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**Joint Chief Executive  
Rob Barlow**

21 November 2023

TO MEMBERS OF THE ENVIRONMENT AND PERFORMANCE COMMITTEE

**NOTICE OF MEETING OF THE  
OVERVIEW & SCRUTINY - ENVIRONMENT & PERFORMANCE COMMITTEE**

Dear Councillor

You are invited to attend a meeting of the  
Overview & Scrutiny - Environment & Performance Committee on  
**Wednesday, 29th November, 2023 at 6.30 pm**  
in the Committee Room, Municipal Buildings, West Street, Boston PE21 8QR

**ROB BARLOW**  
**Joint Chief Executive**

**Membership:**

Chairman: Councillor Claire Rylott  
Vice Chairman: Councillor Lina Savickiene  
Councillors Alison Austin, Anton Dani, Neil Drayton, Mike Gilbert,  
Patricia Marson, David Middleton, Ralph Pryke, David Scoot and  
Suzanne Welberry

**A G E N D A**

**PART 1 - PRELIMINARIES**

**A. APOLOGIES**

To receive apologies for absence.

**B. MINUTES (Pages 1 - 4)**

To sign and confirm the minutes of the previous meeting.

**C. DECLARATION OF INTERESTS**

To receive declarations of interests in respect of any item on the agenda.

D. PUBLIC QUESTIONS

To answer any written questions received from members of the public no later than 5 p.m. two clear working days prior to the meeting – for this meeting the deadline is Friday 24<sup>th</sup> November 2023.

**PART II - AGENDA ITEMS**

1 WASTE FEES AND CHARGES (Pages 5 - 12)

A report by the Assistant Director Neighbourhood Services

2 WORK PROGRAMME (Pages 13 - 14)

(For Members to note/discuss the Committee's current work programme)

**Notes:**

The person to contact about the agenda and documents for this meeting is Karen Rist, Democratic Services Officer, Municipal Buildings, Boston, Telephone Number 01205 314226. email: karen.rist@boston.gov.uk

Council Members who are not able to attend the meeting should notify as soon as possible giving the name of the Council Member (if any) who will be attending the meeting as their substitute.

**Alternative Versions**

Should you wish to have the agenda or report in an alternative format such as larger text, Braille or a specific language, please contact Democratic Services on direct dial (01205) 314226

## **OVERVIEW & SCRUTINY - ENVIRONMENT & PERFORMANCE COMMITTEE**

31 October 2023

Present: Councillor Claire Rylott (Chairman), Councillors Richard Austin BEM, Anton Dani, Mike Gilbert, David Middleton, Ralph Pryke and Suzanne Welberry

In attendance:

Portfolio Holders Anne Dorrian and Callum Butler.

Officers –

Assistant Director - Regulation, Democratic Services Officer, Group Manager Public Protection and Insights & Transformation Manager and Democratic Services Officer.

### **19 APOLOGIES**

Apologies were tabled for Councillor Alison Austin with Councillor Richard Austin substituting. Further apologies were tabled by Councillors Neil Drayton, Patsie Marson and David Scoot.

### **20 MINUTES**

With the agreement of the committee the Chairman signed the minutes of the previous meeting.

### **21 DECLARATION OF INTERESTS**

No declarations of interest were tabled

### **22 PUBLIC QUESTIONS**

No public questions.

### **23 REVIEW OF FIXED PENALTY NOTICES**

The Portfolio Holder presented the report advising that the new Environmental Offences (Fixed Penalties) (Amendment) (England) Regulations 2023 which came into force on 31<sup>st</sup> July 2023, had increased the upper fixed penalty limit for the specified offences. The Regulations were introduced as part of the Governments Anti-Social Behaviour Action Plan launched earlier in the year, supporting Councils in tackling environmental crime offences. Boston Borough Council has been pro-active in tackling environmental crime and recognised the negative impact these crimes have on communities, amenities, businesses, and the natural environment. Work undertaken recently included enforcement and education campaigns, intelligence led patrols and use of surveillance cameras. Littering, graffiti, flyposting and fly-tipping blighted communities, imposed avoidable costs on the public purse and could harm the environment, with fly-tipping being aggravated by householders giving waste to unauthorised carriers. Fixed penalty notices provided the Council as an enforcing authority with an effective and visible way of responding to these environmental crimes. They also provided an alternative to prosecution and allowed an individual to discharge liability for an offence by payment of a financial penalty.

