury.

Six objectives have been identified underpinned by key themes. They have been developed in response to evidence led analysis and aligned to relevant local and national policy and strategy.

A delivery plan has been developed to guide investment and resources to achieve the aspirations expressed through the vision and objectives and is summarised in the final part of this document.

The following section provides an overview of our strategic approach to each of the six strategy objectives with further analysis provided by theme.

Priorities areas are identified with further analysis that will directly inform the actions we will take to deliver positive change.

Vision – To deliver an improved parking experience in Aylesbury for all	
1. Responsive to the needs of different groups and customers	<ul style="list-style-type: none">• Theme: People centred• Theme: Provision and use• Theme: Legibility and convenience
2. Positively contributes to the local economy and regeneration	<ul style="list-style-type: none">• Theme: Assets and land use• Theme: Supporting business• Theme: Coach parking
3. Commercially sustainable & efficient parking management model	<ul style="list-style-type: none">• Theme: Pricing and equipment• Theme: Management and Enforcement
4. Enhances the local environment	<ul style="list-style-type: none">• Theme: Placemaking• Theme: Ultra-low emission travel
5. Integrates effectively with wider policy and plans	<ul style="list-style-type: none">• Theme: Planning policy• Theme: Local transport authority
6. Resilience and anticipation of future change	<ul style="list-style-type: none">• Theme: Addressing growth• Theme: Evolving town centre• Theme: Automation and technology

Objective 1: Responsive to the needs of different groups and customers



Theme: People Centred

Priorities

- Take a balanced and data led approach to meet current and future parking demands, considering impacts on all groups and customers;
- Conduct effective engagement to understand the needs of all groups that are impacted by parking provision;
- Actively consider the needs of the most vulnerable when maintaining and delivering the parking service;
- Proactively manage large events in partnership with other operators using effective event management protocols;

As a public sector body, AVDC has a responsibility to meet the needs of both customers who use AVDC parking services and facilities and those groups who are indirectly impacted by the use of those services and facilities. For example, well-designed, managed and maintained car parks will have a positive impact on the customer experience and reduce negative impacts on the local public realm and amenity.

Conversely, the unrestrained provision of car parking will impact on the availability of business and housing land in the town centre and generate significant amount of new car journeys leading to an increase in congestion and pollution, negatively impacting all. The experience will also have an impact on the local economy and sustainability of the town centre

Fig. 2.0 highlights a number of different groups whose perspectives will be considered when managing existing and providing new parking facilities and services in the town centre. This reflects our approach to put customers and residents at the centre of service provision and respects the wider impacts of car parking policy on our community, environment and economy.

In particular, we recognise that the impacts of our service on the most vulnerable groups in society need to be considered and addressed as a priority. We want the town centre to provide a safe and pleasant environment in which families and children are encouraged to dwell and play, enlivening the environment. Accordingly, we will manage parking in a way to help meet this aim.



Fig. 2.0: Considering different perspectives on parking



Theme: Provision and Use

Priorities

- Maintain the current provision and type of car parking but improve quality and management of that provision;
- Focus promotion of underutilised car parks, particularly large off-street multi-storey car parks;
- Increase the provision of blue badge parking in central locations;
- Encourage use of car parking within AVDC/BCC control;

The spatial distribution of car parking varies across the town centre – see Fig 6.0 on page 21. It is noticeable that the ‘old town’ to the west of the centre lacks provision of large multi-storey or surface car parking, relying more on small surface car parks and on-street car parking.

There is a concentrated provision of off-street car parking to the south and west. Long stay parking is predominantly situated to the south. There is a dedicated provision of blue badge parking at Anchor Lane and blue badge holders can park for free in on-street provision. On-street provision is distributed throughout the town centre.

All off-street car parks are within ten minutes walking distance of the town centre. The quality of routes to and from car parks appears to be generating a negative perception and is a barrier to use, particularly of the outlier car parks.

An audit of eleven AVDC off-street car parks was undertaken on Thursday 1st February 2018. The purpose of the audit was to establish the baseline of existing facilities and identify any notable issues and instances of good practice. The visit was supplemented by information provided by the AVDC parking service. **Fig. 3.0** provides a summary of the results of the audit.

Fig. 3.0: AVDC car park audit summary

	Payment Options	Accessibility and Physical Constraints	Efficiency	Environmental Quality and Surfacing	Safety and Security	Space size	Signage and way finding	Other Parking Types
Walton Street	A	G	G	G	G	G	G	A
Walton Green	G	G	A	A	G	A	A	A
Waterside	G	G	G	G	G	G	G	G
Exchange Street	G	A	G	A	G	G	A	G
Hale Street	G	A	G	A	A	G	A	A
Hampden House	G	A	A	A	R	A	G	A
Upper Hundreds	A	G	G	A	A	G	G	G
Anchor Lane	G	A	G	G	G	G	A	G
Coopers Yard	G	A	G	G	G	G	A	A
Whitehall Street	G	G	G	A	A	G	A	A
Friarscroft	G	G	G	R	R	G	A	A

KEY

Green (G) indicates good practice
 Amber (A) indicates some minor issues
 Red (R) indicates fundamental issues against the criteria.

Theme: Provision and Use

Key findings of the car park survey include:

- Improving and updating the visual environment and maintenance of both Hampden House and Friarscroft car parks would have a positive impact;
- Although many of the car parks scored positively on Payment Options, standardised methods of payment would offer a more consistent choice to customers, specifically Pay-by-phone;
- As a general comment, signage and way finding could be improved across all eleven car parks, with a general improvement on provision of up-to-date maps;
- None of the car parks presently provide electric charging facilities for motorists, which is in contrast to many other UK towns and cities that are implementing charging provisions;

• Cycle parking provision was limited across all car parks;

In terms of car park use, occupancy surveys were undertaken on two separate dates, one busy period in December and one quiet period in January, of all eleven AVDC car parks in scope. Counts covered the period from 7am until 10pm, to capture day and evening use.

Fig. 4.0 (page 15) provide a summary of the results, indicating the maximum occupancy observed on the day of the surveys and the percentage this represents of the total car park capacity. On 14th December, there was a high prevalence of Christmas shoppers, with free late night parking from 16:30 onwards in the car parks. It was also noted that the pantomime and cinema may have impacted on parking between 19:00-21:00. No abnormal conditions were noted on Thursday 25th January.

Occupancy of the car parks varies greatly across the eleven sites. Smaller car parks such as Hale Street, Cooper's Yard, Anchor Lane and Whitehall Street exhibit high occupancy, whilst the larger car parks show lower usage in relation to total capacity, especially in the January count. Upper Hundreds car park and Waterside car park both had a maximum occupancy of less than 30% in the January surveys.

69%

Maximum use of
car park capacity
in busy period

56%

Maximum use of
AVDC car park
capacity in quiet
period

Fig. 4.0: AVDC car park utilisation

Car Park - Thursday 14th December 2017	No. of spaces	Maximum occupancy	% of total capacity
Walton Street Car Park	525	256	49%
Walton Green Car Park	14	11	79%
Waterside Car Park	275	144	52%
Exchange Street	238	229	96%
Hale Street Car Park	16	16	100%
Hampden House Car Park	364	358	98%
Upper Hundreds Car Park	305	149	49%
Anchor Lane Car Park (disabled only)	7	7	100%
Buckingham Street / Cooper's Yard Car Park	59	58	98%
Whitehall Street Car Park	38	32	84%
Friarscroft Car Park	342	247	72%
Total	2183	1507*	69%
*Maximum occupancy is measured individually for each site, so does not represent maximum occupancy for a single time period.			

Car Park - Thursday 25th January 2018	No. of spaces	Maximum occupancy	% of maximum capacity
Walton Street Car Park	525	231	44%
Walton Green Car Park	14	13	93%
Waterside Car Park	275	55	20%
Exchange Street	238	226	95%
Hale Street Car Park	16	14	88%
Hampden House Car Park	364	226	62%
Upper Hundreds Car Park	305	85	28%
Anchor Lane Car Park (disabled only)	7	6	86%
Buckingham Street / Cooper's Yard Car Park	59	59	100%
Whitehall Street Car Park	38	38	100%
Friarscroft Car Park	342	267	78%
Total	2183	1220*	56%
*Maximum occupancy is measured individually for each site, so does not represent maximum occupancy for a single time period.			

Theme: Provision and Use

Across the eleven AVDC car parks, the maximum occupancy in comparison to total capacity is 69% for the December count and 56% for the January count. In reality, it is likely to be lower than this, as 56% is the cumulative average of maximum use for each car park. However, this does indicate that for the eleven car parks, there was at least minimum a spare capacity of 31% and 46% respectively. This could be interpreted as the overprovision of parking in the town centre.

In terms of duration of stay at AVDC car parks, analysis of tariff data indicates as expected a higher turnover of spaces in short stay compared to long stay car parks.

Fig. 5.0 (page 17) provides a summary of non-AVDC car park use based on information gained from operator interviews and publically available document reviews. There is an extensive amount of parking linked to superstores and out-of-town shopping areas on the periphery of the town centre. Most is short stay, limited to two hours. BCC manages the provision of a significant amount of on-street car parking provision both public and residential. The majority of on-street residential parking is provided to the west of the town. Anecdotal evidence indicates that the on-street parking is well used. However, the additional on-street parking for multi-use vehicles has led to some displacement of taxis creating a tension between the taxi trade and people wishing to park in the shared spaces.

As part of the study, account was also taken of the current and planned use of car parks in private ownership to see if they could be used in the evenings and weekends to help meet any increase in public parking demand. For operational reasons, these parking spaces cannot be released.

Drawing on all surveys and analysis of data the following conclusions can be drawn:

- Current AVDC car parking provision more than meets current demand for short and long stay car parking particularly when other public parking is available eg Friars Square and Waterside North;
- Audits have revealed an issue with quality of provision at car parks;
- Most car parks have reserved bays and are free to blue badge holders and special on-street parking concessions apply;
- Car parking provided by private operators accounts for a significant proportion of available car parking in the town centre;
- Cycle parking provision in general is poor;

Fig. 5.0: Other Car Parks

Car Park	No. of Spaces	Operator	Commentary
Waterside North	98	BCC	A well situated and designed surface car park in the centre of the town centre that is well used and often at capacity during peak periods.
Controlled RPZ	Data not available	BCC	Residents permit parking is used across the town centre, with a significant use in the historic residential area west of the town centre. Car parking spaces are well used by residents.
Public On-street	Data not available	BCC	On-street parking in the town centre tends to be short-stay pay and display, with no charge on Sundays. Maximum duration of stay can vary but typically is 1 hour or 2 hours, with no return within 1 hour. On-street parking is popular and well used.
Railway Station	302	Chiltern Railways	Situated next to the railway and managed by Chiltern Rail who are considering car park expansion but their franchise has only 5 years to run so decking is not a viable option. They operate the station car park via a management agreement with Apcoa. The car park is full generally on Tuesday – Thursday but slightly less so on Monday and Friday. There is space at weekends and they would be happy to consider alternative pricing options to drive increased usage and revenue. At the moment there is a peak or an off-peak charge.
Friars Square	360	Private Operator	Well provisioned multi-storey car park located next to and linked to the Friars Square shopping centre. Graded payment based on time. Allocated disabled parking spaces can be found on every level. Parking for disabled people is not free of charge. Well used during peak periods. (NB The adjacent floors used by BCC during the week are released at weekends and Bank Holidays for public use. These additional spaces are not included in the 360).
The Vale Hundreds	180	Private Operator	Surface car park situated to the north east of the town centre split across two sites. Free but for customers only.
Tesco (Tring Road)	660	Private Operator	Located on the Tring Road to the East of the town centre. Free for up to three hours. Customers only.
Aylesbury Shopping Park	600	Private Operator	Surface car park located to the north of the town centre. Tariffs apply which are managed by UKPC. Well used, particularly during peak periods.
Morrisons	300	Private Operator	Surface car park to the south of the town centre that is free for up to two hours. They have a problem with people parking for free and walking across to the town hence the charge after 2 hours. They employ a management company use ANPR to monitor and enforce charges. They were looking to deck in 2016 but it was not practical due to the bridge.
Lloyds Building (known as the Blue Leanie)	Data not available	Private Operator	N/A for public.

Theme: Legibility and Convenience

Priorities

- Align digital and physical wayfinding information to aid consistency;
- Deploy effective directional signing from the highway, indicating type and availability of parking;
- Ensure clear and consistent onward signing and destination information at each car park;
- Simplify naming conventions and provide consistent payment options at all car parks;
- Improve provision and signing of cycle parking in the centre;
- Focus improvement on key routes between parking and destinations;

Audits undertaken of existing AVDC off-street car parks have highlighted a number of issues and inconsistencies that need to be addressed to improve the customer experience in terms of legibility and convenience. Key issues identified include:

• Variable Message Signs (VMS) with information about car parks and capacity are not operating fully;

- Limited assistance locating available spaces;
- Car park names lack meaning for casual visitor;
- Some signage showing signs of neglect;
- No sense of destination when walking out of most car parks;

Poor legibility and information can lead to cars circulating to find spaces in the town centre exacerbating congestion and air quality issues and generally providing a poor initial impression of the town.

Wayfinding systems

Smarter wayfinding systems are able to actively promote and encourage walking by providing access to real-time data and making walking more engaging, efficient and informed. GPS enabled apps can more accurately inform users of their route possibilities and present walking as a viable mode choice. Travel-planning apps like *Citymapper* now enable users to calculate the fastest route from A to B, using multiple modes of transport, including walking.

