

Communities and Place Committee

Thursday, 07 February 2019 at 10:30

County Hall, West Bridgford, Nottingham, NG2 7QP

AGENDA

- | | | |
|---|--|---------|
| 1 | Minutes of the last meeting held on 10 January 2019 | 3 - 6 |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary) | |
| 4 | The Nottinghamshire County Council (Padge Road, Beeston)
(Prohibition of Waiting) Traffic Regulation Order 2018 (5254) | 7 - 16 |
| 5 | Improved and Additional Road Repair Techniques | 17 - 20 |
| 6 | Fees and Charges 2019-20 for Libraries, Archives and Information | 21 - 36 |
| 7 | Nottinghamshire Concessionary Travel Scheme 2019-20 | 37 - 42 |
| 8 | Traffic Survey Licensing Permit Scheme | 43 - 46 |
| 9 | Work Programme | 47 - 52 |

Notes

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Noel McMenamin (Tel. 0115 977 2670) or a colleague in Democratic Services prior to the meeting.

- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.
- (5) This agenda and its associated reports are available to view online via an online calendar - <http://www.nottinghamshire.gov.uk/dms/Meetings.aspx>

Meeting	Communities and Place Committee
Date	10 th January 2019 (commencing at 10:30 am)

Membership

Persons absent are marked with an 'A'

COUNCILLORS

John Cottee (Chairman)
Phil Rostance (Vice-Chairman)

Richard Butler	Tom Hollis
Jim Creamer	Vaughan Hopewell
Glynn Gilfoyle	John Knight
Kevin Greaves	Bruce Laughton
	John Ogle

OTHER COUNCILLORS IN ATTENDANCE

Kay Cutts

OFFICERS IN ATTENDANCE

Doug Coutts	-	VIA
Rob Fisher	-	ASCH&PP
Sally Gill	-	Place Department
Cathy Harvey	-	Place Department
Derek Higon	-	Place Department
Neil Hodgson	-	VIA
Adrian Smith	-	Place Department
Mark Walker	-	ASCH&PP

OTHER ATTENDEES

Martin Carnaffin
Matt Garrard
Jonathan Smith
Hazel Tait

1. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 6th December 2018 having being circulated to all Members, were taken as read and were signed by the Chairman.

2. APOLOGIES FOR ABSENCE

Councillor Creamer replaced Councillor Allan for this meeting only.
Councillor Butler replaced Councillor Handley for this meeting only.

3. DECLARATIONS OF INTEREST

None.

4. YOUR NOTTINGHAM YOUR FUTURE- DEPARTMENTAL STRATEGY SIX MONTH REVIEW OF PROGRESS- AND PLACE CORE DATA SET

RESOLVED 2019/001

That the actions the Committee requires in relation to the performance information on the Council's services for communities and place for the period 1 July to 30 September 2018 be considered.

5. PLANNING PERFORMANCE AGREEMENT CHARTER

RESOLVED 2019/002

That:

- 1). The introduction of the Planning Performance Agreement Charter be endorsed as set out in the report and recommended to Policy Committee for adoption as a Council Policy.
- 2). A report be taken to Planning and Licensing Committee for approval of an amendment to Section 2A.2 (d) to that Committee's Code of Best Practice to read as follows:

'Applications which have S106 agreements/Planning obligations or a Planning Performance Agreement and those which have other financial implications for the County Council'.

6. MANAGEMENT OF ILLEGALLY PLACED HORSES (FLY GRAZING)

RESOLVED 2019/003

That the County Council's approach to dealing with the illegal placement of horses be approved.

7. TALENTED ATHLETES SCHEME 2018-2019

RESOLVED 2019/004

That:

- 1). The funding for all 118 eligible athletes be approved, due to:
 - Meeting the criteria for the Talented Athletes Fund.
 - Demonstrating a high level of sporting achievements locally, nationally and internationally - and overcoming significant adversity to succeed.
 - Making positive contributions to the wider community as sports ambassadors, volunteer coaches for younger, aspiring athletes and for their charitable fundraising and support.
- 2). The Talented Athletes Fund will continue to be promoted widely across all of the County of Nottinghamshire.

8. UPDATE ON KEY TRADING STANDARDS AND COMMUNITIES MATTERS

RESOLVED 2019/005

That:

- 1). The updates given regarding key Trading Standards and Communities matters be ratified.
- 2). The update given regarding the progress of raising additional income in the service be ratified.
- 3). The proposal to form a regulatory support and advice partnership with Rushcliffe Borough Council and other partners as appropriate be approved.

9. THE NOTTINGHAMSHIRE COUNTY COUNCIL (A616- OLLERTON TO SOUTH MUSKAM IN OLLERTON, WELLOW, OMPTON, KNEESALL, KERSALL, CAUNTON, SOUTH MUSKHAM AND LITTLE CARLTON) (50 M.P.H. SPEED LIMIT) ORDER 2018 (3277)

RESOLVED 2019/006

That the Nottinghamshire County Council (A616- Ollerton to South Muskham in Ollerton, Wellow, Ompton, Kneesall, Kersall, Caunton, South Muskham and Little Carlton) (50 M.P.H Speed Limit) Order 2018 (3277) be advertised and the objectors be informed accordingly.

10. THE NOTTINGHAMSHIRE COUNTY COUNCIL (HUMBER ROAD, BEESTON) (PROHIBITION OF WAITING) TRAFFIC REGULATION ORDER 2018 (5259)

RESOLVED 2019/007

That the Nottinghamshire County Council (Humber Road, Beeston) (Prohibition of Waiting) Traffic Regulation Order 2018 (5259) be advertised and the objectors informed accordingly.

11. REGISTRATION SERVICE MARKETING AND PUBLICITY ACTIVITIES

RESOLVED 2019/008

That Registration Service Area Managers be permitted to initiate and implement the marketing and publicity activities detailed in the report to promote discretionary registration services.

12. WORK PROGRAMME

RESOLVED 2019/009

That the Committee's work programme be agreed.

The meeting concluded at 11.25am

Chairman

7 February 2019

REPORT OF THE CORPORATE DIRECTOR, PLACE**THE NOTTINGHAMSHIRE COUNTY COUNCIL (PADGE ROAD, BEESTON)
(PROHIBITION OF WAITING) TRAFFIC REGULATION ORDER 2018 (5254)****CONSIDERATION OF OBJECTIONS****Purpose of the Report**

1. To consider the objections received in respect of the above proposed Traffic Regulation Order and whether it should be made, as advertised with amendments as detailed in the recommendation and shown on drawing H/SLW/2744/03.

Information

2. Nottinghamshire County Council has received requests for measures to prevent obstructive parking along Padge Road in Beeston which affects visibility for highway users and inhibits the ability of larger vehicles, such as HGVs, to access and egress from premises on the road.
3. Padge Road is a cul-de-sac access road to a mixed use industrial area; comprising of light industry units and also office premises, one of which is Prospect House, a Nottinghamshire County Council property. There is a Royal Mail depot located at the end of the road.
4. There is significant demand for on-street parking on Padge Road, from both employees and visitors to premises. In response to the reports received regarding obstructive parking, the County Council proposes to introduce 'No Waiting at Any Time' restrictions (double yellow lines). The aim of these is to prevent obstructive parking, primarily focussed on preventing parking on both sides of the road, around site entrances and opposite these entrances. This will facilitate the safe and efficient movement of pedestrians and vehicles on the highway.
5. The statutory consultation and public advertisement of the proposals, as detailed on plan H/SLW/2744/01, was carried out between 12th June and 13th July 2018.
6. Seven responses were received to the consultation, all of which were objections to the proposals. The objections were primarily focussed on the loss on on-street parking on Padge Road, which is used by employees and visitors. After consideration of the responses a revised proposal was devised, as detailed on plan H/SLW/2744/03.
7. There is limited scope to alter or reduce the proposed parking restrictions whilst still retaining their effectiveness in addressing problems with obstructive parking. However, it is considered

possible to remove a short section of the proposed restriction opposite Prospect House, reducing the proposed restrictions at this location to one side of the road only. This alteration would retain approximately 27m (approximately 5 vehicles) of on-street parking, whilst retaining protection from parking for junctions. One respondent, a Prospect House employee with responsibility for the management of the building on behalf of staff, has confirmed that they are happy with this amendment and it is therefore considered that this objection has been resolved.

