

CABINET

WEDNESDAY, 11TH JULY, 2018, 6.00 PM

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

AGENDA

1 Apologies for Absence

2 Minutes of meeting Thursday, 21 June 2018 of Cabinet

(Pages 3 - 8)

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.

Deputy Leader and Cabinet Member (Environment and Community)

4 Corporate Performance Report at the end of Quarter 4 (31 March 2018)

(Pages 9 - 20)

Report of Specialist Consultant attached.

Cabinet Member (Assets and Transformation)

5 Refurbishment of the Coach House, Hurst Grange Park

(Pages 21 - 30)

Report of the Director of Neighbourhoods and Development attached.

Cabinet Member (Finance)

6 Review of Discretionary Fees and Charges

(Pages 31 - 42)

Report of the Deputy Chief Executive (Resource and Transformation) updated by the Principal Management Accountant attached.

Heather McManus
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Cabinet Councillors Mary Green (Chair), Caroline Moon (Vice-Chair), Warren Bennett, Michael Green, Susan Snape, Karen Walton and Cliff Hughes

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

Forthcoming Meetings

6.00 pm Wednesday, 12 September 2018 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

MINUTES OF CABINET

MEETING DATE Thursday, 21 June 2018

MEMBERS PRESENT: Councillors Mary Green (Chair), Caroline Moon (Vice-Chair), Warren Bennett, Michael Green and Susan Snape

OFFICERS: Heather McManus (Chief Executive), Lisa Kitto (DCE (Resources & Transformation)), Jonathan Noad (Director of Planning and Property), Dave Whelan (Legal Services Manager/Interim Monitoring Officer), Jennifer Mullin (Director of Neighbourhoods and Development) and Dianne Scambler (Governance and Member Services Team Leader)

OTHER MEMBERS AND OFFICERS: Councillor Jane Bell, Councillor Colin Clark, Councillor William Evans, Councillor Paul Foster (Leader of the Opposition and Leader of the Labour Group), Councillor Keith Martin, Councillor Jacqueline Mort (Member Champion (Member Development)), Councillor Alan Ogilvie (Member Champion (Armed Forces)), Councillor Margaret Smith, Councillor Phil Smith, Councillor Michael Titherington (Deputy Leader of the Opposition and Deputy Leader of the Labour Group), Councillor Matthew Tomlinson and Councillor Graham Walton

PUBLIC: 4

1 Apologies for Absence

No apologies for absence were received.

2 Minutes of the Last Meeting

RESOLVED (Unanimously):

That the minutes of the meeting held on 11 April 2018 be approved and signed as a correct record.

3 Declarations of Interest

There were no declarations of any interests made at the meeting.

4 Property Investment Strategy

Further to Minute No. 57 of the meeting held on 6 December 2017, the Cabinet considered the report of the Director of Planning and Property which provided details of the revised Investment Property Strategy which had been produced following meetings with the Council's appointed advisers Lambert Smith Hampton Investment

Management (LSHIM). This report set out the investment matrix and the ground rules for LSHIM to find appropriate investments to meet the Council's aims.

An amendment to the report was submitted at the meeting to delegate the final approval to invest on any LSHIM's recommendations to the Section 151 Officer and Corporate Property Officer in consultation with the Cabinet Member for Assets and Transformation. The approval of any such investments would also involve the Cabinet Member for Finance.

Details on the development of two further complementary Investment Strategies, to support Economic Development/Regeneration and Housing were also provided within the report.

During the debate, Cabinet raised the following issues:

Although the Strategy presented last year had forecasted a target net annual shield of 5-8%, Members noted the target reduction of 4.5%. It was accepted that the rate of return has dropped from what was originally earmarked. This was primarily due to changes in the markets, particularly in relation to the retail sector.

The aim was to invest in long term investments in the context of the Treasury Management process, being mindful that investment was considered better than raising the Council's level of balances. There was a general consensus that the authority needed to make its reserves work more effectively.

Decision Made: (Unanimously)

That:

- (1) the Investment Property Strategy as set out in Appendix A of the report be approved; and
- (2) Delegate the final approval to invest on LSHIM's recommendation to Section 151 Officer and Corporate Property Officer in conjunction with the Cabinet Member (Assets and Transformation).
- (3) it be noted that two further complementary Investment Strategies were being developed to support Economic Development / Regeneration and Housing and would be considered at a future Cabinet meeting.

Reasons for Decision:

The Council identified investment in commercial property as an opportunity to increase its income whilst protecting its capital in its Budget for 2017/18. An Investment Strategy and appropriate governance framework was developed and agreed at the Cabinet meeting on 6 December 2017. At that meeting it was agreed to procure specialist advice and LSHIM were subsequently properly procured and appointed in March 2018.

LSHIM met with Council officers to establish a common understanding of the opportunities that could be available and the practical challenges that would need to be addressed to meet the potentially tight timescales for decisions. On 25 April 2018, the Managing Director of LSHIM, held workshops at the Civic Centre with Members of the Cabinet and the Asset Working Group outlining the staged approach to identifying and selecting investment opportunities. The Investment Strategy had

been revised following those workshops and identified potential opportunities and progression to investment

Alternative Options Considered and Rejected:

This was one investment strategy identified for sustainable income. Other investment opportunities have been identified and funded through the Council's 5 year Capital Strategy.

5 First Phase of Campus Programme

Further to Minute No. 90 of the Council meeting held on 28 February 2018, the Cabinet considered the report of the Director of Neighbourhoods and Development which provided details of the initial first phase works of the Campus Programme, the predicted expenditure in 2018/19 and the preferred procurement route for the leisure element of the Leyland Campus.

During the debate, the Cabinet raised the following issues:

A feasibility study of the playing pitches at Penwortham Holme Recreation Centre identified the need for adequate drainage to allow them to be accessed throughout the winter months. Although concerns were raised about the impact of this work in an area that is liable to flooding, it was thought that the new and improved drainage would restore the pitches to previous conditions and allow for substantially more use of the site during the playing season. The Environment Agency proposals to deliver a flood defence scheme to protect Preston and South Ribble from future flooding was also noted.

The appointment of a Programme Director for the Campus Programme would oversee the whole programme of works and take a specific lead on the new build projects. It was anticipated that this position would be a part time post and discussions with Sport England were currently underway to share the costs of this appointment.

In response to questions raised at the meeting, the Director of Planning and Property updated Cabinet on the work that had been undertaken on the West Paddock Masterplan and the Chief Executive reported that a report on a Playing Pitches and Sports Strategy would be brought to a future meeting of Cabinet.

Decision Made: (Unanimously)

That:

- (1) approval be given to the schedule of works described in section 6 of the report including Project Management, Green Infrastructure (Green links identified in Appendix C for 2018/19), Existing Built Assets, Leisure Facility and Sports Pitch Hub which are within the approved Capital Strategy and to the expenditure been incurred on those schemes;
- (2) the procurement route for developing the leisure element of the Leyland Campus be endorsed and approval be given to the procurement of the development team via a single source, direct award framework as described in Section 6.5. (Pagabo/perfect Circle Framework) of the report; and

- (3) approval be given to the commencement of work on the Leyland Campus Master Plan including public consultation which will then be submitted to Planning Committee at a later date.

Reasons for Decision:

The Council approved the Capital Strategy on 28 February 2018 and the development of campuses was a key element of the Health and Wellbeing priority within that Strategy. Cabinet approval was required for the detail within the overall Strategy to allow expenditure to be incurred in 2018/19 and progress to be made.

The appointment of a development team for the leisure element of the Leyland Campus was essential to move the project forward. Without this the project and hence the whole programme would stall. The single source direct award from a framework was the best route for the Council to secure the wide range of services required. This route would ensure compliance with Official Journal of European Union (OJEU) procurement process, secure best value and enable the Council to move forward. This route would also build in flexibility for the Council to adjust the resources required as the project evolves.

Alternative Options Considered and Rejected:

The report defined the priorities for spending in 2018/19. Other packages of work have been identified and would come forward as further funding was released.

6 South Ribble Borough Council Budget Out-turn Report 2017/18

The Cabinet considered the report of the Interim Deputy Chief Executive (Resources and Transformation) which provided details of the 2017/18 Budget Outturn position in relation to both revenue and capital expenditure. The report had previously been considered by the Governance Committee on 29 May 2018 together with the Council's core financial statements that were produced as part of the Council's draft Statement of Accounts. These were available on the Council's website in accordance with statutory requirements and to meet the earlier statutory deadline of 31 May 2018.

