

CABINET

WEDNESDAY, 6TH DECEMBER, 2017, 5.00 PM

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

AGENDA

- | | |
|--|------------------------|
| <p>1 Apologies for Absence</p> | |
| <p>2 Minutes of the Last Meeting</p> <p>Minutes of the last meeting held on 25 October 2017 attached to be signed as a correct record.</p> | <p>(Pages 5 - 10)</p> |
| <p>3 Declarations of Interest</p> <p>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.</p> | |
| <p>4 Corporate Performance Report at the end of Quarter 2 (30 September 2017)</p> <p>Report of the Interim Corporate Improvement Manager attached.</p> | <p>(Pages 11 - 38)</p> |
| <p>5 Review of Fees and Charges</p> <p>Report of the Acting Chief Finance Officer / Director of Neighbourhoods, Environmental Health and Assets attached.</p> | <p>(Pages 39 - 74)</p> |
| <p>6 Council Tax Support Scheme 2018-19</p> <p>Report of the Director of Development, Enterprise and Communities attached.</p> | <p>(Pages 75 - 80)</p> |
| <p>7 Eastern Neighbourhood Forum Projects - Samlesbury Play Area</p> | <p>(Pages 81 - 88)</p> |

	Report of the Director of Development, Enterprise and Communities attached.	
8	Eastern Neighbourhood Forum Projects - Walton le Dale Community Centre Car Park	(Pages 89 - 94)
	Report of the Director of Development, Enterprise and Communities attached.	
9	Review of South Ribble Housing Framework	(Pages 95 - 100)
	Report of the Director of Development, Enterprise and Communities attached.	
10	Proposal for a Borough Wide Leisure Health and Wellbeing Campus Approach	(Pages 101 - 124)
	Report of the Director of Development, Enterprise and Communities attached.	
11	Investment Property Strategy	(Pages 125 - 138)
	Report of the Director of Neighbourhoods, Environmental Health and Assets attached.	
12	Air Quality Management Areas	(Pages 139 - 144)
	Report of the Director of Neighbourhoods, Environmental Health and Assets attached.	
13	Public Space Protection Orders	(Pages 145 - 204)
	Report of the Director of Neighbourhoods, Environmental Health and Assets attached.	
14	Exclusion of Press and Public	
	To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph * of Part 3 of Schedule 12A to the Local Government Act 1972.	
	By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)	
15	Vehicle Procurement (Part II)	(Pages 205 - 210)
	Report of the Director of Neighbourhoods, Environmental Health and Assets attached.	

CHIEF EXECUTIVE

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

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

Forthcoming Meetings

5.00 pm Thursday, 25 January 2018 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

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MINUTES OF CABINET

MEETING DATE Wednesday, 25 October 2017

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

OFFICERS: Heather McManus (Chief Executive), Mark Gaffney (Director of Neighbourhoods, Environmental Health and Assets), Denise Johnson (Director of Development, Enterprise and Communities), Susan Guinness (Head Of Shared Financial Services), Caroline Elwood (Interim Corporate Governance Manager), Dave Whelan (Legal Services Manager/Monitoring Officer) and Andy Houlker (Senior Democratic Services Officer)

OTHER MEMBERS: Councillor Paul Foster (Leader of the Opposition), Councillor Mary Green, Councillor Michael Green, Councillor Harold Hancock, Councillor Michael Higgins, Councillor Susan Jones JP, Councillor James Marsh, Councillor Keith Martin, Councillor Caroline Moon, Councillor Alan Ogilvie, Councillor Michael Titherington (Mayor), Councillor Matthew Tomlinson, Councillor Paul Wharton and Councillor Barrie Yates

PUBLIC: 1

37 Apologies for Absence

An apology for absence was submitted on behalf of Councillor Jacqui Mort.

38 Declarations of Interest

There were no declarations of interest.

39 Minutes of the Last Meeting

The Leader stated that the provision of toilets at Worden Park (min. no.34 refers) was still work in progress and an update would be provided when finalised.

In respect of the style of minutes, the Leader commented that these were not verbatim but a general summary of a meeting.

Referring to min. no.31 (Communicating with Residents and Businesses), the Leader indicated that the inclusion of representation on the working group by the South Ribble Independent Group would be looked at.

RESOLVED (UNANIMOUSLY):

that with the inclusion of Councillor Michael Green being listed as present at the meeting, the minutes of the meeting held on 6 September 2017 be approved as a correct record.

40 Approval of a Customer Feedback Policy

The Director of Development, Enterprise and Communities reported that this policy brought together, strengthened and streamlined existing processes. It not just dealt with complaints but also included positive feedback (including those through social media).

RESOLVED (UNANIMOUSLY):

that the adoption of the 'South Ribble Borough Council Customer Feedback Policy – Dealing with Customer Comments, Compliments and Complaints' be approved.

41 Dog Control Orders/Public Space Protection Orders

The Director of Neighbourhoods, Environmental Health and Assets reported that these proposed new orders replaced the previous Dog Control Orders and a number of bye-laws previously in force covering a range of offences. This also allowed offences to be discharged by the payment of a fixed penalty notice, instead of prosecution and the need to appear at Magistrates' Court.

As part of the implementation process, the council had conducted a consultation exercise and as a result it was recommended to implement immediately those orders listed in 2.1 (a-e) of the report. Based on the consultation responses, it was not recommended that the order relating to a specific maximum number of dogs that could be walked by an individual be implemented at this stage and kept under review.

Following a query regarding the apparent inconsistency in the wording of the orders regarding authorisation of a police constable to enforce them, it was suggested the final wording of the orders be delegated to the Director in consultation with the Portfolio Holder.

There was comment on the consultation questions which appeared to be focused towards dog owners.

Cabinet had concerns about not introducing an order relating to a specific maximum number of dogs walked by an individual, even though this order was not supported by the consultation responses. The Cabinet was concerned that this would remain unregulated in respect of both health/hygiene and safety of the general public. Similarly it was felt that the suggested maximum of six dogs was too high as this number of dogs could not be adequately controlled (health/hygiene and safety) by an individual and should be lowered to a maximum of four dogs.

During the discussion it was confirmed that the implementation of the orders was not subject to council confirmation. Also that all the proposed orders were open to legal challenge in court without guarantee of the council being successful.

It was proposed and seconded that an order to limit the maximum number of dogs walked by an individual be implemented and that the limit be four dogs at any one time.

RESOLVED (UNANIMOUSLY): that

1. the final wording of the PSPOs be delegated to the Director of Neighbourhoods, Environmental Health and Assets in consultation with the Portfolio Holder.

2. subject to (1) above the following PSPOs be introduced with immediate effect:
 - a) The Dogs Exclusion in the Borough Council of South Ribble Public Space Protection Order 2017
 - b) The Fouling of Land by Dogs in the Borough Council of South Ribble Public Space Protection Order 2017
 - c) The Dogs on Leads by Direction in the Borough Council of South Ribble Public Space Protection Order 2017
 - d) The Dogs on Leads in the Borough Council of South Ribble Public Space Protection Order 2017
 - e) The Means to Pick Up Foul by Dogs in the Borough Council of South Ribble Public Space Protection Order 2017
 - f) The Dogs (Specified Maximum) in the Borough Council of South Ribble Public Space Protection Order 2017 (with a maximum of 4 dogs under the control of an individual)
3. a review of PSPOs be undertaken before October 2020.
4. the implementation of the relevant steps for enforcement of PSPOs be delegated to the Director of Neighbourhoods, Environmental Health and Assets.
5. the level of Fixed Penalty Notice be set at the highest amount possible of £100.

42 Statement of Intent for Energy Company Obligation (ECO) Flexible Eligibility

Further to min. no.32, 6 September 2017, the Director of Development, Enterprise and Communities re-addressed the Cabinet informing members of options under the government's Energy Company Obligation (ECO). Cabinet was asked to approve either the Council's Statement of Intent (SOI) or the Cosy Homes in Lancashire Statement of Intent and authorise its publication on the council's website and BEIS (Department for Business, Energy & Industrial Strategy).

In order to work with and access funding from the energy suppliers the council had to publish a Statement of Intent (SOI) on its website and BEIS (Department for Business, Energy and Industrial Strategy) had to be notified of its publication. The 2017 fuel poverty figures indicated there were 4672 (9.9%) of households in the borough in fuel poverty. The criteria that would be used would help those most vulnerable household's access funding to enable energy measures to be installed.

The council had in the past been successful in implementing schemes to assist the vulnerable. If the council chose Option Two it would set its own criteria and directly deliver the scheme and be the point of contact for its residents.

RESOLVED (UNANIMOUSLY): that

1. Option Two be endorsed.
2. South Ribble Borough Council agrees to take part in the ECO flexible eligibility scheme.
3. the Statement of Intent for South Ribble Borough Council be agreed.
4. the Director of Development, Communities and Enterprise be authorised in consultation with the Portfolio Holder, to put all necessary steps in place to implement the Statement of Intent.

5. the council agrees to runs a promotion / awareness raising campaign with residents.

43 2017/18 Budget Management Statement - Quarter 1

The Head of Shared Financial Services reported on the council's overall financial position for the first quarter of 2017/18 compared to the financial plan. There was currently a forecasted £104,000 underspend of which £70,000 had been set aside to fund the Business Transformational Change project. In respect of capital programme for this period, expenditure was 14.1% of the budget.

In respect of investment, the procedure was proposed to be re-considered by council which had delayed the strategy and the time scales needed to be reviewed.

There was a request that the capital programme be closely monitored for slippage and be kept on track. The council had previously only spent £2m from a budget of £4.5m. This was being monitored and steps were being taken with budget holders to ensure accuracy.

RESOLVED (UNANIMOUSLY):

that the 2017/18 Quarter 1 Budget Management statement (as at June 2017) be noted.

44 Final Report from the Scrutiny Review of Staff Morale

The Interim Corporate Governance Manager presented to Cabinet the draft response to the recommendation of the Scrutiny Committee's review of staff morale. It was proposed that the report of the Scrutiny Committee's review and the action plan be presented to the next meeting of the council.

Cabinet was thankful for the work carried out by the committee's task group which was informative and useful adding to other work being carried out.

The chairman of the Scrutiny Committee appreciated Cabinet's kind comments adding that the task group had learned the council had done a lot of work in the last six months. He was grateful the recommendations had been received, but wondered about the thinking behind the proposal to have temperature checks ad hoc rather than quarterly.

RESOLVED (UNANIMOUSLY): that

1. the draft response to the recommendations of the Scrutiny Committee Review of Staff Morale at Appendix A to the report be approved.
2. the report and action plan will be presented to the next meeting of full Council on 22 November 2017 be noted.

45 Exclusion of Press and Public

A member of the public expressed concern that the following item would be discussed in private and was not in spirit of openness and transparency. The Cabinet was advised that this item was exempt in accordance with the Local Government Act. Whilst expressing some empathy, Cabinet felt that as this item included information relating to particular individuals the exemption was necessary.

RESOLVED (UNANIMOUSLY):

that the press and public be excluded for the following item of business on the grounds that it involves the likely disclose of exempt information (Information relating to an Individual) as defined in Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972.

46 Standing Order 35 Decision - Management Restructure - interim arrangements and support for SMT & Core Managers

The Chief Executive presented a report for note on an urgent decision taken between meetings of Cabinet regarding interim arrangements and support for the senior management team and core managers.

RESOLVED (UNANIMOUSLY):

that the decision taken be noted.

Chair

Date

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REPORT TO	ON
SCRUTINY COMMITTEE CABINET	27 th November 2017 6 th December 2017



TITLE	PORTFOLIO	REPORT OF
Corporate Performance Report at the end of Quarter 2 (30 th September 2017)	Leader	Interim Corporate Improvement Manager

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 half-year point i.e. end of September 2017.

2. PORTFOLIO RECOMMENDATIONS

- i. Members note performance at the end of Quarter 2 shown at **Appendix 1**
- ii. Members note the corporate risks and the controls in place to mitigate risks as identified in the Corporate Risk Register shown at **Appendix 2**.
- iii. Members note the arrangements in place to report performance to Cabinet, Scrutiny and Full Council as detailed in paragraph 4 below.

3. CORPORATE PRIORITIES

The report relates to all of the corporate priorities as follows:

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 2 for members' consideration.

Performance reports for each quarter are considered by the Council's Senior Management 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 2

The performance report for the second 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 corporate priorities

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

The Corporate Risk Register is also attached at **Appendix 2** for members to review.

5.1 OVERVIEW OF PERFORMANCE

5.1.1 Performance Indicators

The attached Q2 Performance Report (**Appendix 1**) shows a total of 34 performance indicators. Of these indicators, nine show an improvement in performance, four remain the same, nine have worsened, and 10 do not have comparable data at this time. One indicator has no data at this time but arrangements are being put in place to collect this and one is provided for context only.

A commentary in relation to those measures that are worsening is provided as 'exceptions' under each of the corporate priorities in the following paragraphs 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 26 are currently on-track to be completed on-time, and one is off-track. The full list of these Corporate Plan Activities can be found in the attached Performance Report (**Appendix 1**).

A commentary in relation to the activity that is not on track is provided as an 'exception' under the relevant corporate priority in the following paragraphs of the report.