New modes of city exploration

While transportation and wayfinding apps help us travel efficiently and reliably, exploration apps like *Likeways* – which suggests an indirect route to a destination that guides users through places of interest – can provide exciting and interactive ways to learn about and even get lost in cities. Hyper-local storytelling, location-based prompts and challenges and superimposed layers of digital communication provide entertaining ways for people to discover familiar and unfamiliar places.



Theme: Legibility and Convenience

Improvements are also required relating to the legibility of cycle parking within the town centre which is dispersed in nature, generally unattractive, and poorly signed.

In order to provide a high level of customer service it is important that all parking information provided is consistent, accessible and kept up to date.

Onward destination information is also important to help customers quickly find their way once they have arrived through the provision of legible wayfinding information. This will frame the town in a positive manner providing a good first impression. For example, key routes between car parks and town centre can be improved both with physical improvements and digital information to improve the customer experience.



Objective 2: Positively contributes to the local economy and regeneration



Theme: Assets and Land Use

Priorities

- Seek and develop opportunities to maximise regeneration value from the parking assets within the control of AVDC;
- Align car park asset management plans with wider regeneration aspirations for the town;

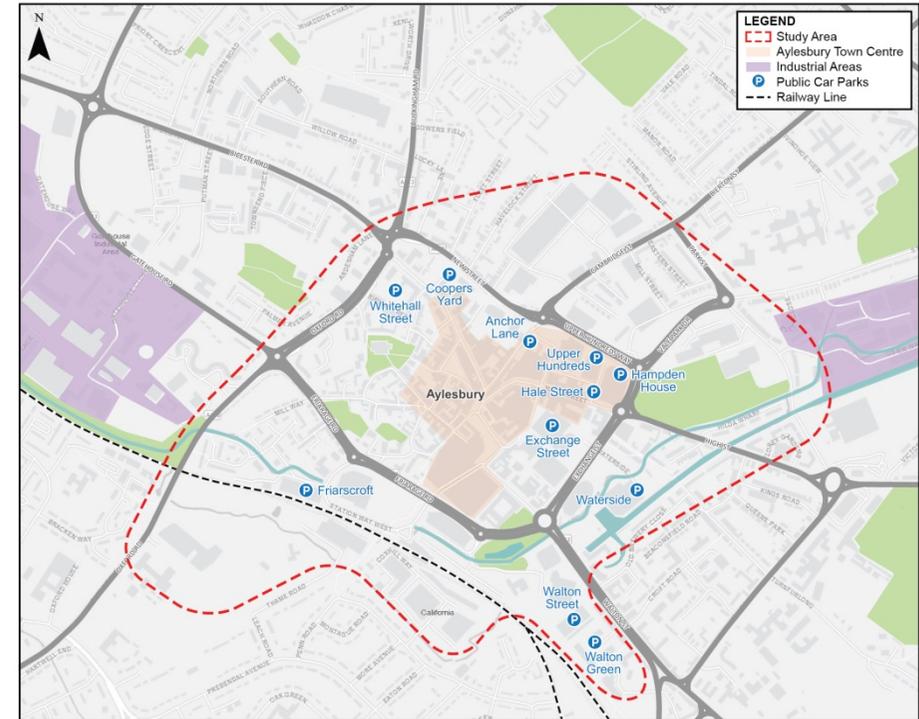
AVDC own a significant number of car parking assets in the town centre in the form of surface car and multi-storey car parks. They are primarily distributed to the north and east of the study area as indicated in **Fig. 6.0 and listed in Fig 4 (page 15).**

The general structural condition of the assets is adequate, however, ticketing equipment and the general appearance of the multi-storey car parks is poor.

Given the evolving nature of the town centre and transformative regeneration plans in the pipeline, as a general principle, there is potential to consider the redevelopment of land which is currently occupied by car parks if a strong business case exists for action.

The following section provides analysis of land use opportunities in the town centre split by four sectors – north, east, west, south. Our approach primarily focuses on consolidation of car parking sites, retaining the net number of car park spaces across the town centre.

Fig 6.0 Town Centre Car Parks Assets



Theme: Assets and Land Use

North

Whitehall Street and Cooper’s Yard are two similar, short stay surface car parks situated to the north of the town centre. They are well maintained and well used and perform an important function to help enliven and support business in this area of the town centre.

We propose that due to their close proximity they can be considered for consolidation, therefore releasing a plot of land for redevelopment. The total number of spaces provided would not be lost by adding a single deck structure to the remaining car park plot.

To note, Aylesbury Vale Estate have an option to develop these sites, therefore any proposal would require agreement and may have cost implications for AVDC.



Past

There is significant provision of car parking in the eastern quadrant of the town centre. Anchor Lane is blue badge only and provides an important function to support those with mobility issues to access the town centre. Upper Hundreds is an ageing multi-storey car park that occupies a large plot. Hampden House is an underground car park with office and retail above owned by Freshwater who have permitted development in place for conversion to apartments. Hale Street is a small surface car park that offers a convenient short stay option. Exchange Street is a large surface temporary car park that is situated on a prime site for furthering the regeneration of the town centre.

This area of the town centre is a focus of redevelopment and regeneration plans as part of the wider town centre vision. Due to the underutilisation of the car parks combined with the inefficiency of managing a number of assets in close proximity, consolidation offers a real opportunity to add value (eg plot release for redevelopment) whilst retaining sufficient capacity.

In particular, we recognise that due to the importance of place making and public realm in this area, any car parking needs to be high quality, well maintained and in line with the vision for the town centre.



Theme: Assets and Land Use

West

Friarscroft is underutilised with competition from Morrisons, Network Rail and Friar Square car parks that are situated in a more convenient and attractive location. It's use as a car park by commuters and permit holders is currently constrained by its early closure. Later closing times would enable space occupied in in other car parks by these customer groups to be released creating more capacity for short stay customers.

The link between Friarscroft would need to be enhanced with improved wayfinding. If parking provision remains at similar levels in the town centre, then the site would be available for redevelopment. The site has excellent accessibility to the town centre and onward sustainable transport connections therefore would be a good location for homes. It's close proximity to the railway line may lend itself to affordable homes provision and/or assisted living.

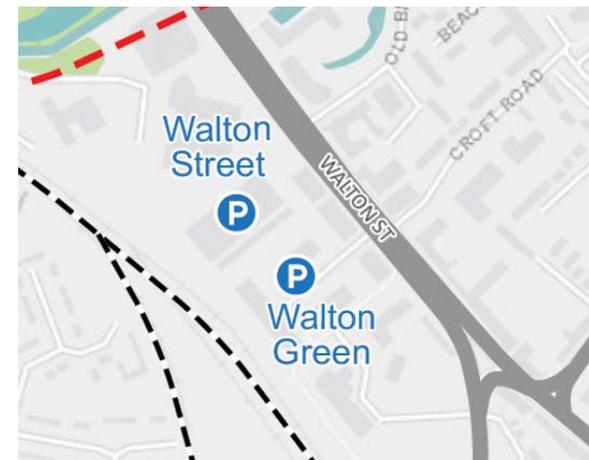
At the same time consideration should be given to the possibility of wider redevelopment in this area over the longer term in line with the aspirations set out in the draft Vale of Aylesbury Plan for a better integrated transport hub. It is recognised that this will be complicated by the existing land ownership/occupations with respective parties having competing objectives and priorities

West

Walton Street is a high quality car park in a good location that is well maintained and offers a good customer experience.

Although it is a short walk to the town centre it appears longer due to the relatively unwelcoming walk alongside the highway and the need to cross the road.

Walton Green is a small long stay surface car park that is in poor condition. It serves a limited long stay function. Consideration should be given to redeveloping the site.



Theme: Supporting Business

Priorities

- Actively engage business and shoppers in parking discussions;
- Promote safe and secure cycle parking at employment and retail sites;
- Prioritise the use of organised off-street parking provision over on-street that may negatively impact the public realm;

Car parking provides an important function to support business. Customers use parking as part of their journey to access goods and services. Employees use car parking during the course of their shift. Occasionally, delivery companies use parking provision to load and unload.

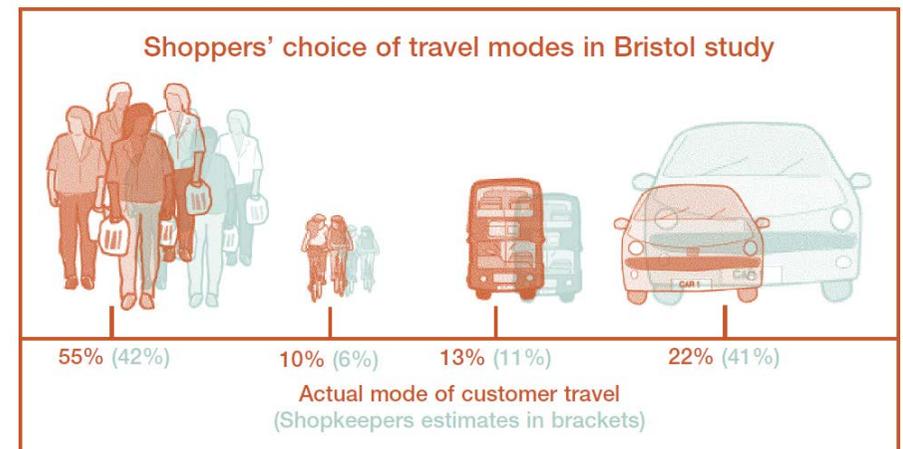
There is often a perceived and actual position in terms of car parking provision that does not fully align. For example, a study conducted by Sustrans in Bristol indicated that shop keeper's perception of how customers travelled to their shop differed considerably from the actual mode of travel (See **Fig. 7.0**).

Particularly, access by non-car travel choices were underestimated.

Research undertaken by the Campaign for Better transport (2014) indicated that car dominated towns are less resilient and have lower commercial vitality than those which are accessed by a more diverse range of transport modes.

A survey undertaken by AVDC in 2016 revealed that town centre businesses feel that the provision of car parking needs to be improved. It also indicated that car parking prices were an issue.

Fig. 7.0: Sustrans research (2014)



Theme: Supporting Business

Priorities

- Facilitate and encourage town centre access by coach, particularly for events and theatre visits;
- Improve capacity and provision for coach drop at the Aylesbury bus station

Surveys undertaken reveal that there is more than adequate car parking capacity and choice in the town centre, even during busy periods.

Likewise, pricing when benchmarked against similar towns is cheaper or comparable. Research also indicates parking price levels do not have a strong correlation with economic activity within an urban centre.

Regardless of the actual situation, the perception of car parking needs to improve in the town centre as it may be acting as a barrier and/or deterrent for businesses remaining or relocating to the town, negatively impacting the economy.

However, we also note the over provision of car parking can both use up valuable space in urban centres that can be used for more economically beneficial uses. In addition, car parking by its very nature generates additional car trips contributing towards congestion which has a significant impact on economic growth and vitality.

At a strategic level, AVDC and BCC are currently working together to deliver the Aylesbury Transport Plan (www.aylesburyvalecd.gov.uk/transport-strategy) to address town centre congestion and the related negative impacts on business.

On-street provision, although visible and convenient, generates conflict between cars and other road users, particularly along Cambridge Street, in and around the town's central squares and adds to the disconnect between the theatre area and the rest of the town centre.

We recommend that all visitors to the town centre are encouraged to use formal off-street car parking opposed to on-street provision. Pilots should be undertaken to test the removal of on-street parking and replacement of these on-street spaces with other, meanwhile uses – see **Fig 11, page 33** for an example.

“Business owners often over-value the importance of parking and car access to their sales. Business organisations in particular need to become more familiar with the evidence in this area, so as to promote the economic benefits of public spaces to their members, and the importance that customers place on them.”

Source - *The pedestrian pound The business case for better streets and places*

+65%

retail spent

According to Transport for London analysis, pedestrians usually spend 65% more than drivers.

Theme: Coach Parking

Priorities

- Investigate a more effective and higher capacity coach drop-off provision as part of the redevelopment of Exchange Square

How to provide adequate coach parking is a question that many towns and cities find difficult to deal with. Coach parking creates a dichotomy in that it requires large amounts of land in the same location where land values are highest, in prime town centre locations. It can be difficult to justify setting aside such land for the purposes of coach parking which may be vacant for much of the time or whole periods of the year.

Visit Britain makes a strong case for coach provision in its 'Welcoming Coaches and Groups' Advice Document. In 2012 almost 2.4 million overnight trips were taken by domestic residents as part of an organised coach tour in Great Britain, accounting for 8.6 million overnight stays, contributing £617 million to the domestic tourism economy.

The Aylesbury Town Centre Plan (2014) identifies coach parking as an important means to access the town centre, particularly for visitors to the theatre. One coach parking space is available at Aylesbury Bus Station. This is free of charge but must be booked in advance. Exchange Street can be used for set down for those visiting the Waterside Theatre by coach, however, only a limited number of coaches can stop at a time can stop (See **Fig. 8.0**). Coaches usually arrive for events in groups therefore this generates an issue on the road network.

Options for additional coach parking and drop-off in the town centre are currently limited. Potentially, the AVDC car park at The Gateway could be used for coach layover following drop-off but this would have to be on a charged basis to at the very least cover operational costs of security.



Fig. 8.0 – Coach drop off Exchange Street



Objective 3: Commercially sustainable & efficient parking management model



Theme: Pricing and Equipment

Priorities

- Annually review parking tariffs and implement a reasonable pricing regime;
- Set on-street and short stay parking tariffs at proportionately higher levels than off-street and long stay;
- Regularly review equipment and standardised and upgrade where practicable;

Current parking tariffs in AVDC are lower than comparable towns for both long and short stay (See Fig. 9.0).

