

CABINET

THURSDAY, 25TH JANUARY, 2018, 5.00 PM

SHIELD ROOM, CIVIC CENTRE, WEST PADDOCK, LEYLAND, PR25
1DH

AGENDA

1 Apologies for Absence

2 Minutes of the Last Meeting

Minutes of the last meeting held on 6 December 2017 attached to be signed as a correct record.

(Pages 3 - 14)

3 Declarations of Interest

Members are requested to indicate at this stage in the proceedings any items on the agenda in which they intend to declare an interest. Members are reminded that if the interest is a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) they must leave the room for the whole of that item. If the interest is not a Disclosable Pecuniary Interest, but is such that a member of the public could reasonably regard it as being so significant that it is likely that it would prejudice their judgment of the public interest (as explained in the Code of Conduct) then they may make representations, but then must leave the meeting for the remainder of the item.

4 Review of South Ribble Housing Framework

Report of the Planning Manager attached.

(Pages 15 - 38)

5 Chorley Community Housing Application for Commuted Sum Monies

Report of the Planning Manager attached.

(Pages 39 - 48)

6 Transformation Programme (Part I)

Report of the Revenues Manager and Senior Community Involvement Officer attached.

(Pages 49 - 54)

7 Central Lancashire Local Plan Review

Report of the Planning Manager attached.

(Pages 55 - 74)

8	Timetable of Meetings 2017/18	(Pages 75 - 82)
	Report of the Interim Monitoring Officer attached.	
9	Worden Park Toilet Provision (Part I)	(Pages 83 - 88)
	Report of the Parks and Neighbourhoods Manager attached.	
10	Cabinet Forward Plan	(Pages 89 - 92)
	To approve the latest version of the Cabinet's Forward Plan as at 17 January 2018.	
11	Exclusion of Press and Public	
	To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.	
	By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)	
12	Financial Case for Health, Leisure & Well Being Campus Programme (Part II)	(Pages 93 - 102)
	Report of the Interim Consultant attached.	
13	Worden Park Toilet Provision (Part II)	(Pages 103 - 108)
	Report of the Parks and Neighbourhoods Manager attached.	
14	Transformation Programme (Part II)	(Pages 109 - 116)
	Report of the Revenues Manager and Senior Community Involvement Officer attached.	

Heather McManus
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Cabinet Councillors Peter Mullineaux (Chair), Colin Clark (Vice-Chair), Cliff Hughes, Jacqui Mort, Phil Smith, Susan Snape and Graham Walton

The minutes of this meeting will be available on the internet at www.southribble.gov.uk

Forthcoming Meetings
5.00 pm Wednesday, 14 February 2018 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

MINUTES OF CABINET

MEETING DATE Wednesday, 6 December 2017

MEMBERS PRESENT: Councillors Peter Mullineaux (Chair), Colin Clark (Vice-Chair), Cliff Hughes, Jacqui Mort, Susan Snape and Graham Walton

OFFICERS: Heather McManus (Chief Executive), Mark Gaffney (Director of Neighbourhoods, Environmental Health and Assets), Denise Johnson (Director of Development, Enterprise and Communities), Joanne Platt (Interim Corporate Improvement Manager), Caroline Elwood (Interim Corporate Governance Manager), Dave Whelan (Legal Services Manager/Monitoring Officer) and Dave Lee (Democratic Services Officer)

OTHER MEMBERS AND OFFICERS: Councillor Jane Bell, Councillor Warren Bennett, Councillor Malcolm Donoghue, Councillor William Evans, Councillor Derek Forrest, Councillor Paul Foster (Leader of the Opposition), Councillor Mary Green, Councillor Michael Green, Councillor Jon Hesketh, Councillor Susan Jones JP, Councillor Caroline Moon, Councillor Alan Ogilvie, Councillor Matthew Tomlinson, Councillor Paul Wharton, Roger Ashcroft (Waste & Transport & Neighbourhoods Manager), Natalie Banks (Senior Public Relations Officer), Howerd Booth (Community Works Manager), Peter Haywood (Revenues Manager), Mark Hodges (Partnership Development Manager), Keith Molloy (Enterprise Manager) and Andrew Richardson (Parks & Neighbourhoods Manager)

PUBLIC: 28

47 Apologies for Absence

An apology for absence was submitted from Councillor Phil Smith (Cabinet Member for Regeneration and Leisure).

48 Minutes of the Last Meeting

RESOLVED (Unanimously):

That the minutes of the meeting held on 25 October 2017 be approved as a correct record.

49 Declarations of Interest

There were no declarations of interest.

50 Corporate Performance Report at the end of Quarter 2 (30 September 2017)

The Cabinet considered the report of the Interim Corporate Improvement Manager which provided an overview of performance against the Council's Corporate Plan for 2017-18 at the half-year point of 30 September 2017 and details of the corporate risks and controls in place to mitigate risks in the Corporate Risk Register.

The report set out the details of the 34 performance indicators and 27 corporate plan activities and a commentary on the performance made against each indicator and activity.

During the debate, the Cabinet welcomed the new format style of reporting and noted that there would be a Learning Hour scheduled for all members in January 2018 on Risk Management with the inclusion of the demonstration of the GRACE Risk Management system.

Decision Made (Unanimously):

That the:

1. performance at the end of Quarter 2 as shown at Appendix 1 to the report be noted;
2. corporate risks and the controls in place to mitigate risks as identified in the Corporate Risk Register as shown at Appendix 2 to the report be noted; and
3. arrangements in place to report performance to Cabinet, Scrutiny and Full Council as detailed in paragraph 4 in the report be noted.

Reasons for Decision:

The Corporate Plan for 2017-18 contained a number of outcomes and activities for delivery in 2017-18. This provided an update at the end of Quarter 2 for members' consideration.

Alternative Options Considered and Rejected:

Not applicable.

51 Review of Fees and Charges

The Cabinet considered the report of the Acting Chief Finance Officer/Director of Neighbourhoods, Environmental Health and Assets which provided details of the review of fees and charges pricing policies across the Council to generate additional income.

At the commencement of the meeting certain matters in the recommendations in the report submitted were clarified:

Recommendation 1: Land Charges fees should be included as an exception.

Recommendation 6: Cabinet recalled that at its last meeting the Penalty Notice Charges in respect of PSPOs was set – hence in this report the information was just for noting.

Recommendations 4, 5 and 7: The implementation dates for these recommendations should be between January and the end of March 2018.

The Cabinet also noted that there were a couple of minor typographical errors in Appendix 2a to the report.

During the debate, the Cabinet acknowledged that residents had been greatly affected by the ongoing parking problems on the Worden estate but the view was that most of these problems related to Runshaw College which was out of the Council's control. At present there were no daily parking charges on Worden Park, however the Council does have a 'permit' parking scheme at Worden. The Cabinet felt that the introduction of parking charges would better manage parking at Worden. The Council had invested significant funds into Worden Park, and its attraction and users not only come from existing residents, but also from neighbouring authorities.

Although there were concerns over the associated parking enforcement at weekends prior to charges being introduced, the Cabinet reassured Ward Members and residents that robust enforcement would continue to be carried out during week days when the restrictions applied. To cover weekends and holiday periods with the parking restrictions a new Order would have to be made and therefore there would need to be sufficient evidence/views from residents that problems were occurring to proceed with this. The Council would work proactively with the County Council to gather this information.

The Cabinet noted that there was not a massive response to the consultation from users at the Railway car park and therefore felt that the new tariffs were relatively low in comparison with other authorities.

Decision Made (Unanimously):

That the Council be recommended to approve the following:

1. An increase of 2.5% be applied to all fees and charges with the exception of Licensing, Car Parking, Building Control fees, PSPO Fixed Penalty Notices, Pre-Planning Advice charges and Land Charges fees with effect from 1st April 2018 as set out in Appendix 1 to the report;
2. Car Parking Charges are introduced at Worden Park to charge £2.00 per day during term time only and £1.00 per day outside of term time and at weekends (as detailed in Option Two in Appendix 2 to the report) with effect from 1st April 2018;
3. The pricing structure for existing Pay and Display Car Parking Charges be revised to remove the two lower tariffs of 50p for up to 2 hours and 80p for up to 3 hours and replace them with a charge of £1.00 for up to 3 hours (as set out in Appendix 3 to the report) be deferred to 1st April 2018;
4. The Car Parking Charges at Leyland Railway Station be increased to £1.50 a day and to £6.00 per week (as set out in Appendix 3 to the report) with an implementation date of between January and the end of March 2018;

5. The new charging policy for Building Control fees as set out in Appendix 4b is adopted with an implementation date of between January and the end of March 2018;
6. It be noted that Penalty Notice Charges in respect of PSPOs are set at £100.00; and
7. The charging policy for Pre-Planning Advice (as set out on page 6 in the report) is adopted with an implementation date of between January and the end of March 2018.

Reasons for Decision:

The report had collated all fees and charges whereby the Council had discretion to set the amount charged in order for a holistic and standard price increase policy to be implemented.

Alternative Options Considered and Rejected:

An alternative option was the 'as is' approach whereby the review of fees and charges was undertaken periodically by the relevant budget holders to varied timescales and determined within the decision making processes within a devolved budget management regime.

52 Council Tax Support Scheme 2018-19

The Cabinet considered the report of the Director of Development, Enterprise and Communities which provided details of a Council Tax Support Scheme for 2018/19.

During the debate, the Cabinet noted the comments, reasons and suggestions made at the meeting to remove the scheme since it was introduced in 2012 but the view was that there were no proposals for this to change this year. A review would take place to look at alternative options for 2019/20 and if this was approved consultation would be undertaken next year which would allow the Council the time to facilitate the implementation of any revised scheme.

Decision Made (Unanimously):

That:

1. delegated authority be granted to the Revenues+ Manager in consultation with the Cabinet Member for Corporate Support and Assets to make all necessary updates to this Council's Council Tax Support Scheme to comply with any prescribed requirements that may be issued by central government. This may be by the making of specific regulations, or by amendment to the Local Government Finance Acts of 1992 and 2012;
2. delegated authority be granted to the Revenues+ Manager in consultation with the Cabinet Member for Corporate Support and Assets to make all necessary amendments to the Council's scheme to uprate the allowances and premiums in accordance with the revised Housing Benefit Circular when it is issued by the DWP. This process is a requirement of the prescribed elements of the scheme;

3. the updated scheme be published in accordance with the Local Government Finance Act 2012; and
4. the level of the deduction to be applied to Working Age recipients of Council Tax Support from 1st April 2018 be finalised and agreed in accordance with South Ribble's scheme and as part of the Council's Budget and Council Tax Setting at the Council Meeting on the 28th February 2018. This figure will continue to be within the range (between £3.00 and £5.00 per week) which was consulted upon during the introduction and implementation of the council's scheme in 2012.

Reasons for Decision:

The Local Government Finance Act 2012 required Local Authorities to approve their Local Council Tax Support (LCTS) Scheme on an annual basis by the 31st January for the following financial year.

The scheme contained allowances and premiums upon which the Prescribed Council Tax Support Scheme relies. Where possible, South Ribble's scheme mirrors the provisions of the government's prescribed scheme for pensioners.

Alternative Options Considered and Rejected:

The original consultation exercise considered a number of alternatives to reducing the amounts that claimants received in their council tax support. These included reducing council services and increasing levels of council tax.

53 Eastern Neighbourhood Forum Projects - Samlesbury Play Area

The Cabinet considered the report of the Director of Development, Enterprise and Communities which provided details of the transfer of land on a long term lease to Samlesbury Parish Council, for the purposes of creating a village play area.

During the debate, the Cabinet gave assurances that the maintenance of the play area would be the responsibility of the Parish Council and that there would be appropriate provisions/agreement in place in for any long term lease granted.

Decision Made (Unanimously):

That:

1. subject to external funding being secured by Samlesbury Parish Council, the transfer of SRBC land at Nabs Head Lane to Samlesbury Parish Council, by way of a 25 year lease including a ten year break clause be agreed; and
2. subject to the approval by the Eastern My Neighbourhood Forum, match funding contribution of £11,200 from SRBC, comprising of £1,200 revenue funds for statutory notices and £10,000 capital monies be made.

Reasons for Decision:

There had been a longstanding community demand for a play area at Samlesbury. This had been on the Eastern My Neighbourhood plan for over a year and there have been several requests from the community prior to this.

Alternative Options Considered and Rejected:

There was an option to do nothing and leave the area without play provision. The option of SRBC procuring and installing a playground of a similar specification would cost more. The Parish Council was utilising local community contacts to drive costs down. The Parish was using a local play equipment contractor based in their Parish to acquire the equipment at non-market rates; whereas SRBC would have to follow procurement rules. In addition to higher build costs with this option, SRBC would also be liable for the ongoing maintenance and revenue costs. This option had therefore been deemed not viable.

54 Eastern Neighbourhood Forum Projects - Walton le Dale Community Centre Car Park

The Cabinet considered the report of the Director of Development, Enterprise and Communities which provided details of proposed spend on a 2017/18 capital program scheme to improve the private access road, hard standing and car parking arrangements at Walton-le-Dale Recreation ground (W-L-D Rec) and community centre.

During the debate, the Cabinet felt that as this had been on the Eastern My Neighbourhood plan for over 2 years and there had been several requests made by the community previously, the recreation ground and the car parking improvements were something that was needed in that area. The local Walton le Dale Recreation Society had raised a lot of money in the past for its new Community Centre and that this would be very welcomed as far as local people was concerned in that area.

Decision Made (Unanimously):

That:

1. the design and outline program of works, including procurement and supervision of construction by council officers be agreed; and
2. a S106 capital spend of up to £75,000 on construction works as specified in the 2017/18 capital works program be agreed.

Reasons for Decision:

There had been a longstanding community demand for improvements to parking provisions at the recreation ground.

Alternative Options Considered and Rejected:

Throughout the design process the Council considered all available options within its value engineered approach, adjusting the specification where necessary to achieve best value for money possible. No other parking options were identified locally, the site was accessed from a busy residential road which often sees overspill from recreation ground events.

55 Review of South Ribble Housing Framework

It was reported that the Appendix to the report (Reviewed South Ribble Housing Framework 2017-19) had not been included in the papers circulated for this meeting.

Decision Made (Unanimously):

That consideration of this matter be deferred until the next scheduled meeting of Cabinet on 25 January 2018 as the Appendix to the report (Reviewed South Ribble Housing Framework 2017-19) had not been included in the papers for this meeting.

56 Proposal for a Borough Wide Leisure Health and Wellbeing Campus Approach

The Cabinet considered the report of the Director of Development, Enterprise and Communities which provided an update on the work of the Member Cross Party Working Group on the campus concept and how it might work in South Ribble.

The Business Transformation Manager undertook a short presentation on the proposal for a borough wide Leisure, Health and Wellbeing Campus Approach in the borough.

The Chair thanked the Business Transformation Manager for the informative and useful presentation.

During the debate, the Cabinet welcomed the positive views expressed at the meeting over the proposed outline of the general concept of campuses and noted the additional comments made, some of these being –

- Linking up cycleways/footpaths
- Wider sports provision
- Expectations within the community
- Consultation
- Planning issues (noise/light pollution etc)
- Opportunity to address homelessness issues
- Green links in Leyland to include East to West (ie Paradise Park, Test Track, extended to Western Parishes etc)
- More provisions of housing for older people
- Securing funding of partners
- Put some work in other areas across the borough
- Health provisions, wellbeing and prevention across the borough
- Review of the Local Plan
- Heatherleigh

The Cabinet emphasised that this Council had no intentions of closing leisure centres in the borough. Discussions were ongoing with the Homes and Communities Agency (HCA) regarding the site relating to Heatherleigh which was made available because of provisions in a section 106 agreement. Those discussions were positive at present and if this principle was approved it would allow officers to look into that model.

Decision Made (Unanimously):

That:

1. the report be received and the principles be agreed; and
2. a further report detailing the investment programme and the financial impacts be brought to the next Cabinet meeting.

Reasons for Decision:

At its meeting on 27 July 2017, the Cabinet received a paper outlining the Campus Concept. The paper outlined that the proposal for Leisure, Health and Wellbeing Campuses would be a focus for local service provision. It aimed to bring together a number of key work programmes including Central Park phased development, open space and pitch reviews, land and property reviews and leisure centre provision.

Alternative Options Considered and Rejected:

Other options were considered included doing nothing with existing facilities or maintaining current facilities. Both were dismissed, either as unsuitable or unsustainable. The Working Group constituted to look at the Campus Concept and its potential in South Ribble and agreed to make better use of what we currently have and not consider closure, but rather replacement of facilities where it was needed.

57 Investment Property Strategy

The Cabinet considered the report of the Director of Neighbourhoods, Environmental Health and Assets which provided details of the Investment Property Strategy and associated governance processes.

During the debate, the Cabinet raised the following issues:

- The new Property Investment Strategy was to address some of the issues raised by members in the first strategy that was put forward earlier in the year.
- This strategy was far more robust, comprehensive and detailed and it takes into consideration transparency and due diligence to enable viable investment opportunities to be pursued and implemented.
- The Cabinet was pleased to note that this report had been approved by the Governance Committee at its meeting on 29 November 2017 subject to some suggested comments from the Committee which had been incorporated in the strategy.

Decision Made: (Unanimously):

That subject to the comments made by Governance Committee at its meeting on 29 November 2017 the:

1. Investment Property Strategy and the Governance arrangements outlined within the report be agreed; and
2. the adoption of the Investment Property Strategy and the appointment of the external Property Investment expertise at the end of the procurement process be approved.