5.2 Corporate indicators

5.2.1 Our Money

Of the three measures in this category, two are improving and one has worsened slightly.

The worsening measure relates to the percentage of business rates collected which was slightly lower at the end of Q2 than at the same time last year due to the calendar day of which the Quarter ended.

5.2.2 Our People

Of the five measures in this category, three have improved, one remains the same (which is positive as it relates to Health and Safety Executive reportable accidents, none of which have occurred), and there is no data for one measure.

It is pleasing to note that staff sickness absence is improving and the vacancy rate is also improving, being more in line with the national average.

The measure with no data relates to statutory and mandatory training for staff. This is currently not collected but arrangements are being put in place to establish a baseline for this for future reporting.

5.2.3 Our Customers

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

Complaints received in Q2 reduced by 47% in comparison to Q1, seeing a reduction from 17 to 9.

The measure relating to Ombudsman complaints is an annual one and there was an increase in these in 2016-17 (which is the latest data available). It should be noted there has been an increase nationally in the number of complaints to the Ombudsman.

Performance in answering the telephone in Gateway has worsened in Quarter 2. As part of the channel shift initiative Gateway have been actively moving the high volume, low intensity and easy transactional calls to better suited online services and focusing in on more complex service inquiries which take longer to conclude. The removal of these high volume calls has impacted overall performance as a result, however there is ongoing work via the transformation teams to look at how we further optimise performance in order that we improve our productivity even with more demanding interactions with our community to ensure we continue to deliver the very best customer service.

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 2.

No. of measures	No. improving	No. worsening	No. the same	No. with no comparable data or contextual data only
5	2	1	0	2

5.3.2 Key achievements to note

- ❖ The amount of external funding projected to be secured to support sport and physical activity is reported on an annual basis and shows a projected increase of £18,000 from 2016-17 to 2017-18.
- ❖ The number of children taking part in programmed school activities and 'out of school' activities increased by 149% between Quarters 1 and 2 (5,180 to 12,896). The main reason for this increase was the highly successful 'Dance from the Heart' event that was held during the summer.

5.3.3 Exceptions to note

- ❖ The number of visits to our leisure and sports facilities has decreased from last quarter. However this indicator is a seasonal indicator which does fluctuate, attendance in the summer months always being higher. To support this we saw an increase from 204,811 in 2016-17 Q4 to 226,435 in Q1 this year, and then a decrease to 205,675 again this quarter.

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 2.

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

5.3.5 Key achievements to note

- ❖ We have made good progress in delivering the safeguarding action plan and an update will be provided to the Scrutiny Committee in November.
- ❖ A number of meetings of the cross party member working group on leisure and wellbeing campuses have taken place this quarter

- ❖ The Leisure Trust work on physical activity and recreation in the Borough has been commissioned and will feed into the Leisure and wellbeing campus project

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 2.

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 both Q1 and Q2 the waste team have maintained an exceptional standard of only 0.02% missed domestic waste bin collections. Roughly 100,000 bins are collected each week, and on average of this 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 2.

No. of activities	No. on target	No. off target
5	5	0

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 2.

No. of measures	No. improving	No. worsening	No. the same	No. with no comparable data or contextual data only
7	1	2	0	4

5.5.2 Exceptions to note

- ❖ The amount of external funding secured by South Ribble Businesses through the Lancashire Growth Hub has decreased from last quarter, however it would be inappropriate to predict trends associated with this across such a short period of time, as this is dependent on when businesses submit their applications to the grant panel.
- ❖ The number of empty properties as a proportion of total housing stock is reported as an annual measure and saw a slight decline from 2015-16 to 2016-17, however as this is such a volatile market, fluctuations in properties being available to be sold or rented which is something the council has no control over.

5.5.3 Corporate Plan activities

The table below shows the number of corporate plan activities that are on target at the end of Quarter 2.

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

5.5.4 Key achievements to note

- ❖ Leyland Landmarks has progressed with one noticeable success being Bobby the Horse.
- ❖ Planning consent for the Cuerden Strategic Site was given in September.

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 2.

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

5.6.2 Exceptions to note

- ❖ The percentage increase in income generated from existing property assets and investments has decreased slightly this quarter, however there have still been two new lettings this quarter, with a total occupancy level at 96% across the Borough.
- ❖ Although the Council aims to introduce more self-serve options for residents to improve both convenience and efficiencies, this quarter saw the number of self-serve options reduce from 69 to 63. The number of Forms available for Self Service showing a reduction it is because we

have removed Forms that were available temporarily, e.g. Condolence Book for the Manchester Bombings and removed unnecessary forms that were a duplication to make it easier for the customer to report or claim and an altogether better Customer Experience.

- ❖ The most recent staff survey data is from the survey undertaken in November 2016, the results of which members are familiar with. A number of actions have been taken to improve staff satisfaction and morale and there is anecdotal evidence of improvement. Staff sickness has also reduced which is often associated with an improvement in staff morale. However, in line with best practice, the survey will not be repeated until November 2018.

5.6.4 Corporate Plan activities

The table below shows the number corporate plan activities that are on target at the end of Quarter 2.

No. of activities	No. on target	No. off target
10	9	1

5.6.5 Exceptions

- ❖ Although the GRACE risk management system has been in place for some time, the projects and performance system we were hoping to get from a neighbouring Council does not meet our needs and accordingly a system is now being procured externally. The procurement process is well underway and it is hoped that the system will be in place by the end of Quarter 3.

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

Not applicable

7. OTHER OPTIONS CONSIDERED

Not applicable

8. FINANCIAL IMPLICATIONS

None

9. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

None

10. ICT/TECHNOLOGY IMPLICATIONS

None

11. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

None

12. RISK MANAGEMENT

The Corporate Risk Register at the end of Quarter2 shows just one red risk, namely the reduction in Government Grant threatening the financial sustainability of the Council. However this risk is being managed through robust monitoring of the 2017-20 MTFS projects.

13. EQUALITY AND DIVERSITY IMPACT

None

14. COMMENTS OF THE STATUTORY FINANCE OFFICER

The performance report at Appendix 1 shows that net revenue expenditure to the 2nd quarter is broadly in line with the profiled budget (98.4%). The quarter 2 Budget Management report, also on this agenda, provides a more detailed update on the Council's overall position compared to the financial plan for both revenue and capital.

15. COMMENTS OF THE MONITORING OFFICER

The Monitoring Officer found that there are legal implications.

16. RELEVANT DIRECTORS RECOMMENDATIONS

It is recommended that:

- iv. Members note performance at the end of Quarter 2 shown at **Appendix 1**
- v. Members note the corporate risks and the controls in place to mitigate risks as identified in the Corporate Risk Register shown at **Appendix 2.**
- vi. Members note the arrangements in place to report performance to Cabinet, Scrutiny and Full Council as detailed in paragraph 4 below.

17. BACKGROUND DOCUMENTS

Corporate Plan 2017-18

Appendix 1: Quarter 2 Performance Report

Appendix 2: Corporate Risk Register

SMT Member's Name: Joanne Platt

Job Title: Interim Corporate Improvement Manager

Report Author:	Telephone:	Date:
Reece Drew Michael Johnson	01772 (62) 5461 01772 (62) 5339	02/11/2017

CORPORATE PERFORMANCE REPORT

2017-18: Quarter 2

(1ST July – 30th September 2017)

Measure of performance	National average	Quarter 2	Previous quarter or period	Status
Our Money				
% spend against profiled budget	N/A	98.4%	99.2%	
% of Council Tax collected compared to the same time last year	N/A	57.67%	57.58%	
% of Business Rates collected compared to the same time last year	N/A	58.06%	59.04%	
Our People				
No. of days lost to staff sickness absence (per full-time equivalent member of staff) as an annual cumulative figure	8.2 days (annual ST & LT)	8.87	9.06	
vacancy rate	7.1%	7.4%	7.9%	
% statutory and mandatory training delivered as planned	N/A	Not available	Not available	N/A
% PDRs completed within timescale (annual measure)	N/A	74% (17-18)	55% (16-17)	
No. of accidents reported to the HSE arising from a work activity	N/A	0	0	

Measure of performance	National average	Quarter 2	Previous quarter or period	Status
Our Customers				
% of residents satisfied with the way the Council runs things (annual measure)	65% (16-17)	79% (16-17)	Not available	Baseline – no accurate comparison available
Number of complaints received compared to the same time last year	60 (16-17)	9	17	
Number of complaints to ombudsman and the % that were upheld this year compared to last year (annual measure)	11 (10/11)	16 (25% upheld) (16-17)	11 (none upheld) (15-16)	
% of calls to Gateway that were answered within 60 seconds this quarter compared to the same time last year	N/A	58% (22,229 calls)	65.5% (24,452 calls)	

Corporate Plan measures

Corporate Plan measures of performance

Strong and healthy communities	National average	Quarter 2	Previous quarter or period	Status
Amount of external funding secured to support sport and physical activity (annual)	N/A	£190,000 (projected Sept 17 – July 18)	£172,000 (Sept 16 – Aug 17)	
Number of visits to our leisure and sports facilities	N/A	205,675	226,435	
% of residents satisfied with our sports and leisure facilities (annual measure)	64% (16-17)	62% (16-17)	Not available	Baseline – no accurate comparison available
Number of young people taking part in programmed school activities and 'out of school' activities (reported termly)	N/A	12,896 (4140 school, 8,756 out of school) (April – July 17)	5,180 (4340 school, 840 out of school) (Jan – March 17)	
The number of people prevented from becoming homeless	315 (16 – 17)	86	96	Contextual data

Clean, green and safe

% of residents satisfied with street cleaning in the Borough (annual measure)	70% (16-17)	69% (16-17)	Not available	Baseline – no accurate comparison available
% of residents satisfied with our parks and open spaces (annual measure)	Data unavailable	83% (16-17)	Not available	Baseline – no accurate comparison available
Number and % of the Borough's main parks are of 'Green Flag' standard (annual measure)	N/A	3 (75%) (16-17)	3 (75%) (15-16)	
Number and % of all Parks with Friends Groups	N/A	12 (50%)	12 (50%)	
% of missed domestic waste bin collections	N/A	0.02%	0.02%	

Corporate Plan measures of performance

Strong South Ribble in the heart of a prosperous Lancashire	National average	Quarter 2	Previous quarter or period	Status
Amount of external funding secured by South Ribble Businesses through the Lancashire Growth Hub	N/A	£79,140	£87,972.40	
Amount of additional commercial floor space added to the business rate register (annual – published in Nov)	N/A	1,481,000 m2 (March 16)	1,480,000 m2 (March 15)	
Number of new jobs created and reported through City Deal and partners	N/A	Data Unavailable	121 (16-17)	Baseline – no accurate comparison available
Additional funded skills development (including apprenticeships) reported through City Deal / LEP Skills Hub and other partners	N/A	Data Unavailable	23 (16-17)	Baseline – no accurate comparison available
Number of empty properties brought back into use through A Place to Live (annual)	N/A	5 Units (2 Properties) 16/17	Not available (Scheme only started in 16/17)	Baseline – no accurate comparison available
% of residents who are satisfied with South Ribble as a place to live (annual measure)	80% (16-17)	88% (16-17)	Not available	Baseline – no accurate comparison available
Number of empty properties as a proportion of the total housing stock (annual measure)	2.54 (2015)	1.34% (16-17)	1.07% (15-16)	
Efficient, effective and exceptional council				
% increase in income generated from existing property assets and investments	N/A	0.91%	1.3%	
Number of online self-serve options available to customers	N/A	63	69	
Number of residents participating in My Neighbourhood plans and projects	N/A	29,870 (16-17)	Not Available	Baseline – no accurate comparison available
% of residents satisfied with the services the Council provides (annual measure)	65%	62% - 89% (16-17)	Not available	Baseline – no accurate comparison available
% of staff satisfied with the Council as a place to work (Target: 97%) (annual measure)	N/A	31.8% (16-17)	93% (15-16)	

Overview of risks

Risks

Total number of risks on the Corporate Risk Register this quarter	20
Number of risks with an increased residual risk score this quarter	0
Number of risks with a reduced residual risk score this quarter	0
Total number of corporate 'red' risks i.e. those with a residual risk score of 12 or above) this quarter	1

Red Risks to bring to the attention of SMT

Risk	Risk Owner	Controls in Place
Financial Sustainability	SMT (Susan Guinness)	Monitoring of the MTFs Projects to bring about targeted savings

Corporate Plan activities

Green: On track:

Amber: Off track due to circumstances beyond our control

Red: Off track: action needed

Corporate Plan activities

Strong and healthy communities

Status

Complete all actions in our annual safeguarding action plan within the agreed timescales.