Research indicates that most do not consider the tariff level when they park. However, if car parks become noticeably more expensive than those offered by other providers in a locality, drivers may choose to park elsewhere.

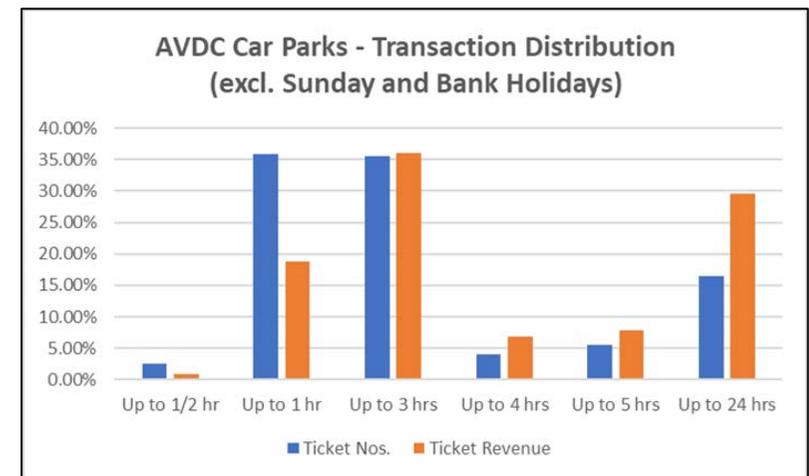
As such, there is an opportunity to review tariff levels at AVDC car parks but any increase must be benchmarked against and co-ordinated with local and regional providers.

For on-street parking, best practice dictates that charges should be proportionally higher than off-street and stays shorter. This will encourage the appropriate use of both forms of car park. Similarly, short stay parking should be set at higher cost levels per hour than long stay to encourage appropriate use.

In terms of equipment, currently there is lack of standardisation both across AVDC car parks and car parking as a whole in the town centre. For example, some methods of payment are available at some car parks but not others. In addition, much of the equipment is ageing and leading to operational inefficiencies.

Collectively, this is having a negative impact on the customer experience of those visiting the town.

Fig.– 9.0 Comparison of Average Short Stay Tariffs



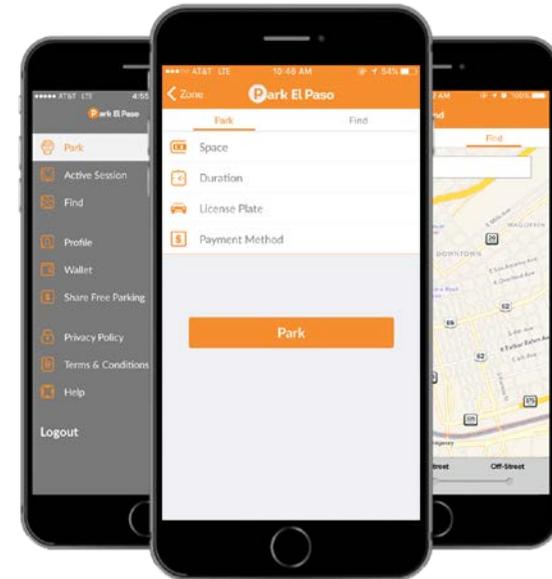
Theme: Pricing and Equipment

We recognise there is a need to implement a programme of equipment standardisation and upgrades whilst providing payment flexibility, and choice.

Measures that will be considered include:

- Contactless payment is fast becoming the natural way to pay in large parts of the country and is a convenient way to pay;
- Optimise the use of Permits and long term passes. Purchased online, these permits and passes can be a very efficient way of accepting payment for visitors and regular users alike.;
- Provide a 'multi-vendor' platform to accept payments from a variety of sources. The current model of contracting with a single mobile payment service is unsustainable in the long term.
- Vehicles and apps from 'out of town' will need to be able to make payments, therefore a platform able to accept payments from a variety of 3rd party sources is required. A similar platform has already been established in a number of European cities. The Council should seek to join with other authorities in jointly procuring a system.

The implementation and phasing of measures will be based on a sound business case for investment with a focus on improving customer service for those using the car parks.



Theme: Management and Enforcement

Priorities

- Champion the co-ordination of parking within the town;
- Take an evidence led approach to investment decisions;
- Provide a suitable staff resource to effectively manage AVDCs parking function;
- Produce and release an annual performance report;
- Adopt an efficient, fair and polite approach to parking enforcement;
- Improve enforcement recording and management systems;

Parking within the town centre is managed by four broad groups:

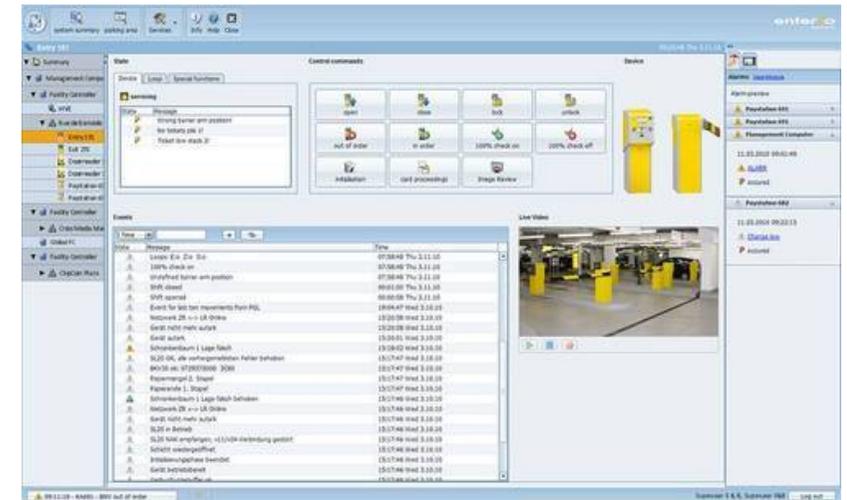
- AVDC is responsible for managing its off-street car parks;
- BCC manages on-street and one off-street car park;
- Private operators, such as retail parks and Chiltern Rail;
- Employers with parking on-site;

It is essential that parking management activity is coordinated to ensure an effective service is provided to the customer and community.

Currently, AVDC parking revenue is heavily reliant on commuter and long stay visitors. Given current policies regarding the need to deliver modal shift from private car to public transport, walking and cycling there is a conflict in terms of supporting commuter car parking and providing a disincentive to those travelling by car.

Until significant investment is made in supporting alternative modes and the uptake of new technology advances (e.g. autonomous vehicles) traditional commuter parking will still be required.

To reduce the impact of congestion on the town centre we recommended that car parks on radial routes outside of the town centre are prioritised for commuters eg Friarscroft with car parks within the town centre used for short stay parking, serving the economic function of the town centre economy. Tariff pricing should reflect and support this approach.



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Theme: Management and Enforcement

In addition, we will seek to maximise the use of the current parking provision by improving the both the efficiency of operation, optimising the customer experience.

Where practicable, surplus generated from tariffs will be reinvested into improvements to parking and the public realm. Investment decisions will be made on sound business cases and involve appropriate stakeholders.

We will measure the performance of the service by maintaining and publishing key performance indicators to ensure continuous improvement.

Recognising the scale of the car parking operations and the significant impact of car parking on town vitality and visitor experience we will resource the parking management function appropriately.

In terms of enforcement, management processes are aligned to legislation set out in the Traffic Management Act 2004.

Although parking enforcement can be an emotive issue it is a necessary element of parking management. We will continue to approach enforcement in a fair and polite manner and request that the community responds in a similar fashion.

In particular, enforcement needs to target behaviours which have an impact on the flow of traffic, road safety and the public realm. For example, inappropriate parking on residential streets (Old Town), on narrow roads (Cambridge Street) and on junctions/entrances will be addressed.

Due to current limitations in data gathering and recording it is not possible to ascertain the current effectiveness of enforcement by AVDC. We will commit to ongoing reviews to ensure that we deliver an evidence led and efficient enforcement regime.



Objective 4: Enhances the local environment

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Theme: Placemaking

Like all town centres, there are areas of Aylesbury which are run down or unattractive. This affects both visitors' perception and those of potential new investors. The Vale of Aylesbury Local Plan outlines key challenges that the town faces moving forward (**Fig. 13**)

The recent retail study highlighted that the town is failing to capitalise fully on high spending consumers within the town catchment because, while some are visiting the town centre for employment reasons or to use services such as banks, they are not necessarily visiting in the numbers that could be achieved in terms of retail and other activities.

Of those who are visiting, an insufficient number are spending their money in the town. So, unless Aylesbury improves its offer to give its catchment market what it is increasingly looking for, current leakage to neighbouring towns will continue, even though the nearest competitor retail destinations are over 25 minutes' drive away.

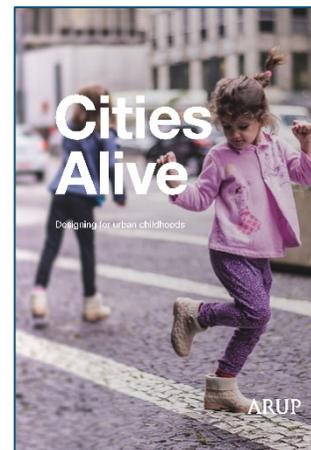
This requirement, supported by the Aylesbury Town centre plan requires that parking assets in the town centre should be considered in a placemaking context and be of sufficient quality without negatively impacting on the public realm to provide a good impression on visitors to encourage them to dwell.

Fig. 13 – Aylesbury Town Centre Challenges, Vale of Aylesbury Local Plan

- Increase in economic and political uncertainty
- Attractiveness and identity
- A growing population
- Protecting existing investment
- Competition and changing expectations
- Out of town retailing
- Competition from major supermarkets
- Omni channel shopping
- Consumers making fewer, shorter trips to towns
- Leisure time is becoming more important
- The proposed East-West Rail route
- The rising popularity and enhancement – of other competing centres

Case Study – Designing for urban childhoods

A child-friendly approach to urban planning is a vital part of creating inclusive urban centres that work better for everyone. Designing for urban childhoods inspires us to respond positively to the challenges, and sets out actions that can help take us to a more child-friendly future – moving well beyond simply providing playgrounds. It advocates a coherent and systematic approach to planning and designing towns and cities that improves children's development, health and access to opportunities. It recognises the fundamental importance, not just of independence and play, but of the built environment as a whole in helping to shape a child's development and prospects, and hence their adult lives. The benefits of a child-friendly city go beyond children to add value to all citizens' lives. The amount of time children spend playing outdoors, their ability to get around independently, and their level of contact with nature are strong indicators of how a city is performing, and not just for children but for all urban dwellers. Perhaps uniquely, a child-friendly approach has the potential to unite a range of progressive agendas – including health and wellbeing, sustainability, resilience and safety – and to act as a catalyst for urban innovation.



Theme: Ultra Low Emission Travel

Priorities

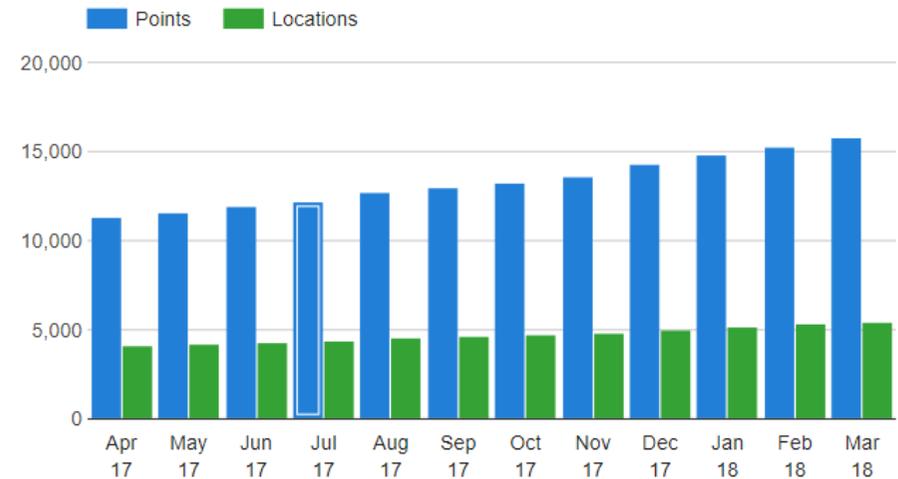
- Incorporate electric charging bays in existing car parks where possible;
- Continue to monitor and assess usage of electric vehicles;
- Progress ULEV pilots and promotion programme, monitoring usage of charging points, review and provide additional charging points if demand requires;

Aylesbury has issues of poor air quality, primarily caused by harmful emissions released by vehicles powered by fossil fuels. There are three Air Quality Management Area (AQMA) in Aylesbury (Tring Road, Friarage Road, Stoke Road) where levels of pollutants are deemed to be harmful to human health and action must be taken.

Ultra-Low Emission Vehicles (ULEV) such as fully electric and hybrids are becoming more popular and affordable (**Fig. 14**). They have environmental benefits, including lower CO₂ and at source air quality emissions compared to fully fossil fuelled modes of travel.

Electric car sales are increasing, reaching 2.2% of overall car sales in the 3rd quarter of 2017. Over the year to October 2017, 38,700 new cars were sold (an average of 1.8% over the year). However, electric cars still account for less than 0.5% of the 26 million cars on UK roads.