The Council's end of year accounts had been finalised and showed an underspend of £0.770m against the original annual budget of £13.482, representing 5.7%. The reserves at the end of the year reflected some decisions that were made as part of the budget setting process which had resulted in the creation of some new reserves and had consolidated some existing reserves. Members were asked to note the level of reserves with a view to utilising the in-year underspend of £0.770m differently.

During the debate, the Cabinet raised the following issues:

It was noted that income collection levels were good, performance continues to be strong with a slight increase in the Council Tax Collection Rate (0.07%). Although the interest on investment figures were down in comparison to 2016/17, this was in line with market factors and was still compared favourably with external benchmarks for investment returns.

The Business Rates Retention pooling arrangements that the authority had entered into with the wider Lancashire Councils continues to be beneficial with the Council by attaining an additional levy of £1.1m which was reflected in the annual budget.

In response to a member of the public it was explained that the year-in underspend was made up of a number of variances that included employees and premises costs.

Decision Made: (Unanimously)

That:

- (1) the contents of the report and appendices be noted;
- (2) the final out turn position of £0.770m underspend against the original revenue budget of £13.482m and the key variances be noted;
- (3) the final out turn position on the capital budget of £0.597m underspend against an annual budget of £2.774m be noted;
- (4) the financing of the capital programme for 2017/18 be noted and approval be given to the carry forward of £0.402m of capital re-phasing into 2018/19 as outlined in this report;
- (5) the end of year position on reserves as a result of the out turn position and the contributions to and withdrawals from these reserves be noted;
- (6) the Council be recommended to give approval to the underspend being utilised to support other key projects or initiatives; and
- (7) approval be given to the development of a wider investment strategy in light of the level of balances.

Reasons for Decision:

The report sets out the final position for the Council in relation to its 2017/18 revenue and capital budget. The report supports the statutory accounts that are also being presented to the Governance Committee in accordance with statutory requirements. These accounts have to be signed by the Chief Finance Officer by 31 May 2018 which is one month earlier than has previously been required.

Alternative Options Considered and Rejected:

None.

7 Temporary Suspension of Fees and Charges for Domestic Rat and Mice Treatments

The Cabinet considered the urgent report of the Director of Neighbourhoods and Development which sought approval to temporarily suspend the current charges for domestic rat and mice treatments offered to the Borough by the Council's Pest Control Service until 11 July 2018, when a full Fees and Charges Report would be presented for Cabinet approval.

During the debate the Cabinet raised the following issues:

The safety of residents was considered to be of the utmost importance and the Cabinet had taken on board their concerns. It was recognised that the recent decision to charge for this service, had impacted adversely on the community and the Cabinet were minded not to continue with the domestic charge for rat and mice treatments on a permanent basis.

The Cabinet wanted to be clear that this was not about staff underperforming. Since the new charge had been introduced there had been a significant decrease in requests for the service. The Pest Control team had worked hard to increase service delivery to business customers and assurance was sought that the team had the capacity to manage the expected increase in domestic requests upon suspension of the charges.

Decision Made: (Unanimously)

That Cabinet agree to the temporary suspension of the domestic fees and charges for rats and mice until the 11 July 2018 when a Fees and Charges Report will be presented to Cabinet for approval.

Reasons for the Decision:

The new fees and charges for domestic rodent treatments have applied for the last nine months. Since the introduction of the charges, there has been a significant decrease in the number of treatments to residential properties.

Alternative Options Considered and Rejected

Maintain the fees and charges until 11 July 2018 when a full report can be presented to Council detailing all available options and the likely impact.

Chair

Date



REPORT TO	ON
SCRUTINY COMMITTEE CABINET	28/06/2018 11/07/2018

TITLE	PORTFOLIO	REPORT OF
Corporate Performance Report at the end of Quarter 4 (31 th March 2018)	Deputy Leader	Specialist Consultant

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

This report provides an overview of performance against the Council's Corporate Plan for 2017-18 at the end of the fourth quarter i.e. the end of March 2018.

A 'year-end' Annual Report will be reported to Full Council at its meeting on 25th July 2018.

2. PORTFOLIO RECOMMENDATIONS

It is recommended that:

- i. Members note performance at the end of Quarter 4 shown at **Appendix 1**
- ii. Members note the corporate risks and the controls that have been in place to mitigate risks in 2017-18 as identified in the Corporate Risk Register shown at **Appendix 2**.

3. CORPORATE PRIORITIES

The report relates to all of the former corporate priorities as shown below. Performance reports for 2018-19 and beyond will be aligned to the council's new 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

The Corporate Plan for 2017-18 contains a number of outcomes and activities for delivery in 2017-18. This report provides an update at the end of Quarter 4 for members' consideration.

Performance reports for each quarter are considered by the Council's Leadership Team and for Quarters 2, 3 and 4 by the Cabinet and the Council's Scrutiny Committee. An annual report on performance at the end of Quarter 4 will also be submitted to Full Council.

5. PERFORMANCE AT THE END OF QUARTER 4

The performance report for the final quarter of 2017-18 is attached at **Appendix 1**. This includes a suite of key performance indicators and is structured as follows:

Our money: income and expenditure

Our people: sickness absence, vacancies and health and safety

Our customers: resident satisfaction, complaints and responding to telephone calls

Our priorities: measures from the Corporate Plan for each of the four former corporate priorities

Corporate Plan activities: an overview of progress against the activities identified in the 2017-18 Corporate Plan

The Corporate Risk Register for 2017-18 is attached at **Appendix 2** for members to review. This has now been superseded by a new Corporate Risk Register for 2018-19 and as such shows the position at the end of the 2017-18 financial year.

5.1 OVERVIEW OF PERFORMANCE

5.1.1 Performance Indicators

The attached Q4 Performance Report (**Appendix 1**) shows a total of 34 performance indicators. Of these indicators, 14 show an improvement in performance, 3 remain the same, 6 have worsened, and 11 do not have comparable data at this time.

A commentary in relation to those measures that are worsening is provided as 'exceptions' under each of the corporate priorities in the following sections of the report.

5.1.2 Corporate Plan Activities

There are 27 activities that fall within the Council's four Corporate Priorities, and of these 23 have been completed on-time and 4 are off-track (amber) due to circumstances beyond our control. The full list of these Corporate Plan Activities can be found in the attached Performance Report (**Appendix 1**).

A commentary in relation to the activities that are not on track is provided as 'exceptions' under the relevant corporate priority in the following sections of the report.

5.2 CORPORATE PERFORMANCE INDICATORS

5.2.1 Our Money

Of the three measures in this category, one has improved, one is provided for context only and one shows a slight deterioration in performance.

The percentage of council tax collected has improved slightly (by 0.07%) whereas the percentage of business rates collected has decreased slightly compared to the previous year (by 0.08%).

Performance on both collection measures is slightly below the national district council average for 2016-17 but are above average collection for Lancashire district councils and all councils nationally.

5.2.2 Our People

Of the five measures in this category, three have improved, one is provided for information only and there is no data for one measure.

Staff sickness absence has improved from last year, although performance is still slightly below the national average. There were no reportable HSE incidents in Quarter 4.

Data on statutory and mandatory training is currently being collected but we do not yet have a complete picture to report this. When available, this will be used as a baseline for future reporting.

5.2.3 Our Customers

Of the four measures in this category, three have worsened and one has no comparable data.

Data in relation to resident satisfaction with the way the Council runs things (and a number of other resident satisfaction measures in this report) have been reported previously. New data for these measures will not be available until after the planned annual residents' survey to be undertaken in September 2019.

Performance in relation to answering telephone calls in Gateway has worsened this quarter in comparison to the same time last year with 49% answered within 60 seconds in Q4 compared to 54% in Q3. This is a result of a significant increase in call volumes arising as a result of the introduction of green waste charges.

The number of complaints has also increased from nine to 19 from the same time last year. This is thought to be related to the introduction of a new feedback policy in late 2017 and awareness training for staff which has resulted in complaints being routed through the official system which previously may have been unrecorded.

Despite this apparent increase in Q4, the total number of complaints this year compared to last has reduced from 46 in 2016-17 to 40 in 2017-18 and the Council received significantly fewer complaints in 2017-18 than the 2016-17 national average of 60.

The measure relating to Ombudsman complaints is an annual one that was reported in the Q2 performance report. Up to date data for this measure won't be available until the end of Q1 of 2018-19 as it is taken from the Ombudsman's Annual Report. However, we can report that nine complaints were made to the Ombudsman in 2017-18. This data is as yet un-validated and we do not have any validated data to show the percentage of those complaints that were upheld as some are still ongoing.

5.3 STRONG AND HEALTHY COMMUNITIES

5.3.1 Performance measures

The table below shows the number of key performance measures that are improving, static or worsening at the end of Quarter 4.