G

Undertake a strategic review of leisure facilities

G

Determine the process and timescales to undertake a new Open Space, Play, Sports and Recreation Study

G

Develop and deliver programmes of activity which support growth in participation in physical activity and sport, wellbeing and active travel

G

Review equality objectives

G

Support local communities to develop "My Neighbourhoods" plans

G

Clean, green and safe

Encourage communities to include community clean-ups in their My Neighbourhood Plans

G

Develop an overarching strategy for parks, open spaces and sports pitches, aligned to the strategic review of leisure

G

Complete Central parks Masterplan and deliver the next phase of St. Catherine's Park

G

Continue to deliver against the vision plan for Worden Park

G

Use of Technology for neighbourhood and environmental services to speed up our response to customer service requests

G

Corporate Plan activities

Strong South Ribble in the heart of a prosperous Lancashire

Status

Complete the masterplans for Penwortham, Lockstock Hall and Leyland town centres linked to a forward programme of works for City Deal

G

Deliver City Deal initiatives including completion of Bamber Bridge regeneration and installation of Leyland Landmarks

G

Deliver the Walmer Bridge Village Centre improvements

G

Support the development and delivery of the Cuerden Strategic Site

G

Deliver year 2 of the South Ribble Housing Framework action plan

G

Work with partners and developers to increase the rate of delivery of new homes by unlocking sites and introducing new methods of delivery

G

Efficient, effective and exceptional council.

Develop and approve an investment strategy to maximise use of council assets and generate income

G

Work with partners to consider and develop new business models

G

Develop a framework to deliver projects in relation to the assets and property portfolio

G

Agree a way forward for the next phase of shared services with neighbouring boroughs

G

Deliver all agreed efficiencies from the 2016-17 budget by 30th June 2017 and from the 2017-18 budget

G

Implement a new organisational development strategy and action plan and meet all the targets that are due for completion

G

Consult with residents, businesses and other stakeholders to develop and influence priorities for the next 3 years

G

Meet all targets in our improvement plan that are due for completion

G

Put in place ICT based systems for the more effective monitoring and management of organisational performance and risk

A

Develop systems and processes to improve the way we collect, monitor and use data, research and intelligence to inform decision-making and priority setting

G

Corporate Plan activities

Programme	Lead	Actions to bring project back on track
Put in place ICT based systems for the more effective monitoring and management of organisational performance and risk	Joanne Platt	The system we were pursuing from another Council is not suitable for our needs so we have commenced a procurement process to acquire a suitable system.

Risk Description	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Action Plan Description	Type	Action Date	Review Date
Ageing population leading to health and social care pressures	12	Health and Well-Being Partnership's key work stream is Our Health Our Care Programme (OHOC)	6	4	Masterplan developed. OPE bid successful. OHOC is a continuing programme and SRBC is fully engaged	In Progress	31/03/2018	20/09/2017
		Staff members have had dementia champion training and they are delivering dementia awareness training to local businesses and community groups						
		Staff hold a café encouraging people suffering from dementia, memory loss and social isolation to attend. Also hold a dementia hub working alongside businesses and organisations providing information to families effected by dementia			In Progress	31/03/2018		
Failure of corporate governance leading to external intervention	12	Risk Registers being developed on GRACE risk management system	6	4	Transformation Strategy approved by Cabinet	Implemented	28/07/2017	20/09/2017
		Transformation Strategy approved by Cabinet						
					Meet all the targets in our Scrutiny Review of Licensing Action Plan	In Progress	31/03/2018	
		Cross party Improvement Reference Group with external membership in place						
		AGS Action plan						
					ICT Performance based system being developed	In Progress	26/01/2018	
					Develop systems and processes to improve the way we collect, monitor and use data, research and intelligence to inform decision-making and priority setting	In Progress	26/01/2018	
					Implement Transformation Strategy Short term action plan	In Progress	31/10/2017	
					Implement Transformation Strategy medium term action plan	Proposed	31/01/2018	
	Implement Transformation Strategy long-term action plan	Proposed	31/07/2018					
	Meet all the targets in the new Improvement Plan	In Progress	31/03/2018					

Risk Description	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Action Plan Description	Type	Action Date	Review Date
Reduction in Government Grant threatens the financial sustainability of the Council	16	Forecasting the impact of known events allows for financial planning to take place. This includes alternative options and also the incorporation of the use of reserves and judgements on the recommended level reserve balances	16	9	Implement Strategic Asset Review actions	In Progress	31/03/2018	20/09/2017
		Varied options with regard to alternative income sources and income generation are considered within the MTFS to address the issue:- BRR growth, income generation schemes, Council Tax Increases, increasing the Council Tax base.			Internal, cross-party asset group to shape and present new Investment Strategy for implementation and realisation of additional income. Initial draft strategy/framework presented to Cabinet June 2017. Revised strategy to be presented to Governance Committee 29 November 2017 and Cabinet 6 December 2017	In Progress	31/03/2018	
		Reporting to Budget Holders and SMT, Performance Reporting to cabinet, Budget Monitoring Reports to Governance Committee (and Cabinet in future), Programme Board, External Audit inspection, Scrutiny process.						
		SFS staff have access to training to keep up to date with latest financial developments.						
		This will be monitored via a Programme Board and progress reported to members accordingly.	In Progress	31/03/2018				
Fraud & Corruption	12	Current arrangements against the 'Fighting Fraud and Corruption Locally' checklist completed and action plan produced	8	4	Update Anti Fraud and Corruption Strategy Compile Corporate Fraud Risk Register in GRACE	In Progress	31/12/2017	20/09/2017
		Policies in place and available to all officers via Connect						
		Periodic training / awareness sessions carried out with officers						
Health inequalities in the Borough	6	These have action plans in place and are being delivered support local communities to develop 'My Neighbourhoods' plans.	4	4				
		Homelessness Strategy approved by Cabinet June 2017						

Risk Description	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Action Plan Description	Type	Action Date	Review Date
Homelessness Reduction Bill leading to new duties that we are not resourced to undertake.	16	Homelessness Strategy approved by Cabinet June 2017	9	6				
		Training delivered to all those dealing with homelessness						
		New burdens funding is to be made available - this is not known at an LA level as yet						
		Briefings drafted for SMT and Chief Executive						
Impact of Brexit on Council Funding- Councils will no longer receive EU regeneration funds, funding packages effected include European Structure & Investment Fund (ESIF) and European Regional Development Fund (ERDF)	3	Look for alternative external funding	3	3				
Impact of Brexit on Council Services - Local Government currently complies with EU laws and legislation in areas such as environmental health, economic development, waste collection and employment. Areas likely to impact SRBC (or our providers) include Working Time Directive & Agency Worker Regulations (2010), Procurement & Competition Law, Rights of people with disabilities, Equalities, Health & Safety Regulations, State Aid rules and Environmental Policy.	6	Monitoring of guidance issued by Government and professional bodies	6	4	Continuation of monitoring	In Progress	0043224	
Impact of Brexit on the local economy - Cost of Trade between UK and EU likely to increase, European firms could be deterred from investing in the UK, restrictions on migration may impact recruitment and skills base available	6	Current strategy covers us until 2018 but Economic Development team are creating a new one	6	3	Engage with City Deal Partners to produce Master plans	In Progress	31/03/2018	20/09/2017
		Scheme completed						
					Engage with City Deal Partners to complete	In Progress	31/10/2018	
					Complete Scheme	Implemented	31/08/2017	
					Cuerden Masterplan to be before Planning Committee Autumn 2017	In Progress	31/03/2018	

Risk Description	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Action Plan Description	Type	Action Date	Review Date
Inactive communities leading to poor health	9	To provide all residents with access to well managed and accessible open space for formal and informal physical activity sport and recreation	6	4	Review now being commissioned and due for completion in 2018	In Progress	31/03/2018	20/09/2017
		Working in Partnership with South Ribble Leisure Trust to provide well managed and accessible sports facilities which meet the needs of all residents now and in the future in a sustainable manner						
		Delivering a comprehensive programme of activity to 47 primary schools. With trained sports coaches/cycling instructors. Engaging in over 600 sports sessions in school PE time and over 160 outside of school engaging in more that 5000 young people weekly						
Inadequate housing stock to meet the needs of people moving into the area	9	Following SR Housing Framework Action Plan	6	4	Action plan produced	In Progress	31/03/2018	20/09/2017
		New properties being built in City Deal schemes			Action plan produced and reporting via City Deal	In Progress	31/03/2018	
		Bi-Annual progress updates investigating potential for housing developments are part of campus strategy						
Failure of Information systems and data security	8	Maintaining high level of ICT security, achievement of PSN accreditation.	6	2	ICT Performance based system being developed	In Progress	26/01/2018	20/09/2017
		Development of annual ICT work programme						
Lack of affordable housing to meet the needs of low income and vulnerable people	9	Homelessness Strategy approved by Cabinet June 2017	6	4	Action plan produced	In Progress	31/03/2018	20/09/2017
		South Ribble Housing Framework in place and year 1 actions delivered			Action plan produced and reporting via City Deal	In Progress	31/03/2018	

Risk Description	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Action Plan Description	Type	Action Date	Review Date
Lack of capital funding to undertake large scale improvements to parks, open spaces and leisure facilities	6	To continue to deliver against the vision plan for Worden Park.	4	4	Report to Cabinet June 2017 and progress through City Deal Governance arrangements.	In Progress	31/03/2018	20/09/2017
		Work with partners or external funding providers to find funding/project options			Review now being commissioned and due for completion 2018.	In Progress	31/03/2018	
					Internal, cross-party asset group to shape and present new Investment Strategy for implementation and realisation of additional income generation in 2017/18. Initial draft strategy/framework presented to Cabinet June 2017. Revised strategy to be presented to Governance Committee 29 November 2017 and Cabinet 6 December 2017.	In Progress	31/03/2018	
Low economic growth	9	Our current economic strategy runs out in 2018.	4	4	Engage with City Deal Partners to produce Masterplans	In Progress	31/03/2018	20/09/2017
		Economic growth is factored into all master planning and regeneration schemes. Improvements to areas to attract customers, creating space for new business, increasing parking availability are just a few things we have looked at in recent projects to help increase economic growth			Engage with City Deal Partners to produce Masterplans	In Progress	31/03/2018	
		We have been successful in the creation of a Town Team in Leyland - a group made up of business owners in the area. We work with them on projects and events to attract customers into Leyland. We are working on rolling this initiative out in other areas of South Ribble			Scheme Completed	Implemented	31/08/2017	
		A number of events are held throughout the year working alongside local businesses to help raise money, promote the area and attract more residents/customers. These include the Live events, Festivals and Christmas events			Cuerden Masterplan to be before Planning Committee Autumn 2017	In Progress	31/03/2018	
		Scheme completed			A new Economic Development strategy is being created by the Economic Development Team	In Progress	31/03/2018	

Risk Description	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Action Plan Description	Type	Action Date	Review Date
Public Service reform	9	Asset Management Plan, Investment Framework and Strategic Review of Property and Assets.	6	2	Work with partners to consider and develop new business models	Proposed	31/03/2018	20/09/2017
		DWP move into Civic Centre On-going discussions with other potential co-location partners						
		Regular meetings to shape/develop the agenda			Masterplan developed. Delivery subject to OPE process. Now at Stage 5 of the OPE process.	In Progress	31/03/2018	
Failure to recruit and / or retain staff with the skills needed to deliver services and improvement activities recruitment and retention	12	Transformation Strategy approved by Cabinet	8	6	Meet all the targets in the new Improvement Plan	In Progress	31/03/2018	20/09/2017
		Policies including Pay Policy / Recruitment policy						
		Flexi time / free car parking / professional subscriptions etc						
					Meet all the targets in the Scrutiny Review of Licensing Action Plan	Proposed	31/03/2018	
					Implement the Transformation Strategy Short term Action Plan	In Progress	31/10/2017	
					Implement Transformation Strategy Medium Term action plan	Proposed	31/01/2018	
					Implement the Transformation Strategy Long Term action plan	Proposed	31/07/2018	

Risk Description	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Action Plan Description	Type	Action Date	Review Date
Reduced funding leads to the need to reduce staffing levels for environmental management of the Borough	6	Action plans in place and are being delivered to encourage more residents to participate in My Neighbourhood plans and projects.	6	4	Work with partners to consider and develop new business models	In Progress	31/03/2018	20/09/2017
		Asset Management Plan, Investment Framework and Strategic Review of Property and Assets			Draft Strategy / Framework presented to Cabinet June 2017	In Progress	31/03/2018	
					Agree a way forward for the next phase of shared services with neighbouring boroughs	In Progress	30/09/2017	
Low resident and customer satisfaction	6	To widen the use of technology for neighbourhood and environmental services to speed up our response to customer service requests.	4	2	Meet all the targets in the Improvement Plan	In Progress	31/03/2018	20/09/2017
		Frequent (at least annual) resident surveys.						
		Regular events held within the borough that are both enjoyable and reinforce community spirit/pride, such as Leyland Festival and the Truck Trail.						
		Through emails, social media platforms, and Gateway, residents can be asked to provide their opinions and feedback on Council priorities and operations, therefore helping establish their needs. This can be done through surveys, polls, and discussions.			Develop systems and processes to improve the way we collect, monitor and use data, research and intelligence to inform decision-making and priority setting	In Progress	31/03/2018	
		Holding regular team service review meetings where staff can put forward ideas to make service improvements.						
		Taking a transparent approach to communication with residents regarding changes throughout the borough, avoiding them finding out via the media.						
	More online self-serve options available to customers	Proposed	31/03/2018					
	Meet all the targets in the Scrutiny Review of Licensing Action Plan	Proposed	31/03/2018					

Risk Description	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Action Plan Description	Type	Action Date	Review Date
The impact of welfare reform on vulnerable people and families	9	Homelessness Strategy approved by Cabinet June 2017	6	4	Complete all the actions in our annual Safeguarding Action Plan	In Progress	31/03/2018	20/09/2017
		Gateway have staff trained in helping people improve their budgeting skills when they have been effected by Welfare Reform and Universal Credit						
		gateway and benefits staff have been trained on the Welfare reform and offer help and guidance to residents			Deliver all the actions in our Homelessness Strategy	In Progress	31/03/2018	
		Information regarding Welfare Reform and the help available has been shared with partners and outside organisations						

REPORT TO	ON
CABINET	6 December 2017

Jan 2017



TITLE	PORTFOLIO	AUTHOR
Review of Fees and Charges	Finance / Neighbourhoods and Streetscene	Acting Chief Finance Officer / Director of Neighbourhoods, Asset Management & Environmental

Is this report a KEY DECISION	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?	Yes
Is the report confidential	No

1. PURPOSE OF THE REPORT

To review Fees and Charges pricing policies and seeking approval to:-

- implement Car Parking charges at Worden Park;
- revise the current Pay and Display Car Parking charging Policy for existing Car parks;
- revise the charging policy for Building Control fees;
- set the charge for Public Spaces Protection Orders (PSPOs) Fixed Penalty Notices;
- uplift fees charged for Pre-Planning Advice.