Fig. 14 – Number of UK charging locations and connectors over past 12 months, Zap-Map, March 2018



ZAP MAP®

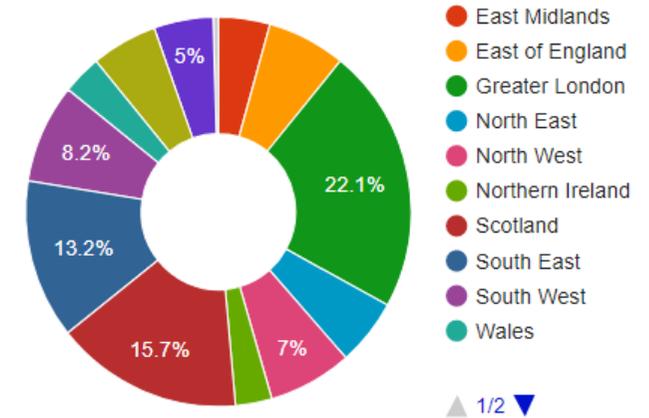
Theme: Ultra Low Emission Travel

There are no electric charging points currently within AVDC car parks (**Fig. 15**). A review of electric charging facilities in the Aylesbury town centre (www.zap-map.com) shows that there is one charging point at Aylesbury railway station. Further charging points are required to support the increase use of ULEVs and will be informed by an evidence led study.

Although ULEV have a significant upside for emissions, they do not alleviate negative economic and convenience impacts associated with congestion.

Cycling is a zero emission mode of transport at point of source and therefore would result in environmental improvements if use increased, particularly if otherwise taken by car. Aylesbury has a topography suitable for cycling and has existing infrastructure linked to previous cycle investment programmes. Opportunities to support cycling by the provision of safe and secure cycle parking will be progressed.

Fig. 15 – Profile of charging connectors across the UK regions, Zap-Map, March 2018



Total connectors: 15749



Objective 5: Integrates effectively with wider policy and plans



Theme: Planning Policy

Priorities

- Reduce the number of parking spaces permitted in policy for development in the town centre;
- Promote and enable support and facilitation of electric charging points as part of new development (Policy T7, VALP);

Parking standards are included within local planning policy and provide guidance to new development. **Fig. 16** provides a summary of the current parking standards and **Fig. 17** outlines the new local plan parking policy.

When benchmarked against other authorities these standards permit more car parking associated with development. A continued policy approach that permits and enables significant parking provision will encourage car journeys. An increase in car trips will contribute to congestion and air quality issues currently impacting Aylesbury residents, economy and the public realm.

Fig. 16 – Aylesbury Vale District Local Plan SPD Car Parking Standards (2002)

Use type	Typical town centre uses	Maximum Parking Requirement
Retail	Shops with GFA less than 100sqm	1 space per 33sqm GFA
	Shops with GFA between 100sqm and 2500sqm, and Retail warehouse	1 space per 22sqm GFA
	Superstores with GFA over 2500sqm	1 space per 17sqm GFA
Residential	1 and 2 bedroom dwellings	1 space per dwelling (+1 visitor space per 2 dwellings)
	3 bedroom dwellings	2 spaces per dwelling
Leisure	Restaurant / cafes	1 spaces per 6sqm public floorspace
	Hotels	1 space per bedroom

Fig. 17 – Extract Vale of Aylesbury Local Plan, Parking Policy

T5 Vehicle Parking:

Development must provide an appropriate level of parking, taking into account:

- The accessibility of the site, including the availability of public transport, and
- The type, mix and use of development

Garages/integral garages/car ports will not be included within the allocation of parking spaces unless they meet a minimum internal size as set out in the design SPD.

Design must enable and encourage the maximum use of sustainable modes of transport, including provision for cyclists and low-emission vehicles. Within Aylesbury, Buckingham, Haddenham, Wendover, and Winslow infrastructure for electric vehicles should be built into new major development schemes where local centres are proposed. Vehicle parking standards will be set out in the design SPD.

Theme: Local Transport Authority

Priorities

- Agree and deliver a joined up approach for all elements of parking including consideration of a single centralised service, outsourcing services and partnerships with neighbouring authorities;
- Support and align initiatives and investments to deliver cycle parking, routes, and network improvements;

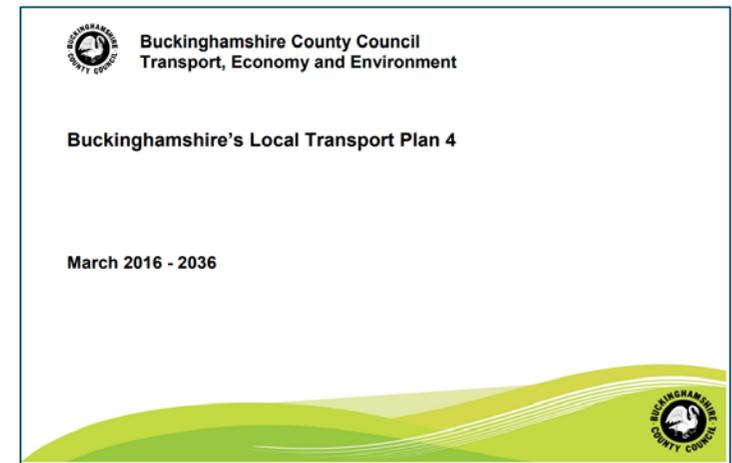
BCC fulfils the functions of the Local Transport Authority for Aylesbury. The Council manages on-street parking, including resident parking zones.

BCC policy and strategy is outlined in the Fourth Buckinghamshire Local Plan (LTP4) and more locally within the Aylesbury Transport Strategy (2017). The publication of LTP4 and revised guidance from the Secretary of State for Transport necessitated the publication of a revised Buckinghamshire Vision for Parking and a new on-street Parking Implementation Plan (PIP).

The PIP is designed to help shape, manage and deliver BCC's Vision for Parking, and is based on the following principles:

- Provide parking where appropriate;
- Control parking where necessary;
- Enforce parking fairly; and
- Operate parking efficiently and cost effectively.

Twenty-two parking implementation plans are included within the document, which deal specifically with the delivery of civil parking enforcement of on-street waiting, loading and parking.



Theme: Local Transport Authority

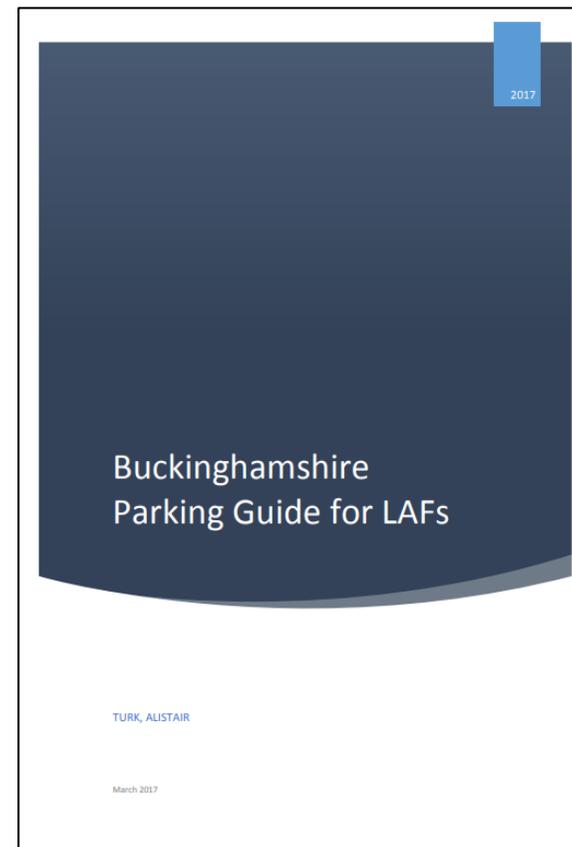
The 2017 Parking Guide for Local Area Forums (LAFs) is a subsidiary document of the PIP produced by BCC, which sets out how BCC go about designing, consulting and implementing waiting, loading and parking controls. The Guide sets out the background to some of the commonly voiced parking issues for a locality and the processes for getting parking issues investigated and actioned.

BCC have also produced a countywide parking guidance document in 2015 specifically for developers, which sits alongside the PIP. This aim of this guidance is to ensure that developers provide the appropriate level and type of parking for new developments. This will play a role in promoting sustainable development across the county by attracting businesses and economic activity; ensuring the county's towns and villages remain attractive places to live and visit; and ensuring that residents continue to experience a high quality of life.

The levels of parking specified have been developed to reflect real-world demand, whilst still encouraging sustainable modes of transport. BCC state that they are pursuing a combined policy response to encourage sustainable transport, as opposed to a solution based largely on parking supply constraint, which has proven to be of limited impact.

The scope of the document does not cover parking enforcement or charging for car parking, which are left to the discretion of the district authorities.

In order to provide an improved experience to the customer in terms of car parking in Aylesbury we recognise that a joined up approach would deliver benefits in terms of operator efficiency and the quality of parking provision.



Objective 6: Resilience and anticipation of future change



Theme: Addressing Growth

Priorities

- Improve the quality of existing car park utilisation through capital improvements and improved management without adding additional net provision;
- Maximise the use of formal off-street car parks;
- Support access by sustainable modes;
- Work with the private operators to investigate market led solutions;
- Conduct a review of permitted development parking allocations;

Between 2010 and 2015, Aylesbury Vale built nearly 6,000 homes – the 5th fastest rate of house building of the 326 local authorities in England. As part of the government’s Garden Town programme, AVDC are now planning to deliver 33,000 additional dwellings in the Vale by 2033, which represents 50% additional housing growth.

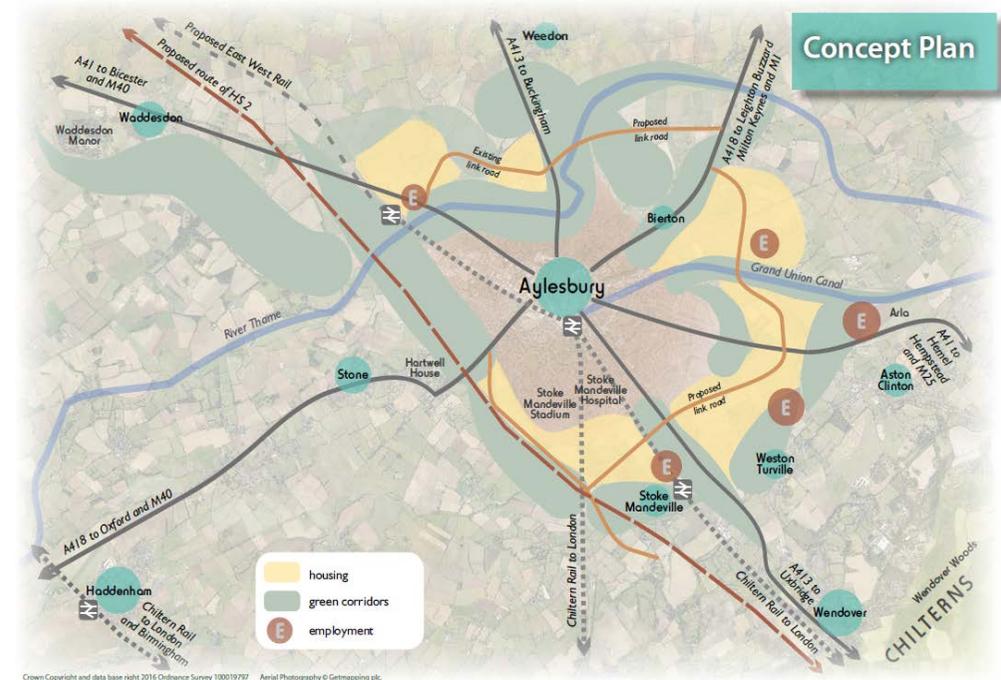
Fig. 18 shows the Concept Plan included in the Aylesbury Garden Town: Expression of Interest document (2016), indicating the strategic masterplan for the area around Aylesbury, showing significant growth in housing and employment areas.

Whilst the ambition of AVDC is for sustainable growth supported by sustainable travel, current forecasts indicate an increase in car travel and corresponding increase in congestion in and around the town.

As outlined in **Fig. 19 (page 43)**, latest rankings for congested cities in the UK places Aylesbury as sixth worst. Therefore, the town is already facing significant congestion issues prior to the additional growth. Measures, including new link roads have been identified to help mitigate the impact of congestion on the town centre. Nevertheless, the significant planned growth in Aylesbury Vale will have a direct impact on congestion in the town during the morning and evening rush hours in particular.

Unless addressed, this will result in a decrease in journey time reliability and delays that will have a negative impact on the economy, air quality and the perception of the town. In particular, it is highlighted in policy and research that modal shift from the private car to sustainable modes of travel – walking, cycling and public transport, is required to ease the impact of congestion.

Fig. 18 – Concept plan for Aylesbury growth (2016)



Theme: Addressing Growth

Aylesbury town centre is served by various car parks and there is currently little disincentive for people driving to the town centre, therefore this encourages people to access the town by car contributing towards the current congestion issues.

There is a large supply of parking within the town centre and public car parks offer a capacity of over 2,500 car spaces through eleven parking sites, with an additional 2,000 car spaces provided by retailers. Whilst these are intended for customers use only they are also used by the general public to access the town centre. In addition, there is on street provision and residents parking zones.

Back in 2011, The Aylesbury Parking and Access Study Final Report, identified that supply exceeded demand in Aylesbury town centre. This still appears to be the case given the results of the surveys that were undertaken as part of this study.

Existing permitted development in the town centre is also significant which will increase the number of car parking spaces in the town centre.

Even when considering the residual car park capacity, when reflecting on the impact of growth by 2033 in a demand led car park provision scenario, additional car park capacity will be required to meet projected demand.