The council was not obliged to offer an alleged offender the option to discharge liability through an FPN; however, it could be deemed more proportionate than prosecution through the courts in some cases. In the 2023 Anti-social Behaviour Action Plan, the Government explained that it wanted to see councils take a much tougher approach to these forms of anti-social behaviour and set out new upper limits for fixed penalties notices. The Environmental Offences (Fixed Penalties) (Amendment) (England) Regulations 2023 increased the upper limit for the fixed penalties that can be issued for these offences.

The Portfolio Holder advised he was seeking an increase in the charges for FPN's and asked committee to consider the table of charges within the report and agree their preference for recommendation to Cabinet.

Committee deliberation followed which included:

Overall members agreed to the need to increase the charges but concern was noted at the transient nature of some residents and the problems of actually finding them to pay the charges. Members were advised that the Council did prosecute all non-payers through the Single Justice Procedure through the courts, which was the most efficient way to process the cases. However, when that happened the court would then take into consideration the persons' financial position at that time and also any mitigating circumstances'. Members were further advised that consideration of the financial demographic of the town had been taken into consideration when structuring the suggested new charged.

On questioning the position of the two others Councils' within the Partnership, members were advised that South Holland District Council had recently increased its charges and East Lindsey District Council was looking into their charging structure, however all three Sovereign Councils would agree their own charging structure, there would not be a single charging structure across the Partnership.

Concerns were noted at on-going fly tipping activity which was prevalent at certain sites within the town, and also at sites whereby waste bins had been removed in an attempt to stop such activity, but where fly tipping incidents continued to take place. It was recognised that not all residents, especially those within the migrant and transient communities were fully aware of the rules and that a collaborative approach was required with residents, landlords and letting agents. Members were advised that an education programme was being rolled out on the 1<sup>st</sup> November within the hot-spot areas for fly-tipping which would result in stricter enforcement, it would include a leaflet drop in the worst hit areas with the information pack being in multiple languages and incorporating signage

Further concerns noted the issue of bins on the streets particularly on the town centre streets due to residents having no access to the rear of their properties. The effect on the town gave the appearance of it being dilapidated and run down and the situation needed to be addressed ahead of the Boston 400 event which would see large numbers of visitors coming to the town. The key entry sites to the town including the train and coach stations and many of the car parks were all within areas with large number of bins on the pavements. Members were advised that a detailed review was scheduled to look at the current provision / system for waste bins across all areas of the town to determine which bin provisions worked and which did not work, to move forward with a system that worked for all areas.

Questioning ongoing incidents of multiple waste bags being left in front gardens and back yards of properties, members asked if the legislation covered it, and were advised that whilst the new legislation did not cover such incidents, the Council did take enforcement action against those who had carried out such acts which resulted in large build-ups of rubbish on premises. Stressing the need for greater interaction with the landlords and letting agents, members were advised that the Council's environmental team, enforcement team and housing team met regularly with the letting agents to address such issues. On questioning increased use of CCTV, the portfolio holder advised that the Safer Streets Scheme which was being introduced would enable greater coverage of the town.

**RECOMMENDED:**

That the Environment and Performance Committee recommend to Cabinet that it increase its Environmental Fixed Penalty Notice charges as follows:

<b>OFFENCE</b>	<b>Recommend Charge</b>
Graffiti	£300 or £200 if paid within 10 days
Flyposting	£300 or £200 if paid within 10 days
Littering	£250 or £150 if paid within 10 days
Fly tipping	£800 or £550 if paid within 10 days
Household waste duty of care	£600 or £400 if paid within 10 days

**24 QUARTER 1 PERFORMANCE**

The Portfolio Holder presented the report and confirmed that it set out the key performance indicators at the end of June 2023. The report was historic in its content and members were assured they would see a positive improvement when quarter 2 reporting was tabled to the committee.

Where a service was indicated as red additional commentary was provided to give greater context to the reason.