Reasons for Decision:

The Council had identified investment in property and assets as a source of income to support the delivery of the MTFs (Medium Term Financial Strategy). An income target of £300,000 had been established and a Borough Investment Fund of £3.824m had been created to fund this investment initially.

Alternative Options Considered and Rejected:

Not specified in the report.

58 Air Quality Management Areas

The Cabinet considered the report of the Director of Neighbourhoods, Environmental Health and Assets which identified that air quality levels along Turpin Green Lane and Golden Hill Lane were exceeding or very close to exceeding the national objective level.

During the debate, the Cabinet noted that although the levels of Air Quality Management Areas (AQMA) were checked but the view was that these would need to be monitored on a regular basis within the action plan. It was important to working closely with the County Council in respect of traffic management in an endeavour to come up with solutions to alleviate the problems.

Decision Made (Unanimously):

That the:

1. proposed extent of the new Air Quality Management Area (AQMA), as detailed in Appendix A to the report, be agreed;
2. new Air Quality Management Area (AQMA), as detailed in Appendix A to the report, be formally declared to DEFRA; and
3. development of a revised Action Plan for Air Quality be delegated to the Director of Neighbourhoods, Environmental Health and Assets.

Reasons for Decision:

The Council had a statutory duty to monitor and report on air quality within the borough. Where the objective levels for certain pollutants were exceeded the Council had a duty to declare an Air Quality Management Area (AQMA), and then produce an Action Plan with the aid of partners (County Council, Public Health professionals etc.) to undertake measures to try and improve the air quality in the area to below national objective values (40µg/m³ for Nitrogen Dioxide).

Alternative Options Considered and Rejected:

Other options were considered, however the proposed AQMA was considered the most appropriate as it covered the main transport routes through the town which had been identified as exceeding the national objective value, and was considered suitable and appropriate given the current available information.

59 Public Space Protection Orders

The Cabinet considered the report of the Director of Neighbourhoods, Environmental Health and Assets which provided details of the recommendations from the Scrutiny Committee's call-in meeting held on 6 November 2017.

During the debate, the Cabinet clarified that after the Scrutiny Committee call-in, the earlier decision to implement a Public Space Protection Order (PSPO) to limit the number of dogs under one person's control had been suspended and no limit had been imposed. More robust consultation exercises would be undertaken, including extended timescales and involvement of all stakeholders prior to considering further whether to introduce such a PSPO.

Decision Made (Unanimously):

That the following recommendations from the Scrutiny Committee call-in relating to Cabinet's earlier decision to introduce a Public Space Protection Order (PSPO) limiting the number of dogs under one person's control be accepted, namely:

- More robust consultation exercises be undertaken, including extended timescales and involvement of all stakeholders prior to considering further whether to introduce such a PSPO
- Statutory Officer and Director's advice is sought before tabling recommendations at meetings
- Greater evidence based/documentated decision-making should take place
- The rationale to be provided for any changes to recommendations

Reasons for Decision:

At its meeting on 25 October 2017, Cabinet agreed to implement a public space protection order to limit the number of dogs under a person's control to four. The decision was then called in by the Scrutiny Committee. A Scrutiny Committee meeting was held on 6 November 2017, which considered the decision taken by Cabinet. Recommendations were made by the Scrutiny Committee.

Alternative Options Considered and Rejected:

Each Scrutiny Committee recommendation had been carefully considered.

60 Exclusion of Press and Public

RESOLVED (Unanimously):

That the press and public be excluded from the meeting during the consideration of the following item of business as it involved the discussion of information defined as exempt from publication under paragraph 3 of Part 1 of Schedule 12A of the Local

Government Act 1972, 'Information relating to the financial or business affairs of any particular person (including the authority holding that information) ' and in which the public interest in maintaining the exemption outweighed the public interest in disclosing it.

61 Vehicle Procurement (Part II)

The Cabinet considered the report of the Neighbourhoods, Environmental Health and Assets which provided details of requests to commit capital expenditure and accept the most economically advantageous tenders for the procurement of the vehicles.

During the debate, the Cabinet raised the following issues:

- The tendering process had been undertaken using Purchasing Organisation Framework Agreements and the tenders had been evaluated in line with the Most Economical Advantageous Tender (MEAT).
- The 12 Neighbourhood vehicles being replaced were owned by the Council and were up to 13 years old and if the vehicles were not to be replaced the current fleet would become unreliable and uneconomical to maintain.
- The Council was looking at how it move forwards and continuous testing and demonstrations had been undertaken for the different vehicle options. At present there were still a lot of product development of specialist waste disposal vehicles in the market.

Decision Made (Unanimously):

That:

1. the tender for Vehicle Specification 1-3 (7 No. Chassis Cab Tippers) be awarded to Tenderer No. 1;
2. the tender for Vehicle Specification 4 (2 No. Plant & Equipment Transporters) be awarded to Tenderer No.1;
3. the tender for Vehicle Specification 5 & 6 (2 Medium Wheel Based Vans) be awarded to Tenderer No. 3;
4. the tender for Vehicle Specification 7 (4x4 Arborist Team Vehicle) be awarded to Tenderer No.1;
5. the tender for the 16T Refuse Vehicle be awarded to Tenderer No. 2;
6. the tender for the 26T Refuse Vehicle be awarded to Tenderer No. 1; and
7. approval be given to the capital expenditure of £523,991, in compliance with Financial Regulations.

Reasons for Decision:

Following consultation with our operatives, waste partner and consideration of demonstration vehicles the Council had invited companies to tender for our replacement vehicle requirements. Following receipt of tenders and evaluation of the bids recommendations could now be made to accept the tenders from the highest scoring bidders.

Alternative Options Considered and Rejected:

Contract hire was considered, however the 12 Neighbourhood vehicles being replaced are owned by the Council and were up to 13 years old. Ownership of the vehicles had enabled the replacement of some of the vehicles to be deferred where they were considered to be in good working order through regular maintenance and the close monitoring of running costs. This would not have been possible if the vehicles had been contract hired opposed to purchased. Demonstrations had been carried out for the different vehicle options.

Chair

Date

REPORT TO	ON
CABINET	6th December 2017



September 2017

TITLE	PORTFOLIO	REPORT OF
Review of South Ribble Housing Framework	Strategic Planning and Housing	Director of Development, Enterprise and Communities

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

1. PURPOSE OF THE REPORT

- 1.1 This report recommends to Members a revised and updated Housing Framework that will help to focus Council resources and deliver increased housing numbers and the growth agenda. It sets out some of the context to the update. It introduces an additional priority to “*ensure that sustainable communities are at the heart of the growth of housing*” to reflect the Council’s desire to enhance the quality of life of existing and future residents. It currently reflects work streams that are underway but will change over time as the details of those work streams are finalised.
- 1.2 It is underpinned by the Strategic Housing Market Assessment, a comprehensive research document undertaken by GL Hearn. This report was an action from the last Framework and the data underpins the ambitions of the Council in the Local Plan. Its comprehensive nature helps developers bring forward appropriate applications and assists constructive dialogue between with the Council. It needs to be published and the Council’s website updated.

2. PORTFOLIO RECOMMENDATIONS

It is recommended that:

- 2.1 Cabinet approves the reviewed and amended Housing Framework and key actions;
- 2.2 the Strategic Housing Market Assessment is published on the Council’s website;
- 2.3 Members note the progress made on the actions from the Housing Framework 2016-19.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities

Clean, green and safe		Strong and healthy communities	/
Strong South Ribble in the heart of prosperous Lancashire	/	Efficient, effective and exceptional council	

4. BACKGROUND TO THE REPORT

4.1 The Council approved the South Ribble Housing Framework 2016-19 in February last 2016. It set out the main priorities and actions to deliver a comprehensive mix of housing across the Borough to meet the needs of existing and future residents. An associated Housing Capital Programme was also approved to support the delivery of the priorities within the Housing Framework. The Housing Framework contained an action plan, of which certain actions were highlighted to be delivered in year one (2016/17). Key achievements include:

- A number of sites within the Local Plan have been brought forward for development, including Croston Road and Altcar Lane. In addition, the windfall site at The Maltings now has planning approval.
- The Council was successful in its expression of interest to the Government's Starter Home Land Fund, and The Maltings will be one of the first sites in the country to benefit from this funding, and see the development of 30 Starter Homes on the site.
- Commissioning of Strategic Housing Market Assessment.
- Approval of an Affordable Housing Commuted Sum Policy.
- Developed a campaign to support affordable home ownership in the borough which has a dedicated webpage with information and links to schemes and a leaflet.
- Continued delivery of an efficient and effective Disabled Facilities Grants service.
- Production and maintenance of an empty homes database.
- Review of the Empty Properties Policy.
- Introduction of a project to support the reoccupation of empty properties called A Place to Live. Two properties have so far benefited from recoverable funding and been reoccupied.
- Commenced Council's first Compulsory Purchase Order of an empty property.
- Developed a custom and self-build register.
- The creation of a Registered Provider Forum which has met three times.
- Over £30k external funding has been obtained to deliver energy efficient measures.

4.2 A Strategic Housing Market Assessment (SHMA) was commissioned from GL Hearn. This independent research provides a comprehensive view of the housing market of the immediate Housing Market Area. This area comprises of the Borough, Chorley and Preston. The analysis takes into consideration current and planned economic growth, population projections and existing housing need. Data is then produced for each borough that informs future housing requirements by type and tenure. This work is essential to inform developers' proposals for new housing in the Borough and to assist Officers in negotiating comprehensive planning applications. This document is ready to be published on the Council's website. This work has informed the review of the Housing Framework and will help the Council achieve a diverse range of housing that meets the needs of existing and future residents as South Ribble grows economically.

4.3 The SHMA identifies that strategically across the Borough that the Council should be seeking 70% of new development as market sale, 10% as affordable market sale and 20% affordable rent. It also suggests the proportions of types in each tenure. The table below summarises this aspect of the work.

	1 Bed	2 Bed	3 Bed	4+ Bed
Market Housing	3%	33%	52%	12%
Low-cost Home Ownership	12%	42%	38%	8%
Affordable Housing (rented)	47%	27%	24%	2%

The Housing Framework has incorporated this data and it supports some of the actions. Specifically more single bedroom accommodation is required across the Borough.

- 4.4 Central Lancashire City Deal continues to progress growth in the Borough. Key strategic sites have started to come forward to planning. It is essential that momentum is maintained to housing delivery to meet that future demand. However, it is also essential that the Council harness resources to ensure that the new housing developments deliver sustainable communities and enhance the area as a great place to live. Work will continue with partners to develop modern facilities to support those communities.
- 4.5 There have been changes to national housing policy since February 2016. In May 2016 the Housing and Planning Act received Royal Assent. The Act brought in a number of measures to promote home ownership and levels of house building in the country, most notably the introduction of Starter Homes; the extension of Right to Buy; and the expansion of duties on local authorities to promote custom and self-build housing. The Autumn Statement also saw a number of other funding measures to support housebuilding including: £2.3bn for the Home Infrastructure Fund and £1.7bn for Accelerated Construction. The Housing White Paper (Fixing Britain's Broken Housing Market) was published in February 2017. Its main focus was to support the delivery of new housing through planning for homes in the right places; building homes faster; diversifying the market; and helping people now. The original Framework incorporated many of these tools and the updated Framework builds on this.
- 4.6 The Council has an ambition to be the "Greenest, Most Prosperous and Cleanest Borough in the country." New housing and increased population will expect this and add demands. It could also be a vehicle to support delivery of that ambition. Therefore a new priority, to "*ensure that sustainable communities are at the heart of the growth of housing*", has been added to the Framework to capture some of this and the work that has been commenced by Members and Officers. It reflects the important, cross-cutting work that is underway but more detail will emerge as work streams develop appropriate business cases.

5. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

- 5.1 A full consultation process was undertaken prior to the development of the Housing Framework. This included a public consultation online and the My Neighbourhood Forums; consultation with key partners including the Homes and Communities Agency, registered providers and developers; and with Members. The comments received as part of the consultation were positive. The updated Framework continues to reflect these responses.

6. OTHER OPTIONS CONSIDERED

- 6.1 An alternative option would be to leave the Housing Framework unchanged, and select the year two actions from the remaining actions. However, this would fail to take into account the new policy context and leave the Housing Framework not as responsive as it could be in dealing with housing related opportunities and challenges. In addition the analysis within the SHMA 2017 will inform developers of the types of development sought within the Local Plan and help smooth the planning process. The data is important to the process and needs to be recognised in the Council's documentation and practices.

7. FINANCIAL IMPLICATIONS

- 7.1 The updated Housing Framework recognises that delivery of the housing element of the growth agenda impacts on many areas of the Council. Much of the work identified requires input from existing staff resources across the Council. It sets a context and a focus for their work.
- 7.2 Some capital resources have been allocated to deliver on this area. Disabled Facilities Grant is funded via passported monies from Better Care Fund and resourced until 2019. Funding has been allocated to deliver affordable homes from commuted sums and the programme to tackle empty properties and return them into use has been developed using repayable grants.

8. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

No direct implications

9. ICT/TECHNOLOGY IMPLICATIONS

No direct implications

10. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

- 10.1 The Housing Framework makes specific reference to the Council's Investment Strategy. There is action to investigate how the Council could develop housing as part of the Investment Strategy, to not only meet housing need but to generate income. This would involve considering the Council's assets and making strategic decisions regarding their use. There would also be links to the Council's proposals for Health and Wellbeing Campuses

11. RISK MANAGEMENT

- 11.1 The risk associated with not reviewing the South Ribble Housing Framework is that it becomes outdated and does not fully reflect the changing policy context. This may mean the Council is not well positioned to apply for funding opportunities; meet housing need; and effectively perform its strategic housing function.
- 11.2 All risks associated with the Housing Framework have been inputted onto GRACE, and have been reviewed. There are actions in place for all risks to reduce likelihood and impact

12. EQUALITY AND DIVERSITY IMPACT

- 12.1 The reviewed Housing Framework has been equality impact assessed and there are no negative impacts on the protected characteristics groups.

13. RELEVANT DIRECTORS RECOMMENDATIONS

My recommendations are:

- 13.1 Cabinet approves the reviewed and amended Housing Framework and key actions;
13.2 The Strategic Housing Market Assessment is published on the Council's website;
13.3 Members note the progress made on the actions from the Housing Framework 2016-19.

14. COMMENTS OF THE STATUTORY FINANCE OFFICER

- 14.1 The budgets identified within this report are part of the Council's current financial plan. Any additional investment that may be required will need to be supported by a detailed business case for Cabinet approval before any spend can be made.

15. COMMENTS OF THE MONITORING OFFICER

- 15.1 The law relating to the provision of social housing has been subject to a number of changes in recent years – there may be further changes ahead.
- 15.2 The council needs to be flexible and nimble on its feet to ensure that its meets all of its housing duties and that it does everything possible to meet its housing needs.

16. BACKGROUND DOCUMENTS (or there are no background papers to this report)
Strategic Housing Market Assessment August 2017.

South Ribble Housing Framework 2016-19. Available at:
<http://www.southribble.gov.uk/sites/default/files/WEB%20FINAL%20South%20Ribble%20Housing%20Framework%20%202016%2019.pdf>

Cabinet Report: South Ribble Housing Framework 2016-19 (10th February 2016). Available at:
<http://egenda.southribble.gov.uk/akssribble/images/att5578.pdf>

Appendix: Reviewed South Ribble Housing Framework 2017-19

Denise Johnson
Director of Development, Enterprise and Communities

Report Author:	Telephone:	Date:
Jonathan Noad	01772 625206	10 th November 2017

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SOUTH RIBBLE HOUSING FRAMEWORK

November 2017



SOUTH RIBBLE HOUSING FRAMEWORK 2017-20

FOREWORD



Councillor Cliff Hughes Cabinet Member for Strategic Planning and Housing

As the Cabinet Member for Strategic Planning and Housing, I am delighted to present this updated Housing Framework for South Ribble. We have recently experienced a period of significant policy development at local level. The Council has ambitious growth plans that are reflected in the local plan and delivering an increased, diverse housing offer is essential to that ambitions. Through the City Deal a number of important sites have been brought forward to deliver housing. The Central Lancashire authorities have continued their discussions on how they can better work together, and as such a Housing Work Stream has been developed

In addition, there has been national policy changes which have included the publication of the Housing and Planning Act in May 2016, and the recently published Housing White Paper in February of this year.

Given the above changes, the Council felt it appropriate to review the current Housing Framework to ensure it is up to date, effective and responsive to the housing and wider opportunities and challenges that are presented.



Many actions identified in the Framework approved in 2016 have been achieved through focussing resources. Some of the key achievements are identified below:

- The production and implementation of an Affordable Housing Commuted Sums policy.
- An affordable home ownership campaign to support purchasers through the process of buying an affordable home.
- A review of the Empty Properties Policy,
- The introduction of “A Place to Live” scheme which helps people to reoccupy empty properties.
- Progress on a number of key sites including Altcar Lane, Croston Road, and The Maltings to deliver new homes.