However, a demand led provision scenario is contrary to local policy and strategy and will have the following negative impacts:

- Compound current congestion issues in the town negatively impacting the economy;
- Reduce the visitor experience due to delays and poor journey time reliability;
- Additional car parking would take land within the town centre that could be used for placemaking and regeneration interventions;
- Emissions linked to car travel will add to the current air quality issues in Aylesbury;

Fig. 19 - INRIX Global Traffic Scorecard (2017)

RANK	CITY	PEAK HOURS SPENT IN CONGESTION	INRIX CONGESTION INDEX	AVERAGE CONGESTION RATE	TOTAL COST PER DRIVER	TOTAL COST TO THE CITY
1	London	74	14.1	13%	£2,430	£9.5bn
2	Manchester	39	6.8	10%	£1,403	£345m
3	Birmingham	36	6.3	9%	£1,281	£632m
4	Lincoln	36	7.1	15%	£1,790	£127m
5	Braintree	33	5.3	10%	£1,264	£52m
6	Aylesbury	32	5.3	10%	£1,331	£110m
7	Guildford	29	4.6	9%	£980	£63m
8	Bath	29	5.8	12%	£1,543	£120m
9	Luton	29	5.2	11%	£1,143	£102m
10	Aberdeen	28	5.5	11%	£1,422	£176m

Theme: Addressing Growth

In terms of addressing parking via intercept of car trips at a park and ride, previous studies have indicated that this is not a viable option. A review undertaken as part of this strategy agrees with this assessment. Key issues are summarised below:

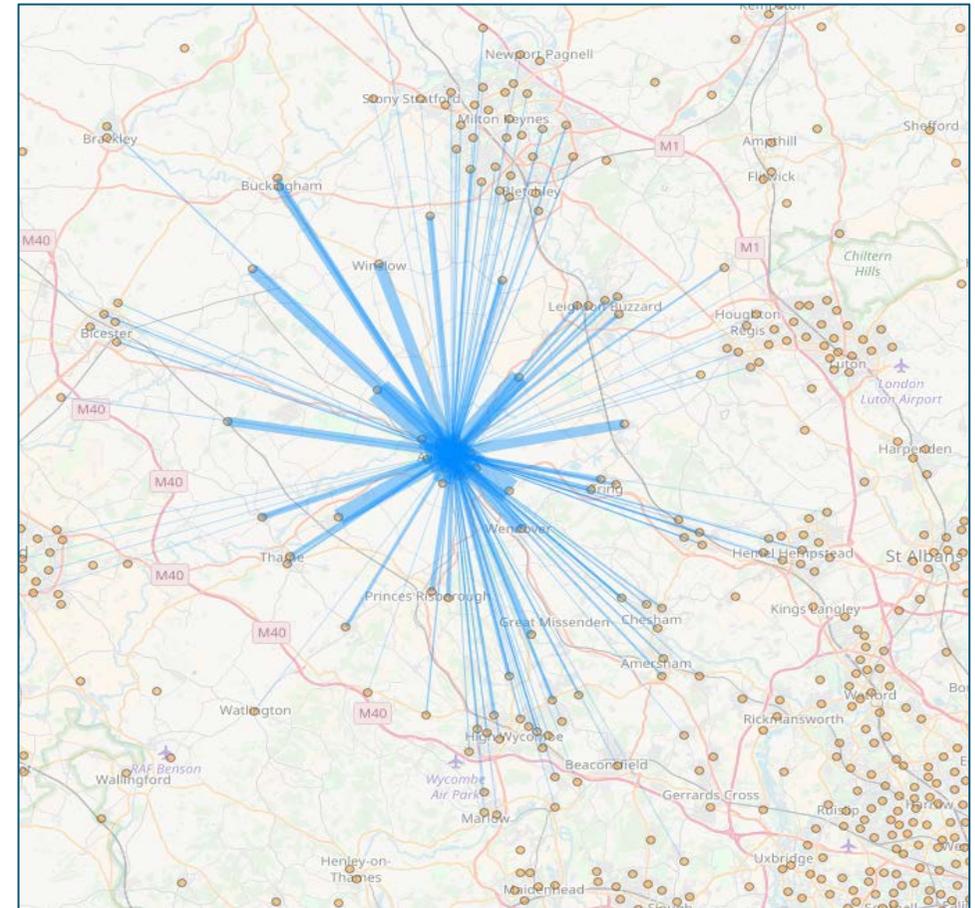
- Dispersed nature of access would require a ring of P&R sites (**Fig. 20, page 44**);
- Significant capital cost and ongoing subsidy;
- Lack of space on highway for bus priority measures;

The provision and management of parking in the context of growth is an important consideration, particularly when framed against the need to access the town centre and the need to tackle congestion.

On balance, the provision of additional car parking spaces at this time would not be appropriate unless supported by significant investment in sustainable transport modes to help mitigate the congestion currently experienced on the access roads to and around the town centre from through traffic.

However, evidence suggests that improved management of current car parks, particularly in terms of more efficient utilisation and access from the road network, would release additional car park capacity and reduce congestion from behaviours such as vehicles circulating looking for car park spaces.

Fig. 20 – Access direction and flow to Aylesbury Town Centre (2011 Census)



Theme: Evolving Town Centre

Priorities

- Shape car parking delivery to positively contribute towards the aspiration for Aylesbury to be a high quality destination;
- Adopt a flexible, proactive and responsive approach to changes that impact parking and town centre functionality;
- Work closely with town centre partners;

Across the UK high streets are changing. High streets are now seen as the diverse heart of the community, and no longer exclusively centred on retail. Accordingly, they are being designed and planned to provide an attractive walking and street space environment, accessible to the whole community. There is a requirement that they adapt to the new retail landscape and become more focused on offering convenience and experience that cannot be replicated online.

In order to help achieve the transition of the town centre to a quality destination, parking should make the end-to-end customer experience as pleasant as possible, achieving this will require better back office systems and payment methods. However, if parking dominates and contributes towards congestion it will directly impact on the aspirations of improving the town centre as a walkable, pleasant environment. In addition, traffic congestion will impact on the customer experience before they even get to the car park.

Therefore a balanced approach to parking is required in order to meet the aspirations outlined in the Aylesbury Town Centre Plan and Vale of Aylesbury Plan (**Fig. 21**).

Preparedness, being fleet of foot and responsive to change that is likely to be rapid is also required. Proactively horizon scanning to manage risks and take advantage of opportunities will be a necessity to stay ahead of developments.

In light of technology and responding to future growth, flexibility is required in terms of the parking assets that AVDC hold to offer resilience to future changes in demand. Strong links will continue to be forged with all town centre partners.

Fig. 21 – Guiding principles and strategic aims for future development Aylesbury Town Centre Plan (2014)

- **Principle 1:** Positioning the town centre correctly by providing a complementary, credible experience to nearby centres such as Milton Keynes and Watford and being a ‘best in class’ sub-regional centre.
- **Principle 2:** Being different, rather than a clone, but basing the town’s unique selling point on reality. Aylesbury needs to distinguish itself from other town centres in the area, but in a way that is credible.
- **Principle 3:** Offering what the ‘market’ is looking for to capitalise on our enviable catchment. Whilst there has been significant investment in the town centre in recent years by both the public and private sector, Aylesbury’s retail offer is currently weighted towards the lower/mass market consumer, with a limited choice in terms of product categories, ranges and brands for the mid/upper market, discerning consumer. When asked what would make people visit Aylesbury Town Centre more often, ‘better quality shops’ was the most common answer, followed by ‘more independents, better department stores and more high street brands’²⁴. An independent food and beverage assessment carried out by Coverpoint in 2014 also concludes that the town centre food and beverage sector needs more choice across all categories, but particularly in the family dining and mid-higher quality categories. This research was used to inform phase one of The Exchange scheme. However, with the continued growth in the food and beverage market, coupled with the housing growth planned for the Aylesbury area and the development of a residential community in the heart of the town itself, there is still significant unmet demand.
- **Principle 4:** Encouraging social interaction. Whilst the retail experience is changing largely as a result of omnichannel retailing, visitors will still value a physical town centre outlet, particularly if it offers them opportunities to browse and spend time in an attractive environment and meet their friends and family. They will see the town centre as a place not just for shopping or business, but for social interaction in its widest sense and as a place in which to meet, relax and spend their leisure time. New improvement schemes need to recognise this by delivering, integrated mixed uses including housing and quality public space throughout the town to help connect the different areas.
- **Principle 5:** Build community spirit. Social interaction is about inclusiveness and using space and facilities to help build a sense of togetherness as one community. We should aim to create a town which shows its community spirit through welcoming events and activities.
- **Principle 6:** Take a connected, ‘whole town’ approach. The success of one area of the town should not be compromised by development in another and we must take a strategic approach to work such as green infrastructure and signage. Principle 7: Appeal to all our different town centre users. We must make sure we’re appealing to the whole of our potential catchment including families, young professionals, students, college and university leavers who are looking for their first jobs, empty nesters and older people

Theme: Automation and Technology

Priorities

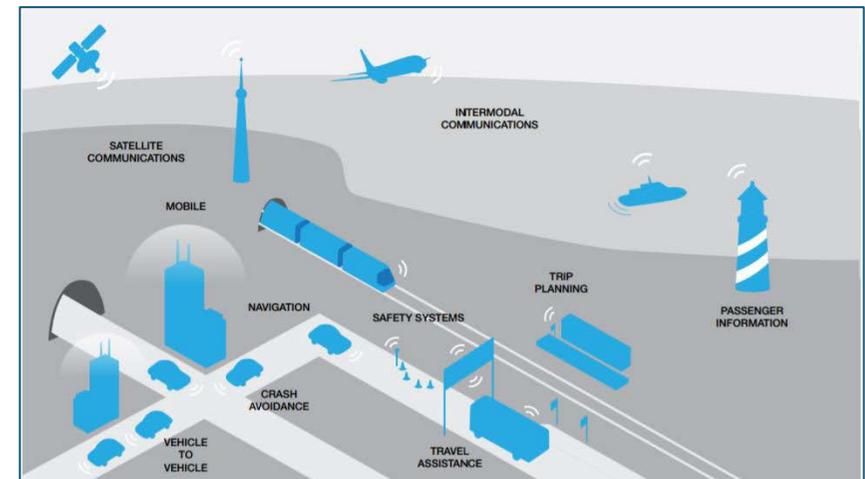
- Plan for autonomous parking at MSCP/s;
- Reconfigure an area to enable drop-off and pick-up (may need to be outside car park) & allocate a pedestrian free section of the car park;
- Respond to major advances in vehicle technology;
- Review design, number and size of car parks;
- Prepare for some MSCPs becoming obsolete;

The incredible pace of technological change in transportation makes it difficult to know exactly what changes will occur or how they will play out. However, trends point to an intelligent, more integrated system for moving passengers and freight.

As populations grow, providing safe, convenient and affordable mobility will become one of the greatest challenges for policy makers. Transport infrastructure will also need to cope with rising volumes and the increasing demand for fast, reliable and environmentally friendly mobility solutions. Rapidly evolving technology, especially in relation to electric and autonomous vehicles, will also impact the future of highways design, leading to innovative business models and new service offerings.

Shifting mobility needs and customer expectations will require mobility systems to evolve and adapt. Transport users will expect reliable and accurate travel information in order to make informed choices about routes and modal options. Travellers across the spectrum, from tourists to seasoned commuters, will soon come to expect seamless, end-to-end journey experiences. This will require policy makers to plan for people and outcomes, not just transport systems.

We recognise connected vehicles are already here and driver assisted or driverless vehicles are coming and there need to be on the front foot to meet the challenges and take advantage of opportunities that arise.



Theme: Automation and Technology

As more effective use is made of the big data associated with our transport networks, there will be increasing acceptability of new ownership models, rapid gains in the quality of travel planning, and increasingly sophisticated customer decision-making tools and capabilities.

Within the timescale of the strategy to 2033, navigation to car parks should be automated, as should payment, and to some extent enforcement. **Fig. 22 (page 48)** provides an overview of expected vehicle technology trends.

Systems will need to be flexible enough to handle automated and connected vehicles. The operation of parking, both on and off-street will become totally dependent on technology. Parking management will become a question of data and payment systems.

Information about parking availability and digital solutions to pay for it will become integrated within on-line services from giants such as Google and Apple as well as the myriad of specialist parking and transportation apps.

From the user's point of view the current distinction between on-street and off-street parking will become blurred and largely irrelevant. This will be reflected by the convergence of on-street and off-street parking operations.

Local authority parking services will have to adapt to operate within the context of intense public scrutiny and increasing expectations of efficient, user friendly service. At a time of immense pressure to reduce costs, local authorities will need to invest in staff with expert skills, as well as new infrastructure and services just to keep up with the pace of change, let alone make the most of opportunities that change will bring.