2. PORTFOLIO RECOMMENDATIONS

It is recommended that Cabinet recommends to Council that:-

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

5. The new charging policy for Building Control fees as set out in Appendix 4b is adopted with effect from 1st January 2018.
6. Penalty Notice Charges in respect of PSPOs are set at £100.00 with effect from 1st December 2017.
7. The charging policy for Pre-Planning Advice (as set out on page 6) is adopted with effect from 1st January 2018.

3. EXECUTIVE SUMMARY

- This report collates a number of recommendations to revise charging policies across the Council to generate additional income that totals in the region of £241k as summarised below:

	£
Fees and Charges Uplift as listed in Appendix One	19,624
Worden Park – Option Two in Appendix 2	99,000
Existing Car Parks in Appendix 3	40,000
Building Control in Appendix 4	20,000
PSPOs - Fixed Penalty Notices	1,500
Pre-Planning Application Advice	60,738
Estimated Total Additional Income	240,862

- Historically Fees and Charges have been uplifted on an ad hoc basis across the Council.
- An exercise has taken place to propose a standard inflationary increase in all Fees and Charges.
- It is recommended that this standard increase for 2018/19 should be set at 2.5% as this is comparative with recent CPI rates.
- There are exceptions to this proposal and therefore the following charges are excluded from this recommendation:-
 1. Car Parking Charges
 2. Building Control
 3. Public Spaces Protection Orders
 4. Pre-Planning Advice
 5. Taxi Licencing
- The additional income that will be generated is expected to be £19,624.
- Where applicable Budget Holder have proposed an alternative approach to revising and updating charging policies.
- Car Parking at Worden Park – As detailed in Appendix 2, a new charging policy is proposed to help manage demand an option could be to charge £2 per day at Worden Park during term time only and revert to the £1 per day charge outside term time and at the weekends. This was not included in the consultation carried out which suggested a charge of £1. However, the key theme of the consultation was to establish the principle of charging and not necessarily the tariff. Estimated income generated is £99,000 per annum
- Revision of existing pay and display Car parking Charges - Tariffs within South Ribble are relatively low in comparison to other authorities. It is recommended that Car Parking tariffs should be simplified by removing the two lower tariffs of 50p for up to 2 hours and 80p for up to 3 hours. It is proposed that these are replaced by a new tariff of £1.00 for up to 3 hours.

- Car parking at Leyland Station - It is also proposed to increase the tariff on the railway carpark from £1.00 to £1.50 per day and £4.00 to £6.00 per week.
- With regard to Building Control, the service has returned to a small surplus position and therefore is now compliant with the requirement that the cost of providing a Building Control service does not fall on Council Tax and Business Rate payers.
- To maintain this position the Building Control Manager has re-structured the charging policy.
- The proposed new Building Control statement of charges is set out in Appendix 4b.
- Although it is difficult to accurately forecast demand in future years it is anticipated on past trends that additional income of £20k will be generated.
- New Public Spaces Protection Orders (PSPOs) have been introduced which replace Dog Control Orders. It is proposed that Fixed Penalty Notices issued should carry a penalty fine of £100.00 to act as a deterrent to offenders.
- PSPOs cover the following:-
 1. Fouling of land by dogs
 2. Dogs in exclusion areas
 3. Keeping dogs under control – leads
- The rate of charges the Council currently charges for Pre-Planning Advice has been compared with other authorities and has shown that the current charges set are lower than those charged by other North West Councils.
- It is considered appropriate that charges should be increased by 25% to bring them into line with current local practice. This will generate additional income of circa. £61k.

4. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

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

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

6. PROPOSALS

Appendix 1 sets out the 2018/19 forecasted income budgets for discretionary fees and charges and the estimated additional income generated should a standard inflationary rate be applied (please note the charges listed are detailed at budgeted level). The rate recommended is 2.5% which is comparable to the current CPI rate. This rate is applied to all discretionary income streams with the exception of Licensing and Pay and Display Car Parking charges where standard increases would generate unusable values. There are other exceptions to this proposal as described above as other more applicable pricing strategies are considered more appropriate dependent on other matters such as market sensitivity and deterrents to discourage behaviours such as dog fouling.

The table below summaries the total scale of additional income that could be generated for each example standard inflationary percentage increase.

Inflationary Rate	Forecasted total additional income
1.0%	£7,950
1.5%	£11,924
2.0%	£15,899
2.5%	£19,624
3.0%	£23,849
3.5%	£27,823
4.0%	£31,798
4.5%	£35,773
5.0%	£39,748

An estimated total of **£0.241m** is forecasted as additional income that could be generated in a full year if the following revisions within this report are made to the Council's Fees and Charging Policies. Fees and Charges across the Council has been analysed and it is recommended that an uplift should be applied to fees and charges by 2.5% with effect from 1st April 2018. There are some exceptions to this recommendation, namely the following:-

- Pay and Display Car Parking Charges
- Building Control Fees and Charges Policy
- PSPO Fixed Penalty Notices
- Pre-Planning Advice Fees and Charges Policy

The above charges are also contained within this reports with separate proposals to revise the relevant charging policies. The rationale and details for each proposal is set out below and within the attached appendices where recommendations are based on particular specific matters e.g. competitive markets, deterrent fines and contribution to meeting the Council's budget challenge. The report also recommends introducing Car Parking Charges at Worden Park. The estimated additional income that could be realised is summarised below:-

	£
Fees and Charges Uplift as listed in Appendix One	19,624
Worden Park – Option Two in Appendix 2	99,000
Existing Car Parks in Appendix 3	40,000
Building Control in Appendix 4	20,000
PSPOs - Fixed Penalty Notices	1,500
Pre-Planning Application Advice	60,738
Estimated Total Additional Income	240,862

7. CAR PARKING CHARGES

The Medium Term Financial Strategy (MTFS) includes an income target from car parking charges of £110,000 for 2018/19. Therefore the arrangements to achieve the income need to be put in place by 1st April 2018 to ensure the target is delivered.

South Ribble Borough Council owns over 50 car parks across the borough which include town centre pay and display, car parks at public and council buildings, parks and open spaces and small car parks in residential areas. Parking charges within South Ribble have remained relatively constant since their introduction in 2004 in order to support local businesses.

To achieve the MTFS target, consideration is being given to introducing charges on Worden and Withy Grove Parks and simplification of the current tariffs at existing car parks by reducing the number of bands and introducing small increases.

Details of this exercise, including the results of consultation are included within **Appendix 2** to this report.

In addition to new Car Parking Charges this exercise also reviewed existing the Council's Pay and Display Car Parking charging structure, the findings of which are set out in **Appendix 3** to this report.

8. BUILDING CONTROL - Forecasted additional income totals circa. £20,000.

The Building Control trading account has made a surplus in 2016/17. Following a small surplus in 2015/16 this is a significant improved trading position following a number of years of a trading deficit. The Building Control Manager has undertaken a fundamental review of the Building Control charging policy as detailed in **Appendix 4** in order to build upon, and maintain, the service's improved performance within a competitive market. The existing pricing policy is attached at **Appendix 4a** and the proposed pricing policy is attached at **Appendix 4b**.

In summary, the range of charges has been reduced and in some instances replaced on a quote by quote basis. Quantifying accurately the additional income this will generate is problematic within a trading function which is demand led but the Budget Holders estimates that if current demand is replicated in future additional income generated could be circa. £20,000.

The Building Control trading account has been operating in deficit for some years which has been a budget pressure up until 2016/17. This pricing proposal is presented in the belief it will maintain competitiveness and prevent the trading account dropping back into a trading loss position.

Building Control Fees and Charges have remained unchanged since 4th January 2011. A review of the current charges has taken place to assess 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. We have also added more standard fees because of changing trends in building work.

The proposed charges are in line with neighbouring authorities and may offer more flexibility in attracting further work previously undertaken by approved inspectors in the private sector.

9. FIXED PENALTY NOTICES - Forecasted additional income @ 25% uplift totals circa. £1,500.

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, thereby avoiding prosecution and the need to appear at Magistrate's Court.

From October 2017 DCOs will lapse and be replaced by Public Spaces Protection Orders (PSPOs). A Cabinet report was approved to replace DCOs with PSPOs on 25th of October, with the five PSPOs put in place on the 3rd of November 2017.

All offences can be dealt with by issuing a fixed penalty in the sum of £100, this equates to a 25% increase. The maximum fine on summary conviction is currently £1,000.

The current Fixed Penalty Notice (FPN) for dog control order offences in the borough is set at £80. It is proposed that this will be increased to £100 for breaching a PSPO. This is on the basis that the current £80 has been in place for some time and that the maximum FPN should be introduced as a deterrent to offenders. In cases of non-payment, the matter can be taken to court where the maximum fine on summary of conviction is level 3 on the standard scale which is currently £1,000.

The proposed PSPOs will cover the following:-

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

10. PRE-PLANNING APPLICATION ADVICE - Forecasted additional income @ 25% uplift totals circa. **£61k**.

The Planning Manager has identified that the charges for Pre-Planning Application advice are lower than other Authorities in the North West. Developers are received high quality professional advice and therefore the following charging structure is proposed.

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	329	£50	£4,113
Small	£120	225	£200	£11,250
Medium	£300 (plus £150 per follow up)	171	£500	£21,375
Major	£420 (plus £210 per follow up)	45	£2,000	£22,500
Significant Major	£720 (plus £360 per follow up)	2	£3,000	£1,500
Totals				£60,738

11. OTHER OPTIONS CONSIDERED

This is a new approach to reviewing discretionary fees and charges whereby a revised pricing policy is considered and proposed to the same annual timetable. This report brings together the separate re-pricing of fees and charges proposals.

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

Other levels of inflationary increases to the income generated by the Council are also available, however, the options recommended are the optimum proposals considered to be the most appropriate taking into account budget challenges, market sensitivities, competition, incentivisation and deterrent where applicable.

12. FINANCIAL IMPLICATIONS

The financial implications are contained within the body of the report.

The salient financial implications are with regard to generating additional income for the Council to support its MTFS and maximising income opportunities. This serves to protect front line services and aligns resources with the Councils Corporate Plan and Priorities. A summary is listed below:-

An uplift of 2.5% across all discretionary Fees and Charges would achieve forecasted additional expenditure of £19.6K

The proposal made for charging for car parking at Worden Park will achieve circa. £99k additional income to help meet the Council's budget challenges.

A simplified charging policy for existing Pay and Display Car Park charges could realise additional income of circa. £40k.

Revising other charging policies as detailed in the body of the report could realise the following levels of additional income:-

- Building Control £20k
- Fixed penalty Notices £1.5k.
- Pre-Planning Application advice £61k.

13. HR and ORGANISATIONAL DEVELOPMENT IMPLICATIONS

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

14. ICT/TECHNOLOGY IMPLICATIONS

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

15. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

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

16. RISK MANAGEMENT

The Council recognises the risk of vehicle displacement with regard to introducing car parking charges at Worden Park for which appropriate and effective mitigations will need to be implemented as required.

The budget efficiency savings identified as part of the 2017/18 MTFs may not be realised if Car Parking Charges and/or other Fees and Charges are not restructured into new charging policies.

17. EQUALITY AND DIVERSITY IMPACT

There is no impact on equality and diversity.

18. RELEVANT DIRECTORS' RECOMMENDATIONS

It is recommended that Cabinet recommends to Council that:-

1. Increase of 2.5% are applied to all fees and charges with the exception of Licensing, Car Parking, Building Control fees, PSPO Fixed Penalty Notices and Pre-Planning Advice charges with effect from 1st April 2018 (see Appendix 1).
2. Car Parking Charges are introduced at Worden Park to charge £2.00 per day during term time only and £1.00 per day outside of term time and at weekends (as detailed in Option Two in Appendix 2) with effect from 1st April 2018.
3. The pricing structure for existing Pay and Display Car Parking Charges is revised to remove the two lower tariffs of 50p for up to 2 hours and 80p for up to 3 hours and replace them with a charge of £1.00 for up to 3 hours (as per Appendix 3) to be deferred to 1st April 2018.
4. The Car Parking Charges at Leyland Railway Station are increased to £1.50 a day and to £6.00 per week (as per Appendix 3) with effect from 1st January 2018.
5. The new charging policy for Building Control fees as set out in Appendix 4b is adopted with effect from 1st January 2018.
6. Penalty Notice Charges in respect of PSPOs are set at £100.00 with effect from 1st December 2017.
7. The charging policy for Pre-Planning Advice (as set out on page 6) is adopted with effect from 1st January 2018.