8. There are considered to be 6 outstanding objections to part or all of the proposals.

Objections Received

9. Objection – loss of parking / parking displacement

All respondents objected to the proposed double yellow lines on the grounds that the availability of on-street parking on Padge Road will be reduced and / or parking will be displaced to other streets. All respondents were Nottinghamshire County Council staff, working in a building on Padge Road. All stated that parking in close proximity to their workplace was important for them to carry out their duties; which included social work and occupational therapy. Five of the respondents requested that the extent of the proposed restrictions be reduced.

10. Response – loss of parking / parking displacement

The existing parking patterns have an adverse effect on vehicle flow and the safe operation of adjacent junctions. Vehicles are regularly parked obstructively on Padge Road and this is preventing larger vehicles and HGVs from accessing / egressing premises and travelling along the road. Whilst it is acknowledged that there is existing demand for on-street parking on Padge Road the provision of on-street parking must always be secondary to maintaining the safe and efficient operation of the highway. The need to maintain sufficient unobstructed carriageway means restrictions are required opposite site entrances and also at locations where otherwise parking would occur on both sides of the road. A revised proposal has been developed, which will reduce the extent of the proposed restriction opposite Prospect House, thereby retaining a further 27m of on-street parking.

11. Nottinghamshire County Council currently promotes flexible working at its offices and staff have access to information and support to identify opportunities to use sustainable transport modes or virtual travel. Prospect House has private off-street parking, providing 26 spaces for staff and visitors and the organisation has the opportunity to manage their off-street parking spaces to ensure that those who require a space close to the premises, including visiting services users, have access to one.

12. It is recognised that there is likely to be some element of displaced parking with any new highway waiting restriction. However existing parking and waiting restrictions on adjacent highway locations are already in place to prevent the obstruction of junctions and key routes by parked vehicles. It is considered that these existing restrictions will facilitate appropriate parking patterns on the wider highway network.

13. The proposals have been revised to maximise the availability of on-street parking whilst maintaining the safe and efficient operation of the highway and therefore are considered an appropriate proposal to address the issues identified.

Other Options Considered

14. Other options considered relate to the length of the waiting restrictions proposed, which could have been either lesser or greater. The proposals are considered to strike a reasonable balance between the need to maintain the safe operation of the highway and recognition of the demand for on-street parking.

Comments from Local Members

15. County Councillor Foale made no comment on the proposals as part of the statutory consultation.

Reasons for Recommendations

16. It is considered that the proposed scheme presents a reasonable balance between the needs of all highway users, including non-drivers, who access the area.

Statutory and Policy Implications

17. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Crime and Disorder Implications

18. Nottinghamshire Police made no comments on the proposal. No additional crime or disorder implications are envisaged.

Financial Implications

19. The scheme is being funded through the 2018/19 Traffic Management Revenue budget for Broxtowe with an estimated cost to implement the works and traffic order of £1,500.

Human Rights Implications

20. The implementation of the proposals within this report might be considered to have a minimal impact on human rights (such as the right to respect for private and family life and the right to peaceful enjoyment of property, for example). However, the Authority is entitled to affect these rights where it is in accordance with the law and is both necessary and proportionate to do so, in the interests of public safety, to prevent disorder and crime, to protect health, and to protect the rights and freedoms of others. The proposals within this report are considered to be within the scope of such legitimate aims.

Public Sector Equality Duty implications

21. As part of the process of making decisions and changing policy, the Council has a duty 'to advance equality of opportunity between people who share a protected characteristic and those who do not' by thinking about the need to:
- Eliminate unlawful discrimination, harassment and victimisation;
 - Advance equality of opportunity between people who share protected characteristics (as defined by equalities legislation) and those who don't;
 - Foster good relations between people who share protected characteristics and those who don't.
22. Disability is a protected characteristic and the Council therefore has a duty to make reasonable adjustments to proposals to ensure that disabled people are not treated unfairly.

Implications for Sustainability and the Environment

23. The proposed waiting restrictions are designed to facilitate the safe operation of Padge Road and access junction to premises for drivers, cyclists and pedestrians. Improving the environment for vulnerable highway users, such as pedestrians and cyclists, may encourage modal shift to sustainable modes of transport.

RECOMMENDATION/S

It is **recommended** that:

- 1) The Nottinghamshire County Council (Padge Road, Beeston) (Prohibition of Waiting) Traffic Regulation Order 2018 (5254) is made as advertised, subject to the following amendment, and the objectors informed accordingly.
- Reduce the length of 'No Waiting At Any Time' restrictions on the south-east side of Padge Road by 27m as shown on drawing H/SLW/2744/03.

Adrian Smith
Corporate Director, Place

For any enquiries about this report please contact: Helen North (Improvements Manager) 0115 977 2087 / Mike Barnett, Team Manager

Constitutional Comments (SJE – 24/12/2018)

24. This decision falls within the Terms of Reference of the Communities & Place Committee to whom responsibility for the exercise of the Authority's functions relating to the planning, management and maintenance of highways (including traffic management) has been delegated.

Financial Comments((SES 28/12/18)

25. The financial implications are set out in paragraph 19 of the report

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

All relevant documents for the proposed scheme are contained within the scheme file which can be found in the Major Projects and Improvements section at Trent Bridge House, Fox Road, West Bridgford, and Nottingham.

Electoral Division(s) and Member(s) Affected

Beeston Central and Rylands ED

Councillor Kate Foale



ROYAL MAIL DEPOT

PROSPECT HOUSE

Boulevard Industrial Park

Templar Lodge

El Sub Sta

KEY

Existing Double Yellow Lines

Proposed Double Yellow Lines

Rev	Description	Drawn	Chkd	Auth	Date
		SLW			June 18
		JMR			June '18
		HRN			Traced
					Scale
					1:1000

© Crown copyright and database rights 2018
Ordnance Survey 100049713.

