

**MINUTES OF CABINET**

**MEETING DATE** Wednesday, 17 October 2018

**MEMBERS PRESENT:** Councillors Paul Foster (Chair), Michael Titherington (Vice-Chair), Jane Bell, Bill Evans, Susan Jones and Matthew Tomlinson

**OFFICERS:** Jonathan Noad (Director of Planning and Property), Jennifer Mullin (Director of Neighbourhoods and Development), Gary Hall (Section 151 Officer), Dave Whelan (Legal Services Manager/Interim Monitoring Officer) and Dianne Scambler (Governance and Member Services Team Leader)

**OTHER MEMBERS AND OFFICERS:** Darren Cranshaw (Assistant Director of Scrutiny & Democratic Services), Andrew Richardson (Assistant Director of Neighbourhoods), Councillor Warren Bennett, Councillor Malcolm Donoghue, Councillor Derek Forrest, Councillor David Howarth (Leader of the Liberal Democrats Group), Councillor Kenneth Jones, Councillor Keith Martin, Councillor Elizabeth Mawson, Councillor Peter Mullineaux, Councillor Alan Ogilvie (Member Champion (Armed Forces)), Councillor Phil Smith, Councillor Susan Snape, Councillor Graham Walton, Councillor Karen Walton (Member Champion for Older People) and Councillor David Watts

**PUBLIC:** 2

**30a Apologies for Absence**

None, all Members of the Cabinet were present.

**31 Minutes of meeting Wednesday, 12 September 2018 of Cabinet**

**Decision made:** (Unanimously):

That the minutes of the Cabinet meeting held on 12 September be approved as a correct record for signing by the Leader of the Council.

**32 Matters arising from those minutes**

Minute 21: **New Service Delivery Model of Preventative Health**  
The Cabinet were informed that the cross party working group on Leisure, Health and Wellbeing would be established following the Member Briefing that would take place on 1 November 2018.

Minute 23: **Council Tax Support Scheme**

The Cabinet were informed that a report on various options for consultation with residents on the Council Tax Support Scheme would be considered at its next meeting on 21 November 2018

### **33 Declarations of Interest**

There were no declarations of any interests.

### **34 Communicating with Residents and Businesses**

The Cabinet considered a report of the Chief Executive that provided detail on how the Council will communicate with residents and businesses in the Borough. The previous report considered by Cabinet in September had been called in and had been considered further by Scrutiny Committee. Following recommendations made by Scrutiny the report had been amended to take into consideration local government guidance on the frequency of publications. Future communication methods would be consulted upon and recommended by a cross party working group.

In response to a question from Councillor Bennet it was explained that the publication of Members Allowances on the Council's website would meet the legal requirement for disclosure.

#### **Decision made (Unanimously)**

That:

1. Cabinet endorses the production of one FORWARD newspaper in October 2018 and the production of a newsletter for each My Neighbourhood forum produced in November detailing Christmas events in each area with funding made available from the corporate communications budget.
2. Cabinet approve a delivery method of the October edition of FORWARD via Royal Mail delivery.
3. Cabinet approve the re-establishment of the communicating with residents and businesses cross party Member Working Group to review the way the Council should communicate with residents and businesses in the Borough in the future.

#### **Reason(s) for the Decision:**

A Communications Strategy was developed in 2017 that would transform how the Council would communicate with its stakeholders. One of the objectives in the medium-term action plan was to undertake a rigorous and evidence based review of the FORWARD newspaper.

Following the recommendations of the Scrutiny Committee the report was amended to reflect local government guidance around Council publications.

#### **Alternative Options Considered and Rejected:**

None.

### **35 Place Promotion**

The Cabinet considered a report of the Director of Planning and Property that informed of proposals for use of the Place Promotion budget to deliver Invest Central Lancashire and South Ribble inward investment marketing activity as set out in the Corporate Plan.

Its aims were to raise the profile of the South Ribble offer to attract investors, visitors and skilled workers to support the economic growth, reinforce the message that South Ribble is the UK's Best Place to Live, engage property professionals and intermediaries in promoting the Borough's offer, generate enquiries for City Deal employment sites and raise awareness of the benefits of locating businesses in the Borough.

A number of different activities were proposed that included the publication of an Invest in South Ribble Business magazine, industry press advertising, designing new infographics, creating Apprentice Factory promotional materials, sourcing new GDPR compliant business contacts and exploring search engine optimisation.