19. COMMENTS OF THE STATUTORY FINANCE OFFICER

The Council made a commitment in the budget to focus on income generation in the earlier part of the MTFs in order to protect services being delivered to residents and businesses within South Ribble. The adoption of the proposals within this report can realise additional income totalling £241,000 per annum.

The MTFs contains a target for generating additional income through the revision of car parking charges of £110,000 per annum from 2018/19. The proposals for Worden Park and the existing Pay and Display car parks would generate additional net annual income of £139,000, an estimated additional contribution of £29,000 compared to the target.

The other recommended increases in fees and charges are forecast to generate £102,000 additional income which would help the Council meet its budget challenges over the medium term.

20. 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.

21. BACKGROUND DOCUMENTS AND APPENDICES

Background documents: 2017/18 Budget and MTFS (February 2017)

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INTRODUCING CAR PARKING CHARGES AT WORDEN PARK AND WITHY GROVE

EXECUTIVE SUMMARY RECOMMENDATIONS

It is recommended that the Council introduces car parking charges at Worden Park as follows:-

WORDEN PARK - OPTION TWO

To help manage demand an option could be to charge £2 per day at Worden Park during term time only and revert to the £1 per day charge outside term time and at the weekends. This was not included in the consultation carried out which suggested a charge of £1. However, the key theme of the consultation was to establish the principle of charging and not necessarily the tariff.

Estimated income generated is £99,000 per annum

It is recommended that the Council does not introduce car parking charges at Withy Grove Park for the following reasons:-

WITHY GROVE

It is proposed not to introduce Pay and Display parking at present, given the location of the Leisure Centre and the complexity of introducing a refund scheme for users of the centre, combined with the terraced nature of the surrounding streets and lack of private parking for residents, the introduction of parking charges would prove extremely disruptive for residents and users of the Leisure Centre at this time.

Background

The Medium Term Financial Strategy (MTFS) includes an income target of £110,000 for 2018/19. Therefore the arrangements to achieve the income need to be put in place by 1st April 2018 to ensure the target is delivered.

South Ribble Borough Council owns over 50 car parks across the borough which include town centre pay and display, car parks at public and council buildings, parks and open spaces and small car parks in residential areas. Parking charges within South Ribble have remained relatively constant since their introduction in 2004 in order to support local businesses.

To achieve the MTFS target, consideration is being given to introducing charges on Worden and Withy Grove Parks and simplification of the current tariffs at existing car parks by reducing the number of bands and introducing small increases.

A consultation exercise was undertaken via the Council website and attendance at the My Neighbourhood Forums during October and November 2016. Letters were also distributed to affected properties around Worden and Withy Grove Parks and other car parks included in the consultation. It is considered that the consultation response is still current and that further consultation would not produce different outcomes.

The key aim of the review and consultation exercise was to enable better management of the Council's car parks so that they are available for genuine users and that any impact on the surrounding areas is mitigated.

The consultation responses are summarised in **Appendix 2a**.

A comparison of the charges for neighbouring authorities has also been carried out and is shown in **Appendix 2b**. This shows that even if the proposed increases are implemented, that the Council's car parking charges are still relatively low and represent good value for money.

Worden Park

Worden Park is a popular facility attracting many visitors both local and from the wider North West Region and has been subject to considerable investment of over £900,000 in recent years. Works undertaken include a reconfigured main entrance and car park, reconstruction of footpaths and driveways, improvements to the fish pond and an extension to the existing car park. Further investment is underway with the refurbishment of both the Vine House and the Conservatory and the provision of new toilets.

The existing restrictions on the park are: 3 hours No Return within 3 hours Monday to Friday (term time only). These will not be needed should charges be introduced.

The existing restrictions already in place on parts of the Worden estate are: No Waiting Monday to Friday 10am – 3.30pm (term time only) and Worden Lane No Waiting at any Time. Whilst this is an LCC matter, it is intended that these will remain in force.

OPTION ONE

It is proposed that the introduction of Pay and Display parking be considered at a charge of £1 per day between the hours of 10am and 4pm (Monday to Sunday). There would be no charge for Blue Badge holders. The income generated could contribute towards the Council achieving financial self-sufficiency and also support the provision of further improvements to the park facilities.

Financial Implications

Worden Park – Option One	
Forecasted Annual Income	£70,000
LESS Forecasted Annual Cost (enforcement, cash collection etc.)	£6,000
Forecasted Net Income	£64,000
Set up costs	£20,000

During the consultation period approximately 80 residents attended the Leyland My Neighbourhood Forum on the 8th November, 2016 and a total of 85 responses were received via the online consultation process. The majority of the responses received were opposed to any possible extension of the current parking restrictions to include weekends feeling this would restrict the ability of residents and friends to visit at weekend. However, a number of those opposed to any possible changes to the restrictions were in favour of the introduction of charges on Worden Park.

Worden Park Alternative Preferred Option

Following the completion of the construction of the car parks it has been possible to carry out further and more accurate monitoring of their use. This has identified high demand at peak times from the Runshaw college students. Whilst this brings in income from the permit scheme there are also many students parking for short periods within the restrictions and also those parking for longer and taking a risk of receiving a Penalty Charge Notice. This can affect genuine park users on busy days. Whilst enforcement is carried out on a regular basis the situation is difficult to manage.

The £1 charge will remove the need for the permit scheme as the students will pay their tariff through the Pay and Display machines or cashless via their mobile phones. However, because the tariff is very reasonable at £1, it is anticipated that many students will use the park instead of Euxton Villa FC where the day charge is £2.

Another issue from the students is that many are not respectful in their driving manner and have been causing some damage to the overflow car park surfacing.

OPTION TWO

To help manage demand an option could be to charge £2 per day at Worden Park during term time only and revert to the £1 per day charge outside term time and at the weekends. This was not included in the consultation carried out which suggested a charge of £1. However, the key theme of the consultation was to establish the principle of charging and not necessarily the tariff.

Financial Implications

Worden Park – Option Two	
Forecasted Annual Income	£105,000
LESS Forecasted Annual Cost (enforcement, cash collection etc.)	£6,000
Forecasted Net Income	£99,000
Set up costs	£20,000

Worden Park Potential Displacement

Should parking charges be introduced it is likely to have a potential impact on the surrounding roads, although it is difficult to assess the scale of the impact. Officers have worked with Lancashire County Council on this issue. Should significant displacement take place then Lancashire County Council may initially request the Council to withdraw the charges, should the Council continue with the charges they would most likely consult with residents over the introduction of further restrictions on some roads to prevent displacement. These would likely be No Parking 10am – 4pm Monday to Sunday on the roads closest to the park. Should this be necessary one option to help the residents would be to issue household permits. However, this would be at conflict with LCC’s policies which is a barrier to progressing the initiative.

Withy Grove Park

Withy Grove Park has been subject to significant investment in recent years including the construction of a new playground and the re-landscaping of the eastern side of the park. Further investment of £250,000 is underway which includes the re-landscaping of the western side of the park with the aim of achieving Green Flag status. The playground is one of the best equipped in the North West providing a wide range of equipment for children of all ages and abilities and attracts visitors from across the North West Region.

There are currently no restrictions on the park or on the adjacent residential area.

It is proposed that due to the potential for disruption on the surrounding residential streets and the need to develop a reimbursement scheme for Serco customers who are significant users of the car park, Pay and Display parking is not introduced at present.

As the park is adjoining a leisure centre and swimming pool consideration needs to be given to a reimbursement scheme for Serco’s customers who are significant users of the car park.

Estimated income from charges is circa £22,000 per annum. However, should a reimbursement scheme be introduced for Serco’s customers, it is anticipated that a significant proportion of the income would be used for this purpose.

Estimated set up costs are circa £12,000 and recurring annual revenue costs (enforcement, cash collection etc.) would be circa £2,000.

Financial Implications

Withy Grove – No Leisure centre Refund	
Forecasted Annual Income	£22,000
LESS Forecasted Annual Cost (enforcement, cash collection etc.)	£2,000
Forecasted Net Income	£20,000
Set up costs	£12,000

During the consultation period approximately 100 residents attended the Eastern My Neighbourhood Forum on the 27th October and a total of 37 responses were received via the online consultation process. All the responses received were opposed to the introduction of any parking restrictions on the surrounding streets and only a small number were in favour of the introduction of charges for parking.

Withy Grove Park Potential Displacement

Should parking charges be introduced, as for Worden Park this is likely to have a potential impact on the surrounding roads, although again it is difficult to assess the scale of the impact, however the residential area surrounding the park is made up of terraced properties and those with limited private parking, the introduction any restrictions is likely to significant impact on residents and their visitors.

As with Worden Park should significant displacement take place then Lancashire County Council may initially request the Council to withdraw the charges, should the Council continue with the charges then LCC would most likely consult with residents over the introduction of further restrictions on some roads to prevent displacement. Should LCC have to consider introducing restrictions these would likely be No Parking 10am – 4pm Monday to Sunday on the roads closest to the park.

Car Parking Consultation Results

A number of options have been proposed relating to the introduction of charges and restrictions on various car parks throughout the borough. In order to gain the views of residents a consultation was undertaken via the South Ribble website and presentations at the five Neighbourhood Forums starting in Penwortham on 13 October 2016 and finishing in Western Parishes on 17 November 2017. The consultation via the website ran from the 13th October until the 21st November 2017 and was visited by 188 residents. In addition a further 2 written responses were received, making a total of 190 responses. The proposals and results for the individual car parks are detailed below.

Worden Park

The proposal of the introduction of a £1 charge on the car parks which would apply 10.00 – 16.00 seven days a week. Views were also sought on possible changes in relation to Traffic Regulation Orders on the surrounding roads.

- A total of 85 responses were received
- 25 were in favour of the introduction of charges
- 45 were opposed to the introduction of charges
- 13 did not comment
- 16 were in favour of additional restrictions
- 53 were opposed to additional restrictions
- 16 did not comment

Comments received:

Vehicles parking on the surrounding roads is already a problem at weekend

Introducing charges would benefit Runshaw College

The car park would be full of students

The 3 hour restriction is perfect – why change it

The current restrictions on the surrounding roads should be removed

Current restrictions on the highway are unfair on residents

Restriction on the highway should be increased from 10am to 10pm

Extend the restrictions on Dalehead Road

Except for Access – not being enforced

Lack of on-street enforcement

No on-street restrictions at weekend or during the holidays

£1 charge very reasonable and overdue

Opposed to any restrictions on Parkgate Drive

If charges are introduced – don't alter the existing restrictions unless it becomes a problem

Would be in favour only if residents only parking is introduced

Permit scheme for residents in the surrounding roads

Should be free parking at weekends

First hour should be free

First 2 hours free then £2 for the rest of the day

The car park should be free at weekends

Will increase congestion in the surrounding area

Edale Close – no problems and would not like any restrictions

Enforce the existing on street restrictions

Parking charges a good idea – if restrictions are introduced on Parkgate Drive

Withy Grove Park

The proposal of the introduction of a £1 charge on the car parks which would apply 10.00 – 16.00 seven days a week. Views were also sought on possible introduction of Traffic Regulation Orders on the surrounding roads.

- A total of 37 responses were received
- 3 were in favour of the introduction of charges
- 26 were opposed to the introduction of charges
- 8 did not comment
- 37 were opposed to the introduction of restrictions on surrounding roads

Comments received:

No charge – use of the parks should be encouraged

No toilets or facilities – what are we paying for?

Strongly object to on-street restrictions

Resident's permits

Restrictions not necessary

Charges will deter visitors to the park

No objection to the charge

Strongly object to charges – I would not use the park

How will the on-street restrictions be enforced?

Park will not be used

Rugby/football teams will suffer

Current on-street restrictions not being enforced

Terrible idea

Car park not big enough in summer

Trial period of no restriction

Charges seem fair

General Pay & Display Car Parking Charges

Proposals for simplifying the current tariffs and introducing a charge of £1 for up to 3 hours with the remaining charges unchanged.

- A total of 14 responses were received
- 5 were in favour of the changes to tariffs
- 9 were opposed to changes in tariffs

Bowling Terrace, Leyland

The proposed introduction of a time related restriction on this car park, possibly a 2 hour maximum stay no return within 2 hours.

- A total of 31 responses were received
- None were in favour of the introduction of restrictions
- 31 were opposed to the introduction of restrictions

East Street, Leyland

The proposed introduction of a time related restriction on this car park, possibly a 2 hour maximum stay no return within 2 hours.

- A total of 5 responses were received
- 2 were in favour of the introduction of restrictions
- 3 were opposed to the introduction of restrictions

Ryefield Avenue, Penwortham

The proposed introduction of a time related restriction on this car park, possibly a 2 hour maximum stay no return within 2 hours.