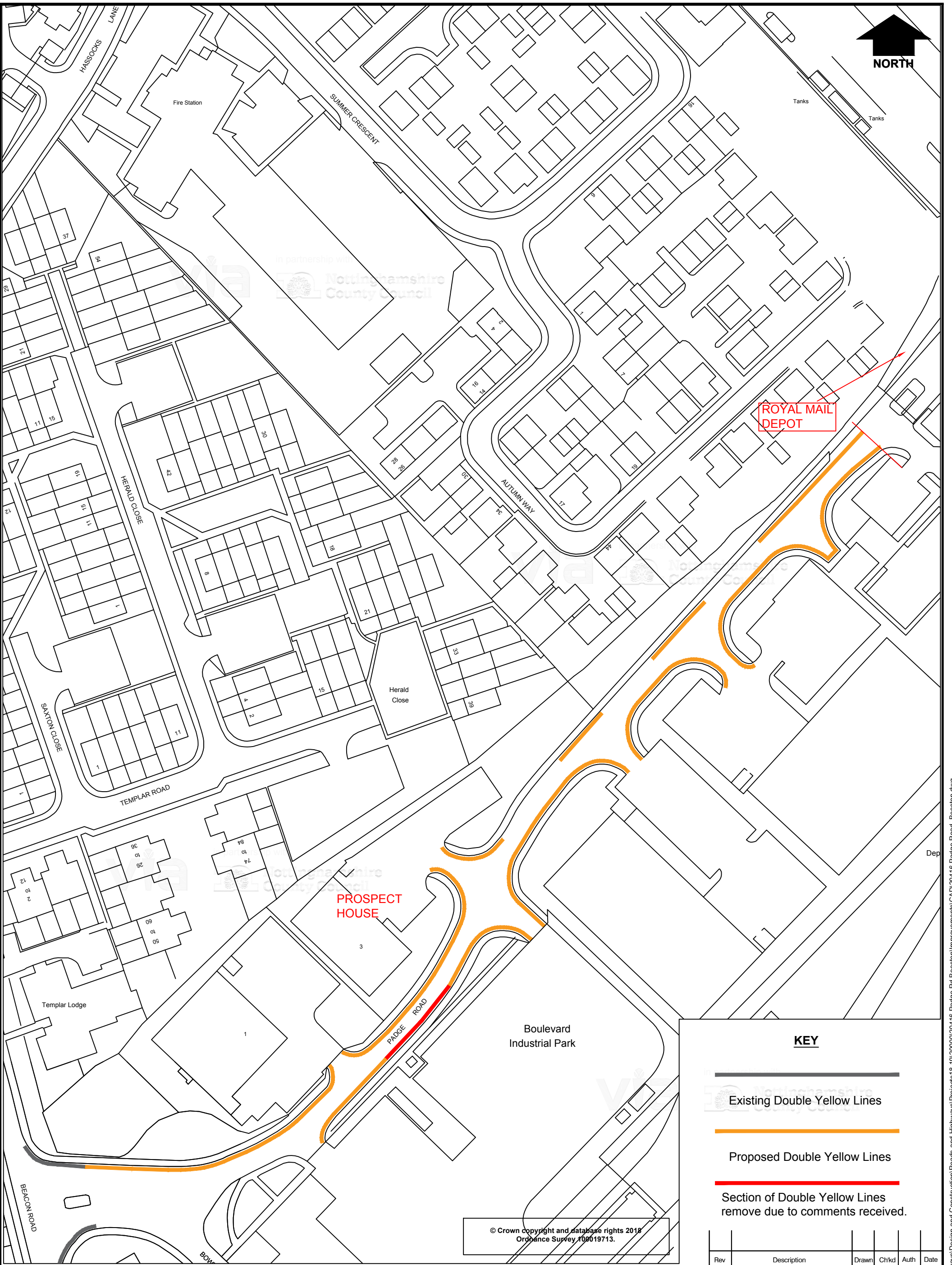
in partnership with




www.viaem.co.uk Tel 0115 8042100
Bilthorpe Depot, Bilthorpe Business Park, Bilthorpe,
Nottinghamshire NG22 8ST

Project		Padge Road, Beeston			
Status	ADVERT	Project No.	TRO 5254		
Title	Proposed Double Yellow Lines		ADVERT PLAN		
Drawing No.	H/SLW/2744/01				

Dec 04, 2018 - 3:07pm I:\Highways\Design and Construction\Roads and Highways\Projects\18-19\20000020416 Padge Rd Beeston\Improvements\CAD\20416 Padge Road, Beeston.dwg



KEY

- Existing Double Yellow Lines
- Proposed Double Yellow Lines
- Section of Double Yellow Lines remove due to comments received.

Rev	Description	Drawn	Chkd	Auth	Date
		SLW			Dec '18
		HRN			Nov '18
		HRN			Traced
					Scale
					1:1000

© Crown copyright and database rights 2018
Ordnance Survey 100019713.

in partnership with




www.viam.co.uk Tel 0115 8042100
Bilthorpe Depot, Bilthorpe Business Park, Bilthorpe,
Nottinghamshire NG22 8ST

Project		Padge Road, Beeston			
Status	Project No.	TRO 5254		Drawn	Date
Title	Proposed Double Yellow Lines		Auth	HRN	
Drawing No.	H/SLW/2744/03		Rev	Scale	
				1:1000	

Jan 15, 2019 - 10:17am I:\Highways\Design and Construction\Roads and Highways\Projects\18-19\20000\20416 Padge Rd Beeston\Improvements\CAD\20416 Padge Road, Beeston.dwg



7 February 2019

Agenda Item:5

REPORT OF THE CORPORATE DIRECTOR, PLACE

IMPROVED AND ADDITIONAL ROAD REPAIR TECHNIQUES

Purpose of the Report

1. To seek approval for ongoing capital investment of £1m, and revenue investment of £750,000, to support the establishment of the additional approaches to road repair techniques as identified in this report.
2. To seek approval for a review of the benefits of the investment to be undertaken, and reported to Committee, following 12 months of operation.

Information

3. The last winter and cold spring resulted in a rapid deterioration of parts of Nottinghamshire's highway network due to climatic conditions and the effects of freeze/thaw. In consequence, over 100,000 potholes were repaired on the network between January and November 2018. This compares with 50,000 over the same period in the previous year. These repairs were successful in removing actionable defects and restoring the running surface. However, the volume of repairs that have been necessary has led to concerns regarding the medium/long term sustainability of such an approach.
4. In line with good assessment management principles therefore, a review of the current maintenance strategy has been carried out to identify the ways in which current approaches could be improved.
5. Several treatments have been trialled to establish the most appropriate proposals for Nottinghamshire, and the 2 preferred treatments are described in this report.

Recommended Options

6. The additional road repair techniques proposed by his report are described below. Each has its own advantages and will form part of a larger maintenance strategy:
Spray Injection Chip Patching is a road repair system which is a non-invasive treatment similar to surface dressing, it seals the area treated by filling cracking and removing localised surface irregularities including small potholes, whilst restoring the surface texture.
7. **Mechanised Patching** is a road repair system which combines small scale surface planing and hand lay patching repairs into a rapid repair solution utilising 'hotbox' material storage and direct material placement. This treatment is ideal for any patching and small scale structural repairs, particularly around junctions and those areas that suffer from increased loading (e.g. bus stops, junction approaches).

Advantages of the Proposed Arrangements

8. The advantages of the proposed alternative road repair techniques are set out below:

Spray Injection Chip Patching

- This technique significantly increases productivity. It is reasonable to expect outputs to be in the region of 150m² per day compared with 65m² per day for conventional techniques.
- Spray injection chip patching allow relatively large areas of carriageway to be treated quickly. This allows defects other than those normally deemed actionable by inspectors to be addressed.
- The ability to effectively treat non-actionable defects arrests the deterioration of carriageway surfaces and reduces the necessity for future re-visits.
- The proposed technique for Nottinghamshire will allow patches with a regular 'squared-off' appearance to be produced, this matches the public's perceptions of correctly constructed road repairs.
- Materials are transported internally within the vehicle itself in clean and controlled conditions. This reduces the likelihood of road repairs failing prematurely.
- The proposed technique for Nottinghamshire is operated from within the vehicle's cab, minimising the likelihood of injuries being caused by manual handling or operatives being struck by vehicles.

Mechanised Patching

- Whilst spray injection chip patching can be an effective treatment for surface defects, mechanised patching allows for deeper structural works to be undertaken.
- When 'breaking-out' existing surfaces is required, mechanisation allows for economies of scale to be achieved, making larger patches economically viable.
- Patching larger areas means that material adjacent actionable defects – which is more prone to future defects - can also be replaced.
- Treating larger areas reduces the 'patchwork quilt' appearance of carriageway surfaces which require frequent patching and improves the ride quality for vehicles which pass over them.
- Mechanised patching allows for the correct preparation of existing surfaces to be undertaken, new materials to be transported and laid in optimum condition and proper compaction of repairs to be achieved. When patching is carried out under controlled conditions the serviceable life of repairs is maximised.
- Mechanisation reduces the likelihood of operatives suffering manual handling injuries and other conditions such as Vibration White Finger.

Deployment

9. The identification, batching, prioritisation, issuing, recording, monitoring and performance reporting of both treatment methods will be carried out by Via's Highway Inspectorate and the Assets Team using the Highway Asset Management System (Confirm) to manage the process.
10. Suitable sites will be prioritised using a risk-based approach, taking into account the relevant hierarchy of the road, the nature of the defective area and local factors such as proximity to key amenities or infrastructure. The deployment will be equitable across all Districts based upon relative network length and road condition within each District, and the presence of the types of defect which are suitable for these treatment methods.
11. Viafix will continue to be a valid treatment and will be used as appropriate in a reactive way on the network to respond to urgent safety defects. With the deployment of spray injection chip patching and mechanised patching the use of Viafix should be reduced.

Proposed Approach

12. An appraisal of the options set out above has been undertaken and it has been concluded that the most effective approach for Nottinghamshire will be for the County Council to utilise a spray injection chip patching vehicle and the equipment necessary to establish two mechanised patching teams. It is intended to pilot this approach and review after a year of operation. The lead in times for the purchase of the relevant plant and equipment are such that the new approaches will be in place during the summer of 2019.