Noting the indicators for homelessness the Portfolio Holder advised that it was a very difficult area for the team to monitor, due to the ongoing movement of people between areas resulting in difficulties in maintaining contact. Furthermore the Portfolio Holder praised the increased uptake of swims by residents at the GMLP and also the improved corporate target in respect of staff wellbeing

Member comment followed which included:

In response to a number of questions raised the Portfolio Holder advised that in relation to the cluster of red indicators which appeared to indicate that timeliness was the issue, they would be pursuing the matter with the Chief Executive to get a better understanding as to why vacancies were held, putting pressure on co-workers. Referencing concerns of late planning decisions, members were advised that the additional time allowance was often attributed to the applicant or agent requiring the extension of time, and not necessarily due to the planning department. In response to a query from a member who queried if the number of red indicators out was the usual percentage for the quarter reporting, the Portfolio Holder confirmed that the report tabled 61 KPI's of which 31 were trend indicators. Of the 30 target measures, 20 were either on target or better than target.

Those in the red were all subject to remedial action being taken to address the issues and Quarter 2 reporting would show significant improvements. In addition the Insights and Transformation Manager confirmed they had not monitored the percentages historically but would look at them, they also noted that not all indicators were the same and that none of the red indicators were giving any cause for concern due to the action being taken to address them.

Following notification by a member of issues raised in respect of migrants being housed in local accommodation, the Portfolio Holder confirmed they would have a meeting with the member outside of the committee meeting to address the issues in greater detail.

Concerns were noted by a number of members at the consequences of homelessness on the town itself, and in specific areas including around Crown House where there were high incidents of human defecation, causing a significant and negative impact on the town. Members recognised that not all homeless people wanted to be re-homed, with a percentage preferring to live on the streets with many presenting with a number of issues including substance and alcohol addiction and mental health issues. The Assistant Director – Regulatory and Lead Officer for the committee advised he would take the concerns in respect of the incidents and areas identified forward to his respective colleagues within the Council to look into the issues in greater detail and to keeping the site(s) clean.

## **25 WORK PROGRAMME**

Members were advised that the work programme now included provisional meetings moving forward into the following municipal year, to enable longer term populating of the work programme. Furthermore, members were advised of the four options for alternative scrutiny working which were identified within the report.

A request to the Environment and Performance Committee had been tabled at the recent Joint Scrutiny Committee for a review of the car parking provision and signage of the car parks within the town. Councillors Anton Dani and Mike Gilbert volunteered to take part in a Member Working Group. The clerk confirmed that the offer to join the group would be tabled to all other Scrutiny members for any further volunteers.

The Chairman advised that following the recent member briefing of the CCTV Suite at the Council, a number of concerns had been raised by members including the Chairman who requested a report to be tabled to the meeting scheduled for the 13<sup>th</sup> February 2024. The report to provide information on the number of operators, their shift patterns – how many work on each shift – any additional staff at peak time. What monitoring of all the cameras could practically take place with the current numbers of staff in the suite? Further information to include obstacles the service faces including visual imparity due to over grown trees / other signage and also how many cameras are operating – how many are currently out of action and for what reason (broken, damaged by ASB) and over what period of time have they been out of use. Input from the staff to the report was also requested to gain their observations of the current service.

A further request was tabled by a member in respect of scrutiny of the PRSA facility in Boston, following concerns they had received by experienced sports providers within the town. Those who had voiced concerns had noted they could enhance the offer and provide greater flexibility. The Lead Officer advised that the request would be taken forward and discussed with the respective officers in the first instance.

The Meeting Closed at 7.40 pm



<b>REPORT TO:</b>	Overview & Scrutiny – Environment & Policy Committee
<b>DATE:</b>	29 November 2023
<b>SUBJECT:</b>	Garden Waste Fees and Charges
<b>PURPOSE:</b>	To present to Committee, proposals to set fees and charges for garden waste collection 2024/25.
<b>KEY DECISION:</b>	<i>N/A</i>
<b>PORTFOLIO HOLDER:</b>	Councillor Callum Butler
<b>REPORT OF:</b>	Assistant Director Neighbourhood Services
<b>REPORT AUTHOR:</b>	Operations Manager
<b>WARD(S) AFFECTED:</b>	All
<b>EXEMPT REPORT?</b>	<i>No</i>

## SUMMARY

The operating costs for waste services have increased significantly, including fuel, employee costs and the cost of vehicle maintenance/replacement. The charges for the kerbside garden waste collection service have not increased for 3 years.