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OVERVIEW OF HOUSING FRAMEWORK 2017-20: ACTION

<p>PRIORITY 1: Delivery of a range of quality new homes</p>	<p>PRIORITY 2: Ensure that sustainable communities are at the heart of the growth of housing.</p>	<p>PRIORITY 3: Support the inclusion and health and wellbeing of residents.</p>	<p>PRIORITY 3: Maintaining, and where possible improving, the quality of existing homes.</p>
			
<ul style="list-style-type: none"> • Bring forward the South Ribble Local Plan housing sites. • Work with partners on new methods of bringing forward a variety of new homes supporting housebuilding across South Ribble. • Determine the role of housing development, including market for sale, affordable and private rented sector in the Council's Investment Strategy. • Explore how the Council could develop housing units. • Implement a policy to support home ownership in the borough, including the management of a register of interest and promotion of schemes • Implement a policy for using commuted sums for affordable housing. 	<ul style="list-style-type: none"> • Ensure sites that are developed create appropriate community benefits or pay s106 to enhance existing offers. • Working with partners we will be developing the creation of Health, Leisure and Well-being Campuses will provide for life-long health and well-being according to need across the Borough's communities • Continue to support economic growth to bring inward investment into the Borough recognising strengths and promoting opportunities. • Use of the Employment and Skills Supplementary Planning Document (SPD) should secure employment growth and skills development linked with local 	<ul style="list-style-type: none"> • Develop and introduce a policy to support the development of Housing for Older and Vulnerable People. • Continue to deliver an effective and efficient Disabled Facilities grant service • Work with health partners to seek additional funding opportunities for home improvements and adaptations to meet increasing demand. • Undertake a survey of all existing older person's accommodation as part of the Housing Condition Survey • Explore the options to deliver more 1 bedroom accommodation in the Borough 	<ul style="list-style-type: none"> • Maintain the grant programme to reduce the number of non-Decent Homes in the borough. • Continue the Empty Homes campaign to support the reoccupation of properties. • Maintain a database of empty properties. • Update Housing Stock Condition Survey. • Produce and implement an action plan (which includes the use of the Enforcement Policy) to tackle improvements to housing stock. • Look for funding to support energy efficiency and carbon reduction projects for private homeowners. • Complete Home Energy Conservation Act (HECA report).

<ul style="list-style-type: none"> • Support a Registered Provider Developer Partnership. • Maintain an updated evidence base for the Housing Framework. • Review the Affordable Housing Supplementary Planning Document. • Actively participate in the Lancashire Housing Work Stream. 	<ul style="list-style-type: none"> • communities. • Ensure that available housing reflects need and ambition is aspirational and continues to be located where it best serves sustainable approach to living and working in South Ribble. 		
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1. AIM OF THE HOUSING FRAMEWORK

The Council will introduce and implement policies to help ensure a diverse range of high quality homes are provided across South Ribble that meet the needs and aspirations of both current and future residents. These homes are essential to support the growth ambitions of the Council and the Central Lancashire City Deal programme. The priorities and actions identified within the Housing Framework will focus Council and partner resources on the housing growth desired and ensure that developments create and enhance healthy, sustainable and prosperous communities across the whole Borough.

This Housing Framework has been produced in light of the Council's growth agenda, City Deal and current housing policy. Particularly focus is on ensuring the delivery of quality new homes across the Borough; supporting the aspirations of local residents through home ownership opportunities; tackling empty homes; and enabling older and vulnerable people to live independently through the offer of suitable accommodation.

The Priorities

The priorities to drive action and policy of the Council are:

- 1. Delivery of a range of quality new homes to meet the requirements of existing and new residents.**
- 2. Ensure that sustainable communities are at the heart of the growth of housing.**
- 3. Support the inclusion and health and wellbeing of residents through the provision of supported and adapted accommodation.**
- 4. Maintaining and, where possible, improving the quality of existing homes.**

2. HOUSING FRAMEWORK PRIORITIES

PRIORITY 1: DELIVERY OF A RANGE OF QUALITY NEW HOMES

The Council has identified a supply of housing land for the period of the Local Plan to 2026/27. The Local Plan states these sites, if developed, will generate around 6,500 units over the period. This is underpinned by the Strategic Housing Market Assessment (SHMA) which will influence the mix of housing development that is brought forward. This document has been developed by consultants based upon current and projected need across the Central Lancashire Housing Market Area.

Completions

The below table shows the number of completions over the last 5 years.

Table 1: Number of new dwellings, 2010-17

Year	New Dwellings	Affordable Properties
April 2010 – March 2011	221	11
April 2011 – March 2012	170	11
April 2012 – March 2013	168	40
April 2013 – March 2014	346	48
April 2014 – March 2015	486	97
April 2015 – March 2016	371	150
April 2016 – March 2017	187	25

The demands of the local plan to deliver c600 units per annum is extremely challenging. Actions identified within this Framework will need to be implemented to achieve this ambition. The Council was one of the first in the country to have its Local Plan approved in July 2015. The approved Plan gives developers information on sites and confidence to move forward to deliver. City deal and its infrastructure first approach is unlocking further economic and housing opportunities. Promotion and delivery of the economic opportunities will help deliver Housing numbers. The SHMA

indicated that there is a strong demand for market housing in South Ribble and a demand particularly for 3 bedroomed houses. The challenges ahead are to ensure that other types and tenures are delivered consistently by developers to meet current and future housing need.

Supporting Delivery

Ambitious growth targets have been set. To deliver on these housing numbers it is essential that the Council focus its own resources on helping to bring forward sites. It will proactively work to promote the Borough as a growth area focusing on the economic opportunities such as Cuerden, Lancashire Business Park and key housing sites. Additional economic growth will act as a catalyst for housing development and is part of the SHMA work.

The Local Plan is based upon a Central Lancashire footprint. Therefore the Council will continue to work alongside both Preston City Council and Chorley Council to support housing delivery. Central Government also has delivery of new homes as a main priority. A number of key measures have been implemented during the past 12 months to support housebuilding, many of which have come through the recently published Housing White Paper. There has also been a number of financial measures to support housing delivery announced including: Starter Homes Fund, Accelerated Construction, Housing Infrastructure Fund and Home Building Fund. The Council will lead in bringing forward appropriate funding streams to enable sites to be delivered. It will continue to work with Homes and Communities Agency and other strategic partners to enable key sites.

Investment Strategy

The Council is also considering options available to build and develop housing. It is developing an Investment Strategy. This Strategy will look at options for developing its own land holdings commercially and as potential housing sites as well as delivering 21st century community infrastructure. Some resources have been allocated in the Council Medium Term Financial Strategy for investing directly in new assets. Housing may be a potential avenue.

However, the Council is also exploring how it could potentially develop housing in its own right. Some smaller sites could deliver 1-2 bedroom homes that meet specific need identified in the SHMA.

Balancing the offer

For the economic regeneration of South Ribble to remain buoyant and for communities to remain sustainable, there is a need for a balanced housing market. This balanced housing market will be reflected in the homes being built. This mix

will include family homes, starter homes, affordable homes, executive homes, bungalows, apartments and self-build. The offer also needs to meet the changing needs of the existing population, young and old as well as new residents that the economic growth will attract. It will not be solely numbers which govern the Housing Framework and resulting policies, but also **quality and mix to meet need**. The Council supports the delivery of this different mix of homes, where it can, through planning policy

Strategic Housing Market Assessment

The SHMA has now been completed and supported by comprehensive data and analysis. It identifies the future need for housing in the Borough based upon economic and population growth projections. It confirms that the housing growth numbers within the Central Core Strategy is still fit for purpose and hence the targets set out in the Local Plan to 2026-27 need to be sought.

However, it also makes further projections on the proportions of new homes by type and tenure. 70% of all new housing will need to be built for market sale. The report suggests that the proportions of market housing by type should be:

	<i>1 Bed</i>	<i>2 Bed</i>	<i>3 Bed</i>	<i>4+ Bed</i>
<i>Market Housing</i>	3%	32%	52%	13%

10% of development should be targeted at affordable home ownership. The suggested type proportions are:

	<i>1 Bed</i>	<i>2 Bed</i>	<i>3 Bed</i>	<i>4+ Bed</i>
<i>Low-cost Home Ownership</i>	12%	42%	38%	8%

It is proposed that the Council should seek 20% of all new development as affordable rent. The proportions to type are identified below.

	<i>1 Bed</i>	<i>2 Bed</i>	<i>3 Bed</i>	<i>4+ Bed</i>
<i>Affordable Housing (rented)</i>	45%	28%	25%	2%

This work identifies that there is a requirement, particularly in the affordable rent arena, for 1 bed housing. This does reflect that South Ribble does not have a large proportion of apartments and flats.

It is essential that the right mix of housing is developed. This evidence will help all Council officers in dealing with potential developers and new opportunities that arise to achieve the housing required for South Ribble.

Home Ownership

The Council is committed to supporting the aspirations of residents to own their own homes. A dedicated webpage has been developed offering advice to residents on affordable home ownership products, links to developments, and the ability to register interest for upcoming schemes.

A number of measures and packages have been created to assist home ownership which include:

- Help to Buy and Help to Buy ISA
- Starter Homes
- Shared Ownership
- Rent to Buy

Officers will continue to promote these opportunities and work with developers to deliver such schemes.

Emerging Government policy outlined in the Housing White Paper states that it expects 10% of all new housing across the country to be “affordable home ownership” typology.

Starter Homes

South Ribble Borough Council supports the development of Starter Homes, and will bring forward sites on which they will be developed.

This new home ownership product is a key element of the Housing and Planning Act to support home ownership. Starter Homes will enable first time buyers aged between 23 and 40 years to purchase a newly built home with a minimum of a 20% discount. Developers will be able to include Starter Homes as part of their affordable housing contribution on new build sites.

Three sites in South Ribble have been identified and schemes developed at:

- The Maltings, Penwortham
- Altcar Lane, Leyland
- Duddle Lane, Walton-le-Dale

Shared Ownership

There are already a number of shared ownership schemes across the borough, and the Council will continue to support further development.

Shared ownership schemes allow for a percentage share of a property to be purchased, with the remaining unsold share remaining with a housing association (or similar). This enables those on lower incomes and with smaller deposits to

purchase their own home. Rent is paid on the unsold shares to the housing association. Occupiers can purchase more shares of the property, up to 100%. This is known as staircasing. The Government has committed £4 billion to support the development of shared ownership homes in the Spending Review.

Social and Affordable Rent

Social and affordable rented properties account for just over 10% of the housing stock in the borough. The SHMA has identified the need to develop more affordable units and housing association previously have developed some of this provision. Whilst some incentives (£1.4bn) have been announced in Autumn 2016, rent cap and reduction policies have reduced their appetite to deliver. This is unlikely to change until clarity of rent policy post 2020 is established. It is therefore essential that the Council work with developers to deliver an offer within a scheme.

The Council has created a policy and procedure to spend commuted sums for affordable housing on delivery of units. Implementation of this package of measures will see new affordable homes delivered meeting needs of targeted groups.

Further work will be required to look at how the requirement for 1 bed properties is delivered.

All of the registered providers in the borough participate in Select Move (the choice based letting system for Central Lancashire) and allocate the majority of their properties via this shared register. Since January 2016 more flexibility has been introduced to the scheme and up to 25% of properties can now be advertised via other platforms.

THE COUNCIL WILL

- Bring forward the South Ribble Local Plan housing sites.
- Work with partners to on new methods of bringing forward a variety of new homes supporting housebuilding across South Ribble.
- Determine the role of housing development, including market for sale, affordable and private rented sector in the Council's Investment Strategy.
- Explore how the Council could develop housing units.
- Implement a policy to support home ownership in the borough, including the management of a register of interest and promotion of schemes
- Implement a policy for using commuted sums for affordable housing.
- Support a Registered Provider Developer Partnership.
- Maintain an updated evidence base for the Housing Framework.
- Review the Affordable Housing Supplementary Planning Document.
- Actively participate in the Lancashire Housing Work Stream.

PRIORITY 2: Ensure that sustainable communities are at the heart of the growth of housing.

The Council has great growth ambitions in both economic and housing terms as outlined in the Local Plan and in its City Deal partnership. The first priority identifies how the Council will work to secure the housing numbers over the next 3 years. It is crucial, however, that this growth develops new sustainable communities. Moreover it is important that growth helps make existing communities more sustainable. This section outlines some of the actions that will be taken to deliver this.

Developer Contributions

Community Infrastructure Levy (CiL) has been introduced by the Council on development. However, this has been “pooled” as part of the Central Lancashire City Deal programme. This decision ensures targeted Government that new major infrastructure such as roads is delivered across the area. However, the Local Plan identifies some larger developments sites. It is important that, through the planning process, the developer creates appropriate community facilities within their construction programme or appropriate section 106 agreements are put in place so the Council can fund delivery.

Health, Leisure and Wellbeing

The Council has embarked upon a review of health and leisure provision within the Borough with the aim of developing a comprehensive approach to meeting the aspirations and needs of the current and emerging population. Work has started with South Ribble Partnership colleagues. Some external funding from One Public Estate is helping support this project. The outcomes will deliver the right offers for the growing, economically vibrant South Ribble.

Strategic Asset Review

This work will help identify leisure land and open space that needs enhancing to improve place. It will also identify opportunity sites that can deliver new housing and feed into the Investment Strategy. It may also help deliver some funding streams to assist the further development of South Ribble as a place to live.

Economic Growth and Investment

The Local Plan and City Deal have identified areas for economic development and investment. It is crucial that the Borough is promoted in the wider Region and nationally as a place to invest. A diverse housing offer couple with outstanding public real and leisure offer is essential. This promotion work will continue and develop to

attract more employment. Increased economic activity will help drive sustainable communities. It will also attract commercial leisure operators into South Ribble towns that will enhance the diverse offer.

Aspirational Needs

Further work is required to understand the gaps in the leisure and retail offer in South Ribble. The Council will then look at how marketing can be targeted to attract those businesses to the Borough. Again the delivery of more homes and increased economic activity is essential to deliver on this.

THE COUNCIL WILL

- Ensure sites that are developed create appropriate community benefits or pay s106 to enhance existing offers.
- Working with partners we will be developing the creation of Health, Leisure and Well-being Campuses will provide for life-long health and well-being according to need across the Borough's communities
- Continue to support economic growth to bring inward investment into the Borough recognising strengths and promoting opportunities.
- Use of the Employment and Skills Supplementary Planning Document (SPD) should secure employment growth and skills development linked with local communities.
- Ensure that available housing reflects need and ambition is aspirational and continues to be located where it best serves sustainable approach to living and working in South Ribble.

PRIORITY 3: SUPPORT THE INCLUSION AND HEALTH AND WELLBEING OF RESIDENTS

Housing for Older and Vulnerable People

South Ribble has an ageing population and the Council's ambitions are to have a wide range of homes to meet needs and aspirations. The Council will bring forward policies to drive the building of a range of homes including bungalows, lifetime homes and adapted homes through to purpose built extra care provision. There are 38 sheltered housing schemes in the Borough. Currently, there are no purpose built extra care housing schemes.

It is important that residents continue to play an active role in their communities as they age and become infirmed. The Council will engage with commissioners and providers such as the Preston, Chorley and South Ribble Clinical Commissioning Group and Lancashire County Council, to help ensure that all partners recognise that high quality, safe and secure homes for older and/or vulnerable people are essential if people are to live well in South Ribble. The wider benefits in keeping people healthy and out of the care system are recognised and supported. The Council will strive to deliver greater funding to support residents to remain in their own home.

New housing development is fundamental to the Council's growth ambitions. It will seek to influence new housing development, through the introduction of a policy which will promote housing which meets the new optional housing standards.

In recent years the use of technology has grown to help people remain safe and secure in their homes. Across Lancashire commissioners have introduced Telecare, a form of distant medical support, to help people remain independent in their homes. The policy will seek to take advantage of opportunities, wherever possible, to look at further funding from commissioners to extend this and make use of future technologies. This will ensure that full benefits are seen by residents while keeping people out of hospital longer.

It is a priority to develop a policy on Housing for Older and Vulnerable people.

Disabled Facilities

The Council delivers a Disabled Facilities Grant service. This scheme provides funding that enables adaptation works to be carried out on homes of people (both children and adults) with needs to remain within their own homes. The Private Sector Housing Stock Condition Survey undertaken in 2012 identified that 2410 homes across the Borough had adaptation. However, it identified that there is still a significant need and, taking account of the demographics, the need is likely to grow.

Funding is provided as part of the Better Care Fund (passported via Lancashire County Council). Resources are targeted to providing Disabled Facilities grants and is playing an important role in enabling individuals to live safely in their homes.

Additionally it has reduced levels of delayed hospital discharges. New procedures have driven improvements including reduced waiting lists, more choice and satisfaction rates are excellent.

Groups requiring specialist accommodation

The Council ensures there is a variety of accommodation to meet the housing needs of certain groups such as households fleeing domestic abuse and adults with learning difficulties. The existing accommodation and future need will be reviewed when necessary, in consultation with Commissioners.

Appropriate, affordable accommodation for single people is a specific need within South Ribble identified in the SHMA. Work will continue to examine how this need can be addressed.

At the time of writing this Framework, the Council had just undertaken its Gypsy and Traveller Assessment and is reviewing the implications for the Borough.

Homelessness

This is addressed in the statutory Homelessness Prevention Review and Strategy which has been most recently reviewed in March 2017. This has taken into account the Welfare Reform measures stated above, and the anticipated duties to be placed on the Council from the Homelessness Reduction Bill.

THE COUNCIL WILL

- Develop and introduce a policy to support the development of Housing for Older and Vulnerable People.
- Continue to deliver an effective and efficient Disabled Facilities grant service
- Work with health partners to seek additional funding opportunities for home improvements and adaptations to meet increasing demand.
- Undertake a survey of all existing older person's accommodation as part of the Housing Condition Survey
- Explore the options to deliver more 1 bedroom accommodation in the Borough
- Review the options for developing an extra care scheme.

PRIORITY 4: MAINTAINING AND, WHERE POSSIBLE, IMPROVING THE QUALITY OF EXISTING HOMES

Ensuring the housing stock of South Ribble is of good quality is essential in promoting health and wellbeing, safety and sustainability. Legislation sets standards, and the Council has existing Empty Properties and Private Sector policies and actions to improve stock and provide warm, safe homes.