- A total of 10 responses were received
- 1 was in favour of the introduction of restrictions
- 9 were opposed to the introduction of restrictions

Liverpool Road, Penwortham

The proposed introduction of a time related restriction on this car park, possibly a 2 hour maximum stay no return within 2 hours.

- A total of 8 responses were received
- 5 were in favour of the introduction of restrictions
- 3 were opposed to the introduction of restrictions

St Catherine's Park

The proposed introduction of a time related restriction on this car park.

- No responses were received

Comparison of Car Parking Charges with Adjacent Towns

	Preston (Council) Various car parks	Preston (Private) Various car parks	Chorley (Council) Short Stay	Chorley (Council) Long Stay	Chorley (Private)	South Ribble (Council) Short Stay	South Ribble (Council) Long Stay	South Ribble (Private)
Up to 1 hours	£1.20 – £1.40	£1.20 – £1.30	FREE					
Up to 2 hours	£2.00 – £2.60	£2.00				0.50p	0.50p	0.50p
Up to 3 hours	£2.50 – £3.40	£2.50 - £2.70	£1.00	FREE	0.90p	0.80p	0.80p	£1.00
Up to 4 hours	£3.00 – £4.70	£3.50			£1.20	£1.50	£1.50	£1.50
Over 4 hours							£3.00	
Up to 5 hours		£4.50	1.80			£3.00		
Over 5 hours		£7.50				£10.00		
Up to 9 hours								
Up to 12 hours	£4.00 – £4.70	£4.00		£3.50				
Up to 24 hours	£6.00 – £10.00	£6.00			£3.00			£2.50
Railway Station 1 day ticket		£12.00			£2.50	£1.00		
5 day ticket								£8.00
7 day ticket						£4.00	£10.00	
Free 1 hour bays						57 designated spaces		

GENERAL CAR PARKING CHARGES

The Council’s Pay and Display Car Parks (Pay and Display) operate from Monday to Saturday with Sunday being free of charges.

Short stay car parks are located at: Leyland – Sumner Street, Ecroyd Street (Leyland Market), and Churchill Way.

Long stay car parks are located at King Street Leyland and Hope Terrace Lostock Hall.

There is also the Railway car park at Chapel Brow, Leyland.

Currently South Ribble operate two tariffs on its car parks for short stay and long stay. The town centre car parks are designated short stay car parks and are intended for use by shoppers. Long stay are intended for shoppers, commuters and office/shop workers.

The current tariffs are as follows:-

<i>Short Stay Tariffs</i>	<i>Long Stay Tariffs</i>
Up to 2 hours 50p	Up to 2 hours 50p
3 hours 80p	3 hours 80p
4 hours £ 1.50	4 hours £ 1.50
5 hours £ 3.00	5 hours £ 3.00
Over 5 hours £10.00	Over 5 hours £10.00
1 hour free parking in blue bays (no return within 1 hour)	1 hour free parking in blue bays (no return within 1 hour)

Railway Station Tariff

This car park is part owned by the Council and Network Rail, although the council takes responsibility for its management and retains any income from charges and the issue of Penalty Charge Notices. Any changes to the tariff would need to be agreed with Network Rail.

Per Day	£ 1.00
Per Week	£ 4.00

Recommendation

Tariffs within South Ribble are relatively low in comparison to other authorities. It is recommended that Car Parking tariffs should be simplified by removing the two lower tariffs of 50p for up to 2 hours and 80p for up to 3 hours.

It is proposed that these are replaced by a new tariff of £1.00 for up to 3 hours.

It is also proposed to increase the tariff on the railway carpark from £1.00 to £1.50 per day and £4.00 to £6.00 per week.

A comparison of the charges for neighbouring authorities has also been carried out and is shown in **Appendix 2b**. This shows that even if the proposed increases are implemented, that the Council’s car parking charges are still relatively low and represent good value for money.

Financial Implications

Revision of Existing Car Parking Charges	
Forecasted Additional Annual Income	£40,000
Forecasted Additional Annual Cost (enforcement, cash collection etc.)	nil
Forecasted Net Income	£40,000
Set up costs	£3,000

Other Car Parks

The consultation process asked for feedback about the proposed introduction of restrictions at a number of other council car parks. This was due to either members, officers or residents identifying issues which in the main were in relation to cars being parked for long periods of time, thus denying spaces for shoppers etc. Car parks included in the consultation were Bowling Terrace off Leyland Lane Leyland, East Street Leyland, Ryefield Avenue off Hawksbury Drive Kingsfold, Liverpool Road Higher Penwortham and St Catherine’s Park Lostock Hall. Letters were sent out to those residents considered to be affected.

As can be seen from the consultation responses in **Appendix 2a**, there is nothing to suggest any changes to these car parks.

BUILDING CONTROL FEES AND CHARGES

The Building Control trading account has made a small trading surplus in 2015/16 and a trading surplus in 2016/17 after a period of the trading account being in deficit. The Building Control Manager has undertaken a fundamental review of the Building Control charging policy in order to build upon and maintain the service's position within a competitive market. The existing pricing policy is attached at **Appendix 4a** and the proposed pricing policy is attached at **Appendix 4b**.

In summary, the range of charges has been reduced and in some instances replaced on a quote by quote basis. Quantifying accurately the additional income this will generate is problematic within a trading function which is demand led but the Budget Holders estimates that if current demand is replicated in future additional income generated could be circa. £20,000.

The Building Control trading account has been operating in deficit for some years which has been a budget pressure up until 2016/17. This pricing proposal is presented in the belief it will maintain competitiveness and prevent the trading account dropping back into a trading loss position.

Building Control Fees and Charges have remained unchanged since 4th January 2011. A review of the current charges has taken place to assess 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. We have also added more standard fees because of changing trends in building work.

The proposed charges are in line with neighbouring authorities and may offer more flexibility in attracting further work previously undertaken by approved inspectors in the private sector.

BUILDING CONTROL - CURRENT CHARGING POLICY



SOUTH RIBBLE BOROUGH COUNCIL

in partnership with
Preston City Council and Chorley Borough Council

BUILDING REGULATION CHARGES

The Building (Local Authority Charges) Regulations 2010
Charges with effect from 4th January 2011

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 625521.
- 2.1 Charges are payable as follows:-
- 2.2 Should you submit Full Plans you will pay a plan charge at the time of submission to cover their passing or rejection.
- 2.3 With Full Plans submissions, for most types of work, an inspection charge covering all necessary site visits will be payable following the first inspection.
- 2.4 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.
- 2.5 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.
- 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 E 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 80m² or three storeys in height then Table E applies (subject to a minimum plan charge equal to a minimum build cost of £60,000).
- 5.0 Table C: Standard charges for minor works to dwellings.
- 6.0 Table D: Standard charges for extensions and new builds other than dwellings i.e. shops, offices, industrial, hotels, storage, assembly etc.
- 7.0 Table E: 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.

8.1 Exemptions/reduction in charges:

8.2 Where plans have been either approved or rejected no further charge is payable on resubmission for substantially the same work.

8.3 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.

With the exception of the regularisation charge, all local authority Building Regulation charges are subject to VAT at 20.00%.

TABLE A

STANDARD CHARGES FOR NEW HOUSING (up to 300m² floor area)

	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic charge	Inc. VAT	Basic charge	Inc. VAT	Basic Charge	Inc. VAT
1	165.37	198.44	436.42	523.70	601.79	722.14
2	226.02	271.22	604.29	725.15	830.31	996.37
3	297.67	357.20	767.51	921.01	1065.18	1278.21
4	369.34	443.21	886.74	1064.09	1256.08	1507.30
5	446.51	535.81	981.67	1178.00	1428.18	1713.81
6	523.69	628.43	1103.21	1323.85	1626.90	1952.28
7	545.74	654.89	1178.47	1414.16	1724.21	2069.05
8	567.80	681.36	1374.09	1648.91	1941.89	2330.27
9	589.84	707.81	1569.74	1883.69	2159.58	2591.50
10	595.36	714.43	1783.90	2140.68	2379.26	2855.11

STANDARD CHARGES FOR NEW HOUSING (floor area between 301m² and 700m²)

	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic charge	Inc. VAT	Basic charge	Inc. VAT	Basic Charge	Inc. VAT
Single Dwelling with floor area between 301m ² and 500m ²	200.00	240.00	600.00	720.00	800.00	960.00
Single Dwelling with floor area between 501m ² and 700m ²	200.00	240.00	800.00	960.00	1000.00	1200.00

Notes:

- For more than 10 dwellings or if the floor area of the dwelling exceeds 700m² the charge is individually determined.
- 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.

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
CATEGORY 1: Extensions to dwellings						
Extension(s): Internal floor area not exceeding 5m²	285.11	342.13	Inc.	Inc	285.11	342.13
Internal floor area over 5m² but not exceeding 40m²	127.66	153.19	246.81	296.17	374.47	449.36
Internal floor area over 40m² but not exceeding 60m²	127.66	153.19	361.70	434.04	489.36	587.23
Internal floor area over 60m² but not exceeding 80m²	127.66	153.19	510.64	612.77	638.30	765.96
CATEGORY 2: Garages and Carports <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 40m² in total and is intended to be used in common with an existing building & the conversion of an attached garage into a habitable room	200.00	240.00	Inc.	Inc	200.00	240.00
where the garage extension exceeds a floor area of 40m² but does not exceed 60m²	285.11	342.13	Inc.	Inc	285.11	342.13
CATEGORY 3: Loft Conversions and Dormers <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	127.66	153.19	246.81	296.17	374.47	449.36

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.

Multiple Works

The floor area of loft conversions or dormer extensions may not be aggregated to an extension but a 50% discount can be applied.

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	85.11	102.13	Inc.	Inc.	85.11	102.13
2. Underpinning with a cost not exceeding £30,000	212.77	255.32	Inc.	Inc.	212.77	255.32
3. Controlled Electrical work* to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	212.77	255.32	Inc.	Inc.	212.77	255.32
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	85.11	102.13	Inc.	Inc.	85.11	102.13
5. Formation of a single en-suite bathroom/shower room or cloakroom within an existing dwelling (excluding electrical work)	170.21	204.25	Inc.	Inc.	170.21	204.25

* Not carried out under a Competent Person Scheme.

All other work within dwellings will be charged as set out in Table E.

TABLE D

EXTENSIONS AND NEW BUILD – OTHER THAN TO DWELLINGS
(i.e. shops, offices, industrial, hotels, storage, assembly etc.)

Note: must be submitted as a Full Plans application
(other than application for replacement windows)

Category of work	Proposal	Plan Deposit Charge		Inspection Charge		Total Charge	
		Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
1	Internal floor area not exceeding 10m²	285.11	342.13	Inc.	Inc.	285.11	342.13
2	Internal floor area over 10m² but not exceeding 40m²	127.66	153.19	246.81	296.17	374.47	449.36
3	Internal floor area over 40m² but not exceeding 80m²	127.66	153.19	404.26	485.11	531.92	638.30
4	Shop fit out not exceeding a value of £50,000	212.77	255.32	Inc.	Inc.	212.77	255.32

Category of work	Proposal	Plan Deposit Charge		Inspection Charge	
		Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
5	Replacement windows or doors	Based on estimated cost of work See Table E			

TABLE E

STANDARD CHARGES FOR ALL OTHER WORK NOT IN TABLES A, B, C
& D
(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	93.62	112.34	Inc.	Inc.	93.62	112.34
1,001	5,000	204.26	245.11	Inc.	Inc.	204.26	245.11
5,001	7,000	212.77	255.32	Inc.	Inc.	212.77	255.32
7,001	10,000	225.00	270.00	Inc.	Inc.	225.00	270.00
10,001	20,000	72.50	87.00	225.00	270.00	297.50	357.00
20,001	30,000	85.00	102.00	300.00	360.00	385.00	462.00
30,001	40,000	107.50	129.00	350.00	420.00	457.50	549.00
40,001	50,000	135.00	162.00	405.00	486.00	540.00	648.00
50,001	75,001	166.00	199.20	499.00	598.80	665.00	798.00
75,001	100,000	212.50	255.00	637.50	765.00	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 E) 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