No. of measures	No. improving	No. worsening	No. the same	No. with no comparable data or contextual data only
5	3	0	0	2

5.3.2 Key achievements to note

- ❖ The number of visits to leisure and health facilities in the borough has increased from 171,308 in Q3 to 202,852 in Q4. The attendance figures fluctuate according to season, and although this does show an increase, this is nevertheless a reduction of 2,500 visits compared to the previous two year average. This is likely to be attributable to poor weather conditions resulting in a number of football pitches being closed for longer periods during the playing season (a national issue) and in particular no activity currently taking place at Penwortham Holme Recreation Centre.
- ❖ There has also been an increase in the number of children participating in school and out of school sports and activities. The increase in numbers was largely due to our Healthy Schools Challenge and Test programme. During that period the sports development team provided movement skill tests on over 2,000 young people.

5.3.4 Corporate Plan activities

The table below shows the number of corporate plan activities that are on target at the end of Quarter 4.

No. of activities	No. on target	No. off target
6	6	0

5.3.5 Key achievements to note

- ❖ All actions in our annual safeguarding action plan were completed within the agreed timescales
- ❖ For the 'New Open Space, Play, Sports and Recreation Study', a tender process has been undertaken, consultants have been appointed, the process has commenced and expected completion is early October 2018.
- ❖ South Ribble Community Leisure Trust has developed a 'draft' Sport and Physical Activity Strategy (which is currently out for final consultation) to support growth in participation in physical activity and sport, wellbeing and active travel.
- ❖ The Equality Objectives have been reviewed.
- ❖ My Neighbourhood plans have been developed for 2018-19 with input from local communities. Projects to be delivered include new schemes, such as Church Road Garden in Bamber Bridge, refurbishment of Lostock Hall War Memorial and Dale Avenue Pond in Longton. Existing schemes which have been successful are being evolved and expanded, for example Penwortham Live community music festival and South Ribble in Bloom. Volunteering opportunities continue to be promoted throughout the year, particularly around supporting welcome cafés, as part of our reducing loneliness and social isolation work.

5.4 CLEAN, GREEN AND SAFE

5.4.1 Performance measures

The table below shows the number of key performance measures that are improving, static or worsening at the end of Quarter 4.

No. of measures	No. improving	No. worsening	No. the same	No. with no comparable data or contextual data only
5	0	0	3	2

5.4.2 Key achievements to note

- ❖ Throughout 2017-18 the waste team has maintained an exceptional standard of only 0.02% missed domestic waste bin collections. Roughly 100,000 bins are collected each week, and on average only 20 bins are missed.

5.4.3 Corporate Plan activities

The table below shows the number of corporate plan activities that are on target at the end of Quarter 4.

No. of activities	No. on target	No. off target
5	4	1

5.4.4 Key achievements to note

- ❖ Mobile technology is now being used in both neighbourhoods and environmental services.
- ❖ Retention of the Green Flag Award for Worden Park in Leyland for 21 years consecutively, one of only six parks in the country to achieve this.
- ❖ Completion of boardwalk decking around Fish Pond area at Worden Park.
- ❖ Restoration of the historic Vine House within the walled garden at Worden Park.
- ❖ Restoration of the Herbaceous Border on the Formal Gardens at Worden Park.
- ❖ Refurbishment of the Arboretum at Worden Park. The first phase of the planting was carried out in March 2018, with the second phase taking place later in the year.
- ❖ Communities continue to be encouraged to hold ‘clean-up’ events in their local hotspots. The annual Great British Clean Up in March included litter picks across the borough and a number of litter picks, with a focus on plastics took place in May, including along the River Ribble Estuary, Withy Grove and Walton Park. Members are being trained to lead litter picks, adding capacity to weekend clean ups.
- ❖ The Central Parks master plan was adopted by the Planning Committee in July 2017
- ❖ Phase 2 of St Catherine’s park is substantially complete and we are planning a grand opening as soon as the grass has re-established.

5.4.2 Exceptions to note

- ❖ The overarching strategy for parks, open spaces and sports pitches is closely linked to the development of the new health, wellbeing and leisure campus model being brought forward in 2018-19 and couldn’t therefore be developed in isolation in 2017-18.

5.5 STRONG SOUTH RIBBLE IN THE HEART OF A PROSPEROUS LANCASHIRE

5.5.1 Performance measures

The table below shows the number of key performance measures that are improving, static or worsening at the end of Quarter 4.

No. of measures	No. improving	No. worsening	No. the same	No. with no comparable data or contextual data only
7	3	2	0	2

5.5.2 Key Achievements to Notes

- ❖ The 'A Place to Live' programme has brought three properties (nine units) back to use this year, in comparison to the two properties (five units) last year
- ❖ City Deal has led to another 7.17 jobs being created in South Ribble in Quarter 4 which is a slight increase from 7 jobs created in the previous quarter.

The quarterly job creation figures through BOOST, which are reported through City Deal, showed a downward trend during the year 2017-2018. The main cause of the downward trend during the last year from 23 in Q1 to 7.17 in Q4 was primarily due to the Lancashire Business Growth Fund programme ending, resulting in no further outputs. However an uplift is expected in BOOST jobs between now and the end of 2018 as Growth Support and Growth Mentoring focus on outcomes.

Additional job figures will be calculated for City Deal outputs based on new commercial floor-space completions on City Deal sites such as Cuerden and on capital investment in infrastructure but these will only be measured annually and cannot be disaggregated to South Ribble.

5.5.3 Exceptions to note

- ❖ The amount of external funding secured by South Ribble Businesses through the Lancashire Growth Hub has significantly decreased from quarter 3, from £36,600 to £4,825. However, it is difficult to predict trends associated with this across such a short period of time, as it is dependent on when businesses submit their applications to the grant panel.
- ❖ The proportion of empty properties brought back into use is an annual measure that was reported in the previous quarter. Although performance between 2016-17 and 2017-18 worsened slightly, it is nevertheless well above the latest available national average figure.

5.5.4 Corporate Plan activities

The table below shows the number of corporate plan activities that are on target at the end of Quarter 4.

No. of activities	No. on target	No. off target
6	3	3

5.5.5 Key achievements to note

- ❖ Work has started on the Cuerden Strategic Site with tree clearing and site preparation well underway. The temporary construction access has also been completed.
- ❖ The year-end housing completions figure has increased from the previous financial year. Work is ongoing with Homes England on accelerated construction and scoping work for SRBC's own home build project is now underway.

5.5.6 Exceptions to note

- ❖ The work on the master plans for Penwortham, Lostock Hall and Leyland is underway but has been delayed due the brief being amended at a City Deal level and the appointed consultants taking longer than envisaged to complete the work. Work has started on scoping a Penwortham Master Plan which is linked to work on the Penwortham Bypass.
- ❖ Phase 2 of Bamber Bridge Regeneration is now on site and due for completion late summer. Program slippage due to LCC site commitments elsewhere – All SRBC Programme requirements have been met on time (i.e. Leyland Landmarks, Bobby the Horse installed in October 2017).
- ❖ Year 2 of the Housing Framework has largely been delivered except for Extra Care. This is due to funding being withdrawn by Lancashire County Council on Extra Care projects. Officers in Housing and Planning services are discussing opportunities for the market to deliver such a development instead. A new Housing Framework was also adopted in January 2018 which refocuses the Council’s aspirations for housing.

5.6 EFFICIENT, EFFECTIVE AND EXCEPTIONAL COUNCIL

5.6.1 Performance measures

The table below shows the number of key performance measures that are improving, static or worsening at the end of Quarter 4.

No. of measures	No. improving	No. worsening	No. the same	No. with no comparable data or contextual data only
5	3	0	0	2

5.6.2 Key achievements to note

- ❖ There has been an increase in the total rent roll for existing property assets and investments since Q3. This is a result of new lettings from the Department for Work and Pensions (DWP) and for Units 1 & 2 Momentum Business Park. The increase equates to £29,366 additional rental income in a full year of which two months additional income (c£5,000) was received in 2017-18. There was however an overall shortfall in income against the 2017-18 budget mainly as a result of the write-off of debts from previous years.
- ❖ There has been an increase in self-serve options for residents to improve both convenience and efficiencies. This quarter saw the number of self-serve options increase by one from 58 to 59. The number of forms available for self-service are also showing an increase because of additions in relation to the green waste bins.

5.6.3 Corporate Plan activities

The table below shows the number corporate plan activities that are on target at the end of Quarter 4.