This report proposes to increase the 2024/25 charges for garden waste collection to £50 for the first bin and £30 for subsequent bins to meet increases in costs and in doing so, support the cost of service provision and to ensure that non-users are not subsidising the service.

## RECOMMENDATIONS

That the Committee:

- i) Considers the proposals as set out in the report
- ii) Comments on the recommendations for consideration by Cabinet:
  - To approve an increase in garden waste fees to £50 for the first bin and £30 for subsequent bins, with effect from 1 January 2024

## REASONS FOR RECOMMENDATIONS

To meet the full cost recovery in the service delivery and ensure that the service is not subsidised.

To support the Council's medium term financial plan by identifying service efficiencies and additional revenue.

To strengthen the Council's financial position to help maintain a balanced budget

#### **OTHER OPTIONS CONSIDERED**

Not to approve the charge increase. This would not support the need to ensure that the charge meets the cost of service delivery and that non-users are not subsidising this service.

### **1. BACKGROUND**

- 1.1 The review of garden waste collection fees in particular needs to be undertaken now so that there is sufficient lead in time to allow the charges to be implemented for collections in 2024/25. The charges have not been reviewed for some time and no longer reflect the cost of providing the service due to extensive inflationary pressures which are well documented.
- 1.2 By way of context Waste Collection Authorities are able to charge for the provision of kerbside garden waste collection.

### **2. REPORT**

#### **Garden waste**

- 2.1 Garden waste is not considered 'household waste', under The Environmental Protection Act 1990, therefore the Council has no statutory duty to provide a separate kerbside garden waste collection service. Where this service is provided, a charge can be made under The Controlled Waste (England and Wales) Regulation 2012 to cover those costs.
- 2.2 The Council introduced the kerbside garden waste collection service in 2012 and introduced a charge for collections in 2015. This charge was made to ensure that only those residents using the service paid for it. The current charge for this service is £40 for purchase of a 240L bin, £45 for the collection of the first bin, and £20 for each subsequent bin.
- 2.3 When setting fees and charges, the Council must ensure the service receives full cost recovery. This service is only allowed to cover its costs which includes a reserve to fund future vehicle and equipment replacement costs. The current charging structure does not currently cover funding vehicle and equipment replacement costs.
- 2.4 The table below sets out the current annual subscription charges for neighbouring Lincolnshire Local Authorities. It is also of note that other local authorities are also considering increasing their charges for garden waste collections to meet the rising operational costs.



	<i>Boston BC</i>	<i>City of Lincoln</i>	<i>North Kesteven DC</i>	<i>West Lindsey DC</i>	<i>South Holland DC</i>	<i>East Lindsey DC</i>	<i>NE Lincs Council</i>	<i>South Kesteven DC</i>
<i>Annual fee</i>	£45	£39	£40	£39	£52	£50	£39	£49
<i>Subsequent bin collection fee</i>	£20	£15	£8	£39	£30	£50	£39	£49

2.5 The report proposes to increase the subscription charge to £50 for the first bin per year and a reduced subscription charge of £30 for additional bin requests at the property.

2.6 The table below shows the current number of subscribers to the service;

<b>No. of bins</b>	<b>No. of subscribers</b>
1	9,533
2	1,986
3	262
4	95
5	10
6	6
7	2
8	3
<b>Total number of subscribers 2023/24</b>	<b>11,897</b>

2.7 The financial pressures including inflationary and growth pressures are set out in the financial section of this report.

2.8 Appendix A of this report sets out the financial implications of increasing the garden waste charges.

2.9 Customers subscribe to the service annually and receive 20 kerbside collections of garden waste fortnightly between March and November. At £50 per year for the first bin, this equates to a charge of £2.50 per collection and at £30 for subsequent bins, this equates to £1.50 per year per collection. Residents who choose not to pay the subscription charge can take their garden waste to the Household Waste Recycling Centre in Boston free of charge.

### **Implementation**

2.10 If approved, the charges for garden waste subscription will be applied from 1 January 2024, to enable the opening of the online payments for the 2024/25 service. The new charges will be included in the fees and charges schedule for 2024/25.

## **3. CONCLUSION**

3.1 The Council's operating costs for these services have increased significantly, including fuel, employee costs and vehicle maintenance/replacement. Introducing these new charges will offset the additional costs incurred, safeguard the delivery of these services and ensure full cost recovery is taking place.