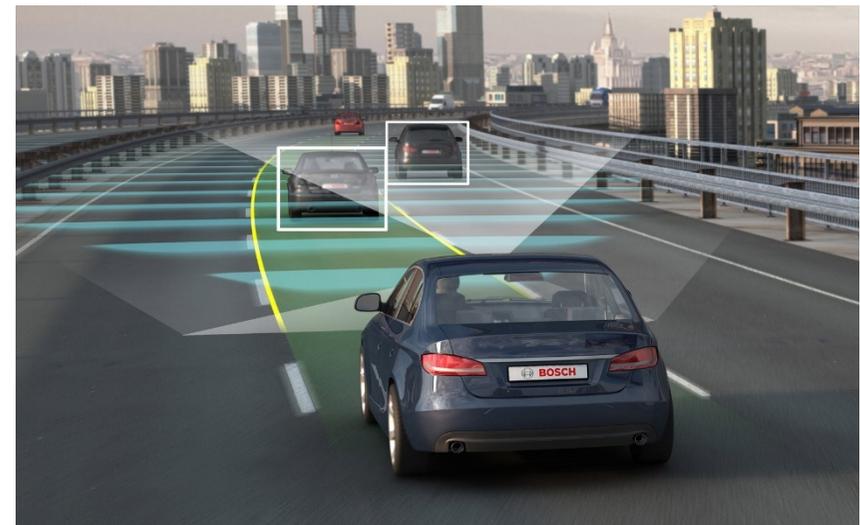


Fig. 22 - Vehicle Technology Trends

Period	Analysis
<p>Now – 2021: Integrating parking payment into vehicles</p>	<p>Some drivers already use smartphones to locate car parks and there are an increasing number of apps that can be used for reservation and payment of parking.</p> <p>With certain exceptions, e.g. station parking, these payment apps are not widely used by customers and the app providers are trying to capture market share by making deals with individual operators (including local authorities) who pay for the service. This is predicted to change in the period to a model where apps are consumer focussed, aimed at providing the best parking experience and will be capable of identifying and paying for parking in many areas. At the same time most operators will need to be digitally enabled to ensure they are ‘visible’ to these parking apps.</p> <p>Vehicle manufacturers are now including similar functionality in their in-car information and navigation systems. By 2021 over 30% of all cars are likely to be ‘connected’ and drivers will expect their car or app to find and pay for their parking automatically.</p>
<p>2022 – 2024: Introducing autonomy</p>	<p>The major vehicle manufacturers have announced that they will release vehicles with autonomous capability from 2021. The exact extent of this capability is yet to be announced; however, it is very likely that Autonomous Vehicle Parking (AVP) will be one of the functions provided. The necessary technology is still in development and it is unclear whether vehicles will be able to negotiate their way around any car park or whether they will only function in car parks that have installed specialist equipment. If no such equipment is required then operators may be faced with drivers dropping off and collecting their cars in service roads and other unauthorised areas, potentially causing congestion at busy times.</p> <p>If it is agreed that a car park should accommodate AVP, then some adaptation will be required from around 2024.</p>
<p>2025 – 2030: Vehicles park themselves and handle the payments</p>	<p>The majority of vehicles will be connected, with significant numbers of users delegating to their car the task of finding, reserving and paying for parking and then guiding them to the space.</p> <p>Cars with AVP will become common, bringing new challenges to parking operators as a large number of car users use “drop-off” and “pick-up” areas instead of accessing their vehicle in its parking space.</p>
<p>Beyond 2030</p>	<p>Cars will gradually acquire more autonomous features during this period, however it seems likely that ‘truly’ autonomous vehicles i.e. those that need no driver intervention under any circumstances will not appear in any numbers before 2030 – 2040. There may also be a significant change in the way these vehicles are owned (with significant numbers of customers hiring vehicles for periods of use rather than owning their own car). Most predictions however relate to city based scenarios. No studies focus on semi-rural locations or take the needs of specific users (such as caravan users) into account when considering autonomous cars, their ownership and use.</p> <p>From a parking point of view, the introduction of autonomy may result in the need for fewer car parks (as users share vehicles they will be less likely to be parked) or car parks that resemble storage areas (i.e. with no walkways and fewer aisles) that can contain a higher density of vehicles. However, based on the current studies these questions would not be key to the Council’s policies until the 2040s at the earliest.</p>

Delivery Plan

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4. Delivery Plan

4.1 Action Plan

An action plan will be developed that will be reviewed and updated on an annual basis.

The action plan will cover a three-year period. Every year it will be rolled forward one year and updated accordingly.

Actions are directly linked to the objectives and priorities in this strategy to ensure a clear link between activities and desired outcomes for Aylesbury.

4.2 Metrics

Fig. 23 provides a summary of the metrics that will be used to monitor the parking service in Aylesbury Town Centre. Targets will be set following the first year baseline.

Fig. 23 – Metrics

Indicator	Summary	Frequency
Customer satisfaction survey	Survey of customers and town centre stakeholders regarding parking	Every two years
Annual condition audit	Review of 11 AVDC car park condition as per Fig. 3.0	Every two years
Conversion of penalties notices	% conversion of penalty notices. Baseline in year one	Annual
Income – tariffs	Tariff sales	Annual
Income – non-tariff	e.g. rental income	Annual
Parking surplus reinvestment – Aylesbury Town	Annual investment (£)	Annual
No. of cycle parking bays	Formal cycle parking bays	Annual
No. of EV charging bays	Formal bays	Annual





Draft Aylesbury Town Centre Parking Strategy: Recommendations Report

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2. Recommendations	4
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1. Introduction

Aylesbury Vale District Council (AVDC) has developed a strategy to guide parking management, policy and investment decisions in Aylesbury town centre between 2018 and 2033.

This report provides a summary of recommendations that will be used to develop a delivery plan for the strategy.

Recommendations are directly linked to the objectives and priorities in the strategy to ensure a clear link between activities and desired outcomes for Aylesbury. The recommendations have been categorised into two phases with phase one representing those which AVDC would like to deliver first. They have also been grouped together by the following themes:

- Strategic Management
- Operational Management
- Initiatives and Innovation

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Following the recommendations section, a summary is provided regarding the opportunities for funding the recommendations.

Finally, a high level operational programme is included that provides a logical sequence of interventions.

Key for Tables	
Recommendation	<ul style="list-style-type: none">• Phase one – Up to 2yrs• Phase two – 3yrs+
Owner	<ul style="list-style-type: none">• Buckinghamshire County Council (BCC)• Aylesbury Vale District council (AVDC)
Cost (indicative)	<ul style="list-style-type: none">• £ - Under £25k• ££ - £26k-£100k• £££ - £101k-£500k• ££££ - £501k+

2. Recommendations – Strategic Management

Ref	Recommendations – phase one	Owner	Indicative cost
SM1	Create a joint AVDC/BCC town centre parking board to own, monitor and deliver the parking strategy. Consider inviting private operators and Network Rail to become members of the board.	AVDC/BCC	£
SM2	Produce an annual parking report with updates on actions and indicators. This will enable effective monitoring of the delivery of the strategy.	AVDC	£
SM3	Update parking standards as part of the new local plan with the aim of reducing the number of car park spaces permitted as part of new development in the town centre. Tighter parking standards are required to align with current policies applicable to the town centre.	AVDC	£
SM4	Focus, promote and prioritise multi-storey car parks on radial routes outside of the inner ring road (e.g. Walton Street) for commuter, residents and event parking.	AVDC	££
SM5	Conduct a review of car park allocations associated with permitted development in the town centre and obtain specialist planning and legal advice regarding the options to improve management of this issue.	AVDC	££
SM6	Regularly review the demand for electric charging points in the town centre and provide where required. Work with town centre stakeholders to deliver charging points and proactively apply the requirements for charging points outlined in the local plan (Policy T7, VALP).	AVDC/BCC	££
SM7	Develop and deliver a programme of measures to assist motorists to quickly access available car parking spaces in the town centre, including on-highway signage and a parking availability platform in partnership with 3 rd party app providers, Sat-Nav and data companies.	AVDC/BCC	£££
SM8	Develop and deliver an annual programme of car park maintenance activities to improve the quality and customer experience for those groups impacted by parking.	AVDC	£££

2. Recommendations – Strategic Management

Ref	Recommendations – phase two	Owner	Indicative Cost
SM9	Explore the benefits of developing a programme of walking corridor improvements between car parks and destination, prioritising Walton Street and Friarscroft car park.	AVDC/BCC	£££
SM10	Implement wider measures to improve sustainable transport access to the town centre as identified within the Aylesbury Town Centre Transport Strategy (2017).	BCC/AVDC	££££

Ref	Recommendations – (scrutiny committee to be invited to comment on phasing for each recommendation)	Owner	Indicative cost
SM11	Develop and deliver an annual customer and stakeholder survey (questions to include mode of transport to access town centre, purpose of visit) of those using and impacted by parking facilities, in order to improve customer insight and inform service delivery.	AVDC/BCC	£
SM12	Conduct a review of both digital and physical wayfinding information and develop a prioritised investment plan for improvement and co-ordination across the town centre, prioritise the review of highway Variable Message Sign (VMS)	BCC/AVDC	£
SM13	Review names of car parks and change to more logical, place based alternatives to improve understanding by visitors. Where car parks currently have two names, revert to single names.	AVDC/BCC	£
SM14	Work closely with partners to write and communicate an approach to managing parking associated with events in the town centre that includes car, cycle and coach parking. In doing so, recognise and promote the benefits of accessing the town centre by sustainable modes to address congestion and air quality issues.	AVDC/BCC	£
SM15	Develop high quality design principles for application when delivering new parking provision, recognising the wider placemaking role of car parking, the impact of vulnerable users such as children and the elderly and ongoing maintenance considerations.	AVDC	£
SM16	Complete a business case review for the consolidation of car parking in the north and eastern quadrants of the town centre recognising the wider aspirations of the town centre in addition to income generation and capita receipts.	AVDC	££

2. Recommendations – Operational Management

Ref	Recommendations – Phase 1	Owner	Indicative cost
OM1	Identify a single strategic lead for parking management within AVDC supported by appropriate staff and resource.	AVDC	£
OM2	Benchmark and review car parking tariffs annually and continue to promote relatively higher short stay tariffs in the town centre to encourage ‘churn’, with relatively lower tariffs at long stay car parking for commuter parking.	AVDC	£
OM3	Scope and agree badge provision to align to national and local standards across the town centre.	BCC/AVDC	£
OM4	Conduct a review of penalty notice conversions and implement an action plan to improve the conversion rate.	AVDC	£
OM5	Review provision of cycle parking with the aim of increasing quality provision in all car parks.	BCC/AVDC	££
OM6	Upgrade payment facilities and payment options to improve customer experience and operational efficiency. Whilst payment by cash should still be made available for the time being, the use of electronic payment methods (including contactless at the parking facility and payment by app) are already of increasing importance. Consider pay by license and pay for time used rather than pay on arrival. Also consider introducing a parking payment platform to remove the need for a contract between multiple mobile phone/app payment providers.	AVDC	£££
OM7	Upgrade back office systems to gather real time data & digitise enforcement and management. Digitisation makes it easier to create time based permits and special permits for specific functions, enabling the Council to tailor products to meet the needs of the communities it serves. Improved data provision will also enable more effective management of the service and improve the quality of service offered.	AVDC	£££

2. Recommendations – Operational Management

Ref	Recommendations – Phase 2	Owner	Indicative cost
OM8	Implement the fair and reasonable tariff review recommendations identified by Parking Matters Ltd. for all AVDC car parks. The review should include parking permits issued to workers and residents.	AVDC	£
OM9	Develop a special events plans to effectively manage the impacts of seasonal events and special events that impact on parking provision in the town centre.	BCC/AVDC	£
OM10	Conduct a review and develop a business case to investigate how the parking service (or elements of it), can be provided jointly with other providers.	AVDC/other providers	££
OM11	Integrate parking systems with wider transports management systems eg. Sat Nav, to deliver a seamless service for the customer.	AVDC/BCC	££££

2. Recommendations – Initiatives and Innovation

Ref	Recommendations – Phase 1	Owner	Indicative cost
I11	Work with stakeholders to ensure broader digital strategies for the town centre are aligned, including apps and online resources.	AVDC	£
I12	Work in partnership with the community, public and private sector to implement low cost parking improvement measures such as planting and relocating recycling bins.	AVDC/BCC	££
I13	Scope a five year programme and implement one parking innovation pilot every year, for example: <ul style="list-style-type: none"> - Incentives to encourage people to use the centre eg. periods of free parking; - Car free day in the town centre; - Temporary reallocation of car park spaces e.g. parklets; - Bringing redundant space in to temporary productive use (known as Meanwhile space e.g. art installation in multi-storey car parks) 	AVDC/BCC	£££
I14	Explore the feasibility of 'added value' services at car and cycle parking locations in the town centre, including valeting services, cycle maintenance, Amazon delivery lockers.	AVDC	££

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Ref	Recommendations – Phase 2	Owner	Indicative cost
I15	Open discussions with a cycle hire company e.g. YoBike, Brompton, to provide a public cycle hire scheme in the town centre.	AVDC/BCC	£
I16	Work with the private operators to investigate market led solutions to parking provision in the town centre, including pool car schemes.	AVDC/BCC	£

3. Funding Context

In terms of funding and investment associated with delivering the car parking service in Aylesbury town centre, there are a number of factors to consider. Income can be generated from a number of sources, including:

- Tariffs
- Penalty charges
- Alternative uses of car parks e.g. renting for storage
- Capital receipts from sale of car parks (linked to the opportunity to consolidate car parks as part of the longer term regeneration programme)
- Rental income from the redevelopment of AVDC car parks
- Grants to support innovation eg Garden Town, Digital Declaration Fund
- New homes bonus
- Reserves
- Partners – in-kind and direct funding

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There are opportunities to reinvest income generated from the service into different areas, including:

- Upgrade of equipment and technology to improve efficiency
- Upgrade of car parks to improve customer experience
- Upgrade to the wider public realm to mitigate the negative impacts of car parking.

In addition, it is important to look at the costs of car parking with a wider lens. For example, the provision of car parking in the town centre encourages car trips that contribute to local air quality and congestion problems that have a cost to the wider economy that requires further investment to mitigate and correct.

In addition, the redevelopment of car parking in prime town centre location for place making or cultural amenity may result in a loss of immediate income for AVDC but improve the overall vibrancy and economic performance of the town to the ultimate benefit of residents and productivity.

Accordingly, when considering investment associated with car parking in Aylesbury town centre we recommend adopting a business case approach to decision making, where the immediate commercial and wider strategic impact of investments are assessed.