Decent Homes Standard

A comprehensive Private Sector Housing Condition Survey was undertaken within the Borough in 2012. It demonstrated that the existing housing stock in South Ribble is better than the national average in meeting the national Decent Homes Standard. Nationally 78% of housing stock meets the Decent Homes Standard (English Housing Survey, 2012). For South Ribble the figure is 80.2%. The criteria for the standard is set in legislation. Homes not meeting the Decent Homes Standard do so for varied reasons including energy efficiency, trip hazards and ventilation.

Private Sector Stock

Homes in the private sector are divided into owner occupied and private rented. The majority of homes across South Ribble are owner occupied. Most of the homes in this sector are well maintained and to a high standard. The Council's existing policies help home owners maintain their homes to high standards.

However, as identified in SHMA, many home owners are on low incomes. The Condition Survey also identified that many of these homes did not meet the decent homes standard and some had Category 1 failings. The Council has identified this need and created a Decent Homes Grants Programme to support home owners address non-decency within their homes. This programme is funded for 3 years and is already making an impact.

The level of private rented sector properties in South Ribble is considerably lower than the national and county average, the Council will monitor both the growth and quality of the sector, to ensure the sector remains sustainable. Private sector housing plays an important role within local communities by providing accessible and flexible accommodation for economically active residents. It can also support the reduction of homelessness, now local authorities can discharge their duty by placing households in private sector accommodation.

Private rented sector properties are more likely to be non-decent than other tenures in South Ribble. This reflects the national picture as identified in the English

Housing Survey. Further work on this area is required and will be addressed in a targeted update of the Housing Condition survey. Further work will be undertaken to establish a Landlords Forum that will help target improvements in this sector.

The Council has an Enforcement Policy, and it will continue to use legislative powers to help ensure homes meet the Decent Homes Standard, taking enforcement action where home owners or private landlords refuse to engage with the Council and address non-decent housing.

As well as using its statutory powers, the Council will run a campaign to improve the standards across the private rented sector. It will seek to engage with landlords to educate them about their duties, and offer guidance and support where it can. It will also seek to engage with tenants, so they are more aware of their rights, and can highlight issues where the landlord is not fully undertaking their duties.

Empty Homes

At the time of writing this strategy, there are 354 long term empty homes, which accounts for approximately 0.73% of total housing stock. 100% of these properties have been fully inspected and each has a case file. In the last 6 months every empty property contact has been approached to establish the reason the homes are empty. The Council will continue to implement its Empty Homes policy (which was approved in June 2013) to ensure current stock is fully used and communities remain vibrant.

The Empty Properties Policy was reviewed in 2017, together with A Place to Live. This is a partnership project between the Council and Methodist Action. Recoverable grants are provided to the owners of empty properties to make necessary improvements. The properties are then leased to Methodist Action who rent the properties to applicants on the Council's Waiting List at no more than the Local Housing Allowance.

The grants programme is delivering results. More affordable homes are being added to the stock and targeted at key areas. For example new flats have been created at a scheme in Leyland.

Energy Efficiency and Affordable Warmth

The Council has an excellent record in securing funding for energy efficiency initiatives. It has a duty to report to Government on energy efficiency standards every two years. The most recent report was in 2017.

The activities the Council and its partners undertook resulted in a 1.71% reduction in residential carbon emissions, which was higher than the target of 1.66% set.

The Council's focus on reducing fuel poverty and carbon emissions to vulnerable households will remain (e.g. the Winter Warm campaign.)

ECO2 Amendment Order allows local authorities to help households living in fuel poverty, or living on a low income and vulnerable to the effects of living in a cold home, by matching them with energy suppliers using the new 'flexible eligibility' mechanism. Local authorities, through their social, housing and health responsibilities, are well placed to identify households in fuel poverty, or vulnerable, including those householders that are elderly and those with a health condition that can be exacerbated by living in a cold home. ECO2t will make a series of changes to the current arrangements.

The Council will review its policies and seek funding opportunities to ensure it remains in the forefront of energy efficiency.

THE COUNCIL WILL

- Maintain the grant programme to reduce the number of non-Decent Homes in the borough.
- Continue the Empty Homes campaign to support the reoccupation of properties.
- Maintain a database of empty properties.
- Update Housing Stock Condition Survey.
- Produce and implement an action plan (which includes the use of the Enforcement Policy) to tackle improvements to housing stock.
- Look for funding to support energy efficiency and carbon reduction projects for private homeowners.
- Complete Home Energy Conservation Act (HECA report).

REPORT TO	ON
CABINET	25th January 2018



September 2017

TITLE	PORTFOLIO	REPORT OF
Chorley Community Housing Application for Commuted Sum Monies	Development, Enterprise and Communities	Jonathan Noad

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

1. PURPOSE OF THE REPORT

- 1.1 This report presents to Cabinet detail of the Council's first policy compliant application for commuted sum monies made by Chorley Community Housing (part of Adactus Housing Group) for the delivery of affordable housing within the borough.

2. PORTFOLIO RECOMMENDATIONS

- 2.1 To approve the application for grant funding of affordable housing commuted sum monies to Chorley Community Housing.
- 2.2 To approve capital expenditure of £499,664.40, funded from affordable housing s106 monies.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

Clean, green and safe		Strong and healthy communities	
Strong South Ribble in the heart of prosperous Lancashire	X	Efficient, effective and exceptional council	

4. BACKGROUND TO THE REPORT

- 4.1 The Council receives commuted sum payments where it has been agreed that a developer will provide financial contribution in lieu of providing affordable housing onsite. Any commuted sum monies received are to be reinvested in affordable housing provision within the borough in accordance with the section 106 agreement.
- 4.2 A total of £1.345m in commuted sum monies was allocated to the provision of Affordable Housing in the Capital Programme as part of the 2016/17 budget-setting process. There is

currently a total of £4.466m available in commuted sums due to additional monies being received during 2016/17 and 2017/18. Any such monies received by the Council are restrictive in that the payee can request for them to be repaid after a certain period of time as agreed within the section 106 agreement.

- 4.3 South Ribble Borough Council introduced a commuted sums policy to determine how such monies are to be spent and which projects would be eligible for such funding. The maximum an external organisation can apply for is 30% of the total development costs or £40,000 per unit. This was adopted at Full Council on 5th October 2016.
- 4.4 The application to be considered is the first policy compliant application the Council have received for commuted sum monies.
- 4.5 The commuted sums policy requires a financial and non-financial assessment to be carried out on any bids submitted.

5. PROPOSALS

- 5.1 Chorley Community Housing are a housing association who are part of Adactus Housing Group. The group own and manage over 13,000 properties across the North West of England and are extremely keen to develop in the South Ribble area and work with us more widely in the future.
- 5.2 Chorley Community Housing currently operate in the neighbouring areas of Preston and Chorley and are a partner of the Choice Based Lettings allocation scheme Select Move. Select Move is used to allocate affordable rented housing in the areas of Chorley, Preston and South Ribble.
- 5.3 The application is for commuted sum monies to enable the delivery of 34 units available for affordable rent on the former Expac Site, Dunkirk Mill, Dunkirk Lane, Moss Side, Leyland.

The Site

- 5.4 Expac, Dunkirk Mill is a site allocated for housing in the Local Plan (Policy D1). It was originally granted outline planning permission in 2009 for the development of 35 units including 4 affordable units. The permission was later renewed and renewal permission was granted on 31.03.2015.
- 5.5 The site has been sat vacant for a number of years meaning the adjacent site known as the Rear of Dunkirk Mill, Slater Lane, Leyland has not come forward. Any development of the Expac site must make provision for unrestricted access to the adjacent site.

The Application and Assessment

- 5.6 The application seeks a total of £510,000, which equates to £15,000 per unit towards the overall development costs of the scheme. Chorley Community Housing's development proposal is for general needs accommodation, offering 19 two bedroom houses, 11 three bedroom houses and 4 one bedroom flats.
- 5.7 In addition to Commuted Sum monies, Chorley Community will finance the development through internal subsidy, long term loan and Homes and Communities Agency grant funding of which their bid has been approved.

Non-financial Assessment

- 5.8 A non-financial assessment has been carried out and the application scored 9 out of 12 on the scoring matrix, so has passed this assessment (see appendix B)

- 5.9 The non-financial assessment focused on strategic fit and housing need, deliverability, and design and sustainability as detailed below:
- Strategic Fit and Housing Need – The proposed scheme meets key priorities identified in the Housing Framework and meets current and future identified housing need
 - Deliverability – Identified site has outline planning permission and is identified as Housing Land in the South Ribble Local Plan, a land agreement is in place to secure the land and Chorley Community Housing are an established housing association with experience of developing and managing affordable housing
 - Design and Sustainability – Following development, properties will be managed by Chorley Community Housing's existing in house lettings team with energy efficiently and space standards meet current building regulation standards.

Financial Assessment

- 5.10 A financial assessment is also required which focuses on funding requested, reasons for commuted sum requirement and financial standing of the organisation. An assessment of the financial standing of the applicant was carried out by the finance team who concluded that, based on the annual statements of accounts provided, Chorley Community Housing has an acceptable financial standing.
- 5.11 The Council's retained viability consultants, Keppie Massie have been commissioned to carry out additional financial assessment looking at the overall viability of the scheme including the consideration of value for money. Keppie Massie are qualified Chartered Surveyors and are experts on residential and commercial development and have been advising South Ribble for around 2 years. They are retained by many North West authorities for such work and also work for private developers across the country so have a detailed knowledge of viability from both sides.
- 5.12 Keppie Massie have considered the application carrying out assessment on total scheme costs and total scheme revenues and are satisfied that the assumptions made by the applicant are reasonable in regard to the application proposals.
- 5.13 Two areas were identified in which potential savings could be made as considered below:
- a) **s106 Commuted Sum**
The applicant has included a provisional sum within their costs to allow for a potential section 106 contribution required by the Council. This would be determined at the planning application stage as to whether a section 106 contribution would be formally required. Therefore no adjustment is required at this stage.
 - b) **Land Cost (Inc. acquisition costs)**
Keppie Massie conclude that the land cost is considered to be high compared to the norm in this area of the Borough. The land cost is around £99,000 above the norm therefore a proportionate saving could be made here
- 5.14 As a result of the report findings from Keppie Massie, it is recommended that the grant application be approved at an amount of £499,664.40 to take in to consideration a proportionate reduction due to the reported high land costs. The applicant has commented that they are satisfied they have not paid too much for the land following their instruction of an independent land valuation.
- 5.15 Recommendation for approval will enable the Expac site to be brought forward for development, but will also bring forward the adjacent site by enabling access. Both sites have laid undeveloped for some time and would provide a significant contribution to the delivery of housing in the Borough. Approval will enable a 100% affordable housing scheme to be developed to meet the housing need of the borough and bring in a new registered provider

partner into the borough. Chorley Community Housing have confirmed they would not be able to continue with the scheme without the grant funding through the Affordable Housing Commuted Sums Policy.

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

- 6.1 The site is allocated for housing in the South Ribble Local Plan. Prior to the adoption of the Local Plan full public consultation and assessment was carried out to ensure appropriate land allocations.
- 6.2 Outline planning permission was granted on the site in 2009 with permission renewed in 2015. During both planning application processes, consultation was carried out through letters to neighbouring properties, site notices, and press notices. Statutory bodies (i.e. County Highways, Environmental Health, United Utilities Drainage and Electricity North West) were also consulted for comment.
- 6.3 A reserved matters application has now been submitted to the Council for the development of 34 affordable units on the site. Following submission of this application, letters have been issued to neighbouring properties and site notices located around the site area. Statutory bodies have been consulted as part of the planning application process and a press notices published.

7. OTHER OPTIONS CONSIDERED

- 7.1 Recommend for full approval
Approval of the full £510,000 would enable the scheme to go ahead but would contribute towards the high land value as reported by Keppie Massie. It is not felt, however, that the Affordable Housing Commuted Sum funding should contribute to higher land values
- 7.2 Refuse the application
Refusal of the application would mean refusal of a policy compliant scheme and a loss of 34 affordable units to meet the housing needs of the borough. It would also mean two sites would not be able to come forward which would otherwise provide an important contribution to housing delivery in South Ribble. Two other schemes submitted have not reached this stage as they were not compliant with the policy this one meets it and has been thoroughly tested. There are also time limits on the spend for commuted sums monies so it is essential that we start to use this funding effectively otherwise it could be lost.

8. FINANCIAL IMPLICATIONS

- 8.1 There is currently a total of £4.466m available in commuted sums for the purposes of providing Affordable housing. Any such monies received by the Council are restrictive in that the payee can request for them to be repaid after a certain period of time as agreed within the section 106 agreement.
- 8.2 If the application is recommended for approval then Cabinet will be asked to approve capital expenditure of £499,664.40, funded from affordable housing s106 monies.

9. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

None

10. ICT/TECHNOLOGY IMPLICATIONS

None

11. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

None

12. RISK MANAGEMENT

- 12.1 The Affordable Housing Commuted Sums policy concerns itself with the expenditure of public funds. As an external application, an assessment has been carried out to consider the deliverability of the scheme, and Keppie Massie have further carried out assessment. If approved, a grant agreement will be completed and signed with mutually agreed payment tranches and regular liaison meetings will be held with Chorley Community Housing to monitor progress of the scheme.
- 12.2 Commuted sum monies received by the council are time restricted and repayment can be demanded by the payer after a five year period. If such monies have not been spent, the Council will be required to repay upon demand, thereby losing the affordable housing contribution.

13. EQUALITY AND DIVERSITY IMPACT

- 13.1 The Affordable Housing Commuted Sums Policy has previously been subject to an equality impact assessment. It was found to have a positive impact on the protected group of disability and a neutral impact on other protected groups.

14. RELEVANT DIRECTORS RECOMMENDATIONS

- 14.1 The application submitted by Chorley Community Housing is the Council's first policy complaint application for affordable housing commuted sum monies. The scheme proposes 34 units for affordable rent to meet the affordable housing need of the borough. Approval of this grant will enable a vacant site to come forward for housing development but will also enable the adjacent site to come forward for future development opportunities.
- 14.2 Chorley Community Housing have applied for £510,000 towards the cost of the development. The application has been considered to meet non-financial and financial assessments, although Keppie Massie have identified a potential saving due to the high land value. It is felt that this can be addressed by proportionality reducing the grant amount whilst still enabling the development to proceed subject to planning permission.

15. COMMENTS OF THE STATUTORY FINANCE OFFICER

- 15.1 The application has been subjected to both internal and external assessment and found to be of acceptable financial standing.
- 15.2 S106 funding received has been earmarked for this scheme. If Council give approval to the proposal and once a legal agreement is in place, arrangements will be made for it to be paid over to Chorley Community Housing (CCH) as a capital contribution to the development.

16. COMMENTS OF THE MONITORING OFFICER

- 16.1 In appropriate cases where there is a requirement for the provision of affordable housing with regard to a particular planning application this may be provided by the payment of a commuted sum as opposed to the actual delivery of the affordable units. The council has generated significant receipts in this way. Such monies must be paid towards the delivery of affordable housing in the borough – the respective terms are set out in the relevant section 106 agreement.

16.2 If Cabinet approves this scheme then Legal Services will draw up the necessary agreement with Chorley Community Housing to protect our position.

17. BACKGROUND DOCUMENTS (or there are no background papers to this report)

Appendix A – Site Plan, Dunkirk Mill

Appendix B – Non-financial Assessment – Scoring Matrix Overview

Report Author:	Telephone:	Date:
Suzanne Prescott Strategic Housing Officer (Enabling)	01772 625520	22 nd December 2017



Accommodation Schedule
 04No. 1b2p Maisonettes 49-59sq.m
 19No. 2b4p House Type 70sq.m
 02No. 3b4p House Type 77sq.m (Aspect)
 08No. 3b5p House Type 85sq.m
 01No. 3b5p House Type 89sq.m (Aspect)
 Total 34No. Units
 Site Area = 0.664 Hectares

REV	DATE	DRAWN	DESCRIPTION	ARCH CHECK	ENG CHECK
C	NOV.17	SHW	Boundary updated.		
B	NOV.17	SHW	Boundary updated.		
A	OCT.17	SHW	Rear Boundary to Plots 18-27 amended, Layout & Boundary updated to suit.		