PROPOSED CHARGING POLICY

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

*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	-

HOW TO CONTACT US

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Department	Service	BUDGET FORECAST 2018/19	Increase of 1%	Increase of 1.5%	Increase of 2%	Increase of 2.5%	Increase of 3%	Increase of 3.5%	Increase of 4%	Increase of 4.5%	Increase of 5%	
Building Control	Building Regulations	(1,920)	(19)	(29)	(38)	(48)	(58)	(67)	(77)	(86)	(96)	
	Building Regulation copies/Completion Certificate	(820)	(8)	(12)	(16)	(21)	(25)	(29)	(33)	(37)	(41)	
	All Other Work	(500)	(5)	(8)	(10)	(13)	(15)	(18)	(20)	(23)	(25)	
	Comercial Properties	(20,000)										
	Domestic Alterations	(35,000)										
	Domestic Extensions	(90,000)										
	Industrial Properties	(500)										
	New Dwellings	(5,000)										
	Street Naming & Numbering	(8,000)	(80)	(120)	(160)	(200)	(240)	(280)	(320)	(360)	(400)	
Catering	Catering room hire	(9,500)	(95)	(143)	(190)	(238)	(285)	(333)	(380)	(428)	(475)	
	Catering refreshments	(2,300)	(23)	(35)	(46)	(58)	(69)	(81)	(92)	(104)	(115)	
Environmental Health	Disinfestation	(5,000)	(50)	(75)	(100)	(125)	(150)	(175)	(200)	(225)	(250)	
	Disinfestation - Bugs (residential)	(4,000)	(40)	(60)	(80)	(100)	(120)	(140)	(160)	(180)	(200)	
	Disinfestation - Wasps	(14,000)	(140)	(210)	(280)	(350)	(420)	(490)	(560)	(630)	(700)	
	Disinfestation - Rats/Mice (residential)	(20,000)										
	Imigration Inspection	(200)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
	Contaminated Land/Air Quality - Enquiries	(300)	(3)	(5)	(6)	(8)	(9)	(11)	(12)	(14)	(15)	
	Licensing - Animal Licensing	(500)	(5)	(8)	(10)	(13)	(15)	(18)	(20)	(23)	(25)	
	Licensing - Dog Boarding	(4,000)	(40)	(60)	(80)	(100)	(120)	(140)	(160)	(180)	(200)	
	Licensing - Dog Breeders	(500)	(5)	(8)	(10)	(13)	(15)	(18)	(20)	(23)	(25)	
	Licensing - Petshops	(500)	(5)	(8)	(10)	(13)	(15)	(18)	(20)	(23)	(25)	
	Licensing - Ear Piercing / Tattoos	(1,500)	(15)	(23)	(30)	(38)	(45)	(53)	(60)	(68)	(75)	
	Licensing - Street Traders	(23,000)	(230)	(345)	(460)	(575)	(690)	(805)	(920)	(1,035)	(1,150)	
Legal	Legal Expenses Recovered	(3,500)	(35)	(53)	(70)	(88)	(105)	(123)	(140)	(158)	(175)	
	S106 Agreements Expenses Recovered	(8,500)	(85)	(128)	(170)	(213)	(255)	(298)	(340)	(383)	(425)	
	Legal Photocopies	(3,000)	(30)	(45)	(60)	(75)	(90)	(105)	(120)	(135)	(150)	
	Land Charges - Fees & Charges	(85,000)	(850)	(1,275)	(1,700)	(2,125)	(2,550)	(2,975)	(3,400)	(3,825)	(4,250)	
	Land Charges - Additional Parcel of Land	(1,500)	(15)	(23)	(30)	(38)	(45)	(53)	(60)	(68)	(75)	
	Land Cahrges - Land Search	(15,000)	(150)	(225)	(300)	(375)	(450)	(525)	(600)	(675)	(750)	
	Land Charges - Additional Questions	(1,000)	(10)	(15)	(20)	(25)	(30)	(35)	(40)	(45)	(50)	
	Land Charges - Additional Questions Other	(1,000)	(10)	(15)	(20)	(25)	(30)	(35)	(40)	(45)	(50)	
		Land Charges - Copy Land Charges Register	(4,000)	(40)	(60)	(80)	(100)	(120)	(140)	(160)	(180)	(200)
Neighbourhoods	Car Parking Charges - Permits	(4,000)				n/a						
	Car Parking Charges - Worden Park Permits	(7,000)				n/a						
	Car Parking Charges - Pay and Display	(80,000)										
	On Street Parking Enforcement	(6,000)	(60)	(90)	(120)	(150)	(180)	(210)	(240)	(270)	(300)	
	Special/Bulky Collections	(32,000)	(320)	(480)	(640)	(800)	(960)	(1,120)	(1,280)	(1,440)	(1,600)	
	Trade Waste Containers	(450,000)	(4,500)	(6,750)	(9,000)	(11,250)	(13,500)	(15,750)	(18,000)	(20,250)	(22,500)	
	Parks Development - Sports Pitches	(7,940)	(79)	(119)	(159)	(199)	(238)	(278)	(318)	(357)	(397)	
	Parks Development - Fairgrounds	(3,750)	(38)	(56)	(75)	(94)	(113)	(131)	(150)	(169)	(188)	
	Parks Development - Commemorative Donations	(1,000)	(10)	(15)	(20)	(25)	(30)	(35)	(40)	(45)	(50)	
	Sale of logs	(1,000)	(10)	(15)	(20)	(25)	(30)	(35)	(40)	(45)	(50)	
	Paper recycling	(4,221)	(42)	(63)	(84)	(106)	(127)	(148)	(169)	(190)	(211)	
		Fixed Penalty Notices	(6,000)									
		Wheeled Bins	(2,500)	(25)	(38)	(50)	(63)	(75)	(88)	(100)	(113)	(125)
		Replacement Bins	(30,000)	(300)	(450)	(600)	(750)	(900)	(1,050)	(1,200)	(1,350)	(1,500)
	Containers at New Build	(35,000)	(350)	(525)	(700)	(875)	(1,050)	(1,225)	(1,400)	(1,575)	(1,750)	
	Dog Impound Fees	(10,000)	(100)	(150)	(200)	(250)	(300)	(350)	(400)	(450)	(500)	
Planning	Development Control - Decision Notices	(1,000)	(10)	(15)	(20)	(25)	(30)	(35)	(40)	(45)	(50)	
	Development Control - Ordnance Survey Plans	(500)	(5)	(8)	(10)	(13)	(15)	(18)	(20)	(23)	(25)	
	Development Control Pre Application Enquiry	(10,000)										
	Development Control - Supply of Information	(1,000)	(10)	(15)	(20)	(25)	(30)	(35)	(40)	(45)	(50)	
	TOTAL	(1,062,451)	(7,850)	(11,774)	(15,699)	(19,624)	(23,549)	(27,473)	(31,398)	(35,323)	(39,248)	

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REPORT TO	ON
CABINET	6 th December 2017



September 2017

TITLE	PORTFOLIO	REPORT OF
Council Tax Support Scheme 2018-19	Corporate Support and Assets	Director Of Development, Enterprise & Communities

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

1. PURPOSE OF THE REPORT

- 1.1 This report requests approval of a Council Tax Support scheme for 2018-19.

2. PORTFOLIO RECOMMENDATIONS

- 2.1 That delegated authority be granted to the Revenues+ Manager in consultation with the Cabinet Member for Corporate Support and Assets to make all necessary updates to this Council's Council Tax Support Scheme to comply with any prescribed requirements that may be issued by central government. This may be by the making of specific regulations, or by amendment to the Local Government Finance Acts of 1992 and 2012.
- 2.2 That delegated authority be granted to the Revenues+ Manager in consultation with the Cabinet Member for Corporate Support and Assets to make all necessary amendments to the Council's scheme to uprate the allowances and premiums in accordance with the revised Housing Benefit Circular when it is issued by the DWP. This process is a requirement of the prescribed elements of the scheme.
- 2.3 To publish the updated scheme in accordance with the Local Government Finance Act 2012.
- 2.4 The level of the deduction to be applied to Working Age recipients of Council Tax Support from 1st April 2018 be finalised and agreed in accordance with South Ribble's scheme and as part of the Council's Budget and Council Tax Setting at the Council Meeting on the 28th February 2018. This figure will continue to be within the range (between £3.00 and £5.00 per week) which was consulted upon during the introduction and implementation of the council's scheme in 2012.

3. CORPORATE PRIORITIES

3.1 The report relates to the following corporate priorities

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

4. BACKGROUND TO THE REPORT

- 4.1 The Local Government Finance Act 2012 requires Local Authorities to approve their Local Council Tax Support (LCTS) Scheme on an annual basis by the 31st January for the following financial year.
- 4.2 The scheme contains allowances and premiums upon which the Prescribed Council Tax Support Scheme relies. Where possible, South Ribble's scheme mirrors the provisions of the government's prescribed scheme for pensioners.

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

- 5.1 South Ribble's scheme is relatively easy for all to understand in that it replicates the previous Council Tax Benefit system apart from including a flat rate monetary reduction for working age claimants.
- 5.2 South Ribble's scheme has been accepted by residents on the whole, including recipients of the support. Collection rates suggest that approximately 78% of the additional billed amounts are collected in the year that they become due, with collection of outstanding amounts continuing in subsequent years.
- 5.3 Additional support is available for residents suffering hardship via the council's exceptional hardship policy.
- 5.4 The current scheme prescribes a reduction in entitlement to LCTS of £3.50 per week for all working age claimants and there are no proposals for this to change. Pensioners are unaffected by the changes implemented in this policy as the government has legislated to ensure that pension age recipients cannot be worse off under LCTS schemes than under previous CTB regulations.
- 5.5 If the recommendations contained in this report are adopted, the Council Tax Support scheme for 2018-19 will be the unchanged from the 2017-18 scheme, subject to the incorporation of prescribed changes from central government and the annual uprating of allowances and premiums.

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

- 6.1 The council's scheme was introduced after consultation with stakeholders and a significant number of residents. The consultation included all recipients of Council Tax Benefit. This consultation supported the view that the costs of South Ribble scheme should be implemented according to the resources provided by the DCLG.

7. OTHER OPTIONS CONSIDERED

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

8. FINANCIAL IMPLICATIONS

- 8.1 The continuation of the current scheme into 2018-19 will have no financial impact on the authority. However, there would be a financial impact on South Ribble and other precepting authorities if the council decided not to adopt or to amend the scheme.

9. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

None

10. ICT/TECHNOLOGY IMPLICATIONS

None

11. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

None

12. RISK MANAGEMENT

- 12.1 A failure to approve a Council Tax Support Scheme would mean that the Council would have to either adopt the Statutory Prescribed Scheme or leave itself open to legal challenge if the current scheme was extended into 2018-19.

13. EQUALITY AND DIVERSITY IMPACT

- 13.1 A review of the Impact Equality Assessment has been undertaken and no changes have been made. Details of the Assessment are published on the council's website.

14. RELEVANT DIRECTORS RECOMMENDATIONS

- 14.1 That delegated authority be granted to the Revenues+ Manager in consultation with the Cabinet Member for Corporate Support and Assets to make all necessary updates to this Council's Council Tax Support Scheme to comply with any prescribed requirements that

may be issued by central government. This may be by the making of specific regulations, or by amendment to the Local Government Finance Acts of 1992 and 2012.

- 14.2 That delegated authority be granted to the Revenues+ Manager in consultation with the Cabinet Member for Corporate Support and Assets to make all necessary amendments to the Council's scheme to uprate the allowances and premiums in accordance with the revised Housing Benefit Circular when it is issued by the DWP. This process is a requirement of the prescribed elements of the scheme.
- 14.3 To publish the updated scheme in accordance with the Local Government Finance Act 2012.
- 14.4 The level of the deduction to be applied to Working Age recipients of Council Tax Support from 1st April 2018 be finalised and agreed in accordance with South Ribble's scheme and as part of the Council's Budget and Council Tax Setting at the Council Meeting on the 28th February 2018. This figure will continue to be within the range (between £3.00 and £5.00 per week) which was consulted upon during the introduction and implementation of the council's scheme in 2012.

15. COMMENTS OF THE STATUTORY FINANCE OFFICER

- 15.1 A failure to approve the Council Tax Support Scheme will result in South Ribble Borough Council having to implement the Statutory Prescribed Scheme which would have to be funded by all precepting authorities. This would result in additional expenditure of approximately £580,000 of which South Ribble's contribution would be approximately £72,000. This amount is not contained within the medium term financial strategy of the authority.

16. COMMENTS OF THE MONITORING OFFICER

- 16.1 The Local Government Finance Act 2012 places a legal requirement to amend and approve schemes by 31st January 2018.
- 16.2 Any changes to our scheme would be subject to a legislative requirement to consult upon the changes and details of any amended or proposed scheme.
- 16.3 Maintaining the existing scheme apart from uprating avoids the need to undertake fresh consultation.

17. BACKGROUND DOCUMENTS

None

Denise Johnson
Director of Development, Enterprise & Communities

Report Author:	Telephone:	Date:
Peter Haywood	Ext 5578	6 th November 2017

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REPORT TO	ON
CABINET	6 December 2017



September 2017

TITLE	PORTFOLIO	REPORT OF
Samlesbury Play Area	Regeneration & Leisure Corporate Support & Assets	Director of Development, Enterprise and Communities

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	No
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

Members are asked to consider the transfer of land on a long term lease to Samlesbury Parish Council, for the purposes of creating a village play area. Subject to external resources being secured by the Parish Council to fund and install play equipment, Members are asked to approve a contribution of £10,000 from South Ribble Borough Council.

2. PORTFOLIO RECOMMENDATIONS

Recommends subject to external funding being secured by Samlesbury Parish Council, to agree transfer of SRBC land at Nabs Head Lane to Samlesbury Parish Council, by way of a 25 year lease including a ten year break clause.

Recommends match funding contribution of £11,200 from SRBC, comprising of £1,200 revenue funds for statutory notices and £10,000 capital monies, subject to approval by the Eastern My Neighbourhood forum.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

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

4. BACKGROUND TO THE REPORT

4.1 There has been a longstanding community demand for a play area at Samlesbury. This is been on the Eastern My Neighbourhood plan for over a year and there have been several requests from the community prior to this. A council owned and maintained piece of land in Samlesbury with 2 goalposts is currently the only play amenity in the parish. The area is checked on a weekly basis and mown by SRBC as part of a regular maintenance regime. Whilst demand may be low compared to other play areas within the borough, a play facility at

this location would be the only facility within reasonable distance of Samlesbury. The nearest facility within South Ribble is at Higher Walton which is over 5 kilometres away. Whilst SRBC may not be able to maintain a play facility, the Parish Council will take on responsibility to provide and maintain a facility for families. Checks into funding options have included accessing Cuadrilla's community fund, but the project is ineligible. The parish council will continue to look at external funding options for as long as possible to maximise any opportunities that may arise.