No. of activities	No. on target	No. off target
10	10	0

5.6.4 Key achievements to note

- ❖ All activities in the Corporate Improvement plan have been delivered and the recent Peer Review re-visit acknowledged the significant amount of progress we have made. Further work is ongoing with the Improvement Reference Group to address remaining challenges.
- ❖ Arrangements are in place to commission an annual residents survey to enable the Council to monitor progress from the baseline in 2017. We are also now using LGInform (a Local Government Association system) to inform decisions and have made ward profiles from this available for all members on Councillor Connect. Data from this system and the 2017 residents and business surveys were used to develop the Council's new corporate priorities and corporate plan.
- ❖ The Council has approved an Investment Property Strategy and appointed LSH Investment Management (LSHIM) as professional advisers. As a result, investment opportunities are now being sourced. DWP has also moved into the Civic Centre and opportunities are being explored with other organisations in relation to other vacant space in the building. In addition, Transformation funding has been approved for improvements to the workshop at the Depot to increase commercial use to generate income and to reduce expenditure on external servicing of council vehicles.
- ❖ This year, we have worked with Chorley Council to agree the next stage of shared services and have also worked with a range of partners to develop new business models. This includes working with the Department of Work and Pensions to accommodate a move into the Civic Centre in February to facilitate closer working arrangements (as referenced above).

The Community Safety Partnership has also been developing new business models to facilitate a more collaborative approach to working with residents, community groups, businesses and other public sector agencies to improve communication, share data and intelligence and co-design services to meet local needs. Specific examples include a new model to address organised crime through disruption activities and the development of an Integrated Early Action Team to work with vulnerable adults and families at an early stage to prevent the need for statutory intervention.

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

Consultation on resident satisfaction took place in February 2017 and the outcome of that consultation has provided the data for a number of the performance measures set out in this report. A further survey will be carried out in 2019 to inform future performance reports.

7. OTHER OPTIONS CONSIDERED

As this is a routine performance report, other options are not relevant.

8. FINANCIAL IMPLICATIONS

There are no financial implications arising from the recommendations in this report.

9. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

There are no human resources or organisational development implications arising from the recommendations in this report.

10. ICT/TECHNOLOGY IMPLICATIONS

There are no ICT or technology implications arising from the recommendations in this report.

11. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

There are no property and asset management implications arising from the recommendations in this report.

12. RISK MANAGEMENT

The Corporate Risk Register at the end of Quarter 4 shows sixteen risks with a residual risk rated as green and four with a residual risk rated as amber. There are no risks with a residual risk rating as red at the end of the quarter.

This is for information only, as a new corporate risk register (approved by Council in February 2018) is in place for 2018-19.

Six of the risks in the 2017-18 Corporate Risk Register are also included in the 2018-19 Corporate Risk Register.

13. EQUALITY AND DIVERSITY IMPACT

There is no impact on equality and diversity arising from the recommendations in this report.

14. COMMENTS OF THE STATUTORY FINANCE OFFICER

The report is for information and therefore there are no direct financial implications as a result of the recommendations in this report. The implications of the Council's financial performance in 2017-18 against the budget forecasts are detailed in the 2017-18 Budget Out-turn report to Governance Committee in May 2018.

15. COMMENTS OF THE MONITORING OFFICER

There are no direct legal implications arising from the recommendations in this report.

16. RELEVANT DIRECTORS RECOMMENDATIONS

It is recommended that:

- iii. Members note performance at the end of Quarter 4 shown at **Appendix 1**
- iv. Members note the corporate risks and the controls that have been in place to mitigate risks in 2017-18 as identified in the Corporate Risk Register shown at **Appendix 2**.

17. BACKGROUND DOCUMENTS

- ❖ Corporate Plan 2017-18
- ❖ South Ribble Borough Council Budget Out-turn Report 2017-18 (Governance Committee 29th May 2018)

Appendix 1: Quarter 4 Performance Report

Appendix 2: Corporate Risk Register

Leadership Team Member's Name: Joanne Platt

Job Title: Specialist Consultant

Report Author:	Telephone:	Date:
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REPORT TO	ON
CABINET	11 July 2018



TITLE	PORTFOLIO	REPORT OF
Refurbishment of the Coach House, Hurst Grange Park	Assets and Transformation	Director of Neighbourhoods and Development

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 seeks Member's approval to apply for external funding from the Heritage Lottery Fund for the improvement of the Coach House building at Hurst Grange Park, Hill Road, Penwortham.

2. PORTFOLIO RECOMMENDATIONS

- 2.1 That Cabinet agree the compiling and submission of a funding bid to the Heritage Lottery Fund based on Option E of the attached Options Appraisal.

3. CORPORATE PRIORITIES

- 3.1 The report relates to the following corporate priorities:

Excellence and Financial Sustainability	
Health and Wellbeing	X
Place	

Projects relating to People in the Corporate Plan:

People	
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4. BACKGROUND TO THE REPORT

- 4.1 Hurst Grange Park is the principal park within Penwortham and has been awarded the Green Flag Award annually since 2005. The Coach House within the centre of the park has been identified for a number of years as requiring repairs/restoration and having the potential to provide a range of visitor facilities within the park increasing the potential length of visitors' stay and allowing for improved interpretation of the site's landscape, wildlife and history. The building and wider park is recognised as a strategic point on the Green Links Strategy, part of the Campus Project of the Council's Corporate Plan and it is expected that demand for

facilities on site will increase further when the network becomes fully operational over the coming years.

- 4.2 The Friends of Hurst Grange Park have occupied the building in partnership with the council for over a decade and have been working to raise both funds and the profile of the building.

In 2017 the Friends Group were successful in obtaining a Resilience Grant of £15,000 from the Lottery in order to engage a consultant to provide options for the building's improvement and reuse and carry out consultation on those options.

Three of the options for the building's improvement were provided to an architect who has provided cost estimates for the work that would be required.

5. PROPOSALS

5.1 History of the Building

Hurst Grange Coach House dates back to the 1850s at a time when the park formed the grounds of the Hurst Grange estate. The large house was demolished in the late 1930s leaving only the Coach House in the centre of the park and the gate house on Hill Road (now in private ownership). Although the lodge is not currently on the List of Buildings of Special Architectural or Historic Interest maintained by Historic England, the Lodge is included on The Penwortham List of Buildings/Structures within the town which contribute to the local character and distinctiveness of the Town of Penwortham (Appendix 7 of the Penwortham Town Neighbourhood Development Plan 2016-2026).

Originally sited next to the main house in the centre of the estate, the coach house was designed and built to be an attractive building when viewed from the eastern side (where the main drive to the house arrived). However, this elevation has been disfigured by the addition of a garage extension in the 1960's and this modern extension is now the most visible façade of the building across the park, detracting from the once attractive architectural design.

The Coach House has had a number of uses over recent decades including a Parks Department depot and base for the Scouts. Currently, the building is primarily occupied by the Friends of Hurst Grange Park and used as a base for their work parties and public events.

5.2 Possible Future Uses

It is aimed to improve the building to conserve and restore the historic fabric and also provide facilities within the building allowing park visitors to remain on site longer and to add value to their visit. Proposals have included toilets and possibly a visitor centre and small catering outlet.

Enquiries are received by the council and Friends Group from individuals and organisations asking if the building, or a room within, is available for hire. The building has the advantage of being surrounded by the green space of the parkland which makes it an attractive venue for a range of events. A number of organisers of existing events within the park have also requested use of part of the building as a base should the weather be inclement. At present the condition of the building limits the amount of public access that can be facilitated and therefore, only external events are possible, generally in the summer months when the weather is better.

The future use and management of the building would need to ensure its long term financial sustainability. A mix of community facilities with an element of commercial activity (room hire opportunities and a small catering outlet, for example) would provide amenities to improve the experience of visitors to the park whilst also providing an income to offset the

ongoing running costs of the building. It is aimed to staff the building by way of new occupiers such as the suggested small catering outlet along with a group of volunteers in a similar way to the visitor centre at Longton Brickcroft Nature Reserve.

5.3 The Options Appraisal

The proposals drawn up by the consultants identified 10 potential options for the building ranging from doing nothing to full restoration, with commercial and residential use options also considered. Due to the local historic importance of the building, demolition was not included as one of the options. The majority of options suggested a mix of flexible uses for the building with the addition of toilets that would be accessible to the public when the building was open. There is lack of Community use premises in the local area which has been exacerbated by the closure of St Mary's Church Hall. Following consultation on the options, an architect was engaged to provide more detailed drawings for the building and cost estimates from a quantity surveyor for three of the options proposed by the consultant.