Other Options Considered

13. Various other alternative patching techniques have been investigated such as infrared road repairs, various configurations of spray injection patching vehicles and ex-situ recycling.

Reason/s for Recommendation/s

14. The alternative road repair techniques proposed in this report will allow the Council, with Via as its delivery partner, to improve the quality of road repairs, increase productivity and extend the life expectancy of Nottinghamshire's highway network.

Statutory and Policy Implications

15. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

16. The new approaches will require approximately £1m per year of capital funding funded from the existing highways capital programme. The revenue costs of approximately £750,000 per year will be met from existing revenue budgets.

Implications for Service Users

17. There will be an additional set of treatments available to highway inspectors and engineers and this should help prevent the formation of potholes. The approach outlined in this report combined with the highway works in the capital programme should lead to an overall improvement in the condition of the network.

RECOMMENDATIONS

- 1) To seek approval for ongoing capital investment of £1m, and revenue investment of £750,000, to support the establishment of the additional approaches to road repair techniques as identified in this report.
- 2) To seek approval for a review of the benefits of the investment to be undertaken, and reported to Committee, following 12 months of operation.

Adrian Smith
Corporate Director, Place

For any enquiries about this report please contact: Gary Wood, Group Manager Highways and Transport , Tel: 0115 9774270

Constitutional Comments [SLB 24/12/2018]

18. Communities and Place Committee is the appropriate body to consider the content of this report.

Financial Comments [SES 28/12/2018]

19. The financial implications are set out in paragraph 15 of the report

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

7 February 2019

Agenda Item:6

REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES**FEES AND CHARGES 2019/20 FOR LIBRARIES, ARCHIVES AND
INFORMATION****Purpose of the Report**

1. To seek approval for the revision of fees and charges within the Libraries, Archives and Information Service for 2019/20.

Information**Background**

2. Fees and charges for the Service are reviewed annually, and usually they are increased by the rate of inflation unless market forces and/or price sensitivity or performance suggest otherwise.
3. Some charges are influenced by external organisations, for example the British Library and the General Register Office.
4. Fees and charges agreed by Committee are included in the contractual arrangements with Inspire. Charges are proposed by Inspire and approved by the County Council.

Current Position

5. The service is focusing on improving the customer experience and ensuring consistency across all service points. Feedback from customers, staff and observation by managers concludes that a straight forward charging structure is good for customer care, reduces administrative workload and results in higher levels of collection.
6. Current income is falling in some areas (eg fees and charges), reflecting changes in usage patterns. Significant changes to charges is therefore not being proposed at this time, but a thorough review of trend and best practice will be carried out in 2019.
7. The budgeted level of income scheduled for 2018/19 amounts to a stretch target of £280,700 for fees and charges excluding room hire and £335,000 for room hire.

Proposals

8. Libraries: The new charges proposed are listed in Appendix 1.
 - a) Small increases in costs of consumables (earphones, memory sticks, flip chart paper) to reflect increased purchase prices.

- b) Changes to existing charges are limited to minor adjustments to meeting room hire rates at some libraries to increase consistency across service points for what is offered.
 - c) Decreased charges in Mansfield for gallery hire to be in line with Worksop and Beeston Libraries.
9. Archives: The new charges proposed are listed in Appendix 2.
- a) Increases in copying charges, enquiries and research services and group visits/ talks have been adjusted to allow for increased staff costs.
 - b) Some fees eg translation and professional advice and reproduction/ publication fees have been stated to increase transparency for customers, avoiding a negotiation process.
 - c) Certified copies are in line with the Church of England Table of Parochial Fees as prepared by the Archbishop's Council.
 - d) Microfiche charges postage and handling is to be changed to an at cost fee, to be fairer to customers.

Other Options Considered

10. Within the limitations of what public libraries are legally allowed to charge for, all options for increasing income without creating barriers to the access to Library and Archive services have been considered.

Reasons for Recommendation

11. The full schedule of proposed fees and charges as detailed in **Appendices 1 and 2** (changes shown in bold type) will allow the service to generate income and recover costs in line with its position and overall Council policy.

Statutory and Policy Implications

12. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial implications

13. The revised level of charges is based on the required income levels for the service. Individual charges are itemised in **Appendices 1 and 2**, with previous charges presented for comparison.

RECOMMENDATION/S

- 1) That the fees and charges set out in Appendices 1 and 2 are approved for 2019/20, with implementation from Monday April 1st 2019.

**Derek Higton,
Service Director, Place and Communities**

For any enquiries about this report please contact: Kirsty Blyth, Assistant Chief Executive Officer, T: 0115 804432, E: Kirsty.blyth@inspireculture.org.uk

Constitutional Comments [KK 27/12/2018]

14. The proposal in this report is within the remit of the Communities and Place Committee.

Financial Comments [DJK 27/12/2018]

15. The increase in fees and charges are clearly laid out in the appendices to this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

PUBLIC LIBRARIES FEES AND CHARGES 2018/19 AND PROPOSALS FOR 2019/20

Item	Concessions	Current Charge 2018/19	Proposed Charge 2019/20
Overdue Charges	Children/Young Adult 0-19 and Homebound no charge	20p per day (Max £8)	20p per day (Max £8)
DVD Film Hire	No concessions	£1.50 per week	£1.50 per week
DVD Film Hire (Box Set)	No concessions	£3.00 per week	£3.00 per week
Children's Film Hire	No concessions	£1.00 per week	£1.00 per week
Spoken Word	Children/Young Adult 0-19, over 60s, visually impaired and Homebound no charge	£1.00 per 3 weeks	£1.00 per 3 weeks
Language Courses	No concessions	£1.50 3 weeks	£1.50 3 weeks
Reservations County/City	Children/Young Adult 0-19 and Homebound no charge	30p	30p
British Library/Inter Library Loan requests	No concessions	£5.30	£5.30
FAX - UK	No concessions	50p per sheet - receiving or sending	50p per sheet - receiving or sending
FAX - International	No concessions	£1.00 per sheet - receiving or sending	£1.00 per sheet - receiving or sending
Photocopying & Printing black and white	Jobseekers up to 10 sheets free per day with proof	20p (A4) 40p (A3)	20p (A4) 40p (A3)
Photocopying & Printing - colour	No concessions	50p (A4) £1.00 (A3)	50p (A4) £1.00 (A3)
Reader-Printer Copies	No concessions	20p	20p
Memory Sticks	No concessions	£5.00	£5.50
Earphones	No concessions	£1.50	£2.00
Replacement Library Card	No charge for under 14s	£1.50	£1.50

Hire of Library Premises

Room hire charges are subject to VAT where applicable.

1 Strategic Venues

1.1 Mansfield Central Library

Room	2018/19	2019/20
The Auditorium	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £280 Community groups, NCC and non-profit: £200</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £390 Community groups, NCC and non-profit: £300</p> <p>Hourly rate (max 4 hours): Commercial: £50 Community groups, NCC and non-profit: £30</p>	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £280 Community groups, NCC and non-profit: £200</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £390 Community groups, NCC and non-profit: £300</p> <p>Hourly rate (max 4 hours): Commercial: £50 Community groups, NCC and non-profit: £30</p>
The Meeting Place	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £150 Community groups, NCC and non-profit: £100</p> <p>Evening rate Sat/Sun 5.30 – 10pm: N/A – please contact library events office to hire in conjunction with another library space</p> <p>Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £20</p>	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £150 Community groups, NCC and non-profit: £100</p> <p>Evening rate Sat/Sun 5.30 – 10pm: N/A – please contact library events office to hire in conjunction with another library space</p> <p>Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £20</p>
Studio Floor	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £220 Community groups, NCC and non-profit: £150</p>	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £220 Community groups, NCC and non-profit: £150</p>