4. Summary of recommendations by phase (excluding those which scrutiny is invited to comment on)

	Recommendations
<p>Next 2 years (Short Term)</p> <p>Phase 1</p>	- Create a joint AVDC/BCC town centre parking board to own, monitor and deliver the parking strategy. Consider inviting private operators and Network Rail to become members of the board.
	- Produce an annual parking report with updates on actions and indicators. This will enable effective monitoring of the delivery of the strategy.
	- Update parking standards as part of the new local plan with the aim of reducing the number of car park spaces permitted as part of new development in the town centre. Tighter parking standards are required to align with current policies applicable to the town centre.
	- Focus, promote and prioritise multi-storey car parks on radial routes outside of the inner ring road (e.g. Walton Street) for commuter, residents and event parking.
	- Conduct a review of car park allocations associated with permitted development in the town centre and obtain specialist planning and legal advice regarding the options to improve management of this issue.
	- Regularly review the demand for electric charging points in the town centre and provide where required. Work with town centre stakeholders to deliver charging points and proactively apply the requirements for charging points outlined in the local plan (Policy T7, VALP).
	- Develop and deliver a programme of measures to assist motorists to quickly access available car parking spaces in the town centre, including on-highway signage and a parking availability platform in partnership with 3 rd party app providers, Sat-Nav and data companies.
	- Develop and deliver an annual programme of car park maintenance activities to improve the quality and customer experience for those groups impacted by parking.
	- Identify a single strategic lead for parking management within AVDC supported by appropriate staff and resource.
	- Benchmark and review car parking tariffs annually and continue to promote relatively higher short stay tariffs in the town centre to encourage 'churn', with relatively lower tariffs at long stay car parking for commuter parking.
- Scope and agree badge provision to align to national and local standards across the town centre.	

	Recommendations
<p>Next 2 years (Short term)</p> <p>Phase 1</p> <p>Continued...</p>	<ul style="list-style-type: none"> - Conduct a review of penalty notice conversions and implement an action plan to improve the conversion rate.
	<ul style="list-style-type: none"> - Review provision of cycle parking with the aim of increasing quality provision in all car parks.
	<ul style="list-style-type: none"> - Upgrade payment facilities and payment options to improve customer experience and operational efficiency. Whilst payment by cash should still be made available for the time being, the use of electronic payment methods (including contactless at the parking facility and payment by app) are already of increasing importance. Consider pay by license and pay for time used rather than pay on arrival. Also consider introducing a parking payment platform to remove the need for a contract between multiple mobile phone/app payment providers.
	<ul style="list-style-type: none"> - Upgrade back office systems to gather real time data & digitise enforcement and management. Digitisation makes it easier to create time based permits and special permits for specific functions, enabling the Council to tailor products to meet the needs of the communities it serves. Improved data provision will also enable more effective management of the service and improve the quality of service offered.
	<ul style="list-style-type: none"> - Work with stakeholders to ensure broader digital strategies for the town centre are aligned, including apps and online resources.
	<ul style="list-style-type: none"> - Work in partnership with the community, public and private sector to implement low cost parking improvement measures such as planting and relocating recycling bins.
	<p>Scope a five year programme and implement one parking innovation pilot every year, for example:</p> <ul style="list-style-type: none"> - Incentives to encourage people to use the centre eg. periods of free parking; - Car free day in the town centre; - Temporary reallocation of car park spaces e.g. parklets; - Bringing redundant space in to temporary productive use (known as Meanwhile space e.g. art installation in multi-storey car parks)
	<ul style="list-style-type: none"> - Explore the feasibility of ‘added value’ services at car and cycle parking locations in the town centre, including valeting services, cycle maintenance, Amazon delivery lockers.

	Recommendations
<p>Next 3-5 years (Long term) Phase 2</p>	<ul style="list-style-type: none"> - Explore the benefits of developing a programme of walking corridor improvements between car parks and destination, prioritising Walton Street and Friarscroft car park.
	<ul style="list-style-type: none"> - Implement wider measures to improve sustainable transport access to the town centre as identified within the Aylesbury Town Centre Transport Strategy (2017).
	<ul style="list-style-type: none"> - Implement the fair and reasonable tariff review recommendations identified by Parking Matters Ltd. for all AVDC car parks. The review should include parking permits issued to workers and residents.
	<ul style="list-style-type: none"> - Develop a special events plans to effectively manage the impacts of seasonal events and special events that impact on parking provision in the town centre.
	<ul style="list-style-type: none"> - Conduct a review and develop a business case to investigate how the parking service (or elements of it), can be provided jointly with other providers.
	<ul style="list-style-type: none"> - Integrate parking systems with wider transports management systems eg. Sat Nav, to deliver a seamless service for the customer.
	<ul style="list-style-type: none"> - Open discussions with a cycle hire company e.g. YoBike, Brompton, to provide a pubic cycle hire scheme in the town centre.
	<ul style="list-style-type: none"> - Work with the private operators to investigate market led solutions to parking provision in the town centre, including pool car schemes.

TO REVISE THE CHILTERNES CREMATORIUM JOINT COMMITTEE CONSTITUTION
Councillor Mrs Ward
Cabinet Member for Civic Amenities

Purpose

- 1.1 To consider proposed revisions to the constitution of the Chilternes Crematorium Joint Committee (CJCC):
 - a. To extend the powers of the joint committee to operate more than one crematorium;
 - b. To incorporate provisions in relation to disposal of assets.

2 Recommendations/for decision

Cabinet is recommended to:

- 2.1 Agree and adopt the revised constitution, subject to the agreement of the other constituent Authorities;
- 2.2 Delegate authority to the Lead Legal and Monitoring Officer to make any necessary minor amendments in conjunction with the Cabinet Member prior to final adoption.

3 Supporting information

- 3.1 The revised Constitution is attached as Appendix 1. The revised Constitution was approved by the CCJC at its meeting on 26 September 2018.
- 3.2 The proposed changes are flagged and explained by notes in the margin.
- 3.3 The revised constitution as attached will need to be approved by the Cabinets of each of the constituent authorities.

4 Options considered

- 4.1 It is essential that the Joint Committee has the necessary authority to operate and administer the new crematorium at Bierton as well as the existing one at Amersham, so there is no alternative option to revising the Constitution.

5 Reasons for Recommendation

- 5.1 The Chilternes Crematorium Joint Committee was established to operate and administer the crematorium built in Amersham. Now that the new crematorium at Bierton is under construction and is planned to open in Spring 2019 it is necessary to ensure that the Joint Committee's powers are extended to include Bierton (and any other crematoria that the Councils may develop in the future.)
- 5.2 The opportunity has also been taken to incorporate provisions in relation to disposal of assets and sharing of surpluses on dissolution, which are not addressed in the current version of the constitution.

6 Resource implications

- 6.1 There are no resource implications

Contact Officer
Background Documents

Ifty Ali- Lead Legal and Monitoring Officer (01296) 585032
None

Classification: OFFICIAL

Dated.....2018

**CONSTITUTION OF
THE AYLESBURY VALE, CHILTERN AND
WYCOMBE DISTRICTS
CREMATORIA JOINT COMMITTEE**

Comment [SM@S1]: Suggested name change to be more generic and provide future flexibility.

Classification: OFFICIAL

Classification: OFFICIAL

(Arrangements for the Discharge of Functions) (England) Regulations 2012 (as amended) and all other powers in that behalf to enter into this Supplemental Agreement to vary the terms of the Joint Committee and the extent of the functions delegated to it.

NOW THIS DEED WITNESSETH as follows:-

(1) **1. IN CONSIDERATION** of all the statutory powers vested in the Participating Councils in this behalf it is hereby **AGREED AND DECLARED** that as from the date of this Supplemental Agreement the Constitution and Terms of Reference of the Joint Committee shall operate and be regulated by the Articles and Schedule hereof.

THE ARTICLES

1. Title of Joint Committee

With effect from the date of this Supplemental Agreement, the Joint Committee shall be known as the Aylesbury Vale, Chiltern and Wycombe Districts Crematoria Joint Committee.

2. Membership and Terms of Reference

The Membership and Terms of Reference of the Joint Committee shall be in accordance with the provisions set out in the Schedule hereto.

3. Term of Office

The term of office of any member of the Joint Committee shall commence on the date of their appointment to the Joint Committee by the Executive or Cabinet of which they are a member to the date that they cease to hold office as a member of the Executive or Cabinet that appointed them.

4. Casual Vacancies

As soon as is practicable after a casual vacancy arises the Executive or Cabinet of the relevant participating Council shall appoint a replacement who shall hold office for the remainder of the term of office of the member replaced.

5. Substitutes

Comment [SM@S4]: Not changed, apart from quorum requirement specified as one member from each authority.

Classification: OFFICIAL

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Any member who is unable to attend a meeting of the Joint Committee for any reason may appoint another member of the Executive or Cabinet of which he is a member as a substitute member provided notification of appointment is given to the Clerk or Deputy Clerk in writing (including by electronic means) before four o'clock on the date of the meeting in question and thereon the substitute member shall be entitled to attend that meeting only and (subject to the requirements relating to the declaration of interests contained in the Code of Conduct of the Council of which he is a member) shall be entitled to speak and vote on all items of business.

6. Powers of Joint Committee

The Joint Committee shall exercise all the functions and powers of the participating Councils in relation to the provision and maintenance of the crematoria pursuant to the Cremation Acts 1902 and 1952 other than the power to levy a precept, borrow money, acquire or dispose of land or employ staff.

Comment [SM@S5]: References to the Chilterns Crematorium have been replaced with generic plural

7. Lead Authority

(1) Chiltern District Council has lead authority responsibility in that it shall:-

- (i) Acquire and hold land and buildings at the direction and for the use of the Joint Committee;
- (ii) Insure and keep insured the crematoria and any additions and extensions thereto in full re-instatement value with an insurer of good repute
- (iii) Put and keep in place such other insurances including public and employers liability insurance covering such insured risks, levels of cover and excesses as Chiltern District Council acting reasonably consider prudent ;
- (iv) Appoint, employ and remunerate staff at the direction and for the use of the Joint Committee, including the following Office Holders :-
 - (a) The Clerk;
 - (b) The Treasurer;

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- (c) The Deputy Clerk; and
 - (d) The Deputy Treasurer.
 - (v) Provide legal, financial, personnel, technical and administrative support to the Joint Committee and without prejudice to the generality of the foregoing, provide or secure the provision of banking accountancy and audit facilities for the Joint Committee in accordance with best practice for the public sector;
 - (vi) At the direction and for the use of the Joint Committee enter into contracts and agreements for works goods and services; and
 - (vii) Compile and publish any statistics or local or national performance indicators as Chiltern District Council may be required by law to compile or publish in connection with the operation of the crematoria.
- (2) For the avoidance of doubt the insurance employment and other necessary and incidental costs and expenses directly or indirectly incurred by Chiltern District Council in the performance of the lead authority responsibilities shall be treated as an expense of the business and met out of the gross revenues of the crematoria.
- (3) Where Chiltern District Council enters into agreements or contracts for works goods and services at the direction and for the use of the Joint Committee it shall utilise and comply with its own procurement and audit procedures, including its adopted Contract and Financial Procedure Rules, subject only to any reference therein requiring officers to report to or obtain the approval or consent of the Council or the Executive being construed as if it were a reference to the Joint Committee.

Comment [SM@S6]: Added to list of services provided by lead authority.

Comment [SM@S7]: Reference to Best Value Reviews removed.

7. Minutes and Annual Report

The Joint Committee shall meet on not fewer than two occasions in any Council year and as soon as is practicable thereafter a copy of the minutes of the meeting shall be given to the Executive or Cabinet of each of the

Classification: OFFICIAL

Classification: OFFICIAL

participating Councils. The Joint Committee shall also prepare and send an Annual Report on the discharge of its functions and powers to the Executive or Cabinet of each of the participating Councils as soon as practicable after the end of each financial year such report to include a copy of the final accounts for that year.

8. Procedural Rules

Meetings of the Joint Committee shall be conducted according to the rules of debate applicable for the time being to meetings of ordinary committees of Chiltern District Council as the same are set out in its Council Procedure Rules but subject to such minor modifications or amendments as are desirable or appropriate to facilitate the proper conduct of the business of the Joint Committee.

9. Members Codes of Conduct

In the conduct of the business of the Joint Committee Members shall comply with the Code of Conduct for Elected and Co-opted Members adopted by the participating Council of which they are a Member.

10. Access to Information

Notwithstanding the provisions of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, or any statutory modification or re-enactment thereof, the rights of the public to agendas, reports, background papers, meetings and the minutes of meetings of the Joint Committee shall be not less than that prescribed for meetings of Principal Councils by Sections 100A to E of the Local Government Act 1972 (as amended).

Comment [SM@S8]: Legislation updated

11. Scheme of Delegation to Officers

Pursuant to Section 101(5) of the Local Government Act 1972 the Joint Committee may from time to time make and publish a Scheme of Delegation to Officers to facilitate the efficient and effective management of the Crematorium. For the avoidance of doubt and subject only to any express limitation to the contrary in any Scheme of Delegation to Officers for the time being in force, Office Holders and the Crematorium Manager shall be deemed

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to have delegated authority to carry out such duties and responsibilities as are set out in their contracts of employment.

12 Capital Expenditure

Wherever possible, capital expenditure will be defrayed out of revenue. Any such expenditure in excess of £250,000 in any financial year will require the consent of the Executive or Cabinet of each of the Participating Councils. If it is impractical to defray capital expenditure out of revenue, the Executive or Cabinets of each of the Participating Councils will hold a joint meeting to consider the options for funding the capital expenditure proposed.