- Option E – This was the most popular option at the consultation and included improving the building providing activity/meeting space, space for a small tea room and toilets on the ground floor. This option also includes a glazed canopy over the rear courtyard to provide an open but more sheltered space that would be more usable in the winter months. The 1960's garage extension would be removed allowing restoration of the building's front façade. This option has an estimated cost of £446,000.
- Option G – This was the second most popular option and includes everything in option E above with the addition of first floor meeting/office space on the southern side of the building. This option would require the installation of a staircase that would take up the majority of the central lobby area of the building. This option has an estimated cost of £460,000.
- Option C2 (ii) – This option was considered a fall-back position should an external funding bid be unsuccessful and would include repairs only to the original fabric of the building with no additional improvement to existing facilities. The modern garage extension would be retained and fitted out as space for a small tea room. This option has an estimated cost of £265,000.

5.4 The Proposed Heritage Lottery Fund (HLF) Bid

The current HLF grants programme includes a Heritage Grant (£100,000 - £5,000,000) that would be suitable for the proposed improvements to the Coach House building. The application process consists of 2 competitive stages with the last Stage 1 deadline for the current funding programme being on the 16th August 2018.

The HLF would assess the application by December 2018 and if the bid was successful at Stage 1 the plans would be worked up during a 'development phase' and resubmitted following Cabinet approval at Stage 2 within 24 months of the Stage 1 decision. If the bid was successful at Stage 2 the works would be able to proceed in the 'delivery phase'.

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

- 6.1 As part of the work by the consultant employed by the Friends of Hurst Grange Park and funded by the Resilience Grant applied for by the group, consultation was carried out with a range of residents, groups, organisations and park visitors to discuss potential options for the future of the building. These findings of the consultation sessions are available in the Stakeholder Engagement Report (available separately).

7. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 7.1 A range of options for the future use and improvement of the building were considered and consulted upon, the results of which have been presented in the Options Appraisal Summary (attached) and the Options Appraisal Report and Stakeholder Engagement Report (available separately).

8. FINANCIAL IMPLICATIONS

- 8.1 Based on current estimates, the cost of the works would be £460,000 of which the council would need to make a match funding contribution of 5% equating to £23,000. This council has already earmarked £50,000 to support the park and assets within it and, in addition to this, the Friends group has raised £16,000. The match funding requirement would be a first call on these budgets.

9. LEGAL IMPLICATIONS

- 9.1 The project would be subject to the terms and conditions of any grant awarded by the Heritage Lottery Fund.
- 9.2 The terms and conditions would restrict the Council's ability to use the building for the duration of the Heritage Lottery Fund conditions.
- 9.3 The Council has the power under Section 19 Local Government (Miscellaneous provisions) Act 1976 to provide inside or outside its area recreational facilities as it thinks fit.
- 9.4 The Council has power to enter into the funding agreement and to undertake and implement the project under Section 1 Localism Act 2011 (the general power of competence).

10. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

- 10.1 None anticipated for the submission of a funding bid.

11. ICT/TECHNOLOGY IMPLICATIONS

- 11.1 None anticipated for the submission of a funding bid.

12. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

- 12.1 The property is currently in a deteriorating condition, therefore 'do nothing' is not considered to be an option, a long term strategy is required to protect its future as an integral factor in the park's Green Flag status, supporting the Council's Green Links Strategy.
- 12.2 Securing HLF funding would enable the asset to be significantly improved, bringing into use by the wider community, and potentially commercial occupiers which in turn would give rise to future revenue costs in respect of building management and maintenance. It is anticipated that at Stage 2 in the process (see paragraph 5.4) when detailed plans are re-submitted, detailed appraisal of revenue costs will be undertaken, including those associated with building management, reactive and planned maintenance, in addition to potential income generation projections. A further detailed report will be provided for consideration by Cabinet if the bid is successful at stage one before the Stage 2 application is submitted. This will ensure that members are aware of all financial implications when deciding on whether to progress to Stage 2 of the process.

The Friends Group currently 'occupy' the property on a licence basis, this will be reviewed as soon as possible to ensure that all parties are adequately protected, and any associated risks addressed. With regard to future management arrangements, the Friends Group have advised that the majority of the existing membership are not currently able to increase their management responsibilities, by way of a long lease of the building 'post refurbishment' for

example. Moving forward, it is aimed to attract additional members who can volunteer time assist with staffing the refurbished building in addition to any other occupiers such as the operators of a small catering outlet, for example.

- 12.3 Consequently it is envisaged that any visitor facilities provided within the building may be managed along similar lines to the situation at Longton Brickcroft where the day to day management and caretaking of the building is carried out by the Council with a group of volunteers assisting with staffing a visitor centre or similar. In any event all occupational and/or management agreements will be appropriately documented and managed to ensure all parties are adequately protected.
- 12.4 Should the funding bid be unsuccessful, capital provision for refurbishment could be reflected in the MTFs as the project clearly supports delivery of key projects identified in the Corporate Plan.

13. RISK MANAGEMENT

- 13.1 The HLF's current funding programme comes closes to new applications after August 16th 2018. The funding programme for 2019 onwards is currently undecided.

There is a risk that a funding bid to the HLF may not be successful and therefore alternative funding would have to be sought to allow the project to proceed.

The building is currently in a generally poor condition and little of the internal space is currently useable. Without a robust strategy for funding the building's future restoration and improvement, the building's condition is likely to decline attracting adverse comment regarding he decline of this locally important historic building.

14. EQUALITY AND DIVERSITY IMPACT

- 14.1 The submission of a funding bid to the HLF is not considered to have any negative equality and diversity impacts.

15. RELEVANT DIRECTORS RECOMMENDATIONS

- 15.1 Cabinet are asked to approve the submission of a stage one bid to The Heritage Lottery Fund.

16. COMMENTS OF THE STATUTORY FINANCE OFFICER

- 16.1 The requirement to provide match funding of up to £23,000 can be met from available funding. Should the bid continue to stage 2, a broader financial assessment will be carried to ensure the full costs, including any ongoing revenue costs, are fully quantified and considered in the context of the council's medium term financial strategy at that time. At this stage, there is no commitment on the council or its financial resources.

17. COMMENTS OF THE MONITORING OFFICER

Please see legal implications section for full details but we would be acting within our powers if we were to proceed as suggested.

18. BACKGROUND DOCUMENTS

Hurst Grange Coach House Options Appraisal Report
Hurst Grange Coach House Stakeholder Engagement Report

21. APPENDICES

Hurst Grange Coach House Options Appraisal Summary

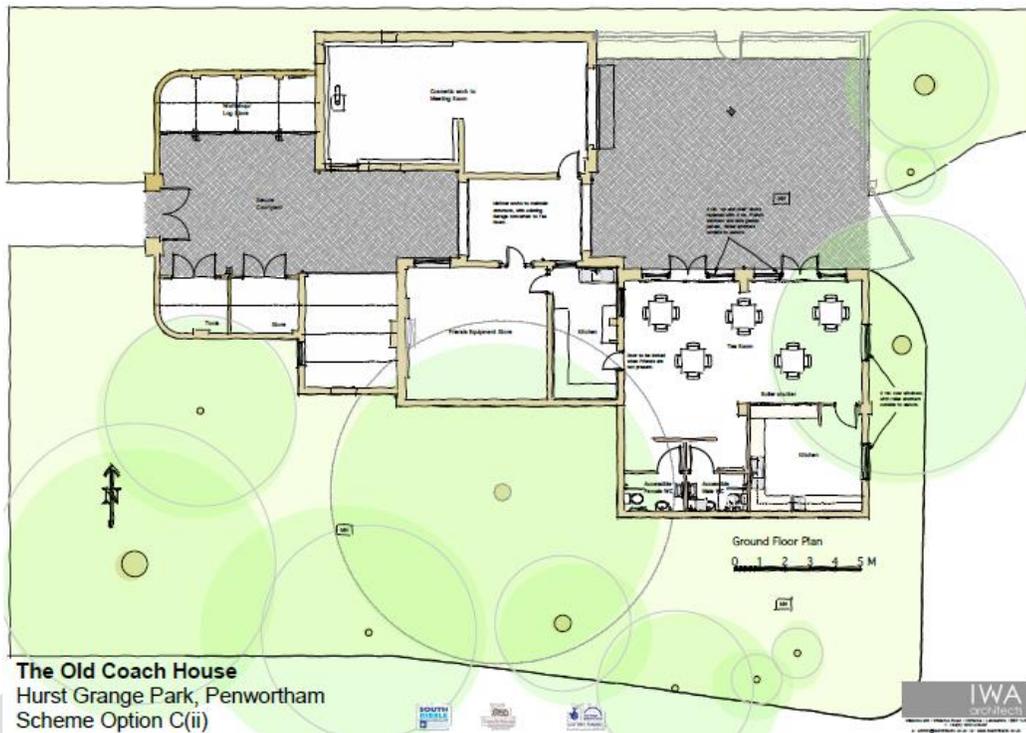
Jennifer Mullin
Director of Neighbourhoods & Development