	<p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £300 Community groups, NCC and non-profit: £250 Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £25</p>	<p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £300 Community groups, NCC and non-profit: £250 Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £25</p>
Green Room	<p>Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15</p>	<p>Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15</p>
The Box	<p>Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15</p>	<p>Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15</p>
The Discovery Room	<p>Evening rate (Mon-Fri) 4.30 – 10pm Commercial: £195 Community groups, NCC and non-profit: £120</p> <p>Hourly rate Sat / Sun Commercial : £65 Community groups, NCC and non-profit: £40</p> <p>Evening rate Sat/Sun 5.30 – 10pm – N/A contact library events office to hire in conjunction with another library space</p>	<p>Evening rate (Mon-Fri) 4.30 – 10pm Commercial: £195 Community groups, NCC and non-profit: £120</p> <p>Hourly rate Weekdays and Sat / Sun Commercial : £65 Community groups, NCC and non-profit: £40</p> <p>Evening rate Sat/Sun 5.30 – 10pm – N/A contact library events office to hire in conjunction with another library space</p>
Hire per hour pre 5.30 for evening events before library closing time Mon - Fri	£10	£10
Hire per hour for evening events between library closing time and 5.30 pm Sat-Sun	£45	£45
Hire per hour or part hour for evening events after 10pm weekdays	£30	£30
Hire per hour or part hour for evening events after 10pm Sat-Sun	£45	£45

For all meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

1.2 West Bridgford Library

Room	Hourly Charge 2018/19	Hourly Charge 2019/20
Cedar and Pine Community Meeting rooms	Commercial: £35 Community groups, NCC and non-profit: £20	Commercial: £35 Community groups, NCC and non-profit: £20

For meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

1.3 Worksop Library

Room	Hourly Charge 2018/19	Hourly Charge 2019/20
Conference Suite	Commercial: £30 Community groups, NCC and non-profit: £15	Commercial: £30 Community groups, NCC and non-profit: £15
Meeting Place 1 or 2	Commercial: £20 Community groups, NCC and non-profit: £10	Commercial: £20 Community groups, NCC and non-profit: £10
Meeting Place 3	Commercial: £25 Community groups, NCC and non-profit: £12.50	Commercial: £30 Community groups, NCC and non-profit: £15

1.4 Beeston Library

Room	Hourly Charge 2018/19	Hourly charge 2019/20
Meeting Room 1, Discovery Room	Commercial: £35 Community Groups, NCC and non-profit: £20	Commercial: £35 Community Groups, NCC and non-profit: £20
Meeting Room 2	Commercial: £25 Community groups, NCC and non-profit: £10	Commercial: £25 Community groups, NCC and non-profit: £12.50
Meeting Room 3	Commercial: £15 Community groups, NCC and non-profit: £7	Commercial: £15 Community groups, NCC and non-profit: £7.50
Meeting Room 4	Commercial: £10	Commercial: £12

	Community groups, NCC and non-profit: £5	Community groups, NCC and non-profit: £6
Art Room	Commercial £35 Community £20	Commercial £35 Community £20

For all meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

2 Library Meeting Rooms

Library	Hourly Charge 2018/19	Hourly Charge 2019/20
Eastwood Hucknall Kirkby-in-Ashfield Mansfield Woodhouse Newark Ollerton Retford Stapleford Bingham Edwinstowe	Commercial: £20 Community groups, NCC and non-profit: £10	Commercial: £20 Community groups, NCC and non-profit: £10
Arnold Meeting Room 1 Meeting Room 2 Meeting Room 3	Commercial: £20 Community groups, NCC and non-profit: £10 Commercial £15 Community groups, NCC and non-profit: £ 5 Commercial £10 Community groups, NCC and non-profit: £5	Commercial: £20 Community groups, NCC and non-profit: £10 Commercial: £20 Community groups, NCC and non-profit: £10 Commercial: £12 Community groups, NCC and non-profit: £6
Southwell Meeting Room Upstairs Meeting Room	Commercial: £20 Community groups, NCC and non-profit: £10 Commercial: £12 Community groups, NCC and non-profit: £6	Commercial: £20 Community groups, NCC and non-profit: £10 Commercial: £15 Community groups, NCC and non-profit: £7.50

Art Room	Commercial: £15 Community groups, NCC and non-profit: £7.50	Commercial: £15 Community groups, NCC and non-profit: £7.50
Interview Room	Commercial: £12 Community groups, NCC and non-profit: £6	Commercial: £12 Community groups, NCC and non-profit: £6
Sutton in Ashfield		
Main meeting room	Commercial: £20 Community groups, NCC and non-profit: £10	Commercial: £20 Community groups, NCC and non-profit: £10
Small meeting room	Commercial £10 Community groups, NCC and non-profit: £5	Commercial: £12 Community groups, NCC and non-profit: £6

For all meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

3 Hire of Library Buildings

Some library buildings are available for hire when they are closed to the public. Hire rates for these are as follows (please note that a minimum surcharge of £35 may be applied to cover caretaking and staff costs if the site requires).

Library	2018/19	2019/20
Southwell	Commercial: £25 an hour Community groups, NCC and non-profit: £12.50 Kitchen £6.00 per session	Commercial: £25 an hour Community groups, NCC and non-profit: £12.50 Kitchen £6.00 per session
Other library buildings subject to facilities, space, staffing and keyholding	Commercial: £16 Community groups, NCC and non-profit: 50% discount	Commercial: £20 Community groups, NCC and non-profit: £10

4 Consumables

To be charged for if required for sole use by an organisation.

	2018/19	2019/20
Flip chart paper Box of pens	£4 per pad £5 per set	£5 per pad £5 per set

5 Hire of Gallery and Exhibition Spaces

5.1 Gallery Spaces

Library	Charge 2018/19	Charge 2019/20
Mansfield Central	<p>Six weeks full gallery hire - £180: non-profit £90</p> <p>Three weeks full gallery hire - £100: non-profit £45</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £10 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>	<p>Six weeks full gallery hire - £150: non-profit £75</p> <p>Three weeks full gallery hire - £85: non-profit £45</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £10 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>
Beeston	<p>Six weeks full gallery hire - £150: non-profit £75</p> <p>Three weeks full gallery hire - £85: non-profit £45;</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display cabinet only £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>	<p>Six weeks full gallery hire - £150: non-profit £75</p> <p>Three weeks full gallery hire - £85: non-profit £45;</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display cabinet only £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>
West Bridgford	<p>Six weeks full gallery hire - £220: non-profit £100</p> <p>Three weeks full gallery hire -</p>	<p>Six weeks full gallery hire - £220: non-profit £100</p> <p>Three weeks full gallery hire -</p>

	<p>£120: non-profit £60</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>	<p>£120: non-profit £60</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>
Worksop	<p>Six weeks full gallery hire - £150: non-profit £75</p> <p>Three weeks full gallery hire - £85: non-profit £45</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>	<p>Six weeks full gallery hire - £150: non-profit £75</p> <p>Three weeks full gallery hire - £85: non-profit £45</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>

Exhibition Spaces

Arnold	<p>Six weeks full gallery hire - £60: non-profit £30</p> <p>Three weeks full gallery hire - £40: non-profit £20</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>	<p>Six weeks full gallery hire - £60: non-profit £30</p> <p>Three weeks full gallery hire - £40: non-profit £20</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>
Retford	<p>Six weeks full gallery hire - £50: non-profit £25</p> <p>Three weeks full gallery hire - £30: non-profit £15</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>	<p>Six weeks full gallery hire - £50: non-profit £25</p> <p>Three weeks full gallery hire - £30: non-profit £15</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>