TITLE
PROPOSED SITE LAYOUT



M.C.I. Developments Ltd.
 15 Beecham Court,
 Smithy Brook Road,
 Wigan, WN3 6PR
 tel: 08448971467
 fax: 08448971468
 web: www.mcidevelopments.com
 email: admin@mcidevelopments.com

PROJECT					
DUNKIRK LANE, LEYLAND					
DRN BY	SCALE	JOB REF	DRAWING NUMBER	REV	
SHW	1:500 @ A2	-	Dunkirk Lane / Proposed Site Layout	C	
DATE	AUG.2017				

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Non-financial Assessment - Scoring Matrix Overview
Application for Commuted Sums for Affordable Housing

Scheme Name:	Dunkirk Mill
Applicant:	Chorley Community Housing
Number of Units:	34
Scheme Type:	19 x 2b4ph, 11 x 3b5ph, 4 x 1b2pf
GN/Supported:	General Needs
Committed Sum Required:	£510,000 (£15,000 per unit)

Strategic Fit	Key requirement to be met	Max. Score	Score	Details
Strategic Relevance	Meets one or more of the priorities in the Housing Framework	1	1	Delivery of 34 units for affordable rent. Bringing forward a site identified for housing in the Local Plan which has been vacant for a number of years.
Meets Local Housing Need	Can demonstrate development meets local need and has taken in to account future housing need	1	1	SHMA 2017 indicates a need for 1, 2 and 3 bedroom affordable rented homes. Recent Select Move waiting list information identifies 1,199 applicants with 491 applicants selecting Leyland (inc. Moss Side) as their first choice area.
Deliverability				
Planning	Scheme has planning approval or likely to receive planning approval	2	2	Outline planning permission granted in 2009 and renewed in 2015. The site is allocated in the Local Plan as Housing Land (Policy D1).
Ownership of land	Land is in ownership of applicant, or development agreement is in place with owner of land	1	1	Purchase of the land is imminent. <i>Contracts have since been exchanged with the land owner.</i>
Experience	Experience developing organisations with proven record of delivering affordable housing, particularly those receiving Homes and Communities Agency's Affordable Housing Programme funding	1	1	CCH are a housing association part of Adactus Housing Group who own and manage over 13,000 properties across the North West.
Design and Sustainability				
Energy Efficiency	Energy efficiency of properties	3	1	Units built in accordance with old HQI sizes and circulation spaces. Built to current building regulation standards equivalent to the old Code for Sustainable Homes level 3.
Space Standards	Space standards	2	1	Units built in accordance with old HQI sizes and circulation spaces. Built to current building regulation standards equivalent to the old Code for Sustainable Homes level 3.
Post development management	Evidence of how the scheme will be managed post development	1	1	The units will be let and managed by CCH in house lettings team.
		12	9	

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REPORT TO	ON
CABINET	25 th January 2018



September 2017

TITLE	PORTFOLIO	REPORT OF
Transformation Programme	Corporate Support and Assets	Peter Haywood Rebecca Heap

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	No
Is this report on the Statutory Cabinet Forward Plan ?	No
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

1. PURPOSE OF THE REPORT

- 1.1 To update members on progress to date with the Transformation Programme, give an overview of work currently underway, and outline next steps.
- 1.2 To seek approval to use £78,500 of the earmarked Transformation Fund to develop an MOT Test Centre at Moss Side Depot.

2. PORTFOLIO RECOMMENDATIONS

- 2.1 That Cabinet notes progress on the Transformation Programme to date.
- 2.2 That Cabinet approves transformation project funding of £78,500 for development of an MOT Test Centre at Moss Side Depot.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities

Clean, green and safe		Strong and healthy communities	
Strong South Ribble in the heart of prosperous Lancashire		Efficient, effective and exceptional council	✓

4. BACKGROUND TO THE REPORT

- 4.1 The Council's Transformation Strategy was approved by Cabinet in July 2017. This was underpinned by an action plan, the service transformation elements of which are as follows:
- Deliver a series of customer flow workshops with value stream mapping for interaction with residents by 31 October 2017
 - Deliver a series of customer flow workshops with value stream mapping for interaction with business by 31 October 2017
 - Deliver a series of customer flow workshops with value stream mapping for support services to identify efficiencies and opportunities for joint working and shared services by 31 October 2017
 - Develop a programme of activity to transform services from a customer flow viewpoint based on the outcome of the above three workshops by 31 December 2018
- 4.2 In November 2017, Council approved the use of the general financial reserve to establish a Transformation Fund of £500,000, enabling investment in transformation related projects, on an invest to save basis. The agreed purpose of this fund is to pump prime change projects, where it is identified that through efficiency or income generation, there will be a payback period of 3 years or less.
- 4.3 The Council has now embarked on an organisation wide Transformation Programme to deliver the Transformation Strategy through 2018 and beyond.

5 PROGRAMME UPDATE

- 5.1 Initial services working on transformation are Gateway (customer contact centre), Vehicle Workshop Commercialisation (MOT Testing Centre) and Neighbourhoods and Streetscene (all other depot based services.)
- 5.2 Will Dougherty, Interim Transition Consultant, led the first stages of this work, bringing expertise on transformation from the private sector. The same challenge model is now being implemented by our own staff, upskilled and coached in the change agenda.
- 5.3 Staff from a range of roles, at all levels of the organisation are actively involved in these reviews, providing insight into different aspects of service delivery. The same approach is being taken with Environmental Health (now in the primary stages of the programme) and will be used to transform other services.
- 5.4 Transformation work will go deeper into services over coming months, gathering business intelligence to challenge and test efficiency and effectiveness. This will include a review of budgets, staffing structures, commercialisation opportunities, potential for partnership working and comparison with best practice in the sector.
- 5.5 The objectives of this approach are:
- To develop customer centred services – in terms of both cost and quality
 - To bring the Council's values to life – a changed style of leadership
 - To create agile working arrangements – a clear move away from departmental boundaries
 - To establish an intelligence led approach for smarter working – across back office and front line services

- To empower staff to design and improve services – demonstrable, operational organisational development.

5.6 The Council's Officer Programme Board, chaired by the Chief Executive, meets monthly to oversee corporate improvement activities, including the Transformation Programme. The Board offers insight and challenge at a senior level, ensuring that a consistent approach is applied, and that key political and strategic issues are considered as appropriate.

5.7 Early progress in the Transformation Programme to date includes:

Gateway

Reduced administration in benefit claims handling
 Appointment system set up for surgeries
 Fortnightly staff training hour
 Simplified process for Council Tax discounts
 Amended scripts to reduce call times

Vehicle Workshop Commercialisation

De-clutter of existing workshop
 Secondment of caretaker to paint internal walls
 Recruitment of a Workshop Manager
 Comparison exercise with other local authorities

Neighbourhoods and Streetscene

Increased mobile working – reduced administration
 Investigation into vehicle advertising
 Route optimisation underway to reduce travelling times
 Exploring alignment of cross departmental teams
 Seeking opportunities for partnership working

5.8 An indicative work programme for transformation for 2019 onwards was reported to Council in November 2017, with a range of services identified. Given work now underway, the following represents a revised list of services subject to transformation. Work is currently underway to prioritise these areas.

ICT	Property Services	Banqueting Suite
Revenues and Benefits	Administrative Support	Licensing
Strategic Housing	Planning and Building Control	Sports Development
Regeneration and Economic Development		

5.9 A further update on progress will be made to Cabinet in April.

6 TRANSFORMATION FUND

6.1 A detailed business case has been developed to create an MOT Testing Centre at the Moss Side Depot.

6.2 We currently operate a vehicle maintenance unit which carries out routine servicing and repairs of the Council's vehicle fleet, plant and equipment. With the resources already in place and a one off investment, the Council could save on our external specialist repair costs as well as generating an income but to do this, the current vehicle servicing area and equipment will need

upgrading to bring the workshop in-line with DVSA requirements. The cost of this upgrade is £78,500.

6.3 Pay Back Period

	Revenue / Capital	Year 1 2018/9	Year 2 2019/20	Year 3 2020/21
One-off costs	Capital	£78,500		
Recurring-costs	Revenue	£21,724	£36,410	£40,678
Total costs		£100,224	£36,410	£40,678
One-off income				
Recurring income	Revenue	(£22,272)	(£55,740)	(£90,379)
Total income		(£22,272)	(£55,740)	(£90,379)
One-off savings				
Recurring savings	Revenue	(£3,800)	(£3,800)	(£3,800)
Total savings		(£3,800)	(£3,800)	(£3,800)
Total		£74,152	(£23,130)	(£53,501)
Cumulative Total		£74,152	£51,022	(£2,479)

6.4 Certain assumptions have been made in terms of the cost and number of MOTs, labour, road worthiness tests, etc. although these are considered conservative estimates. These figures also include an increase in staffing arrangements, a re-designated workshop controller and an extra mechanic in year 1, plus an extra part time administrative officer from year 2.

6.5 If Cabinet approval is granted for the above proposal, project planning will begin swiftly to progress the business case, risk assessment and clarify procurement processes.

7. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

7.1 Consultation and engagement with staff, relevant members and stakeholders is taking place on a service by service basis, as the Transformation Programme takes shape.

7.2 Staff from Neighbourhoods and Gateway are directly involved in generating and delivering improvement plans. From the outset of each service transformation, feedback from staff is the principal generator of ideas for efficiency, effectiveness and enhanced customer experience. Employees at all levels of the organisation are talking an active role.

7.3 Effective engagement and consultation are key to the commitment and ownership of the Council's improvement journey. The development of a communications plan for the Transformation Programme will support this going forward.

8. OTHER OPTIONS CONSIDERED

8.1 Given the commitment that the Council has previously made to transform business, develop the organisation and become financially self-sufficient, maintaining the status quo is not an option.

8.2 An alternative option, to run a traditional model savings programme which could help to bridge any funding gap. The option to outsource services and reduce running costs may offer the same; however, in isolation, neither offer is sustainable in the long term.

- 8.3 Through a thorough, robust and ongoing Transformation Programme, the Council will be able to explore more creative methods of cost reduction / income generation, while at the same time reviewing and re-thinking the customer experience of each of its services.

9. FINANCIAL IMPLICATIONS

- 9.1 As the Transformation Programme progresses, each service will develop an achievable savings plan, based on agreed improvement actions and new resource requirements. Progress against these plans will be monitored and reported as part of the regular budget monitoring process.
- 9.2 If and when investment is required to generate service modernisation or longer term efficiencies, business cases will be prepared and applications made to the transformation fund.

10. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

- 10.1 The MOT Test Centre proposal has human resource implications, as outlined in paragraph 6.4.
- 10.2 There are no other human resource or organisational development implications arising directly from this report. Any future implications arising from the Transformation Programme will be managed in line with corporate policies and procedures.

11. ICT / TECHNOLOGY IMPLICATIONS

- 11.1 Improved / increased use of technology is a key aspect of transforming services, both in terms of efficient ways of working, and better meeting current and future customer needs.
- 11.2 A review of the Council's ICT service is currently underway; any relevant outcomes from this will be fed into the Transformation Programme.
- 11.3 A nominated officer from the Council's ICT service is involved with each service transformation, to offer insight and expert guidance. Throughout the Transformation Programme, existing ICT arrangements will be rigorously challenged in terms of value for money, cross departmental alignment and future fitness for purpose.

12. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

- 12.1 If the proposal to fund investment in creation of an MOT Test Centre is approved, there will be changes to Council property at Moss Side Depot. More detail will be contained in the associated project plan.

13. RISK MANAGEMENT

- 13.1 The risk of failing to deliver against the aims of Transformation Strategy is mitigated by an effective Transformation Programme.
- 13.2 The risk of not investing in the Council's vehicle workshop will result in failure to achieve Driver and Vehicle Standards Agency (DVSA) approval for the MOT Test Centre, and a missed commercialisation opportunity.

14. EQUALITY AND DIVERSITY IMPACT

- 14.1 The proposals contained in this report have no negative equality or diversity implications. Through the Transformation Programme, service improvement plans will seek to generate positive impacts for those with protected characteristics and deliver better quality services for all users.

15. RELEVANT DIRECTORS RECOMMENDATIONS

- 15.1 That Cabinet notes progress on the Transformation Programme to date.
- 15.2 That Cabinet approves transformation project funding of £78,500 for development of an MOT Test Centre at Moss Side Depot.

16. COMMENTS OF THE STATUTORY FINANCE OFFICER

- 16.1 In November 2017, Council approved the establishment of a Transformation Fund of £500,000, enabling investment in transformation related projects, on an invest to save basis. The purpose of this fund is to pump prime change projects, where it is identified that through efficiency or income generation, there will be a payback period of 3 years or less.
- 16.2 The business case for the development of an MOT Test Centre at Moss Side Depot forecasts that the payback period for the £78,500 proposed investment is less than 3 years (see paragraph 6.4 above).

17. COMMENTS OF THE MONITORING OFFICER

- 17.1 In terms of the specific proposal to establish an MOT Test Centre at Moss Side Depot there are general enabling statutory provisions that we can rely on to justify providing such a service – most notably Section 1 of the Localism Act 2011 and Section 111 of the Local Government Act 1972. A number of councils across the country indeed already provide this service.
- 17.2 Before we start any such MOT centre then we must have DVSA approval. The purpose of the identified works is to ensure that we can obtain such approval.

18. BACKGROUND DOCUMENTS

Transformation Strategy 2017/18
Transformation Fund Report to Council
Transformation Project – MOT Testing Centre

Report Author:	Telephone:	Date:
Peter Haywood Rebecca Heap	01772 625578 01772 625276	4 January 2018

REPORT TO	ON
CABINET	25th January 2018



September 2017

TITLE	PORTFOLIO	REPORT OF
Central Lancashire Local Plan Review Resourcing and Programme Proposals	Strategic Planning and Housing	Jonathan Noad

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

1. PURPOSE OF THE REPORT

- 1.1 To provide an outline of the resource implications for undertaking a review of the Central Lancashire Local Development Plan (currently known as the 'Core Strategy' of the Local Development Framework).

2. PORTFOLIO RECOMMENDATIONS

- 2.1 To commit to work in collaboration as Central Lancashire (Preston, Chorley and South Ribble) to develop and submit for approval to Secretary of State, a single Central Lancashire Local Development Plan (or Local Plan).
- 2.2 To share the costs for the staffing and non-staffing costs as set out below.
- 2.3 To set up a South Ribble Local Plan Officer and Member Working Party to oversee the work of the Central Lancashire and South Ribble Local Plan Review
- 2.4 To approve the Draft Local Development Scheme at Appendix A

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

Clean, green and safe	X	Strong and healthy communities	X
Strong South Ribble in the heart of prosperous Lancashire	X	Efficient, effective and exceptional council	X

4. BACKGROUND TO THE REPORT

- 4.1 In July 2012, the Central Lancashire authorities of Preston, Chorley and South Ribble Council adopted the Core Strategy, the key document in the statutory Local Plan which sets

out the strategic planning policies for Central Lancashire and is supported by the individual local plans produced by each respective council in 2015.

- 4.2 It is the Local Plan which sets out the strategic objectives or policies for development with the area and includes the policies on housing including the number of new homes to be delivered in each borough over the plan period.
- 4.3 Following the adoption of the Core Strategy, there have been some significant changes in the national and sub-regional policy landscape with the National Planning Policy Framework (NPPF) published in 2012. There are further changes planned as set out in the recent government consultation 'Planning for the Right Homes in The Right Places' including a nationally imposed, standard methodology for determining housing need.
- 4.4 Therefore it is imperative that the review of the Central Lancashire Local Plan is progressed quickly in order for the three councils to ensure there is a sound policy framework in place which includes a call for sites, SHLAA (Strategic Housing Land Availability Assessment) and development of site allocations policies to ensure that future development is sustainable, meets local needs and aspirations for economic development, regeneration, social and environmental objectives.
- 4.5 As part of the Local Plan Review, the three councils will undertake a review of existing policies and may elect to retain, refresh or set aside policies, depending on current and future strategy and the key findings from the evidence base. Policy areas that may be considered as part of the Local Plan review include transport, affordable housing, public open space and infrastructure.
- 4.6 The Council must prepare all Local Plan documents that form part of the development plan in accordance with the LDS. The previous approach undertaken by the three councils was to develop firstly, a shared Core Strategy and then each undertook a separate exercise to develop an individual Local Plan with site allocations and development management plan document. Whilst providing advantages, this process requires a second, similar process to that of the core strategy and therefore duplicates costs such as staffing, the Examination in Public and Counsel representation.

5. PROPOSALS

The Local Plan Review Process

- 5.1 Below is a high level overview of the timetable and although every effort will be made to accelerate the programme in order to secure the adoption of a new Local Plan as soon as is practicably feasible, this timetable is subject to change and will depend largely on a) the delivery of key pieces of evidence and b) the scale and content of the consultation response.

Local Plan Review Proposed Timetable

Key Stages	Date
Local Plan staffing resources in place	March 2018
Local Development Scheme(programme) agreed by JAC	March 2018
Initial Engagement and Commence the Call for sites	April 2018
Engage with Statutory Consultees	April 2018
Evidence gathering and policy updating	(already commenced) to September 2018

Undertake a process of policy review and develop a programme for updates/refresh/omissions	June 2018
Draft Plan ready for approval for JAC & Councils	January 2019
Publication of Draft Plan for Representations	March 2019
Date of Submission to Secretary of State	May 2019
Appoint Counsel	July 2019
Public Hearing	November 2019
Inspectors Final Report Issued	January 2020
Adoption	March 2020

Staffing Resources

5.2 In order to deliver the review of the Local Plan, there is a need to secure additional resources over and above the established staffing compliment in each councils Planning Policy team as set out in the table below. These posts would be recruited for a fixed period of two years aside from the Programme Officer who would only be required for the duration of the public examination, expected to be nine months.

Post	FTE salary incl. all On-costs
Central Lancs Local Plan Coordinator	£48,700
Central Lancs Planning Officer (Local Plan)	£42,200
Central Lancs Planning Officer (Local Plan)	£42,200
Central Lancs Local Plan Technical Assistant	£31,200
Programme Officer for Central Lancs Local Plan	£31,200

5.3 The day to day work of planning policy officers (a which includes providing policy assessments of new planning applications, undertaking statutory and local plan monitoring work including publishing reports and also commissioning and being client lead for evidence work, means that the staff cannot simply 'absorb' the work to deliver a review of the local plan. There have been significant reductions in the size of the three policy teams since the LDF was undertaken in 2008 and therefore it is simply not feasible for the teams to deliver the review without additional resource.

5.4 The existing teams within each of the three councils comprises of on average 2 FTE officers plus a manager with other responsibilities and therefore in order to deliver a refreshed Local Plan, and to deliver this within the shortest timeframe possible, there is a need to pump prime the resources.