Report Author:	Telephone:	Date:
Andrew Richardson Assistant Director of Neighbourhoods	01772 625674	

Design Options for Coach House – and votes each option received

Options A, B and C – no plans- building remains ‘as is’ – no action or repairs only. **0 VOTES, 1 VOTE and 5 VOTES respectively**

Option Cii – Assumes no lottery finding, converts garage to tea-room, enough repairs to rest of structure to make safe but not full restoration. **13 VOTES**



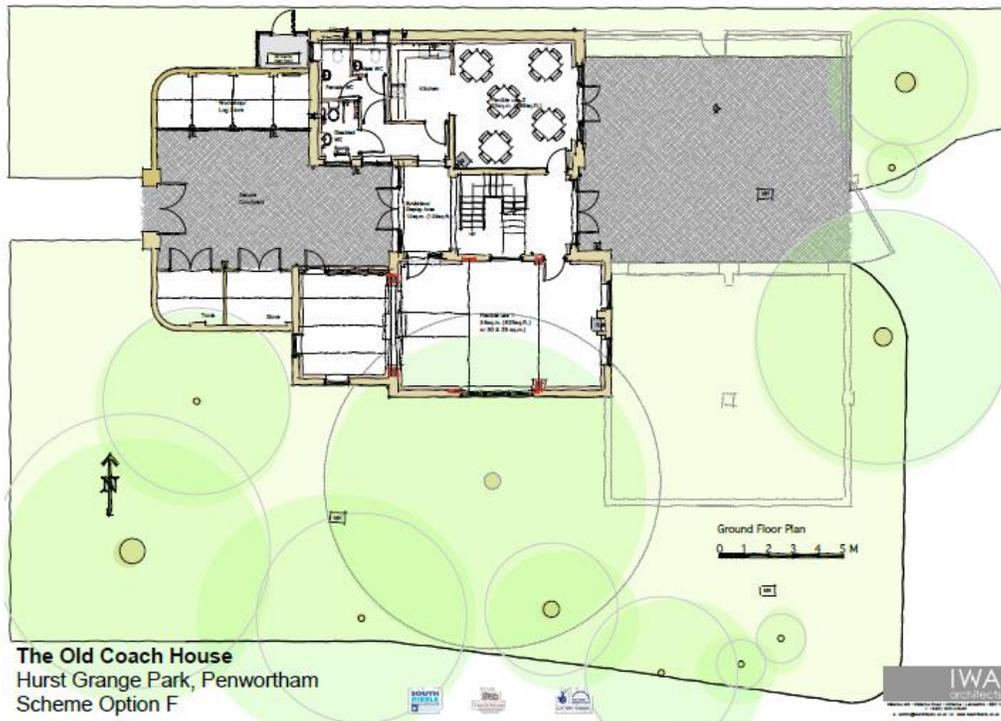
Aerial view Looking South, showing retained garage converted to Tea Room.

Option D Tea-Room, meeting room and Loos. Garage Demolished. No first floor works. **15 VOTES**



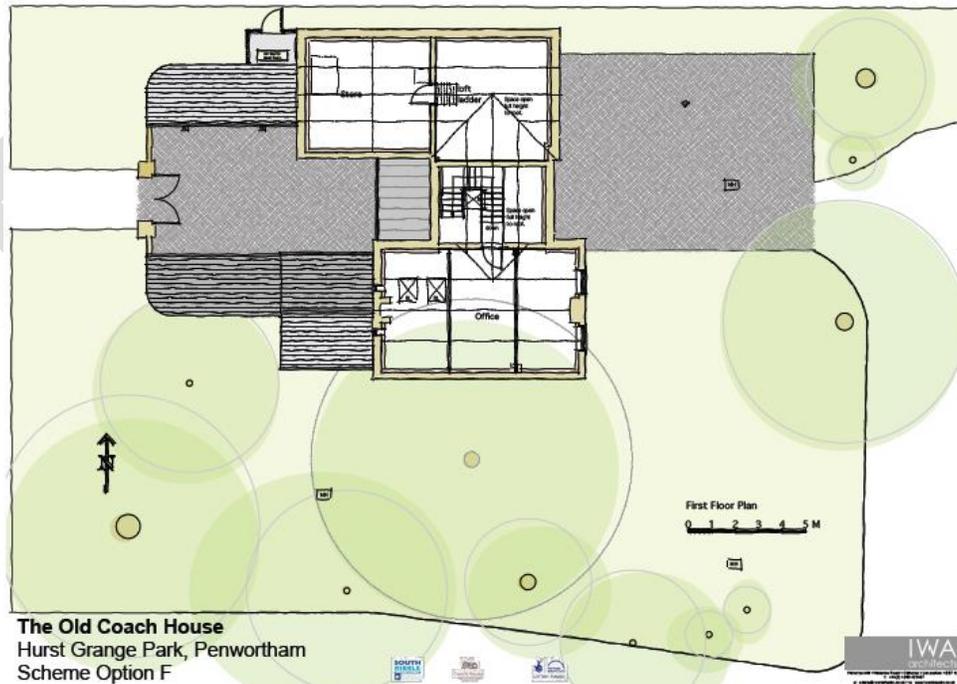
Option E – As Option D but with glazed cover over rear courtyard – **50 VOTES**





Option F – Above: Ground floor (small meeting / tea-room, large meeting room, loos).

Below: First Floor - office/meeting room. **2 VOTES**





Option G – Ground Floor - Tea-room, meeting room, loos. Covered rear courtyard.
First Floor – meeting room / office. First Floor Plans as Option F. **29 VOTES**



REPORT TO	ON
Cabinet	11 July 2018



September 2017

TITLE	REPORT OF
Review of Discretionary Fees and Charges	Cabinet Member for Finance

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

In February 2018, Full Council received a report to set the discretionary fees and charges for the council for the 2018/19 financial year. This was taken forward as part of the budget setting process. Full Council did not support the recommendations and the increases were not agreed. Officers were asked to submit a revised report for consideration later in the year. This report sets out the proposals for fees and charges for 2018/19 and seeks approval to increase fees from 1 August 2018.

2. PORTFOLIO RECOMMENDATIONS

It is recommended that Cabinet:

- Approve an increase of 2.5% to standard charges from 1 August 2018 as set out at Appendix A;
- Approve the removal of all charges for the treatment of domestic properties for rats and mice.
- Approve the policy for building control fees as set out at Appendix B and that the new rates be implemented from 1 August 2018;
- Note that increases to Fixed Penalty Notices have previously been approved and are in place;
- Approve an increase of 25% on Pre-Planning Advice as set out in the report;
- Introduce a fee of £50 for pre-planning advice to householders
- Note that the increases will generate additional income of c£100k in a full year, of which some is directly related to increases in the costs of service delivery.

3. EXECUTIVE SUMMARY

In February 2018, Full Council approved the 2018/19 budget and the council's medium term financial strategy. Included within the budget for 2018/19 was additional income from fees of charges of £60k. This figure increases to £121k in 2019/20. The increase was based on the assumption that fees and charges would increase and the schedule to the report set these out. Full Council did not approve the increases but did agree to the income targets as set out in the report. There is a possibility that the new income targets may not be achieved however in light of the significant over recovery of income in 2017/18 this looks unlikely. Nevertheless, the council is operating within a framework of funding risk and the opportunity to review all income streams is good financial practice.

Full Council requested that further consideration be given to fees and charges and that new proposals be presented later in the year. This report sets out proposals for consideration. The report brings together all fees and charges for the council and is a different approach to that previously adopted whereby individual reports would be presented. This new approach provides a more strategic view and gives members the opportunity to consider fees and charges as a whole and consider how they can be shaped going forward as part of the wider medium term financial strategy.

The proposals within the report would generate additional income in the region of £100k however some of these increases are to reflect increases in costs of which the council has no control. These additional costs have already been factored into the council's budget and are being incurred.

4. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

Excellence and Financial Sustainability	X
Health and Wellbeing	
Place	

Projects relating to People in the Corporate Plan:

People	
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5. BACKGROUND TO THE REPORT

Historically the review of all fees and charges within the devolved budget management regime have been carried out by individual budget holders and recommendations have been made on a piecemeal basis. This process is no longer considered appropriate as it can lead to inconsistencies in approach across the council and also dilutes the opportunity to consider the wider strategic impact in the context of the council's financial strategy. This report sets out the current position on all fees and charges and provides Cabinet/Full Council with an approach for the remainder of the 2018/19 financial year and for future years.