APPENDIX 2

HERITAGE FEES AND CHARGES 2019/20 Proposals

	2018/19	2019/20
SELF SERVICE COMPUTER AND MICROFICHE/FILM PRINTS		
Black and white (A4)	£0.20	£0.20
Black and white (A3)	£0.40	£0.40
Colour (A4)	£0.50	£0.50
Colour (A3)	£1.00	£1.00
SELF SERVICE OWN CAMERA		
Own camera per frame	£1.00	£1.00
Own camera day pass	£10.00	£10.00
REPROGRAPHIC COPIES BY ARCHIVES STAFF		
Choose from digital image on CD, or via email, OR hardcopy (A4 or A3).		
Copying per 15 minutes	Not available	£10
Copying per half hour	£17.00	£18.00
Copying per hour	£27.00	£28.00
Postage and handling (UK – overseas at cost)	£3.50	£4.00
BULK ORDERS OR COMMERCIAL OR FRAGILE DOCUMENTS	Quote given on request	Quote given on request
CERTIFIED COPIES Add research fee where exact reference not provided		
Anglican & Non-conformist Christenings, Burials and pre-1837 Marriages	£14.00	£14.00
Post 1837 Marriages	£10.00	£10.00
School Extracts, e.g. Admission Register Entries	£10.00	£10.00
Magistrates Courts Extracts	£10.00	£10.00
Postage and handling (UK – overseas at cost)	£3.50	£4.00
MICROFICHE CHARGES		
Charge for microfiche copies of existing master fiche OR new fiche from originals	Quote available on request	Quote available on request

Postage and handling	£10.00	At cost
ENQUIRIES AND RESEARCH SERVICE		
Responding to enquiries relating to use of service.	Free	Free
Responding to basic enquiries related to collections (e.g. signposting to catalogues)	Free	Free for up to 30 minutes
Responding to enquiries that require searching of catalogues and indexes	Previously covered under research fee	Research fee applies.
Research OR 1-1 Consultation per 15 minutes	Not available	£10
Research OR 1-1 Consultation per half hour	£17.00	£18.00
Research OR 1-1 Consultation per hour	£27.00	£28.00
Assisted Research (personal assistance in archive searchroom) per hour	Not available	£28.00
Provision of professional advice by a qualified conservator or archivist.	By negotiation	£50 per hour + mileage @ 45p per mile
Translation (from Latin into modern English) per hour	By negotiation	£28.00
Transcription of archival documents into modern English (per hour)	By negotiation	£28.00
TALKS & WORKSHOPS		
Scheduled talks and workshops per person	£5.00	£5.00
REPRODUCTION/PUBLICATION FEES – DIGITAL AND PRINTED		
Staff are permitted to negotiate publication fees where appropriate.		
Reproduction fee per item (commercial publications)	By quotation	£50.00 per image
Reproduction fee for internal commercial decoration (price per building)	By quotation	£20.00 per image
Not-for-profit (per image)	By quotation	£15.00 per image
Broadcasting: regional	By quotation	£100.00 per image
Broadcasting: networked	By quotation	£150.00 per image
Broadcasting: UK and overseas	By quotation	£250.00 per image
MEETINGS ROOM HIRE		
Hourly rate	Commercial: £25.00 Community groups, NCC and non-profit: £15.00	Commercial: £25.00 Community groups, NCC and non-profit: £15.00
Meeting room hire charges outside of building opening hours by negotiation.		

GROUP VISITS/TALKS		
Onsite Choose from our range including Introduction to Archives, source or thematic based		
1.5 hours	£50.00	£55.00
Onsite Curriculum related study session	£100.00	£110.00
3 hours	£175.00	£180.00
6 hours		
Talks at external venues	£55.00 (plus travel)	£55.00 (plus travel)
CONSERVATION		
Archival quality preservation materials, e.g. acid free boxes, folders and sleeves for your precious papers and photographs	Quote available on request	Quote available on request
Conservation of documents (paper & parchment), maps plans, etc.	Quote available on request	Quote available on request
Restoration and conservation of historic to modern leather/cloth bindings and books		
New bindings in cloth, e.g. journals, theses, periodicals and reference works		
Treatment of flood damaged and mould affected materials.		
GALLERY HIRE		
Community groups, NCC and non- profit:	£75 per six-week period	£75 per six-week period
Commercial hire	£150 per six-week period	£150 per six-week period
DOCUMENT CASE HIRE		
Hire of document case (per fortnight)	Not available	£30
Failure to return document case on agreed date (per case per week)	Not available	£30
Delivery of document case (per mile from Nottinghamshire Archives)	Not available	£0.45

All charges inclusive of VAT where applicable.

7 February 2019**Agenda Item:7****REPORT OF SERVICE DIRECTOR, PLACE & COMMUNITIES****NOTTINGHAMSHIRE CONCESSIONARY TRAVEL SCHEME 2019 / 2020****Purpose of the Report**

1. To seek approval for the Nottinghamshire Concessionary Travel Scheme for 2019 / 2020, publication of the final scheme statutory notice on 3 March 2019 and the proposed funding (subject to Full Council budget approval on the 28th February 2019).
2. To seek approval to continue with the County Council's additional discretionary elements of the scheme which are estimated to cost £1.079m in 2019 / 2020.
3. To seek Committee approval to grant delegated power for the Service Director for Place & Communities to agree the final reimbursement arrangements and associated financial commitments from 1 April 2019 in conjunction with the Chairman and Vice Chairman of the Communities & Place Committee and the Group Manager for Highways & Transport.

Information

4. Within the Council Plan and Place Plan, transport is highlighted as an important part of making "Nottinghamshire a great place to live, work, visit and relax."
 - a. To help realise this vision; the County Council provides Concessionary travel for Nottinghamshire's elderly and disabled residents enabling those residents to access work, training, health, shopping and leisure facilities.
5. The County Council has been a Travel Concession Authority (TCA) since April 2011 and has the duty to provide free travel on local bus services for the holder of a valid English National Concessionary Travel Pass (ENCTS). Free travel is available between 0930 and 2300 weekdays and all day at weekends and on bank holidays anywhere in England.
6. Concessionary travel passes are available to those who qualify on the grounds of age or disability. The age of entitlement is gradually being increased, for both men and women, in line with the rise in state pension age for women and is currently 65 years of age rising to 66 by 2020. At present there are approximately 155,100 Nottinghamshire pass holders.

7. The eligibility criteria for a concessionary travel pass on grounds of disability are defined in legislation and summarised below as a person who: -
 - a. Is blind or partially sighted
 - b. Is profoundly or severely deaf
 - c. Is without speech
 - d. Has a disability, or suffered an injury, which has a substantial and long-term adverse effect on their ability to walk
 - e. Does not have the use of both arms whether by the loss of limbs or otherwise.
 - f. Has a learning disability
 - g. Would have an application to drive a motor vehicle refused due to a disability (excluding those who would be refused because of alcohol or non-prescription drugs use).
8. TCA's can offer, and fund, additional travel entitlements using discretionary powers from Section 93 of the Transport Act 1985. The County Council currently offers three additional travel entitlements for Nottinghamshire residents which are discounted travel on the tram, a companion's travel facility attached to passes issued for certain severe disabilities, and discounted travel for disabled pass holders on Section 19 minibus services in the county. It is anticipated that these discretionary elements will cost approximately £1.079m during the 2019/20 financial year.
9. Holders of Nottinghamshire concessionary travel passes are entitled to free travel on the tram at the same times as on local bus services detailed in paragraph 5. Unlike the reimbursement duty for the statutory bus concession detailed in paragraph 11, the County Council is responsible for reimbursing the tram operator for all travel by Nottinghamshire pass holders only. This travel entitlement covers the entire Nottingham tram network.
10. Passes with the additional companions' entitlement are issued to people who are blind, have a severe walking disability or a severe learning disability and would have difficulty travelling alone. The pass allows one additional person to travel with the pass holder at the same discounted rate for all journeys commencing in Nottinghamshire.

Financial Reimbursement

11. The County Council is responsible for reimbursing transport operators for all statutory free concessionary travel whereby the holder of a valid ENCTS pass boarded a bus within the administrative boundary of Nottinghamshire irrespective of which English TCA issued the pass. The Council has met its duty to issue a draft notice of the proposed scheme by 1 December 2018 and must issue a final scheme notice by 3 March 2019 to enable the scheme to commence on 1 April 2019. The final notice must detail scheme entitlements and reimbursement arrangements.
12. The transport operators have a duty to accept travel passes on the local bus services they operate. Travel is permitted under the terms of carriage of each operator.