5.5 The staffing proposed comprise of:

- One full time Local Plan Coordinator who will lead the programme, coordinate the consultation exercises, lead on drafting policies and reports and manage the process of the submission and public examination. The Coordinator will report to the Planning Managers as well as the JAC and the respective Portfolio Members and will be responsible for producing reports, securing decisions and the submission to the Planning Inspectorate.
- Two full time Planning Policy Officers who will undertake the consultation exercises, manage and ensure all consultees are responded to, draft the required policies (which could vary across the three council areas depending on the individual strategic aims) and undertake the impact assessments.
- A full time technical officer to provide support to the team and manage the high volume of consultation responses ensuring that full and auditable records are kept and prepared for the inspection. The Technical Officer will develop the consultation programme including coordinating the meetings with the statutory consultees.

- A programme officer which is a requirement for the examination. These officers are specially trained officers, appointed specifically and only to support the inspector during the inquiry.

5.6 It is proposed that Chorley Council will be responsible for the overall recruitment and line management of the fixed term posts, however there is an expectation that all three respective Planning Managers will regularly engage with the Local Plan officers, provide support and any required training, access to each respective councils systems and also ensure there is accommodation to facilitate a system of 'hot-desking'.

Other Costs to Deliver the Local Plan Review

5.7 Staffing costs will not be the only costs incurred as a result of the local plan review and work is underway to calculate these costs and provide an estimate to each council. As this is a review of the Local Plan and we are not essentially starting from scratch, the costs will be lower than those incurred during the LDF process.

5.8 These costs will include items such as:

- The Commission of the Recreation, Play and Open Space Strategy
- The Examination in Public (Planning Inspectorate)
- Counsel
- Strategic Housing Land Area Assessment (SHLAA)
- Strategic Flood Risk Assessment
- Retail study

5.9 Statutory planning policy is framed by legal requirements and therefore legal support is necessary to manage risks related to these requirements. Planning policy can only be adopted following public examination by a Planning Inspector, and the Council bears costs for venue and examination staff (including the Inspector and a Programme Office to provide administrative support).

5.10 Public examination places a high evidential burden on statutory planning policies as the opportunity to be challenged by other stake-holders means that policies must be robustly justified. This means that technical specialists need to be commissioned to produce the pieces of evidence and the expertise does not exist locally.

5.11 Given the statutory nature of Local Plans, it is also necessary that the three councils engage expert legal advice at key stages during preparation. These resources will incur costs for which a budget would be needed, although the work will have a wider value supporting the three council's development management and regeneration functions.

5.12 The process of securing formal sign-off of the Local Plan involves a public examination, with a Planning Inspector undertaking a formal process to review all aspects of the draft Local Plan and to determine if it is 'sound'. This process requires significant support and is costly. It is for this reason, the three Councils are looking to progress with a single examination in public as opposed to two examinations which was the approach undertaken in the Local Development Framework (LDF) process in 2012.

5.13 To oversee the review process and manage the work programme that will develop from it, it is proposed to set up a Local Plan Steering Group comprising of the Local Plan officers, the respective Planning Managers and Senior Managers from each of the three councils. The Steering Group will report regularly to the established JAC with progress and detailed updates as they emerge.

Total Local Plan Review Costs

5.14 The table below provides a summary of the estimated costs, **PER COUNCIL** (i.e. applicable costs already split three ways) for both the staffing and the other associated non-staffing costs.

5.15 The non-staffing costs include a high level estimation of the following items:

- Retail and Household
- Transport Study (This is for Chorley only and not included in the costings below)
- SHLAA
- Greenbelt review (This is for Chorley only and not included in the costings below)
- Employment Land Review
- Gypsies and Travellers Area Assessment (This is included but may not be necessary)
- Flood Stage Level 1
- Flood Stage Level 2
- Administration
- Examination in Public (Planning Inspectorate Costs)
- Counsel for Examination in Public

5.16 The total costs per Council, per financial year are as follows:

	2017/18 £	2018/19 £	2019/20 £	TOTAL £
Staffing	4,564	54,766	58,003	117,333
Commissioned Work	0	80,000	35,000	115,000
TOTAL COST PER COUNCIL	4,564	134,766	93,003	232,333

5.17 The review is an opportunity to align both parts of the development plan, which currently consists of the overarching strategic policies of the Core strategy and the site specific allocation and development management policies of the each authority's Site Allocations Plans. While the additional staff resources identified in this report can focus on the review of strategic policies the planning policy teams in each authority, applying local knowledge, can focus on those specific policies that will ensure delivery of the strategy in three strands covering each of the three planning authorities. For example, while the overarching strategic part of the plan would indicate the amount of new housing to be provided as a plan requirement across Central Lancashire, the site specific policies in each strand of the plan could be developed to provide certainty to examining inspectors and others that sufficient land is available across Central Lancashire, taken as a whole, to enable the strategy to be delivered. It is important to note that the production of a new Local Plan for Central Lancashire is above and beyond the normal day to day work of the small planning policy team. Whilst there will be additional posts to bring forward the strategic plan for Central Lancashire the local teams will still be needed to continue monitoring work and local detailed policy development. The monitoring work in South Ribble and Preston is resource intensive given involvement in City Deal so that should not be underestimated.

5.18 While the current plans were effectively produced in tandem with the Core Strategy preceding the Site Allocations Plans the approach suggested here would enable preparation of both parts of the development plan in parallel, speeding up the review and potentially ensuring savings by making it easier to have one examination for both parts of the plan.

5.19 Members should bear in mind that what is being proposed is a review of the existing development plan, produced in accordance with the requirements of the current legislation

and consistent with the NPPF, rather than an entirely new plan. An early exercise that can be carried out by existing staff and timetabled in January is a scoping exercise of current plan policies. It is anticipated that this will identify:

- Policies that need to be removed or amended because they have been superseded by changes in Government Policy;
- New policies that need to be introduced because of changes in Government Policy;
- Policies that require minor changes such as rewording to make them clearer following experience of implementation through Development Management;
- Policies that do not require changes and can continue as they are.

5.20 This can be carried out for both the Core Strategy policies and the Site Allocations policies where there is a considerable degree of overlap between the three authorities.

Planning Delivery Fund

5.21 On 4th December 2017 Central Government announced the Planning Delivery Fund. Three pots of funding are available through the fund: joint working; design; and innovation. The joint working fund is firmly pitched at authorities who work well together and who wish to continue working together for example through a Joint Local Plan. The fund offers up to £250,000 towards such joint work.

5.22 Officers have submitted a bid into the Planning Delivery Fund which if successful could potentially bring in £250,000 and therefore could offer a saving of around £83,333 per authority

Conclusion

5.23 The production of a development plan for South Ribble and Central Lancashire area is crucial to shaping the future of the Borough and wider area. It will shape the growth agenda and provide a platform for much of the emerging Corporate Plan for 2018/19 onwards.

5.24 The production of a new Local Plan is no small task and involves a detailed process of evidence gathering, plan writing, consultation and ultimate public examination. Such a process needs to be resourced and there are significant cost savings in preparing a joint plan than preparing three separate plans.

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

6.1 The Local Plan process has set stages and must adhere to the adopted Statement of Community Involvement. The consultation on a Local Plan is significant.

6.2 The individual authorities work together through the Joint Advisory Committee, a Directors and Officers group who consult with each other on the progression of a Local Plan for Central Lancashire.

7. OTHER OPTIONS CONSIDERED

7.1 Do nothing. Should the councils decide not to progress the review of the Local Development Plan, the policies will become out of date and this means that the weight to be attached to policies in the Plan would be significantly reduced and that policies within the NPPF including 'the presumption in favour of sustainable development' would take precedence. It would be more difficult to defend applications which are not in accordance with policy such as safeguarded land or greenbelt.

- 7.2 The Councils could elect to pursue individual Local Plans however these would cost more and may take longer if there are not the sufficient staff in place.

8. FINANCIAL IMPLICATIONS

- 8.1 The current budget position provides for a Local Plan Reserve fund of £80,000. In addition there is a recurring Local Plan evidence base budget line in revenue of £50,000. This funding will be essential to progress the South Ribble Local Plan, however some of the recurring evidence base line could contribute towards the Central Lancashire work. There will therefore be a requirement to contribute around £100,000 for the next two financial years towards the Central Lancashire Local Plan work. Other funding available is New Burdens grant received to date in relation to costs associated with the registration of Brownfield sites (£14k).
- 8.2 Alongside the Central Lancashire Local Plan review we must also work on reviewing the South Ribble Local Plan. This review will be fairly limited and staff time will be from in house staff. There may be some future additional ask for evidence base but this will not be known until the review is scoped.
- 8.3 Clearly, if the DCLG Planning Delivery Fund bid is successful then this would provide a saving to the cost of the Central Lancashire Local Plan work which could then be used for the South Ribble Local Plan. This saving would be in the region of £83,333 per Council. It is felt that this would be a strong bid.
- 8.4 Regulations to introduce a 20% increase in national planning application fees (to fund additional capacity in the planning service) were laid on 19 October, and will be implemented from 17th January 2018. Based on current Planning fee forecasts, this would generate c£80,000 additional Planning fee income per annum from 2018/19. These are planning fees set nationally and are separate from our own locally set pre application advice fees.

9. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

- 9.1 The Human Resources implications are outlined above. Chorley Council have volunteered to host the Central Lancashire Local Plan posts.

10. ICT/TECHNOLOGY IMPLICATIONS

- 10.1 None

11. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

- 11.1 None

12. RISK MANAGEMENT

Political Risk

- 12.1 There is a risk that there may be political differences either between the authorities or within a single authority. Such risks may slow down or hinder the aspiration for a quick plan review. It is felt that such risk is mitigated as far as possible by the Governance structures in place via the Central Lancashire Joint Advisory Committee, having an agreed Memorandum of Understanding in place and working through officer and member groups in each individual authority. Extensive consultation and involvement from stakeholders and residents would also minimise the political risk.

Legal Risk

- 12.2 As with all planning matters there is a risk that a party may consider mounting a legal challenge. The Local Plan review will be well resourced and managed through the Governance structures in place. There will be ongoing input from each authority's legal departments to ensure the process is robust. Equally the authorities will retain the advice of leading Counsel to ensure the process is robust. It is therefore felt that the legal risks are minimised as far as possible.

Staffing Risks

- 12.3 Staffing risks relate to the ability to fill the posts to undertake the work and the potential for those members of staff to leave during the course of the work. The key roles have been well graded and are considered to be attractive to the jobs market there are also potential staff in the authorities who may see the roles as a secondment opportunity. There is always the risk that key staff could leave during the process. The authorities would ensure that such an impact is minimised by either key officers stepping into such vacancies at least on an interim basis or sourcing consultancy support in such situations to fill the gap.

13. EQUALITY AND DIVERSITY IMPACT

- 13.1 The Affordable Housing Commuted Sums Policy has previously been subject to an equality impact assessment. It was found to have a positive impact on the protected group of disability and a neutral impact on other protected groups.

14. RELEVANT DIRECTORS RECOMMENDATIONS

- 14.1 To commit to work in collaboration as Central Lancashire (Preston, Chorley and South Ribble) to develop and submit for approval to Secretary of State, a single Central Lancashire Local Development Plan (or Local Plan).
- 14.2 To share the costs for the staffing and non-staffing costs as set out below.
- 14.3 To set up a South Ribble Local Plan Officer and Member Working Party to oversee the work of the Central Lancashire and South Ribble Local Plan Review
- 14.4 To approve the Draft Local Development Scheme at Appendix A

15. COMMENTS OF THE STATUTORY FINANCE OFFICER

- 15.1 The Council's share of the additional costs for the Central Lancashire Local Plan Review are estimated to be c£230,000. Funding of £94,000 towards this cost has been identified within current planning revenue budgets and reserves.
- 15.2 Of the £136,000 still to be funded options could include:
- A successful Planning Delivery Fund bid would result in a reduction of £83,333.
 - A 20% increase in Planning Fee income would generate additional income of c£80,000 per annum which could be top sliced to fund any shortfall
 - An element of the recurring Local Plan consultancy fees budget could be contributed to the Central Lancashire work depending on other Local Plan needs
- 15.3 When these options have been explored, if there is still a shortfall in funding then this would need to be met from general balances.

16. COMMENTS OF THE MONITORING OFFICER

- 16.1 It is clearly imperative that we update our Local Plan policies in a timely fashion. On a practical level it is simply not an option to do nothing. If policies become out of date then the

weight that can be attached to them is correspondingly reduced. If we want to protect our borough from unwelcome development whilst at the same time encouraging the right type of development in the right places then we must have an up to date Local Plan..

17. BACKGROUND DOCUMENTS (or there are no background papers to this report)

Appendix A – Local Development Scheme

Report Author:	Telephone:	Date:
Jonathan Noad Planning Manager	01772 625206	9 th January 2018

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South Ribble

Local Development Scheme

January 2018 – December 2021

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Introduction

A Local Development Scheme is required under [section 15 of the Planning and Compulsory Purchase Act 2004](#) (as amended by the Localism Act 2011). This must specify (among other matters) the documents which, when prepared, will comprise the Local Plan for the area. It must be made available publically and kept up-to-date.

National planning policy places local plans at the heart of the planning system, so it is essential that they are in place and kept up-to-date. Local plans set out a vision and a framework for the future development of the area, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure – as well as a basis for safeguarding the environment, adapting to climate change and securing good design. They are also a critical tool in guiding decisions about individual development proposals, as local plans (together with any neighbourhood plans that have been made) are the starting point for considering whether applications can be approved. It is important for all areas to put an up-to-date plan in place to positively guide development decisions.

Within this area, there is joint working between the Central Lancashire authorities (made up of South Ribble, Chorley and Preston). This work has included the adoption of a joint Central Lancashire Core Strategy in July 2012 as well as a variety of supplementary planning documents, which are part of the Local Plan.

Purpose of the Document

This document covers the three year period between November 2017 and October 2020. In relation to South Ribble, it supersedes the previous LDS which was published in April 2015.

The LDS includes the following information:

- Details of the Local Plan documents to be prepared from December 2017 onwards; and a timetable for their preparation.
- Information about the resources available, within South Ribble, to prepare the Local Plan documents.
- Potential risks to the timely achievement of the work programme set out in this LDS and how these risks are to be managed.

Hierarchy for Existing and Proposed Planning Documents

- [National Planning Policy Framework](#) (NPPF) (adopted March 2012)
- [Lancashire Waste and Minerals Core Strategy](#) (adopted 2009)
- [Lancashire Waste and Minerals Site Allocations DPD](#) (adopted September 2013)

- [Central Lancashire Core Strategy](#) (adopted July 2012)*
- [South Ribble Local Plan](#) (adopted July 2015)
- [Community Infrastructure Levy Charging Schedule LDD](#) (adopted July 2013)
- [Penwortham Neighbourhood Development Plan](#) (adopted March 2017)*
- Supplementary Planning Documents (SPDs) ([emerging](#) and [adopted](#))*

*Documents which make up the Local Development Framework

The Core Strategy is the main document of the Local Plan. It is/will be supported by the South Ribble Local Plan, Neighbourhood Development Plans and SPDs.

Development Plan Documents (DPDs) have the greatest weight in **local** planning policy. They form the Development Plan, along with the NPPF.

Current Position

Core Strategy DPD

The Core Strategy is the strategic document of the Plan and covers all three Central Lancashire authority areas – South Ribble, Chorley and Preston. The Core Strategy was found sound by an independent Planning Inspector in May 2012 and was adopted in July 2012. This document sets the overall strategic vision for the area, including issues such as setting housing requirements and principles for infrastructure.

Local Plan

Each Central Lancashire authority has produced a separate Local Plan – which combines the allocation of land for development uses and the protection of land. It also includes Development Management criteria policies including car parking standards and uses within town, district and local centres.

The South Ribble Examination for the Local Plan took place in March 2013 and was found sound on all matters except gypsy and traveller and travelling showpeople accommodation. This issue will be addressed as part of the review of the Local Plan.

The Inspector finalised her report on the Local Plan in June 2015. In this she concluded that the Plan satisfied the requirements of Section 20(5) of the 2004 Act and met the criteria for soundness in the NPPF, subject to her recommended main modifications. The Local Plan was adopted in July 2015.

Neighbourhood Development Plan

Through the Localism Act 2011 the Government is giving local communities a direct say in the future development of their neighbourhood, parish or town. Communities can, but are not required to, produce a Neighbourhood Development Plan. This is a planning document that guides and shapes development in the local area and is created by local people.

Penwortham Town Council, as a ‘relevant body’, has prepared a Neighbourhood Development Plan for the town of Penwortham which covers the area within the town boundary for Penwortham. The preparation of the Penwortham Town Neighbourhood Development Plan satisfied all the procedural steps and was formally “made” (adopted) by Full Council in March 2017.

Statement of Community Involvement

The council’s Statement of Community Involvement was last updated and adopted in December 2013 following a consultation which was carried out on the proposed updated version. The Statement will be reviewed concurrently with the Local Plan (see the following timescales).

Timescales

The following table shows the anticipated timescales for each stage of the process, which will be reviewed in line with the anticipated amendment to Regulation 10A – Review of Local Government Documents (commencing April 2018).