Members asked for more emphasis to be placed upon advertising through social media as opposed to websites and asked if this could be picked up in a new strategy.

It was agreed that there was lots of good initiatives taking place that if monitored in the right way will be of great benefit to our residents. The Apprentice Factory project is a fantastic scheme for the Borough and Members were pleased to note the employment of a new Digital Marketing Apprentice that would undoubtedly be a great asset to the Council.

**Decision made (Unanimously)**

That Cabinet agrees the general scope of inward investment marketing activities set out in the report.

**Reason(s) for the decision:**

Place promotion is one of the projects within the approved Corporate Plan 2018-2023. These proposals provide further detail about the implementation and use of the funding to deliver Invest Central Lancashire and South Ribble inward investment marketing.

**Alternative Options Considered and Rejected:**

An alternative option was considered to procure a single, specialist agency to deliver a place promotion campaign. This was rejected on the grounds of cost.

**36 Business Rates Retention Pilots 2019/20 - Update Report**

The Cabinet considered a report of the Interim Deputy Chief Executive (resources and Transformation)/Section 151 Officer that informed Members of a decision taken for South Ribble Borough Council to participate in a pilot bid for 75% retention of business rates in 2019/20.

The decision had been taken urgently by the Cabinet as the deadline for a response to the Government was 25 September. If the bid was successful, further work would be required and future decisions determined by Council.

In response to a question from Councillor Warren Bennet regarding a previous allegation from the Labour Group that the decision had been made illegally, the Leader of the Council explained that they were content with the actual decision but that under the Local Government Act felt that the report should have been presented to the next Council meeting which was on 26 September.

**Decision made:** (Unanimously)

That Cabinet note the decision appended to the report for South Ribble Borough Council to participate in the Lancashire bid to be a pilot of 75% Business Rate Retention in 2019/20.

**Reason(s) for the Decision:**

The decision was made on the understanding that the Council would be in no worse a financial position, entering into the pilot, and if not successful the default position would be to continue with the existing pooling arrangement.

**Alternative Options Considered and Rejected:**

If this Council did not participate in the bid, it may affect the chances of the Lancashire bid being accepted.

If not part of a pool in 2019/20, the financial benefits of pool membership to the Council would be foregone.

**37 Exclusion of Press and Public**

**Decision made:** (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.

**38 Station Road, Bamber Bridge - Site Conversion for Affordable Properties**

The Cabinet received a report of the Director of Planning and Property that sought Cabinet approval to progress proposals to convert the Council owned site at Station Road from its current use as commercial offices to the use of affordable rented housing and potentially ground floor office accommodation.

The Council has key corporate aims to meet housing needs in the Borough and make efficient use of its assets. The property on Station Road is currently vacant and provides an excellent opportunity for conversion to meet housing need. The Council currently retains significant commuted sums that can be used towards

providing affordable housing. This proposal is an excellent opportunity to provide such accommodation which the market is not delivering.

The Council would enter into a legal agreement with Methodist Action NW for them to manage the property. Methodist Action NW are a housing charity managing over 300 properties across Lancashire and are keen to develop in the South Ribble area and work with the Council more widely in the future. The organisation does a lot of additional work with its residents like forming residents groups and the Cabinet felt that they would be a good partner to work with.

The property had been recently subject to a flood that had caused extensive damage to the property. A small amount of the refurbishment costs could be attributed to these repairs, however the Council were speaking with their insurers regarding this matter and the Director of Planning and Property explained that the full details of the refurbishment costs could be provided upon request.

In response to a question about tenancy criteria and selection, it was explained that the housing would be Social Rental property and available for people in receipt of benefits. The Cabinet thought that it was important for the Council to distinguish the difference between affordable housing and social rental housing in its reports going forwards.

#### **Decision made (Unanimously)**

That:

1. Cabinet approves the Capital expenditure of up to £582,965 to refurbish the property at Station Road and convert flats with office accommodation at ground floor.
2. Approval to invite tenders for the works for the refurbishment and conversion to the property and to subsequently appoint a contractor to undertake the works.
3. Approval to enter into a legal agreement/contract with Methodist Action NW for them to manage the property at a cost of 25% with an initial lease term of seven years, with an option to extend the lease.

#### **Reason(s) for the Decision:**

The building on Station Road has been previously rented out as a commercial property, although it has remained vacant since 2016 whilst being actively marketed to let. The property has recently been subject to a flood which has caused extensive damage and rendered it unusable.