The council has budgeted income of c£800k for discretionary fees and charges and these are set out in Appendix A. It should be noted that the council charges for other services however these are subject to other factors including legislation and full cost recovery therefore these have been excluded from the report. Any decisions to change fees will also need to be considered in the context of the outcomes the council is trying to achieve and other external factors. It is therefore

not appropriate to apply a standard approach across the board however for a significant number of charges, a standard approach can be adopted.

The 2017/18 budget out turn report reported that income recovery for a number of service areas was higher than budgeted for, due to increased demand. In relation to discretionary fees and charges, a further £290k was generated over and above the budget. The budget position in relation to these will be reviewed as part of the development of the medium term financial strategy and work will be carried out to establish trends, and where appropriate, increased demand and the additional income from this will be reflected in the budget projections. Fees and charges, although inextricably linked, is a separate matter for consideration.

6. PROPOSALS

The proposals are grouped into two categories:

- Standard Charges for Services
- Specialist Fees

STANDARD CHARGES FOR SERVICES

These fees and charges are considered to be standard charges for services provided by the council. These services are provided on a request basis by residents. As costs for the council have increased due to pay awards and inflation, it is proposed that this be reflected in the charges to citizens and that they be increased by the current CPI rate of 2.5% from 1 August 2018. This would generate additional income of £9k in 2018/19 and £17k in a full financial year, i.e. 2019/20 onwards. Cabinet could take a view to apply a different rate of increase and for information a change of +/-1% equates to £3k per annum.

SPECIALIST FEES

There are a number of fees and charges that are considered to be more of a specialist nature due to the fact that they are influenced by specific issues e.g. competitive markets, deterrent fines and contribution to meeting the Council's budget challenge. These are as follows and an individual approach is proposed:

- Building Control Fees and Charges Policy
- PSPO Fixed Penalty Notices
- Pre-Planning Advice Fees and Charges Policy
- Pest Control treatments for rat and mice

- ***Building Control Fees and Charges***

The Building Control fees operate on a traded model and income must be sufficient to cover the running costs of the service. Performance was strong in 2017/18 and the account generated a surplus of £35k equivalent to 22% over recovery on the annual budget. Building Control fees and charges have remained unchanged since 2011 largely due to the fact that until 2016/17 the service had been operating in a deficit. For the last 2 years performance has been strong and the Building Control Manager has undertaken a fundamental review of the Building Control charging policy to ensure that this position can be maintained. The proposals are set out in Appendix 2 and are based on current performance. It is estimated that additional income of £20k over and above that which is currently budgeted for can be achieved.

The review has looked at the amount of officer time taken on each type of job for inspections and administration. It is felt that the proposed charges represent a fair reflection of the time taken to

recover costs in order to break even over a given period. More standard fees have also been added because of changing trends in building work.

The proposed charges have also been compared to those charged by neighbouring authorities to ensure they are in line with other councils and the proposal may also offer more flexibility in attracting further work previously undertaken by approved inspectors in the private sector.

- **Fixed Penalty Notices**

The Council adopted Dog Control Orders (DCOs) in September 2009. These orders replaced a number of bye-laws previously in force covering a range of offences and also allowed offences to be discharged by the payment of a £80 fixed penalty notice.

From October 2017 DCOs lapsed and were replaced by Public Spaces Protection Orders (PSPOs). A Cabinet report was approved to replace DCOs with PSPOs on 25th of October 2017. There are 5 PSPOs:

- Fouling of land by dogs
- Dogs exclusion areas
- Dogs on leads
- Dogs on lead by direction
- Means to pick up foul by dogs

The charge was reviewed at that time and increased from £80 to £100. There are therefore no proposals to increase these, however they will be reviewed as part of the 2019/20 budget setting process.

- **Pre-Planning Application Advice**

The Planning Manager has identified that the charges for Pre-Planning Application advice are lower than those charged by other Authorities in the North West and an uplift across all fees is recommended. These are set out in the table below:

Development Size	Current Pre App Fees	Number of Planning Apps 2016/17	Potential Pre App Fees	Potential Income based on 25% taking advice
Householder	Free	323	£50	£4,038
Small	£120	219	£200	£10,950
Medium	£300 (plus £150 per follow up)	191	£500	£23,875
Major	£420 (plus £210 per follow up)	44	£2,000	£22,000
Significant Major	£720 (plus £360 per follow up)	2	£3,000	£1,500
Totals				£62,363

In addition to uplifting the current fees in line with other local authorities, it is also recommended that a charge of £50 be introduced for householders. There is currently no charge for this service. The charge proposed is in line with that charged by other councils in the North West. Based on demand in 2017/18, it is expected that the new proposals will generate new income of £62k.

- **Pest Control Treatment for rats and mice**

The charge for Domestic Pest Control Treatment has been reviewed and in light of Public Health concerns it is proposed to remove all charges for the treatment of domestic properties for rats and mice. The charge for commercial treatments for rats and mice is based on quotation.

7. PAY AND DISPLAY CAR PARKING CHARGES

Proposals for pay and display car park charges are to be subject to a strategic review of car parking and will be presented to a future meeting of Cabinet.

8. OTHER OPTIONS CONSIDERED

There are other options available to Cabinet on what rates of increase, if any, should be applied. The proposals reflect current market conditions, are comparable to those charged by other North West councils. Recognised indices have also been used where it is proposed that an inflationary increase be applied.

9. FINANCIAL IMPLICATIONS

The inflationary increases on standard charges (excluding car parking) will generate additional income of £17k in a full financial year which reflects the increase in costs for the council as a result of pay awards and standard inflation on goods and services. This will be partly offset by a forecast reduction in income of £10k per annum if the charges for the treatment of domestic properties for rats and mice are removed. Charges on building controls and pre-planning advice will generate additional income of £82k per annum for the council over and above any increase in costs. In 2018/19 the forecast overall increase will generate £59k due to the fact that the increases would only be applied from 1 August onwards.

10. HR and ORGANISATIONAL DEVELOPMENT IMPLICATIONS

There are no implications as a direct result of the recommendations within this report.

11. ICT/TECHNOLOGY IMPLICATIONS

There are no implications as a direct result of the recommendations within this report.

12. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

There are no implications as a direct result of the recommendations within this report.

13. RISK MANAGEMENT

The budget efficiency savings identified as part of the 2018/19 MTFS will not be realised if Fees and Charges are not restructured into new charging policies.

14. EQUALITY AND DIVERSITY IMPACT

There is no impact on equality and diversity.

15. COMMENTS OF THE STATUTORY FINANCE OFFICER

The Council made a commitment in the budget to increases in general fees and charges based on an assumption on general inflation. The 2018/19 Budget and Medium Term Financial Strategy

(MTFS) includes a target of £60,000 additional income from Fees and Charges in 2018/19 and £121,000 in future years.

Cabinet and Full Council have the option of charging different rates however this will have an impact on the financial strategy and will need to be taken into consideration.

16. COMMENTS OF THE MONITORING OFFICER

Local authorities have a variety of powers to charge for specific statutory services prescribed in legislation. In those instances the Council has no discretion as to how much it can charge. Nevertheless, there are other provisions which allow authorities to decide whether to charge and how much to charge.

The Local Government Act 2003 also provides a power to charge for discretionary services. The power to charge for discretionary services is not available to local authorities if there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging.

Where the Council charges for such discretionary services, it has a duty to ensure that the income from charges does not exceed the costs of the provision, taking one financial year with another,

Additionally, S1 of the Localism Act 2011 provides local authorities with a general power of competence. Under this provision, similarly, the Council may not recover more than the cost of providing that service. Recovery is assessed taking one year with another.

Where authorities have a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard, however delivery beyond that point may constitute a discretionary service for which a charge could be made.