	Central Lancashire Core Strategy/South Ribble Local Plan – Review	Statement of Community Involvement	Supplementary Planning Documents	Community Infrastructure Levy Review
Jan-18	Evidence Gathering including Call for Sites	Preparation		Based on the stated intent in the 2017 Autumn Statement a CIL review will be subject to a further consultation by Government.
Feb-18				
Mar-18		Consultation		
Apr-18				
May-18		Consider responses		
Jun-18		Adoption		
Jul-18				
Aug-18				
Sep-18				
Oct-18		Preparation of Issues & Options		
Nov-18				
Dec-18	Issues & Options Public Consultation			

	Central Lancashire Core Strategy/South Ribble Local Plan – Review	Statement of Community Involvement	Supplementary Planning Documents	Community Infrastructure Levy Review
Jan-19				
Feb-19	Review of Issues & Options			
Mar-19				
Apr-19				
May-19	Preparation of Preferred Options			
Jun-19				
Jul-19				
Aug-19	Six week consultation on Preferred Options			
Sep-19				
Oct-19	Review Preferred Options consultation responses and prepare responses to representations			
Nov-19				
Dec-19	Preparation of Publication Document			
Jan-20				
Feb-20	Publication Consultation		Evidence Gathering	
Mar-20			Preparation of SPDs	
Apr-20	Review publication stage and prepare responses to representations/ prepare for submission			
May-20			Public Consultation	
Jun-20				
Jul-20	Submission			
Aug-20	Pre-hearing meeting with Inspector (8 weeks after submission, 6 weeks before examination)		Review consultation responses and prepare responses to representations	
Sep-20	Examination			
Oct-20	Inspector's Report		Preparation of final SPDs	
Nov-20	Endorsement by Cabinet/Council Adoption		Endorsement by Cabinet/Council Adoption	
Dec-20	Publish Adoption Statement		Publish Adoption Statement	

Note: All consultations must be for a minimum of six weeks

Evidence will be gathered during 2018 to determine whether it is necessary to carry out a review of both the Central Lancashire Core Strategy and/or South Ribble Local Plan. Evidence being gathered is made up of:

- Objectively Assessed Need (Housing) – completed September 2017
- Retail – completed September 2017
- Employment Land – completed October 2017
- Playing Pitch/Public Open Space – Looking to let the contract January 2018
- Strategic Flood Risk Assessment – need for review will be assessed early in 2018

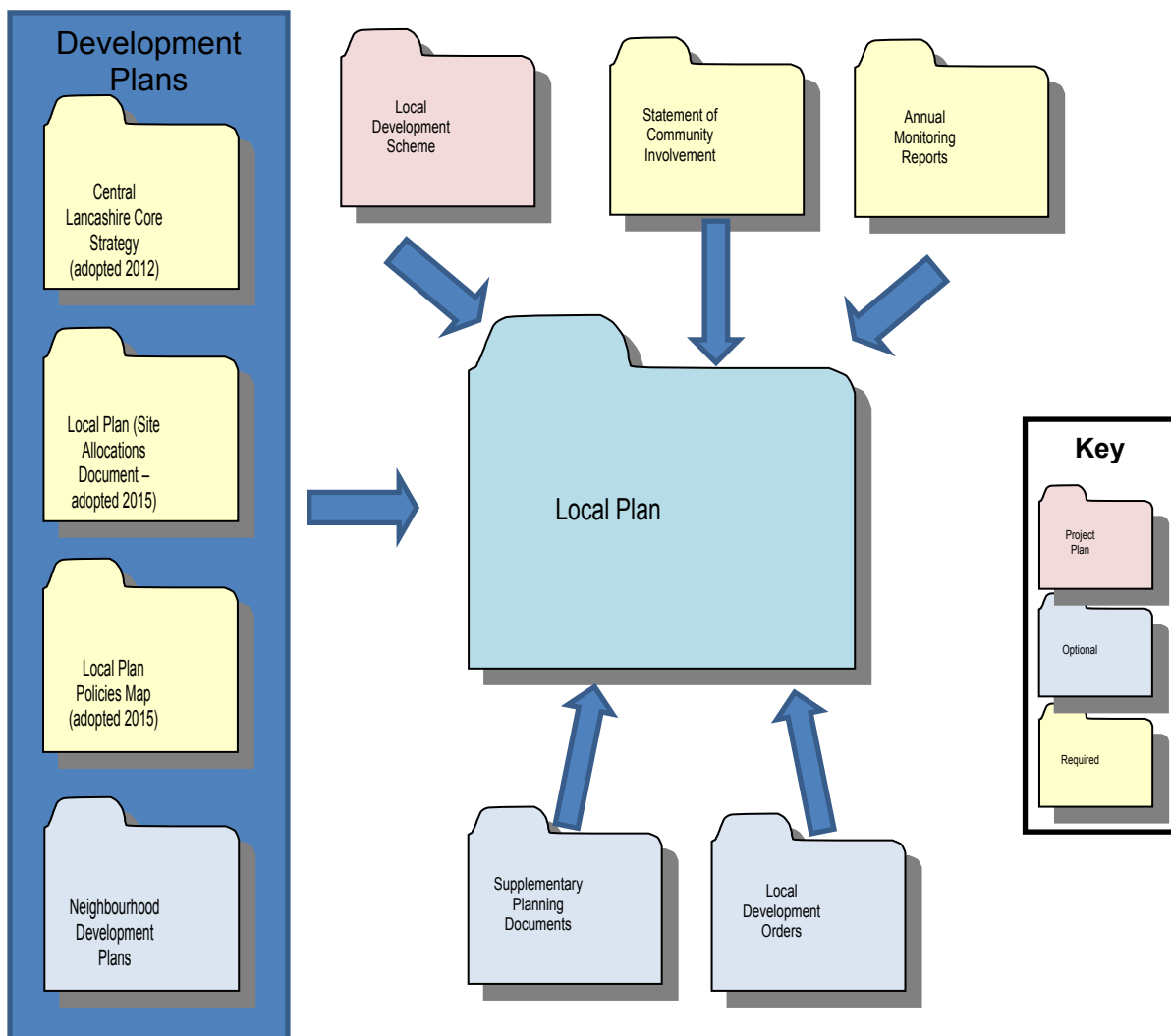
Annual Monitoring Report

South Ribble Borough Council prepares a monitoring report, which is made available to the public in the autumn of each year.

The latest report can be viewed on the [authority's website](#).

Relationships within the Local Development Framework

The following diagram shows the relationships between the documents which make up the Local Development Framework.



Resources

The following in-house resources will be made available:

- 0.5 (equivalent) x Planning Manager
- 1 (equivalent) x Assistant Planning Manager
- 1.7 (equivalent) x Planning Policy Officers
- Input from Intelligence & Monitoring Officer

In addition, joint working between the Central Lancashire teams is coordinated through a Central Lancashire officer working group. There is also a Joint Advisory Committee made up of members from the three Central Lancashire authorities and Lancashire County Council.

The Planning Policy Team can draw on additional resources from other teams within South Ribble Borough Council, for expertise on, for example:

- Development Management
- Strategic Housing
- Environmental Health
- Enterprise Services (including Leisure and Economic Development)
- Property Services
- Sports Development
- Parks/Arboriculturalist
- Community Works
- Legal

Lancashire County Council has a strategic planning function. The borough council draws on their expertise in areas such as:

- Flood
- Transport and highways
- Minerals and waste
- Education

Other external organisations, including the NHS, Environment Agency and Historic England, are also called on as and when necessary.

Consultants are engaged on specific projects where there is a lack of expertise or capacity in-house, for example the production of studies as part of the evidence base for the Local Plan.

Risk Assessment of Delivering Local Plan Programme

At the time of preparing the LDS, the main risks to programme slippage are:

- **Staff turnover/absence** – This potential problem has been mitigated by the allocation of responsibility for production of the Local Plan to all members of the planning policy

team, to allow for cover if required. Also the authority has established good working relationships with consultants with a view to employing them from time to time, subject to mutual agreement and financial arrangements.

- **Political delay** – The potential for delays due to the political process is increased by the requirement for joint/aligned documents (such as some of the SPDs) to be endorsed by the relevant decision-making structure of each Central Lancashire authority. This has been mitigated by involving Members from all three authorities in a Joint Advisory Committee informed by Local Plan working groups in each district authority enabling Members to be fully involved at an early stage.
- **Capacity of the Planning Inspectorate and other agencies to cope with demand nationwide** – The authority gives early warning of the Local Plan programme and invites comments on time-scales. However, this risk is largely out of the authority's control.
- **Joint Working** – Although there are considerable benefits in joint working, there are risks in terms of programming work and political decision making. The three authorities are minimising this risk through a memorandum of understanding.
- **'Soundness' of Local Plans** – Joint and independent working, this risk is minimised by liaising closely with relevant partners and agencies, neighbouring authorities and by having regard to the soundness toolkit and procedural implications.
- **Changing Legislation** – The risk of changing legislation during the local planning process is a challenge. This impact is minimised by attending relevant events, liaising with the relevant Government departments, keeping up-to-date with new policy and legislation and assessing how this may impact on the Local Plan. This is largely out of the authority's control.
- **Finance/Resource Availability** – Finance and resource availability pose a significant challenge. It is reviewed by the authority and assessed on an annual basis. The risk of lack of finance has been mitigated by advance budgeting and joint working savings.

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Agenda Item 8

REPORT TO	ON
Cabinet	25 January 2018
Council	28 February 2018



September 2017

TITLE	REPORT OF
Timetable of Meetings 2018/19	Legal Services Manager / Interim Monitoring Officer

Is this report confidential?	No
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1. PURPOSE OF THE REPORT

To determine the dates of the meetings of the Council, Cabinet and the various Committees for the 2018/19 Municipal Year.

2. RECOMMENDATIONS

That the Timetable of Meetings for 2018/19 as set out in the attached appendix be approved.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities

Clean, Green and Safe		Strong and Healthy Communities	
Strong South Ribble in the heart of prosperous Lancashire		Efficient, Effective and Exceptional Council	x

4. TIMETABLE OF MEETINGS 2018/19

4.1 The Timetable of Meetings for 2018/19 is set out in the attached appendix.

4.2 The variances from last year are:

- The timescales for meetings of the Governance Committee have been revised to take into account the new deadlines for the Closure of Accounts by the end of May each year and the publication of the certified accounts with the external audit opinion and certificate by the end of July each year in accordance with the Accounts and Audit Regulations 2015;
- The meetings of the Governance Committee will need to be held on Thursdays instead of Wednesdays to facilitate the revised timescales referred to above;
- There will be a two week gap between the meetings of the Scrutiny Committee and Cabinet, and where applicable the full Council. This is to enable reports to

be updated if necessary and published with the agendas for subsequent meetings in line with good governance practice; and

- There will be an Ordinary Council meeting and a Budget Council meeting on 6 February and 27 February 2019 respectively to enable the separate items of business to be considered.

4.3 The timetable will facilitate the submission of quarterly performance management reports and budget monitoring reports at the appropriate timescales within the Council Year.

4.4 The average frequency of the meetings set out in the Appendix is as follows:

Council	-	every two months
Cabinet Scrutiny Committee	-	every five/six weeks
Planning Committee	-	every four weeks
Governance Committee General Licensing Committee	-	every two months
Standards Committee Taxi Licensing Forum	-	quarterly

4.5 The meetings of the General Licensing Sub Committee Panels will be held on an ad-hoc basis as and when required.

4.6 The dates of the Shared Services Joint Committee meetings have still to be added to the Timetable following liaison with Chorley Borough Council.

4.7 The SMT and relevant team leaders have been consulted and where comments have been received, these have been incorporated in the proposed timetable.

4.8 Dates for Neighbourhood Forums will be confirmed in consultation with members and added to the timetable in due course.

4.9 It should be noted that following the Council Elections on 2 May 2019, it will be necessary to hold the Annual Council Meeting and the first Business Meeting of Council in the same week on Tuesday 14 May and Thursday 16 May 2019 respectively to enable the membership of Committees to be determined and the first meetings of the Governance Committee and Planning Committee to be held on 28 May and 29 May 2019 respectively following the Spring Bank Holiday.

5. WIDER IMPLICATIONS AND BACKGROUND DOCUMENTATION

5.1 Comments of the Statutory Finance Officer

The timetable takes account of the reduced statutory timescales for the reporting and approval of the Council's Statement of Accounts.

5.2 Comments of the Monitoring Officer

Clearly for the Council to do its business effectively there needs to be a carefully planned timetable of meetings in place. This report addressed this need.

Other implications:	
▶ Risk	Failure to have in place a robust and effective decision making structure and timetable of meetings could leave the Council's decisions open to challenge. This risk is addressed by the proposals within the report.
▶ Equality & Diversity	There are no equality implications arising from this report.
▶ HR & Organisational Development	There are no HR & Organisational Development implications arising from this report.
▶ Property & Asset Management	There are no Property & Asset Management implications arising from this report.
▶ ICT / Technology	There are no ICT / Technology implications arising from this report.

6. BACKGROUND DOCUMENTS

There are no background papers to this report.

7. APPENDICES

Timetable of Meetings 2018/19
Timetable Summary

David Whelan
Legal Services Manager / Interim Monitoring Officer

Report Author:	Telephone:	Date:
Steve Pearce	01772 625307	16/01/18

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**SOUTH RIBBLE BOROUGH COUNCIL
DRAFT TIMETABLE OF MEETINGS 2018/19 (16/01/18) PUBLIC**

	MAY 2018	JUNE 2018	JULY 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APRIL 2019	MAY 2019															
Mon						1								Mon														
Tue	1	L				2	lpc ptc		1	New Year's Day				Tue														
Wed	2			1		3			2				1	Wed														
Thu	3			2		4	Sc	1	3				2	Thu														
Fri	4	1		3		5		2	4		1	1	3	Fri														
Sat	5	CG LG	Sca	4	1	6		3	5	LG	2	LG	2	Sat														
Sun	6	3		5	2	7		4	6		3	3	5	Sun														
Mon	7	Bank Holiday	CG	2	6	3	LH	8	fpc lhpc	5	3	CG	7	Mon														
Tue	8	Ac	J lpc ptc	3	lpc ptc	7	4	J lpc ptc	9	fpc lhpc	6	lpc ptc	4	lpc ptc	8	lpc ptc	5	lpc ptc	7	lpc ptc	2	lpc ptc	7	lpc ptc	7	lpc ptc	Tue	
Wed	9	mpc	Ca	4		8	P	5	P	10	P	mpc	7	P	mpc	6	C	9	P	mpc	6	C	6	P	3	P	8	Wed
Thu	10	C	S	5		9		6	S	11		8	Sc	6	P	10	Sc	7	P	7	Sc	4		9	Thu			
Fri	11			6		10		7		12		9		8		11		9		10		8		5	10	Fri		
Sat	12		CG	7	Sca	11	CG	8	CG Sca	13	CG Sca	10	CG	8	CG	12	CG	9	CG Sca	9	CG	6	CG Sca	11	CG LG	Sat		
Sun	13			8		12		9		14		11		9		13		10		10		7		12	Sun			
Mon	14	fpc	11	fpc lhpc	9	CG fpc lhpc	13		10	CG fpc	15	CG	12	fpc lhpc	10	fpc	14	fpc lhpc	11	CG fpc lhpc	11	fpc lhpc	8	CG fpc fpc	13	Mon		
Tue	15	LH	12		10		14		11	L	16	LH	13	J	11		15	L	12	PT	12	L	9		14	Ac	Tue	
Wed	16		13	mpc	11	Ca mpc	15		12	mpc	17	Ca	14	LH mpc	12	TTF mpc	16	LH	13	Bc mpc	13	mpc	10	C mpc	15	Wed		
Thu	17		14	TTF	12		16		13	Ca	18		15		13	S	17		14	ScB	14	G	11		16	C	Thu	
Fri	18		15		13		17		14		19		16		14		18		15		15		12		17	Fri		
Sat	19		16		14	CG	18		15		20		17	Sca	15		19	Sca	16		16	Sca	13	CG	18	Sat		
Sun	20		17		15		19		16		21		18		16		20		17		17		14		19	Sun		
Mon	21	lhpc	18		16	LH	20		17	lhpc	22		19	CG	17	LH	21	CG	18		18	CG	15		20	Mon		
Tue	22	P	19	LH	17	L	21		18		23		20	L	18		22		19		19	LH	16		21	Tue		
Wed	23	Sc	20	P	18	P	22		19	PT	24		21	Ca	19		23	Ca	20		20	Ca	17		22	Wed		
Thu	24	G scpc	21		19	scpc	23		20	G	25		22	G scpc	20		24	G scpc	21		21	S	18		23	PT	Thu	
Fri	25		22		20		24		21		26		23		21		25		22		22		19	Good Friday	24	Fri		
Sat	26		23		21	LG	25		22	LG	27		24		22		26		23	LG	23		20		25	Sat		
Sun	27		24		22		26		23		28		25		23		27		24		24		21		26	Sun		
Mon	28	Bank Holiday	25		23	CG	27	Bank Holiday	24	CG	29		26		24		28		25	CG	25		22	Easter Monday	27	Bank Holiday	Mon	
Tue	29		26		24		28		25	TTF	30		27		25	Christmas Day	29	J	26	LH	26	J	23		28	G	Tue	
Wed	30		27	PT	25	C	29		26	C	31		28	PT	26	Boxing Day	30		27	Ct	27	TTF	24		29	P	Wed	
Thu	31		28	Sc	26	G	30	Sc	27	scpc			29		27		31		28		28	scpc	25		30	Thu		
Fri			29		27		31		28				30		28				29		29		26		31	Fri		
Sat			30		28				29				30		29				30		30		27			Sat		
Sun					29				30						30					31		31		28			Sun	
Mon					30										31								29				Mon	
Tue					31																		30				Tue	