13. Reimbursement is calculated to ensure that the transport operator is “no better or no worse off” as a result of carrying the concessionary passengers. The Department for Transport (DfT) has issued guidance to assist with these calculations. Although it is not mandatory to use this guidance it has been used as the basis of negotiations with transport operators to minimise the risk of any appeals against the level of reimbursement. A small number of services, mainly rural shopper, market day or infrequent services, do not fall within the scope of the guidance and a local methodology will be used to calculate reimbursement for these services.
14. The County Council has negotiated fixed reimbursement arrangements with 84% of the operators which have helped to maintain network stability and service provision, whilst giving financial security to all parties, during the current challenging economic climate. The current two and three year arrangements extend to March 2020 or March 2021. There are 23 transport operators currently participating in the Nottinghamshire scheme of which 17 are bus operators, 1 tram operator and 5 community transport schemes.
15. Negotiations with the transport operators not covered by a fixed reimbursement arrangement are underway with robust variable reimbursement arrangements anticipated to be agreed as in previous years. Several factors impact on the type of arrangement applicable for each operator including network stability and competition. The agreements for the fixed reimbursement operators are constantly monitored against the review clauses upon receipt of actual patronage data and any service registrations submitted.
16. The actual costs of the scheme will be determined through historic passenger data, the final reimbursement agreements with the operators and the subsequent demand for travel. The County Council makes total reimbursement of approximately £10.61m (2018 / 2019 figures) to transport operators for approximately 11 million passenger journeys per annum.

Other Options Considered

17. No other options are available for the national scheme as the provision of concessionary travel for elderly and disabled people is a statutory duty.
18. The County Council funds additional discretionary elements for Nottinghamshire pass holders as described in paragraphs 8, 9 & 10 subject to committee approval each year.

Reasons for Recommendations

19. The recommendations ensure that the County Council meets its statutory duty whilst continuing to provide a wide range of travel opportunities and choices for the residents of Nottinghamshire. The need for the delegated authority in recommendation 3 ensures that the County Council can issue the statutory notice for the scheme and agree reimbursement levels by the 3 March 2019.

Statutory and Policy Implications

20. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Equal opportunities Implications

21. The provision of the concessionary travel scheme and the additional discretionary elements ensures that elderly and disabled can access key services thus improving their quality of life and enhancing social inclusion.

Financial Implications

22. The cost of reimbursement to transport operators (for statutory and discretionary entitlements) and scheme management is budgeted to be £10,909,000 in 2019 / 2020. As detailed in paragraph 16 the final costs will be subject to agreements with transport operators and the subsequent demand for travel during 2019/20. Detailed monitoring of the patronage data will be undertaken on a regular basis and any variation to predicted costs will be reported.

RECOMMENDATION/S

- 1) Committee approves the Nottinghamshire Concessionary Travel Scheme and proposed funding for 2019 / 2020 and publication of the final scheme notice on 3 March 2019, subject to recommendation 3 and Full Council budget approval on the 28th February 2019.
- 2) Committee approves to continue with the County Council's additional discretionary elements of the scheme which are estimated to cost £1.079m in 2019 / 2020.
- 3) Committee grants delegated power for the Service Director for Place & Communities to agree the final reimbursement arrangements and associated financial commitments from 1 April 2019 in conjunction with the Group Manager for Highways & Transport.

Derek Higton
Service Director, Place & Communities

For any enquiries about this report please contact: Gary Wood, Group Manager, Highways & Transport or Pete Mathieson, Manager, Development and Partnerships, Tel: 0115 9774270

Constitutional Comments [KK 20/12/2018]

23. The proposals in this report are within the remit of the Communities and Place Committee

Financial Comments [RWK 20/12/2018]

24. The financial implications are set out in paragraph 22 of the report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Draft Nottinghamshire Concessionary Travel Scheme – December 2018
Department for Transport Reimbursement Guidance **September 2017**

Electoral Divisions and Members Affected

All

7 February 2019

Agenda Item:8

REPORT OF THE CORPORATE DIRECTOR, PLACE TRAFFIC SURVEY LICENSING PERMIT SCHEME

Purpose of the Report

1. The purpose of this report is to seek approval for the introduction of a traffic survey licensing permit scheme in Nottinghamshire.

Information

2. The County Council undertakes a programme of automatic and manual traffic surveys across the county to monitor traffic trends for all road user types; and to help inform the development of improvement schemes and programmes. Traffic surveys are also undertaken on Nottinghamshire's roads by private organisations such as transport consultants, for example, on behalf of developers to inform transport appraisals of new developments.

Traffic Survey Licensing Scheme

3. The County Council currently operates a voluntary notification system for private organisations/consultants who undertake traffic surveys on Nottinghamshire roads. Compliance with the voluntary scheme is variable, and the Council have no records or control over the number of traffic surveys which are undertaken on its network.
4. In 2017 Leicestershire County Council (LCC) introduced a licensing scheme for all traffic surveys undertaken on its highway network; and LCC has offered to implement and administer a similar scheme on behalf of neighbouring authorities (LCC are currently in the process of setting up a scheme in Nottingham City). The LCC traffic survey licensing scheme requires organisations to obtain a highway permit, which are issued under Section 50 of New Roads and Street Works Act 1991, in advance of any works being undertaken on the highway (i.e. before installing any survey equipment on the highway).
5. If introduced in Nottinghamshire the scheme would enable the County Council to:
 - have a better awareness of planned activity on its highway network; and to better manage and co-ordinate any traffic survey related activity on its highway network
 - deal with queries from County Council members, residents, and other interested parties in a more efficient and timely manner, and
 - obtain traffic data from organisations undertaking traffic surveys on its highway network, potentially reducing the need/cost for some in-house surveys.

6. Given the anticipated benefits to the County Council from introducing a such a scheme, it is therefore proposed that the County Council implements a traffic survey licensing permit scheme within the county; administered by LCC through 'The Public Contracts Regulations 2015' Regulation 12.
7. Under the proposed scheme all organisations will be required to obtain a permit (through LCC's online application portal) prior to undertaking any traffic counts/surveys on the County Council managed road network. It is, however, proposed that certain organisations (i.e. Via East Midlands [when working on behalf of the County Council], the DfT, HS2 Limited, and Highways England) will be exempt from the licence fee charge if a permit is obtained in advance of undertaking any works, These organisations must therefore still obtain a permit prior to installing their survey equipment on County Council managed highway.
8. All other organisations (and Via East Midlands when undertaking traffic surveys for organisations other than the County Council) would be required to obtain and pay for a permit prior to undertaking any traffic counts/surveys on the County Council managed road network. It is proposed that if paid in advance the cost of the licence would be £125 per site, or £75 if the organisation provides Nottinghamshire County Council with a copy of the survey data.
9. If any organisation undertakes a survey without acquiring a permit prior to undertaking any traffic counts/surveys on the County Council managed road network they will be required to pay for a retrospective permit at a cost of £200 per site.
10. Under the proposed scheme LCC would charge an administration fee of £25 per paid permit issued (which is included in the costs detailed above) meaning that the County Council would receive between £50 and £175 income per paid permit issued. The permit charges would be subject to annual review and approval by Communities & Place Committee as part of the annual 'Charging for Highway Services' report.
11. It is estimated that the costs to set up the scheme will be between £500 and £2,500 (dependent on the amount of changes to online applications forms required by the County Council) and these costs will be met from the Transport Planning & Programme Development Team's revenue budget allocation should members approve the introduction of the scheme.
12. Any funding received from the payment of the permits will be used to offset the revenue costs to introduce the scheme, as well as the County Council's costs associated with the monitoring, management, and operation of the proposed scheme.
13. A memorandum of understanding, detailing all aspects of how the scheme will operate, is currently being finalised, it is proposed that the scheme will be introduced in April 2019, or as soon as possible thereafter, subject to members approval. Should the scheme be approved, the operation of the scheme will be reviewed as part of the annual review of charging for services.

Other Options Considered

14. Other options considered are set out within this report but have been rejected as the existing voluntary scheme does not enable the Council to effectively monitor and manage activity

carried out on the highway. The County Council could introduce and administer its own scheme but does not currently have the resources nor administrative licensing arrangements in place to introduce and operate its own scheme.