Consequently potential options have been explored to ensure the financial and/or social value of the asset is maximised. The preferred option of converting to residential would enable us to meet key corporate aspirations for housing.

#### **Alternative Options Considered and Rejected:**

Dispose of the building at auction or open market. This option would realise a capital receipt and eliminate on-going revenue liabilities associated with management and maintenance of an asset which is considered not fit for purpose and does not represent an acceptable return as an investment property. It would however not support delivery of affordable housing nor utilise the commuted sums fund.

Refurbish the existing building and continue to market it as a commercial letting. This option is not recommended as the costs of refurbishment are considered to outweigh the income it would generate.

### **39 Leisure Campus (Contract Award)**

The Cabinet considered a report of the Director of Neighbourhoods and Development that requested delegated authority to enter into a contract with Faithful+Gould Limited via the PAGABO Framework to procure the services of a comprehensive design and development team to aid the progress of the Leyland Campus. The report also detailed the Governance arrangements of the Campus programme for information.

Members' attention was drawn to previous Cabinet reports to help them in their deliberations.

The Cabinet's previous report had been called in and following consideration by the Scrutiny Committee a number of recommendations had been made around the provision of relevant detail within the report particularly in relation to governance arrangements that included termination clauses for the Council, should they be required. The Cabinet were now satisfied and fully supported the amended recommendations in the report.

The Cabinet also considered the establishment of a cross party working group extremely important to the ongoing process so that all Members of the Council would buy-in to the project and help to promote its benefits to residents. It was also felt that the design of the Campus was a really good opportunity to put South Ribble on the map with a distinctive piece of architecture and asked if further consideration could be given to this approach.

It was widely acknowledged amongst Members that this was an exciting project for the health and wellbeing of the residents and would be a good investment for the Borough.

#### **Decision made:** (Unanimously)

That:

1. Cabinet endorses the utilisation of the PAGABO's national framework for Professional services in Construction and Premises, as the preferred procurement route for developing the leisure element of the Leyland Campus as detailed in the report.
2. Cabinet approves delegated authority to the Director of Neighbourhoods and Development in consultation with the portfolio holders for Assets and Transformation and for Public Health, Leisure and Wellbeing to enter into a contract with Faithful+Gould to design, manage construction and deliver the leisure building element of the Leyland Campus project on the basis that the final proposal does not exceed £1.8m under the terms of a full RIBA scheme of works, as summarised in Appendix 1 of the report.
3. Cabinet notes that throughout the contract period with Faithful+Gould whenever a significant stage of the project is reached, a report will be brought to Cabinet for authorisation. A cabinet report will be brought to the next

Cabinet meeting on 21 November 2018 detailing the significant stages in the project for approval.

4. Cabinet approves the general governance arrangements of the Campus programme, subject to the Cabinet Programme Board being cross party and renamed the Campus Programme Board and its role being to make recommendations to the Cabinet.
5. Cabinet delegates authority to the Director of Neighbourhoods and development in consultation with the Leader of the Council and the Campus Programme Board to determine the terms of reference of the Campus Programme Board.

### **Reason(s) for the Decision:**

Development of campuses is a key element of the Health and Wellbeing priority within the approved Corporate Plan and Capital Strategy. The development of the first Health and Wellbeing Campus (H&WBC) Leyland where it connects to the Green Links programme has been presented and approved by Cabinet on the following dates:

- 6 December 2017 – Health, Leisure and Wellbeing Campuses
- 25 January 2018 – Financial Case for Health, Leisure and Wellbeing Campus Programme.
- 21 June 2018 – First Phase of Campus Programme where Cabinet gave authority to procure professional services via a single source, direct award framework.

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

Health and Wellbeing Campus is integral to the Council's service transformation agenda. Appointment of a design team to develop the master plan for the Leyland site, design the leisure centre and integrate it with works at Shruggs Wood, manage the procurement of a construction partner and supervise the execution of the works is a major step towards delivering the transformation agenda.

The procurement strategy is based around sound principles of early contractor engagement, designing in efficient construction and logistics together with reducing adverse impacts on adjacent residents and businesses.

### **Alternative Options Considered and Rejected:**

This report defines the options considered for the appointment of a development team for the leisure element of the Leyland Campus, further options will be considered and reported as the project moves to construction stage.

Chair

Date