Comment [SM@S9]: Suggested increase from £50,000.

13 Surpluses and Losses

(1) Net surpluses may be retained by the Joint Committee to finance capital expenditure, redeem debt or maintain prudent contingency and/or repair and renewal funds. Any net surplus not so applied can be returned to the Participating Councils at the end of the financial year, following a decision of the Joint Committee when setting its budget, and shall take into account the advice of the Treasurer.

Comment [SM@S10]: Gives flexibility on annual review rather than applying fixed ratio.

(2) Net losses (after expenditure of all available contingency and or repair and renewal funds) in any financial year shall be borne by the Participating Councils in the proportion which the number of cremations from the area of each participating Council bears to the total number of cremations from all the participating Councils in that year.

14 Withdrawal and Dissolution

(1) Any of the participating Councils may withdraw from the Joint Committee on giving to the other participating Councils not less than 12 months prior notice in writing, such notice to expire on 31 March in any year;

(2) The Joint Committee may be dissolved by any two of the participating Councils giving not less than 12 months prior notice in writing to the other participating Council, such notice to expire on 31 March in any financial year.

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15 Financial Adjustment on Withdrawal or Dissolution

- (1) Should any of the Participating Councils withdraw from the new Joint Committee, the following provisions shall apply:-
- a. The Joint Committee will pay to a withdrawing Council its share of unapplied net surpluses for the year of withdrawal or the withdrawing Council will pay to the Joint Committee the agreed proportion of net losses as at the date of withdrawal (as the case may be).
 - b. Subject to sub-paragraph (a) above the withdrawing Council will have no liability for future losses or entitlement to share in future surpluses.
 - c. If the withdrawing Council is Chiltern District Council it will cease to act as lead authority and all staff employed at the direction of the Joint Committee in connection with the operation of the Chilterns Crematorium will transfer to one of the remaining participating Councils on their then current terms and conditions of employment including Pension Rights (the transferee Council to be determined by agreement between the remaining participating Councils and in default of agreement by Arbitration in accordance with Article 16 hereof).
 - d. If the withdrawing Council is Chiltern District Council and provided one of the remaining participating Councils has taken a transfer of staff in accordance with sub-clause (c) above, Chiltern District Council will continue to hold any land or buildings acquired for the purposes of the provision of Crematorium services, for the use of the joint Committee subject to the remaining Participating Councils indemnifying it against all costs losses, expenses, actions, claims and/or demands arising out of or in connection with the use of such land in connection with such services.
 - e. The remaining participating Councils will be entitled to share in future net surpluses or contribute to future net losses as set out in Article 13 above.
- (2) On any disposal of assets, any surplus after deduction of disposal costs and any other outstanding liabilities relating to the asset in question

Comment [SM@S11]: Would the Joint Committee like to consider transferring the assets at e.g. balance sheet values to the new lead authority?

Comment [SM@S12]: New provision, trying to allow for a council who has withdrawn but was a member for part of the time that the asset was held.

Comment [SM@S13]: Disposal of land carries the statutory requirement to achieve best consideration, so an independent valuation would need to be obtained.

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shall be divided between current and past Participating Councils in the same ratio as would have applied had the Joint Committee incurred a net loss in the financial year of the said disposal but adjusted to reflect the period during which each Participating Council was a member of the Joint Committee whilst the asset was held on the Joint Committee's behalf.

(3) Should the Joint Committee be dissolved:

- a. The assets held by the Lead Authority on behalf of the Joint Committee will be disposed of and any surplus after deduction of disposal costs and any other outstanding liabilities relating to the asset in question together with any accrued and retained surpluses from previous years held by the Lead Authority on behalf of the Joint Committee will be and distributed as set out in (2) above; and
- b. the Participating Councils or the remaining Participating Councils (as the case may be) will be entitled to their respective share of the net surpluses as shown in the final accounts for the year of dissolution or will contribute the agreed proportion of net losses (including redundancy costs) for that year (as the case may be);

Comment [SM@S14]: New provision to require disposal of asset on dissolution

16 Arbitration

All disputes or differences between the Participating Councils concerning the interpretation or application of these Articles that cannot be resolved by mutual agreement shall be referred to an independent Arbitrator appointed by the parties or in default of agreement by the President for the time being of the Law Society. The Arbitration will be conducted in accordance with the Arbitration Act 1996 and the arbitrator will act as an expert whose award shall be binding on the parties.

17 Variations

Any variations to these Articles or the Terms of Reference set out in the Schedule shall be agreed by the Executive or Cabinet of each of the Participating Councils and be recorded in writing.

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IN WITNESS whereof the Participating Councils have caused this Agreement to be executed as a Deed the day and year first before written

The Schedule

(Terms of Reference)

THE AYLESBURY VALE, CHILTERN AND WYCOMBE DISTRICTS CREMATORIA JOINT COMMITTEE

General

A joint committee established by Aylesbury Vale District Council, Chiltern District Council and Wycombe District Council ("the Participating Councils") to jointly manage the crematoria situate within their joint administrative area boundaries.

Membership, Chairmanship and Quorum

Number of Members	Six – two from each of the participating Councils
Substitute Members Permitted	Yes - but must be a member of the same Executive/Cabinet as the Substituted Member
Political Balance Rules apply	No
Appointments/Removals from Office	By a resolution of the Executive/Cabinet of the participating Councils
Term of Appointment	From the date of appointment to the date that they cease to hold office as a member of the Executive/Cabinet.
Casual Vacancies	To be filled by the Appointing Council's Executive/Cabinet (or by a member or committee of the Executive/Cabinet as each participating Council's executive arrangements may provide) for the remainder of the term of office of the member replaced
Restrictions on Membership	Appointees must be a member of the Executive/Cabinet of the participating Councils.

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Restrictions on Chairmanship/Vice-Chairmanship	None
Quorum	Three, one from each authority
Number of ordinary meetings per Council Year	Minimum of two
Extraordinary Meetings	The Chairman of the Joint Committee may call an extraordinary meeting at any time

Comment [SM@S15]: Additional requirement to ensure equal representation.

Terms of Reference

Pursuant to the Cremation Act 1902 as amended by the Cremation Act 1952, Section 101(5) and 102(1) of the Local Government Act 1972, Section 9EB of the Local Government Act 2000 and Regulations 9 and 11 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 (as amended) and all other powers in this behalf, to exercise all the functions duties and powers of the participating Councils in connection with the provision and maintenance of crematoria, other than the power to appoint and remunerate staff, levy or issue a precept, borrow money or hold land.

Comment [SM@S16]: References corrected and updated

Delegations

The matters referred to in the Terms of Reference are fully delegated subject to the terms, restrictions and reservations set out in the Constitution of the Joint Committee.

The Common Seal of Aylesbury Vale District Council was hereunto affixed in the presence of

Chairman of the Council

Head of Legal Services

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The Common Seal of Chiltern

District Council was hereunto affixed
in the presence of

Director of Resources

The Common Seal of Wycombe

District Council was hereunto affixed
in the presence of:

Chairman

District Solicitor

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BUCKINGHAMSHIRE COUNTY COUNCIL HOUSEHOLD RECYCLING CENTRE CONSULTATION

Councillor Sir Beville Stanier

Cabinet Member for Waste and Licensing

1 Purpose

- 1.1 To provide information on the BCC consultation to changes to the household waste recycling centres (HRC) in Aylesbury Vale and the Southern Districts of Bucks

2 Recommendations/for decision

- | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.1 To note the contents of the report and submit a formal Cabinet response to Bucks County Council's HRC consultation based on the identified issues in Section 4 of the Cabinet report. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

3 Supporting information

- 3.1 The Districts and County are part of the Bucks Waste Partnership. The partnership's aim is to provide a forum to align waste disposal and collection strategies. The partnership authorities signed up to a waste strategy in 2016 to reduce, reuse and recycle waste to achieve 60% recycling rate by 2020. Further more the Partnership fund and supports the Flytipping Partnership, which focusses on reducing flytipping and seeking cost recovery through prosecution of flytippers.
- 3.2 AVDC were notified through the BWP that BCC were undertaking a piece of work to assess the efficiency of the BCC owned HRC's. The partnership districts were not given the opportunity to inform the analysis and BCC have not since shared any of the analysis supporting the proposed changes to the HRC's
- 3.3 The BCC proposals for their HRCs are as follows:

A: Proposals already approved by BCC

- Reduce the number of opening days at our Aylesbury (Rabans Lane), Burnham and Chesham sites, from 7 days a week down to 5
- Introduce charges at all sites for some types of waste
- Close down completely one site, perhaps two sites
- Consider charging residents from outside Bucks for disposing of all waste types at our sites, or preventing them using our sites altogether.

B: Areas of proposals open to consultation

- Whether to close one site or two
- Our preferred option for one site to close would be Bledlow
- Our preferred option for two sites to close would be Bledlow and Burnham
- Which two weekdays it would be better to close Aylesbury (Rabans Lane), Burnham and Chesham sites
- Whether to charge residents from outside Buckinghamshire for using our sites, stop them using the sites altogether or continue to allow the same access as Bucks residents.

- 3.4 Only section B above is open to the consultation process.
- 3.5 In line with decreasing public spending nationally some other councils have reviewed their HRC's and implemented charges and/or changes to opening hours. AVDC understand that APSE has undertaken a research piece on BCC HRC's and it is assumed supporting evidence and lessons learned has been obtained from other councils to support BCC proposals.
- 3.6 AVDC or the 3 southern Districts have not been privy to any of the research undertaken, nor has there been an opportunity to shape and develop the proposals together as a waste Partnership.
- 3.7 It is not clear from the consultation documents online (www.buckscc.gov.uk/services/waste-and-recycling/hrc-service-review/) What analysis or consideration has been made concerning the impact of the changes to the waste collection and street cleaning services provided by AVDC.
- 3.8 BCC have undertaken three assessments relating to customers using the HRC's and the wider public. These are published on their website:
- Equalities Impact Assessment (www.buckscc.gov.uk/media/4511862/eqia-hrc-consultation.pdf);
 - Needs Assessment (www.buckscc.gov.uk/media/4511863/needs-assessment-final.pdf)
 - Health Impact Assessment (www.buckscc.gov.uk/media/4511864/hia-bucks-cc-hrc-review-final.pdf)
- 3.9 From the data BCC have published, it is not evident that BCC have undertaken any assessment of the impact of their proposals to Waste Collection Authorities.
- 3.10 BCC have used the Association for Public Sector Excellence (APSE) to undertake an impact of their proposal on flytipping rates. BCC have quoted APSE as saying "there was no evidence that site changes caused an increase in attributable incidents". It is not clear what attributable incidents have been considered. Furthermore BCC state that "In our own experience, changes to this service do not directly affect fly tipping."
- 3.11 BCC have also cited a Surrey County Council Cabinet report relating to similar changes implemented by Surrey, that notes that following similar changes to HRC's they did not see an increase in flytipping.
- 3.12 BCC do not appear to have included assessment of the significant growth in households and population expected in Aylesbury Vale, or the impact of increased traffic movements to the HRC's due to restricting the number of days the sites operate.
- 3.13 Whilst reviewing the requirements of the HRC's it would be expected that service improvements would also be identified, particularly in relation to the Buckingham HRC which serves a vital function to residents in the North of the districts; particularly given the growth expected in central and northern areas of the district. The Buckingham site is often congested due to its size and currently would not meet the needs of a growing population in the north of Aylesbury Vale

4 Conclusion

- 4.1 As a joint financing partner of the Bucks Waste Partnership it is most unfortunate that this forum was not used early on to help shape BCC's options and proposals, share the learning of the research and have the

opportunity to discuss the impact of the proposals on AVDC as a Waste Collection Authority in Buckinghamshire.

- 4.2 Officers have had to approach the proposals not fully understanding the potential or unforeseen implications to our waste collection services. Furthermore the approach to consultation taken by BCC in this matter undermines the potential to work collaboratively through already established partnership routes, which has led to AVDC not having the opportunity to help shape or influence BCC decisions, which will ultimately impact on our local communities, which all parties have a shared interest in.
- 4.3 **Savings Potential:** It is clear that opportunities to achieve efficiencies and savings for all councils is paramount. Although it is unclear what consideration and assessment has been made of the full quantum of costs versus saving, when considering the entirety of the waste services (from collection to disposal) For example if there is an increase in flytipping as a result of day closures, this will add to AVDC's requirement to collect the waste at an increase in cost to AVDC. AVDC need to understand what assessment BCC has made of the total cost to the tax payer as a result of closing sites and levying charges.
- 4.4 **Charging Customers for specific waste types such as rubble, plasterboard, soil etc:** BCC have presented introducing charges to customers at HRC's as a fait accompli. However AVDC have not been provided any analysis or assurance around the impact on household waste collections. It is reasonable to expect that small amounts of waste such as soil or rubble that previously would have been taken to HRC's would now be diverted to household waste bins. This waste will then enter the general waste stream and result in potential collection issues (overloaded bins/H&S issues etc). Ultimately this waste is then sent to EfW.
- 4.5 **Growth and Improvements:** From the evidence presented it is not clear what consideration BCC has given to the major growth in the district in the coming years particularly in and around Aylesbury when looking at the closure of Rabans Lane on specific days. The saving related to this particular aspect of the proposal has not been modelled against growth. Buckingham HRC is well used and has previously been identified as a site that requires improvements. Again the analysis undertaken does not look at opportunities to reinvest in other sites.

5 Resource implications

- 5.1 None.

Contact Officer
Background Documents

Rebecca Newbutt (01296) 585329
BCC HRC Consultation: <https://www.buckscc.gov.uk/services/waste-and-recycling/hrc-service-review/>

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