## **EXPECTED BENEFITS TO THE PARTNERSHIP**

This report aligns the charges for kerbside garden waste collection more closely to that charged by the other Councils within the South and East Lincolnshire Councils Partnership.

## **IMPLICATIONS**

### **SOUTH AND EAST LINCOLNSHIRE COUNCILS' PARTNERSHIP**

None

## **CORPORATE PRIORITIES**

Priority 1 People Focused 'improve its public spaces'; Priority 3 Environmental Awareness and Accountability 'produce less waste and recycle more'; Priority 4 Delivering high quality services and maximising use of technology to support residents 'generate income to support council ambitions'.

## **STAFFING**

None

## **WORKFORCE CAPACITY IMPLICATIONS**

None

## **CONSTITUTIONAL AND LEGAL IMPLICATIONS**

The classification of waste and ability to charge for services is provided in The Environmental Protection Act 1990 and The Controlled Waste (England and Wales) Regulations 2012.

## **DATA PROTECTION**

None

## **FINANCIAL**

The report will ensure cost recovery and generate income to offset additional costs arising from inflationary factors such as pay awards, fuel increases etc.

The tables set out in appendix A detail the additional income that could be generated from the price increase with some sensitivity analysis to show the impact of any potential loss of customers from the price increase.

The table below sets out a summary of the potential additional income:

	24/25	Forecasted extra income based on option selected V base income budget 23.24
	£	£
<b>BASE INCOME BUDGET 23/24</b>	<b>579,050</b>	
Option 1 - revised income, no reduction in customers	665,770	86,720
Option 2 - revised income, 5% customer drop off	632,500	53,450

In addition to this, a growth in the service from new subscribers is expected to raise an additional £15,500.

Current expected service costs for 24/25 are equating to approximately an additional £100k arising from inflationary increases.

### **RISK MANAGEMENT**

Not increasing fees and charges could put at risk the efficiency of delivery for the kerbside garden waste collection service and will mean that non-users will be subsidising this service in a way which was not intended when the service was established.

A risk is that demand for the service will reduce following any increase in fees. In order to mitigate this, an allowance has been made within the financial projections for a reduction in demand.

### **STAKEHOLDER / CONSULTATION / TIMESCALES**

#### **REPUTATION**

The Council is expected to maximise recycling opportunities and contribute to the wider Lincolnshire Waste Partnership priorities.

#### **CONTRACTS**

The vehicles used to deliver this service are included in the Council's vehicle maintenance contract.

#### **CRIME AND DISORDER**

None

#### **EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING**

None

#### **HEALTH AND WELL BEING**

None

**CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

The garden waste collected by the service is composted, re-used, and reduces the contamination in household waste collected.

**LINKS TO 12 MISSIONS IN THE LEVELLING UP WHITE PAPER**

None

**ACRONYMS**

None

<b>APPENDICES</b>
None

<b>BACKGROUND PAPERS</b>
No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

<b>CHRONOLOGICAL HISTORY OF THIS REPORT</b>	
(If none then insert the wording 'A report on this item has not been previously considered by a Council body'. Also delete the below text/boxes.)	
<b>Name of body</b>	<b>Date</b>

<b>REPORT APPROVAL</b>	
Report author:	Matt Fisher, Operations Manager
Signed off by:	Victoria Burgess, Assistant Director – Neighbourhoods
Approved for publication:	

### Financial Implications

The proposal for the new fees in 24/25 sets the charge for the first bin at £50 and any subsequent bins at £30. A sensitivity analysis has been carried out and detailed below:

<b>ASSUMING NEW PRICES 1ST BIN £50, SUBSEQUENT BINS £30</b>			
<b>CURRENT INCOME 23/24</b>	<b>No. bins</b>	<b>Bin charge £</b>	<b>Total Income £</b>
EXISTING 1ST BINS	11897	45	535,365
EXISTING 2ND OR MORE BINS	2364	20	47,280
			<b>582,645</b>

<b>PROPOSALS FOR 24/25</b>	<b>No. bins</b>	<b>Bin charge £</b>	<b>Total Income £</b>	<b>Option 1</b>
EXISTING 1ST BINS	11897	50	594,850	
EXISTING 2ND OR MORE BINS	2364	30	70,920	
			<b>665,770</b>	<b>Assumes no reduction in customers</b>