Reason/s for Recommendation/s

15. The proposed licensing scheme will enable the County Council to more effectively manage activity on its highway and provide a better service to customers as it will enable the County Council to:
- have a better understanding of all activity which happens on its highway network
 - deal with queries in a more efficient and timely manner, and
 - obtain traffic data at no cost to the Council, possibly saving the need/cost for some in-house surveys.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

17. The financial implications, including budget allocations, are set out within the report. It is anticipated that the proposed licensing scheme will provide an income for the County Council. Whilst it is not possible at this time to determine the level of income, as it will be dependent on the number of paid permits issued, it is anticipated that this income will be used to fund the revenue costs to introduce the scheme, as well as the ongoing staff costs to monitor, manage, and operate the proposed scheme.

Public Sector Equality Duty implications

18. All programmes detailed within this report comply with the Public Sector Equality Duty.

RECOMMENDATION/S

- 1) It is recommended that Committee approve the proposed traffic survey licensing permit scheme as detailed in the report.

Adrian Smith
Corporate Director, Place

For any enquiries about this report please contact:
Sean Parks – Local Transport Plan manager Tel: 0115 9774251

Constitutional Comments [02/01/2019]

19. Communities and Place Committee is the appropriate body to consider the content of this report.

Financial Comments [SES 28/12/2018]

20. The financial implications are set out in paragraph 17 of the report

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Nottinghamshire Local Transport Plan Strategy 2011/12-2025/26
- Nottinghamshire Local Transport Plan Implementation Plan 2015/16-2017/18

Electoral Division(s) and Member(s) Affected

- All

7 February 2019

Agenda Item: 9

REPORT OF SERVICE DIRECTOR, GOVERNANCE AND EMPLOYEES WORK PROGRAMME

Purpose of the Report

1. To consider the Committee's work programme for 2018-19

Information

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, each committee is expected to review day to day operational decisions made by officers using their delegated powers. The Committee may wish to commission periodic reports on such decisions where relevant.

Other Options Considered

5. None.

Reason/s for Recommendation/s

6. To assist the committee in preparing its work programme.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of finance, public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) That the Committee's work programme be agreed, and consideration be given to any changes which the Committee wishes to make.

Marje Toward
Service Director, Governance and Employees

For any enquiries about this report please contact: Noel McMenamin, Democratic Services Officer on 0115 993 2670

Constitutional Comments (HD)

8. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (PS)

9. There are no financial implications arising directly from this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- New Governance Arrangements report to County Council – 29 March 2012 and minutes of that meeting (published)

Electoral Division(s) and Member(s) Affected

All

COMMUNITIES AND PLACE COMMITTEE**DRAFT WORK PROGRAMME – FEBRUARY 2019 – MARCH 2020**

REPORT TITLE	BRIEF SUMMARY OF REPORT	LEAD OFFICER	REPORT AUTHOR
7 February			
Concessionary Travel Scheme		Derek Highton	Gary Wood/Pete Mathieson
TRO Padge Street, Beeston		Derek Highton	Gary Wood/Mike Barnett/Helen North
Traffic Survey Licensing Scheme	The purpose of this report is to seek approval for the introduction of a traffic survey licensing scheme in Nottinghamshire.	Adrian Smith	Sean Parks
Annual Fees and Charges for Libraries and Archives		Derek Highton	Peter Gaw/Mark Croston/Kirsty Blyth
Alternative Road Repair Techniques		Derek Highton	Gary Wood/Martin Carnaffin
7 March			
TS & Communities Update incorporating Communities Framework		Derek Highton	Mark Walker/Cathy Harvey
Rufford Country Park Annual Contract Update		Derek Highton	Mick Allen/Mark Croston
Charging for Highways & Transport Services		Derek Highton	Gary Wood/Via
Grass Cujtting Frequency Review		Derek Highton	Gary Wood/Via/Martin Carnaffin
Petitions		Adrian Smith	Sean Parks
TRO - The Nottinghamshire County Council Dykes End, High Street, Swinderby Road		Derek Highton	Gary Wood/Mike Barnett/Helen North

TRO – Charles Street, Ruddington		Derek Higon	Gary Wood/Mike Barnett/Helen North
Highways Capital & Revenue Programme – 2019/2020		David Hughes	Gary Wood/Sean Parks
Proposed Restructure of the Highway Development Control		David Hughes	Sally Gill/Clive Wood
Minerals & Waste Local Plan	To consider and adopt a revised timetable for the preparation of Minerals and Waste Local Plans.	David Hughes	Sally Gill/Stephen Pointer
Planning Consultations – protocol for approval of responses submitted by NCC	To consider a revised protocol to manage the approval of responses to planning consultations submitted by the County Council.	David Hughes	Sally Gill/Stephen Pointer/Nina Wilson
4 April			
Transport Review – April 2019		Derek Higon	Gary Wood
LIS Capital Grants 2019/20		Derek Higon	Cathy Harvey
Gedling Access Road Update		Derek Higon	Gary Wood/Via
Southwell Flood Mitigation Scheme Update		Derek Higon	Gary Wood/Sue Jaques
Introduction of a Permit Scheme (consultation approval)		Derek Higon	Gary Wood/Gareth Johnson
Annual Review of Rufford/Parkwood Outdoors (April or May)		Derek Higon	Peter Gaw/Mick Allen/Mark Croston
Ceramics Collection – Sale		Derek Higon	Peter Gaw/Mick Allen/Mark Croston
Inspire Year 3 Report		Derek Higon	Peter Gaw
Inspire Learning Strategy,		Derek Higon	Peter Gaw

annual plan 2019/20 and fees			
Planning Obligations Strategy – amendment to the basis for calculating contributions to education		David Hughes	Sally Gill/Andrew Norton
Registration of Nottingham City Births		Derek Highton	Rob Fisher
9 May			
TS & Communities Update		Derek Highton	Mark Walker
Inspire Annual Contract Update		Derek Highton	Mick Allen
Nottinghamshire Highway Design Guide	Outcome of consultation and approval of final document	Adrian Smith	Sally Gill
Information Strategy and Implementation Plan		Derek Highton	Gary Wood/Pete Mathieson
Greater Nottingham Joint Planning Area Statement of Common Ground	To approve a Statement of Common Ground with other authorities in the Greater Nottingham strategic planning area	David Hughes	Sally Gill/Stephen Pointer
Annual Update – Holme Pierrepont/Serco (May or June)		Derek Highton	Mick Allen/Mark Croston
Events Update		Derek Highton	Mick Allen/Mark Croston
Waste Monitoring	To approve for publication a monitoring report concerning developments and provision for waste management facilities.	David Hughes	Sally Gill/Nina Wilson
Waste Needs Assessment 2018	To approve for publication an assessment of need for future waste management facilities.	David Hughes	Sally Gill/Nina Wilson
NET Highway Handover Update		Derek Highton	Gary Wood/Via
6 June			
HM Coroners		Derek Highton	Rob Fisher

Review of Road Safety outside Schools		Derek Higon	Gary Wood/Sean Parks
Inspire Annual Update (June or July)		Derek Higon	Peter Gaw/Mark Croston
Minerals Local Plan Publication Draft	To approve publication and submission of a Minerals Plan for Nottinghamshire covering the period 2016-36	David Hughes	Sally Gill/Stephen Pointer
4 July			
TS & Communities Update		Derek Higon	Mark Walker
Sherwood Forest Annual Contract Update		Derek Higon	Mick Allen/Mark Croston
Flood Risk Management Update		Derek Higon	Gary Wood/Sue Jaques
Introduction of a Permit Scheme (approval of scheme)		Derek Higon	Gary Wood/Gareth Johnson
September			
Highways and Transport Capital Programme Update		Derek Higon	Gary Wood/Sean Parks/Via
Joint Waste LP Reg 18 Consultation	To approve for publication a document to involve people in the scope and form of a Local Plan for Waste.		Sally Gill/Nina Wilson
October			
Winter Service Preparation		Derek Higon	Gary Wood/Martin Carnaffin/Via
November			
Highways and Transport Draft Capital Programme		Derek Higon	Gary Wood/Sean Parks/Via
Flood Risk Management Update		Derek Higon	Gary Wood/Sue Jaques
March 2020			
Highways and Transport Final Capital Programme		Derek Higon	Gary Wood/Sean Parks/Via