17. BACKGROUND DOCUMENTS AND APPENDICES

Background documents: 2018/19 Budget and MTFS (February 2018)

Lisa Kitto
Deputy Chief Executive (Resources and Transformation)

Report authors:	Telephone:	Date:
Lisa Kitto/ updated by Jane Blundell	01772 625245	28/06/18

Summary of Key Income (Fees and Charges) Outturn Position

Key Income (Fees and Charges) Budgets	Original Budget 2017/18 £000	Actual Outturn 2017/18 £000	2017/18 Variance (Over) / Under budget £000	Original Budget 2018/19 £000
Planning Fees	(375)	(643)	(268)	(480)
Building Control Fees	(158)	(193)	(35)	(178)
Pest Control Fees	(23)	(24)	(1)	(21)
Rats and Mice (new charge)	0	(9)	(9)	(20)
Environmental Permits	(19)	(19)	-	(19)
Car Parking Charges/Permits	(93)	(107)	(14)	(108)
Car Parking PCN fines	(29)	(30)	(1)	(30)
Waste – charges for replacement bins	(75)	(29)	46	(75)
Waste - special collections	(32)	(40)	(8)	(40)
TOTAL*	(804)	(1,094)	(290)	(971)

BUILDING REGULATION CHARGES
The Building (Local Authority Charges) Regulations 2010
Charges with effect from 1st August 2018

Explanatory Notes

- 1.0** Before you build, extend or convert, you or your agent must advise your local authority either by submitting Full Plans or a Building Notice. The charges payable depends on the type of work, the number of dwellings in a building and the total floor area. The following tables may be used in conjunction with the current scheme to calculate the charges. If you have difficulties calculating the charges, please contact the Building Control Office on 01772 625423.
- 2.0 Charges are payable as follows:**
- 2.1** Should you submit Full Plans you will pay a plan charge at the time of submission to cover their passing or rejection.
- 2.2** With Full Plans submissions, for most types of work, an inspection charge covering all necessary site visits will be payable following the first inspection.
- 2.3** Should you submit a Building Notice, the appropriate Building Notice charge is payable at the time of submission and covers all necessary checks and site visits.
- 2.4** Should you apply for a regularisation certificate, regarding unauthorised building work, commenced on or after 11 November 1985, you will pay a regularisation charge to cover the cost of assessing your application and all inspections. The charge is individually assessed, but typically will be a minimum of 150% greater than the gross Building Notice charge.
- 3.0 Table A:** Charges for small domestic buildings e.g., certain new dwelling houses and flats. Applicable where the total internal floor area of each dwelling, excluding any garage or carport does not exceed 300m² and the building has no more than three storeys, each basement level being counted as one storey. In any other case, Table D applies.
- 4.0 Table B:** Where work comprises more than one domestic extension the total internal floor areas of all the extensions shown on the application may be added together to determine the relevant charge. Please note however, the area of loft conversions or loft conversions may not be aggregated to an extension but a 50% discount can be applied. If the extension(s) exceed 100m² or three storeys in height then Table D applies (subject to a minimum plan charge equal to a minimum build cost of £100,000).
- 5.0 Table C:** Standard charges for minor works to dwellings.
- 6.0 Table D:** Applicable to all other building work not covered by Tables A, B, C or D. Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application excluding VAT and any professional fees paid to an architect, engineer or surveyor, etc., and also excluding land acquisition costs.
- 7.0** All other non-domestic works will be individually determined.
- 8.0 Exemptions/reduction in charges:**
- 8.1** Where plans have been either approved or rejected no further charge is payable on resubmission for substantially the same work.
- 8.2** Works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within any of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948 applied, as that section was extended by virtue of section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to section 29(1) by paragraph 11 of schedule 13 to the Children Act 1989. The work must be for the sole use of the disabled person.

With the exception of the regularisation charge, all local authority Building Regulation charges are subject to VAT at 20%.

TABLE A - STANDARD CHARGES FOR NEW HOUSING (up to 300m² floor area) or FOR NEW DWELLINGS – FORMED BY CONVERSION / CHANGE OF USE

	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic charge	Inc. VAT	Basic charge	Inc. VAT	Basic Charge	Inc VAT
1	180.00	216.00	420.00	504.00	600.00	720.00
2	230.00	276.00	605.00	726.00	835.00	1002.00
3	280.00	336.00	740.00	888.00	1020.00	1224.00
4	330.00	396.00	875.00	1050.00	1205.00	1446.00
5	380.00	456.00	1010.00	1212.00	1390.00	1668.00

1. For more than 5 dwellings or if the floor area of the dwelling exceeds 300m² the charge is individually determined.

TABLE B - STANDARD CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS TO DWELLINGS

CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND DOMESTIC ALTERATIONS						
Proposal	Plan Deposit Charge		Inspection Charge		Building Notice Charge	
	Basic Charge	Inc VAT	Basic Charge	Inc VAT	Basic Charge	Inc VAT
<i>CATEGORY 1: Extensions to dwellings</i>						
Extension(s): Internal floor area not exceeding 5m ²	125.00	150.00	200.00	240.00	325.00	390.00
Internal floor area over 5m ² but not exceeding 40m ²	150.00	180.00	250.00	300.00	400.00	480.00
Internal floor area over 40m ² but not exceeding 70m ²	150.00	180.00	350.00	420.00	500.00	600.00
Internal floor area over 70m ² but not exceeding 100m ²	150.00	180.00	500.00	600.00	650.00	780.00
<i>CATEGORY 2: Garages and Carports</i>						
<i>Erection or extension of detached or attached building or an extension to a dwelling:</i>						

which consists of a garage, carport, or both, having a floor area not exceeding 60m ² in total and is intended to be used in common with an existing building & the conversion of an attached garage into a habitable room	100.00	120.00	200.00	240.00	300.00	360.00
<i>CATEGORY 3: Loft Conversions and Dormers</i>						
<i>Formation of a room in roof space, including means of access thereto. Fees for lofts greater than 40m² are to be based on the cost of work. The fee cannot be less than shown below:</i>						
Erection of room in roof space with a floor area not exceeding 40m ² (without dormer)	150.00	180.00	250.00	300.00	400.00	480.00
Erection of room in roof space with a floor area not exceeding 40m ² (with dormer)	150.00	180.00	300.00	360.00	450.00	540.00

TABLE C - STANDARD CHARGES FOR ALTERATIONS TO DWELLINGS

Proposal	Plan Deposit Charge		Inspection Charge		Building Notice Charge	
	Basic Charge	Inc VAT	Basic Charge	Inc VAT	Basic Charge	Inc VAT
1. Installation of replacement windows and doors in a dwelling where the number of windows/doors does not exceed 20	100.00	120.00	Inc	Inc	100.00	120.00
2. Underpinning with a cost not exceeding £30,000	250.00	300.00	Inc	Inc	250.00	300.00
3. Controlled Electrical work* to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	250.00	300.00	Inc	Inc	250.00	300.00
4. Renovation of a thermal element i.e. work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L1b applies	100.00	120.00	Inc	Inc	100.00	120.00

5. Formation of a single en-suite bathroom/shower room or cloakroom within an existing dwelling (excluding electrical work)	200.00	240.00	Inc	Inc	200.00	240.00
6. Removal of load bearing wall and insertion of steel beam/s	150.00	180.00	Inc	Inc	150.00	180.00
7. Installation of heating appliance to a single dwelling e.g. Wood burning stove.	200.00	240.00	Inc	Inc	200.00	240.00
8. Conversion of conservatory to solid roof construction.	200.00	240.00	Inc	Inc	200.00	240.00

* Not carried out under a Competent Person Scheme.
All other work within dwellings will be charged as set out in Table D.

TABLE D - STANDARD CHARGES FOR ALL OTHER WORK NOT IN TABLES A, B & C
(excludes individually determined charges)

Estimated Cost		Plan Deposit Charge		Inspection Charge		Building Notice Charge	
From	To	Basic Charge	Inc VAT	Basic Charge	Inc VAT	Basic Charge	Inc VAT
0	1,000	100.00	120.00	-	-	100.00	120.00
1,001	5,000	100.00	120.00	100.00	120.00	200.00	240.00
5,001	10,000	100.00	120.00	150.00	180.00	250.00	300.00
10,001	20,000	100.00	120.00	250.00	300.00	350.00	420.00
20,001	30,000	150.00	180.00	300.00	360.00	450.00	540.00
30,001	40,000	150.00	180.00	400.00	480.00	550.00	660.00
40,001	50,000	150.00	180.00	500.00	600.00	650.00	780.00
50,001	75,001	200.00	240.00	550.00	660.00	750.00	900.00
75,001	100,000	200.00	240.00	650.00	780.00	850.00	1020.00

Where it is intended to carry out additional work on a dwelling at the same time as undertaking an extension within Table B then the charge for this additional work (as indicated in Table D) shall be discounted by 50% subject to a maximum estimated cost of less than £10,000.

Notes:

All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply.

Where the estimated cost of work exceeds £100,000 the charge will be individually assessed by South Ribble Borough Council

**Subject to a minimum plan fee of £250.00 + VAT
and inspection fee of £650.00 + VAT**

TABLE E - OTHER STANDARD CHARGES

Category of Work	Basic Charge	Inc VAT
Copy of Completion Certificate or Decision Notice	25.00	30.00
Building Regulation Confirmation letter (e.g., letter of exemption)	67.50	81.00
Supply of information relating to Building Regulation applications or calculated by hourly rate if greater than 1 hour.	67.50	81.00
Service of Section 81 (Building Act 1984): Demolition Counter notice (No VAT)	150	-