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|---------------------------------------|--|---|--|
| C Council | S Standards | Ss Shared Services | TTF Taxi Trade Forum (5pm) |
| Ac Annual Council | ST Standards Training (5.30pm) | W Cabinet Workshop (9.30am) | CG Conservative Group Meetings (Saturdays at 9am) |
| Ct Council Tax Setting Council | G Governance | bcW Budget Cabinet Workshop (9.30am) | LG Labour Group Meetings (10am) |
| Ca Cabinet (5pm) | GT Governance Training (5.30pm) | fpc Farington Parish Council (7pm) | SCa Shadow Cabinet (10am) |
| Bc Budget Cabinet (5pm) | mnc My Neighbourhood Chairs (4.30pm) | mpc Much Hoole Parish Council (7.30pm) | LH Member Learning Hour |
| Sc Scrutiny | mnw My Neighbourhood Workshop (all members) | lhpc Little Hoole Parish Council (7pm) | lc Lancs Assoc of Local Councils (7pm) |
| ScB Scrutiny Committee Budget | ce Central Neighbourhood Forum (7pm) | lpc Longton Parish Council (7.30pm) | J Central Lancs Strategic Planning JAC (5.30pm) |
| P Planning | ea Eastern Neighbourhood Forum (7pm) | scpc Samlesbury & Cuerdale Parish Council (7.30pm) | E Elections/Referendum |
| PT Planning Training (5.30pm) | le Leyland Neighbourhood Forum (7pm) | hpc Hutton Parish Council (7.30pm) | Weekends/Bank Holidays |
| L Licensing | pe Penwortham Neighbourhood Forum (7pm) | ptc Penwortham Town Council (7pm) | School Holidays |
| LSP Licensing Sub Panel (2pm) | wp Western Parishes Neighbourhood Forum (7pm) | ScT Scrutiny Training (5.30pm) | |
- Meetings commence at 6pm unless otherwise stated**

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SOUTH RIBBLE BOROUGH COUNCIL – SUMMARY OF MEETINGS 2018/19 (Public)

		May 2018	June 2018	July 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019
COUNCIL	6.00pm Wednesday	8 (AC) (Tues) 10 (Thurs)		25		26			5		6 27 (B)		10
Cabinet	5.00pm Wednesday		6	11		13 (Thurs)	17	21		23	13 (B)	20	
General Licensing Committee	6.00pm Tuesday		1	17		11		20		15		12	
Governance Committee	6.00pm Thursday	24		26		20		22		24		14	
Planning Committee	6.00pm Wednesday	22 (Tues)	20	18	8	5	10	7	6 (Thurs)	9	7 (Thurs)	6	3
Scrutiny Committee	6.00pm Thursday	23 (Wed)	28		30		4	8		10	14 (B)	7	
Shared Services Joint Committee	6.00pm (To be determined)												
Standards Committee	6.00pm Thursday		7			6			13			21	

The Appeals Committee, Licensing Act 2003 Committee and General Licensing Sub Committee Panels meet on an ad-hoc basis

(AC) – Annual Council Meeting

(B) – Budget

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REPORT TO	ON
CABINET	25 JANUARY 2018



September 2017

TITLE	PORTFOLIO	REPORT OF
WORDEN PARK TOILET PROVISION – PART 1	NEIGHBOURHOODS & STREETSCENE	PARKS AND NEIGHBOURHOODS MANAGER

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

1. PURPOSE OF THE REPORT

This report requests approval to replace the existing facilities with new facilities located as detailed in the body of the report.

To commit capital expenditure and delegate authority to the Portfolio Holder for Neighbourhoods and Streetscene to accept the most economically advantageous tender for the proposed installation of new toilet facilities on Worden Park, Leyland, once planning permission and listed building consent have been successfully obtained.

2. PORTFOLIO RECOMMENDATIONS

That Cabinet agree:

- 1 An application for planning permission and listed building consent is submitted.
- 2 That delegated authority is granted to the Portfolio Holder for Neighbourhoods and Streetscene to accept the most economically advantageous tender for the proposed installation of the new toilet facilities, once planning permission and listed building consent have been successfully obtained.
- 3 That the new toilet block servicing the play area is located outside the play area as detailed in the report.
- 4 That the crossroads toilets are demolished and the new toilet block is located in close proximity to the original site as detailed in the report.
- 5 That a charge of 20p is introduced for users of the toilet facilities at Worden Park.
- 6 To grant authority under section 3.4 of the Financial Regulations to incur capital expenditure of up to £200,000 for the above works.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

Clean, green and safe	X	Strong and healthy communities	X
Strong South Ribble in the heart of prosperous Lancashire		Efficient, effective and exceptional council	

4. BACKGROUND TO THE REPORT

4.1 Background

Worden Park has continued to prove to be a highly popular facility and attracts visitors from all over the North West with visitor numbers in excess of 250,000 each year, including figures of between 10,000 – 15,000 for individual events such as The Leyland Festival and The Round Table Bonfire. This places a significant demand of current facilities which at present struggle to cope with demand.

4.2 Existing Facilities

Currently the park is served by two toilet facilities located in the children's playground (one block) and at the crossroads (two blocks) near the centre of the park. They are currently open between 08.00 – 18.00 in the summer period and 08.00 – 15.00 over the winter, seven days a week and are free to use, however this does mean they are frequently subject to vandalism and misuse, leading to them being closed on a number of occasions whilst repairs are arranged. The toilet blocks were constructed in the 1960's and have been subject to a number of partial refurbishments, the latest taking place ten years ago. Their design being of solid block walls is such that they are dark, damp and unwelcoming and complaints are frequently received relating to their condition and cleanliness, they also struggle to cope with demand during periods of heavy use and are frequently closed due to blockages.

5. PROPOSALS (e.g.RATIONALE, DETAIL, FINANCIAL, PROCUREMENT)

5.1 Details of New Facilities

It is proposed to install two new modern blocks. Each would comprise three modern unisex cubicles one of which will act as a disabled / baby changing facility. The blocks will be of a modular construction clad in Oak with a planted sedum roof and equipped with a 'H2 Control System' which allows for the use and the cleanliness of the facilities to be monitored remotely allowing an immediate response to issues. This system also allows the facilities to be opened and closed automatically which enables flexibility to meet the needs of the public and time of year.

The facilities will be fitted with a coin charging system which can either be left inactive or activated.

Both new blocks will require the installation of a concrete slab to enable the siting of the facilities, the above works are additional to the cost for supply and installation of the facilities.

5.2 Guarantees and Maintenance

Each block is guaranteed for a twelve month period from installation which covers all eventualities including vandalism. The cost for annual maintenance of the blocks' interior fittings is £3,000 per block. Therefore the cost for two blocks is £6,000.

It is proposed that the requirements and costs are assessed during the initial twelve month guarantee period before making a decision on any further maintenance contract for the forthcoming years.

The cost for a cleaning service with a single daily visit, 364 day of the year, is £6,000 per block. Therefore the cost for two blocks is £12,000.

It is proposed that the toilets will continue to be cleaned by SRBC staff on a daily basis as a minimum, with additional visits as required during periods of high use. The staff are already on the park carrying out other duties and this will enable a flexible and economical approach.

It is also proposed that a charge of 20p is made for the use of the facilities with a projected income of £6,000 per annum. The main purpose of this proposal is to ensure that access is restricted to genuine users which will help reduce the risk of vandalism and misuse of the facilities.

5.3 Proposed Toilet Block at the Play Area

The existing toilet block adjacent to the playground is regularly subject to vandalism and misuse, especially in the evenings when the playground receives less families visiting. Its position in the north east corner of the play area means it does not receive natural surveillance from the wider park. The building's proximity to the playground sand pit also leads to filling and blocking of the toilet pans and sinks with sand and the location within the play area itself gives rise to safeguarding concerns.

It is therefore proposed that the existing block within the playground is demolished and the new replacement toilets relocated outside the play area. This will enable a greater level of natural surveillance without negatively impacting on the historic landscape of the park. The new block would still be close enough to the playground to serve visitors using the play facilities but reduces the safeguarding risks by encouraging parents to accompany younger children and reduces the proximity of the toilets to the sand pit.

The location of the proposed new block has been carefully chosen to balance the convenience of its location to the public, receiving sufficient natural surveillance and not adversely impacting on the park's historic landscape.

5.4 Demolish Crossroads Toilets and Locate a New Toilet Block Close to the Existing Location

Whilst the location of these facilities is central within the park, the location of the two blocks within the mature woodland makes the facilities unwelcoming and appear a little secluded. Also the sewers are vulnerable to root damage and the drains are now in a poor condition requiring regular unblocking during busy periods.

It is proposed that the existing crossroads toilets are demolished and the new toilet block is located within this general vicinity.

A toilet block located in this area would be convenient to the public and receives natural surveillance. However, investment would be needed to repair the sewer and re-route it around the trees to avoid future blockages caused by tree roots as at present. This will require the new toilet block to be located in close proximity to the existing toilets but sited in a different position to avoid the issues detailed above.

5.5 Tendering Process

Open tenders have been invited in line with the Council's Contract Procedure Rules via the Chest - the regional e-procurement portal that enables tenders and quotations to be advertised, invited and received electronically. In addition, as an openly advertised opportunity, tenders were also advertised on Contracts Finder, the national e-procurement portal.

The invitation to tender documentation included details of the evaluation criteria to be used to determine the most economically advantageous tender (MEAT). This was 70% cost and 30% quality, taking account of methodology and previous work of the bidders.

5.6 Tender Results

Tender submissions received via the Chest/Contracts Finder have been evaluated in accordance with the MEAT evaluation criteria and are listed in Table A in Part 2 of this report (exempt and provided separately). Tender 2 is the overall highest scoring compliant tender at a cost of £149,500 and is recommended for acceptance, once planning permission and listed building consent have been successfully obtained.

5.7 Cost Implications

The remaining budget of £50,500 can be broken down as follows. These works will either be carried out in house or contracted out in accordance with Contract Procedure Rules.

	£
Demolish Existing Facilities	20,000
Connection of Services	6,500
Installation of Foundations	5,000
Repair/Re-route Sewer	10,000
Contingencies	9,000
TOTAL	50,500

5.8 Planning Permission

Planning permission and listed building consent will be submitted subject to Cabinet approval.

6 CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

Public Consultation has been carried out at the local Neighbourhood Forum in 2017. The response was limited and supported toilets in all location options suggested.

7 OTHER OPTIONS CONSIDERED

In the planning stages of this project the following alternative options were considered:

Demolition of existing facilities - consideration was given to demolition of the existing facilities without replacement, however, as the park receives over 250,000 visits per year, predominately by families, the provision of toilet facilities in key areas of the park was considered important in meeting the council's vision for the park.

Refurbishment of existing facilities – consideration was given to a possible refurbishment of the existing facilities however given their design and construction it would be extremely difficult to improve the facilities to the required standard without demolishing a large proportion of the existing building.

The location of the current facilities also creates a number of issues and encourages vandalism and misuse, the facilities within the playground are located in a secluded area and raise issues relating to safeguarding.

8 FINANCIAL IMPLICATIONS

The approved capital programme for 2017/18 includes a capital budget allocation of £225,000 for the toilet facilities within the park. The proposals in this report will require expenditure of up to £200,000 of the available budget. If approved, this capital budget will be re-phased into 2018/19.

The annual maintenance costs can be funded from the proposed charges for use of the new facilities. The annual cleaning costs can be met from existing revenue budgets.

9 HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

There are no human resource implications as a result of this report..

10 ICT/TECHNOLOGY IMPLICATIONS

There are no ICT implications as a result of this report.

11 PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

The facilities will be under the ownership of the Council. The park's toilet facilities will be improved as a result of the proposed works. A small income would be made to help offset the cost of maintaining the new blocks should a 20p charge be introduced.

12 RISK MANAGEMENT

The proposed facilities will provide additional modern facilities which will be better able to cope with current demand. Failure to install these facilities would lead to continued issues relating to misuse and vandalism of the current facilities and customer dis-satisfaction.

13 EQUALITY AND DIVERSITY IMPACT

Equality issues have been fully considered and incorporated into the design proposals. The proposals will impact positively on park users who will have access to enhanced and improved facilities which will support their health and wellbeing

14 RELEVANT DIRECTORS RECOMMENDATIONS

The proposals in this report will improve the facilities on Worden Park for the benefit of the borough's residents.

Officer recommendations are as follows:

1. An application is for planning permission and listed building consent is submitted.

2. That delegated authority is granted to the Portfolio Holder for Neighbourhoods and Streetscene to accept the most economically advantageous tender for the proposed installation of the new toilet facilities, once planning permission and listed building consent have been successfully obtained.
3. That the new toilet block servicing the play area is located outside the play area as detailed in the report.
4. That the crossroads toilets are demolished and the new toilet block is located in close proximity to the original site as detailed in the report.
5. That a charge of 20p is introduced for users of the toilet facilities at Worden Park.
6. To grant authority under section 3.4 of the Financial Regulations to incur capital expenditure of up to £200,000 for the above works.

15 COMMENTS OF THE STATUTORY FINANCE OFFICER

As per the 2017/18 Budget Report, there is an approved, financed budget in the Capital Programme in the sum of £225,000 to cover this project.

16 COMMENTS OF THE MONITORING OFFICER

The tender exercise has been carried out in accordance with the council's Contract Procedure Rules.

However, no contract will be awarded unless or until planning permission and listed building consent are granted for the relevant works.

Formal contract documentation will then be drawn up.

17 BACKGROUND DOCUMENTS (or there are no background papers to this report)

Applications for Planning Permission and Listed Building Consent

SMT Member's Name - Mark Gaffney

Job Title - Director of Neighbourhoods, Asset Management & Environmental Health

Report Author:	Telephone:	Date:
Andrew Richardson	5674	22/12/2017

South Ribble Council – Cabinet Forward Plan

1. This document gives 28 days notice of ‘key’ and other major decisions which the Executive Cabinet and Executive Members expect to take. The document is updated as required and is available to the public on the Council’s website at www.southribble.gov.uk.
2. A ‘Key’ Decision is defined as:
 - (i) Any decision in relation to a Cabinet function which is likely:
 - (a) To result in the Council incurring expenditure which is, or the making of savings which are significant. The financial threshold above which expenditure/savings become significant is set at £100,000. The financial threshold is applicable to both revenue and capital budgets.
 - (b) To be significant in terms of its effect on the communities living in an area comprising two or more Council wards.
 - (ii) A decision taker should make a key decision in accordance with the requirements of the Procedure Rules set out in Part 4 of the constitution.
3. Under the Access to Information Procedure Rules set out in the Council’s Constitution, a ‘Key’ Decision may not be taken, unless 28 days notice have been given in this document.
The law and the Council’s Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions.
3. The Executive Cabinet is made up of the Leader and Deputy Leader and five other Cabinet Members with the following portfolios:

Executive Leader	Councillor Peter Mullineaux
Deputy Executive Leader and Cabinet Member (Corporate Support and Assets)	Councillor Colin Clark
Cabinet Member (Finance)	Councillor Susan Smith
Cabinet Member (Neighbourhoods and Streetscene)	Councillor Graham Walton
Cabinet Member (Public Health, Safety and Wellbeing)	Councillor Jacqui Mort
Cabinet Member (Regeneration and Leisure)	Councillor Phil Smith
Cabinet Member (Strategic Planning and Housing)	Councillor Cliff Hughes
4. Copies of the Council’s Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council’s website: www.southribble.gov.uk. If there are any queries, including objections to items being considered in private, please contact the Council on 01772 421491 or email democraticservices@southribble.gov.uk.

Heather McManus, Chief Executive

Last updated: 17 January 2018

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
January 2018							
Meeting on 25 January 2018							
Review of South Ribble Housing Framework	Cabinet	Strategic Planning and Housing	Significant effect in 2 or more Council wards.	25 Jan 2018	No		Report of the Planning Manager
Timetable of Meetings 2018/19	Cabinet	Leader		25 Jan 2018	No		Report of the Interim Monitoring Officer
Chorley Community Housing Application for Commuted Sum Monies	Cabinet	Strategic Planning and Housing	Expenditure / Savings higher than £100,000	25 Jan 2018	No		Report of the Planning Manager
Central Lancashire Local Plan Review	Cabinet	Strategic Planning and Housing	Significant effect in 2 or more Council wards.	25 Jan 2018	No		Report of the Planning Manager

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Worden Park Toilet Provision	Cabinet	Neighbourhoods and Streetscene	Expenditure / Savings higher than £100,000	25 Jan 2018	Financial/Business Information		Report of the Parks & Neighbourhoods Manager
Financial Case for Health, Leisure & Well Being Campus Programme	Cabinet	Regeneration and Leisure	Significant effect in 2 or more Council wards.	25 Jan 2018	No		Report of the Interim Consultant
Meeting on 14 February 2018							
Corporate Plan, Risk Management, 2018/19 Budget and Medium Term Financial Strategy	Cabinet	Leader	Expenditure / Savings higher than £100,000	14 Feb 2018	No		Report of the Head of Shared Financial Services, Interim Corporate Improvement Manager
Treasury Management Strategy	Cabinet	Finance	Expenditure / Savings higher than £100,000	14 Feb 2018	No		Report of the Head of Shared Financial Services
Meeting on 1 March 2018							

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Mayor and Deputy Mayor 2018/19	Cabinet	Leader		1 Mar 2018	No		Report of the Interim Monitoring Officer
Pay Policy 2018-19	Cabinet	Leader	Expenditure / Savings higher than £100,000	1 Mar 2018	No		Report of the Interim HR Manager
Performance Report - Quarter 3	Cabinet	Leader		1 Mar 2018	No		Report of the Interim Corporate Improvement Manager
Land at Bamber Bridge	Cabinet	Corporate Support and Assets	Expenditure / Savings higher than £100,000	1 Mar 2018	Financial/Business Information		Report of the Chief Executive
Meeting on 11 April 2018							
Use of Civic Centre Accommodation by Third Party Organisation (Part II)	Cabinet	Corporate Support and Assets	Expenditure / Savings higher than £100,000	11 Apr 2018	Financial/Business Information		Report of the Planning Manager

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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