<b>PROPOSALS FOR 24/25</b>	<b>No. bins</b>	<b>Bin charge £</b>	<b>Total Income £</b>	<b>Loss of cust</b>	<b>Option 2</b>
EXISTING 1ST BINS	11300	50	565,000	5%	
EXISTING 2ND OR MORE BINS	2250	30	67,500	5%	
			<b>632,500</b>	<b>Assumes 5% attrition</b>	

### Summary of potential additional income

<b>ASSUMING NEW PRICES 1ST BIN £50, SUBSEQUENT BINS £30</b>	<b>24/25</b>	<b>Forecasted extra income based on option selected vs base income budget 23/24</b>
	£	£
<b>BASE INCOME BUDGET 23/24</b>	<b>579,050</b>	
Option 1 - revised income, no reduction in customers	665,770	86,720
Option 2 - revised income, 5% customer drop off	632,500	53,450

### Growth

Growth 24/25	Bins	£
Additional growth	310	15500



# Environment and Performance Committee Work Programme 2023–24

THIS COMMITTEE'S REMIT IS ALIGNED TO COPORATE PRIORITIES: CP1 PROSPERITY and CP3 PLACE

MEETING	AGENDA ITEMS	REPORT AUTHOR	PORTFOLIO	CABINET
25 July 23	<ul style="list-style-type: none"> <li>▪ Proposed joint scrutiny activity for 23/24 for the South &amp; East Lincolnshire Councils Partnership (S&amp;ELCP)</li> <li>▪ Joint Scrutiny work between partner councils in the South &amp; East Lincolnshire Councils Partnership</li> <li>▪ Annual ASB and CCTV Report</li> <li>▪ Quarter 3 and 4 Performance reporting 2022/2023</li> <li>▪ Work Programme</li> </ul>	Assistant Director – Corporate  Assistant Director – Corporate Community Safety Manager Insights and Transformation Manager Lead Officer	Cllr A Dorrian  Cllr A Dorrian Cllr A Dorrian Cllr A Dorrian	2 Aug 23
5 Sept 23	<i>CANCELLED</i>			13 Sept 23
31 Oct 23	<ul style="list-style-type: none"> <li>▪ Revision to Fixed Penalty Notice Environmental Crimes</li> <li>▪ Quarter 1 Performance</li> <li>▪ Work Programme to (include long term scheduling)</li> </ul>	Assistant Director – Regulatory  Insights and Transformation Manager Lead Officer	Cllr C Butler  Cllr A Dorrian	6 Dec 23
29 Nov 23	<i>Additional Meeting one item only.</i> <ul style="list-style-type: none"> <li>▪ Waste Charges and Fees</li> </ul>	Assistant Director – Neighbourhoods	Cllr C Butler	6 Dec '23
19 Dec 23	<ul style="list-style-type: none"> <li>▪ Annual Scrutiny Report – Partnership.</li> <li>▪ Boston Guildhall Action Plan</li> <li>▪ Update on Events</li> <li>▪ Q2 Performance</li> <li>▪ Work Programme – to inc, update on MWG</li> </ul>	Cllr Brewis and Cllr F Martin Assistant Director – Culture/Leisure Events Manager Insights and Transformation Manager Lead Officer	Cllr S Sharpe Cllr D Broughton Cllr A Dorrian	16 Jan 24
13 Feb 24	<ul style="list-style-type: none"> <li>▪ Update of Markets provision</li> <li>▪ CCTV Provision</li> <li>▪ Quarter 3 Performance</li> <li>▪ Work Programme – to inc, update on MWG.</li> </ul>	Markets Manager CCTV Manager Insights and Transformation Manager	C D Broughton Cllr A Dorrian Cllr A Dorrian	21 Feb 24

16 Apr 24				24 Apr 24
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<b>ALTERNATIVE OPTIONS FOR SCRUTINY WORKING - current at issue of agenda</b>	
Task and Finish Group Reviews	
Member Working Group	Review of Car Parks and Road Signage to Car Parks. Nov. 23.
Inquiry Session	
All Member Briefings	

**Chairman:** Councillor Claire Rylott.

**Vice Chairman:** Councillor Lina Savickiene

Lead Officer: Assistant Director – Regulatory

Clerk: Karen Rist