4.2 The local Parish Council has been working with ward members and local community and business groups to develop a play area proposal for the land in Samlesbury. They wish to install a high quality play area with equipment and soft surface landscaping, suitable for a children of all ages.

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

- 5.1** Samlesbury Parish Council, wishes to create a play area on SRBC land for the benefit of the local community. This proposal is to allow the Parish Council and their partners to build a play area and manage the land.
- 5.2** Subject to recommendations being approved, SRBC would remain the land owner, but the Parish would be responsible for resourcing and building the play area by leasing the land from SRBC on a peppercorn rent. A 25 year lease is proposed to provide security of tenure for the Parish Council, and to assure external funders of the joint commitment of Samlesbury Parish Council and SRBC on this project. It is also proposed to have a ten year break clause to allow review and give both parties options.. SRBC remains the owner and would still hold rights for future options.
- 5.3** Maintenance of the play area would be the responsibility of the Parish Council. This means there would be no increase in revenue costs to SRBC as a consequence of the site development. Value is added with the provision of enhanced local amenities at no ongoing revenue cost to SRBC. The Parish Council is working with one of the Directors of Playdale, a playground equipment company (used by SRBC), to develop plans of the site. The Playdale Director lives within the Parish and is keen to deliver a high quality play facility locally. The Parish is also in communication with businesses, including British Aerospace, to look at funding the proposals.
- 5.4** The total cost estimate for these works is currently £90,000. It is intended that these costs would be met by the Parish Council and their partners. Maintenance and insurance of the equipment and surfaces would also be covered by the Parish Council.
- 5.5** Should this proposal be approved, the Parish Council will begin fundraising immediately. Subject to Cabinet approval, Members may wish to support the Parish by offering to match £80,000 raised by Samlesbury Parish with a final £10,000 contribution to make the total £90,000 needed. The possible SRBC contribution could be funded from £5,000 Eastern My Neighbourhood Forum core funds and £5,000 from S106 contributions.
- 5.6** Cabinet permission is sought to allow a final (lease) agreement to be made based on the principles described. This would be undertaken, with Cabinet permission, by Director of Neighbourhoods, Environmental Health and Assets in consultation with Deputy Leader/Corporate Support and Assets.
- 5.7** In addition, Cabinet approval is sought to make a £10,000 capital contribution from SRBC to the project, once officers are satisfied the Parish has raised the necessary funding to be able to commit to the project.

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

- 6.1** Consultation has been carried out by both SRBC and Samlesbury Parish Council in Spring 2017. All households in the parish have been surveyed, showing that demand exists, but in borough terms the demand is relatively low. This is a rural area with a lower than average population and so this is to be expected. Although numbers of respondents were low (45 out of 500 / around 9%), the majority of people were in favour of a new play area. The 3 objectors did not have children in their households.
- 6.2** The Parish Council has held several open meetings, including a drop in event where residents came along and looked at play equipment, designs, etc. and gave their feedback. Parish Councillors, particularly the Chair, have been proactive in designing a facility, raising interest and seeking funding contributions. Their approach is best practice.

7. OTHER OPTIONS CONSIDERED

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

8. FINANCIAL IMPLICATIONS

- 8.1** Cabinet is asked to decide if it wishes to contribute up to £10,000 to the project to enable the capital works. Potential funding has been identified from Eastern My Neighbourhood Forum core funds, subject to approval (£5,000) and S106 balances in agreement M3/30 Leigh Brow Farm (£5,000). An additional £1,200 can be funded from Community Works design & development budget for the statutory notices.
- 8.2** As set out in 5.3, there would be no increase in revenue costs to SRBC as a consequence of the proposed site development. All ongoing maintenance would be the financial responsibility of the Parish Council.
- 8.3** Cabinet should note that due to the designation of the land within green belt, there is no appreciative value in the land for either sale or our self-development. It would not be possible to build houses or generate any significant form of income from this site. (Refer to section 11)

9 HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

None identified

10 ICT/TECHNOLOGY IMPLICATIONS

None identified

11 PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

- 11.1** This land is owned by SRBC and is held as a longstanding operational recreation area, which limits its potential use. An alternative site had been identified a number of years ago and negotiations commenced with the land owner for a land swap, however the land owner was only prepared to proceed if planning permission for housing was granted on the Council's site. Following consultation with the Planning department, it can be seen that the land is classed as Greenbelt and as such consent for housing or commercial would not be forthcoming. The site is located within greenbelt where there is a strong presumption against development, unless very special circumstances exist. Furthermore the site is unrelated to the existing dwellings in Nabs Head, in an unsustainable location.

- 11.2** Working with the Parish Council to look at sites, there is no other SRBC land in the vicinity that could be used for the purposes of a play area and the use of the subject site as a play area meets Planning's' needs. The only other alternative use for the site that would be acceptable in planning terms would be to return the site to grazing land generating an income of £1,000 per annum. Disposal of the site for agriculture / grazing land could generate a capital receipt. As a valuation estimate, Agricultural land in Lancashire varies greatly from £3,000 per acre up to £21,500 per acre; with an average valuation of £10,000 per acre, which is deemed a reasonable price for agricultural land in this position/condition. If it is multiplied it by the area (1.4 acres) gives as estimated value of the land, as an option for sale at £14,000 for use as agriculture/grazing.
- 11.3** The grant of a leasehold interest in excess of seven years in land or property qualifies as a disposal of land and therefore there are statutory obligations on the Council, in accordance with s123 of the Local Government Act 1972. The Act states that except with the consent of the Secretary of State, a council shall not dispose of land under this section, otherwise than by way of a short tenancy, for a consideration less than the best that can reasonably be obtained. However it is recognised that there may be circumstances where an authority considers it appropriate to dispose of land at an undervalue. The Local Government Act 1972 general disposal consent (England) 2003 has been issued such that specific consent is not required for the disposal of any interest in land which the authority considers will help it to secure the promotion or improvement of the economic, social or environmental well-being of its area. The purpose of the disposal of the subject site is to develop a play area for the local residents and therefore improves the social and environmental well-being of the residents of Samlesbury.
- 11.4** Section 123 of the 1972 Act also states that a principal council may not dispose of any land consisting or forming part of an open space unless before disposing of the land they cause notice of their intention to do so, specifying the land in question, to be advertised in two consecutive weeks in a newspaper circulating in the area in which the land is situated, and consider any objections to the proposed disposal which may be made to them. The Town and Country Planning Act 1990 s336 defines open space as any land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. The subject land falls into this definition and therefore the obligation to advertise applies. The notice will need to be posted in the Lancashire Evening Post and estimated cost is £1,200.

12 RISK MANAGEMENT

The potential risk of play equipment or installation not meeting SRBC standards will be mitigated by the involvement of SRBC officers in advising Samlesbury Parish Council with specifications for contractors. The risk of play equipment not being maintained will be mitigated by the terms of the lease, which will be clear about responsibility for playground inspection, safety and ongoing maintenance lying with Samlesbury Parish Council. The risk of playground not being insured will be mitigated by the terms of the lease, which will be clear about responsibility for insurance lying with Samlesbury Parish Council.

13 EQUALITY AND DIVERSITY IMPACT

The proposal to support a community play area in Samlesbury has no negative equality or diversity impact. For a number of the protected characteristics, including age and disability, a local leisure amenity would have a positive impact.

14 RELEVANT DIRECTORS RECOMMENDATIONS

Director of Development, Enterprise & Communities:

Recommends subject to external funding being secured by Samlesbury Parish Council, to agree transfer of SRBC land at Nabs Head Lane to Samlesbury Parish Council, by way of a 25 year lease including a ten year break clause.

Recommends match funding contribution of £11,200 from SRBC, comprising of £1,200 revenue funds for statutory notices and £10,000 capital monies, subject to approval by the Eastern My Neighbourhood forum.

Director of Neighbourhoods, Environmental Health and Assets:

The site is currently limited in its use. The proposals in this report will make the site available for wider use by the community.

15. COMMENTS OF THE STATUTORY FINANCE OFFICER

I have been advised that the land has no development or sale value and therefore the cost to the Council is a non-material contribution of £6,500 from revenue and £5,000 from s106 with the agreement permitting this investment.

16. COMMENTS OF THE MONITORING OFFICER

Clearly we must ensure that our duties under Section 123 of the Local Government Act 1972 are fully complied with. For the reasons explained in the body of the report it is considered that the grant of a lease at a peppercorn rent can be justified in the present instance. The Legal Services team will be responsible for drawing up the requisite tenancy that will protect the council's interests.

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

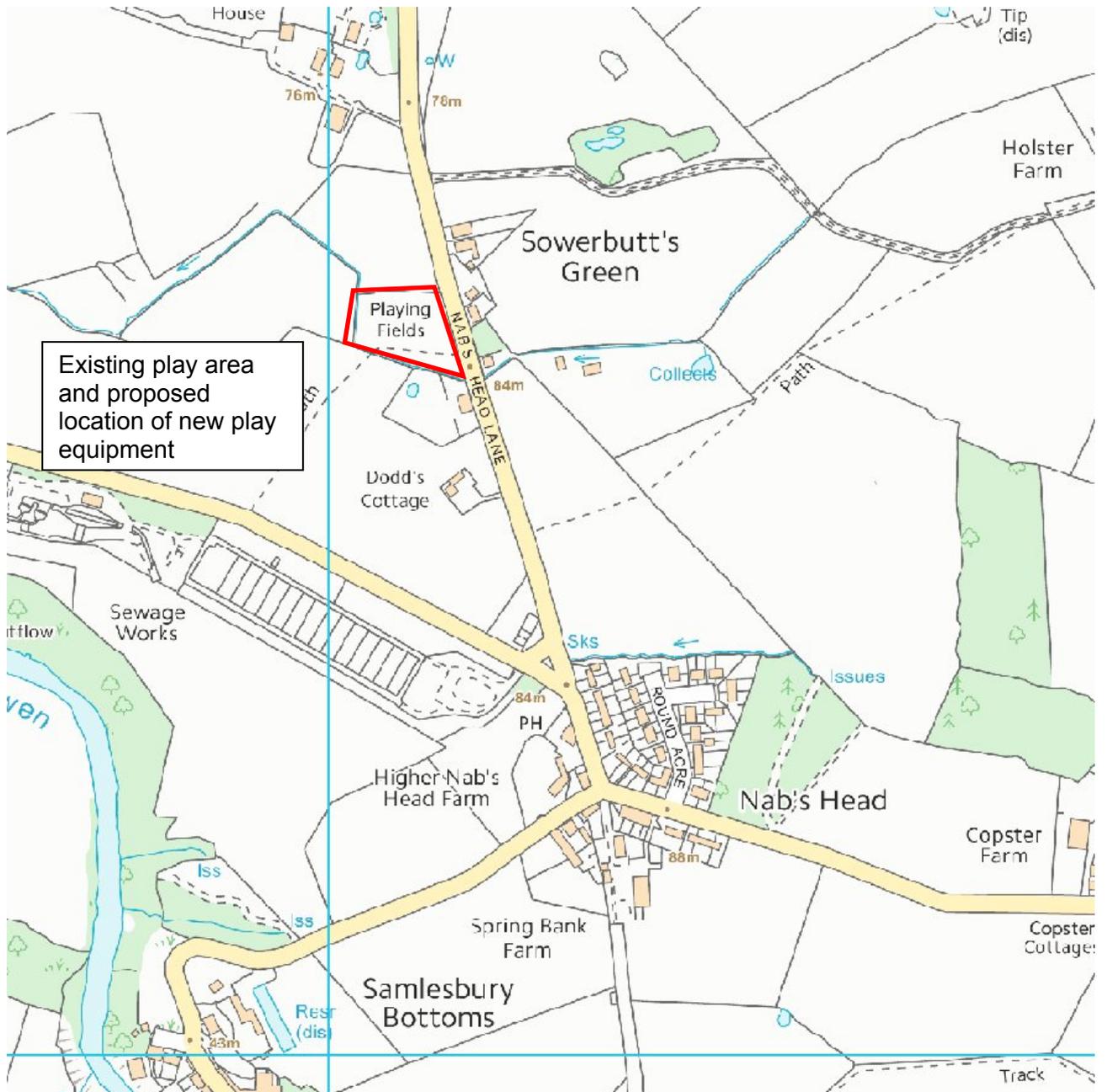
Appendix A — Proposed location of play area

Appendix B – Extract from [Eastern Area My Neighbourhood Plan](#)

Denise Johnson
Director of Development, Enterprise & Communities

Report Author:	Telephone:	Date:
Howerd Booth	01772 625455	18 September 2017

Appendix A – Location of proposed play area



Appendix B – Extract from Eastern My Neighbourhood Plan

Eastern 'My Neighbourhood Forum' Neighbourhood Plan 2017/2018

Version 2 - July 2017

Capital project / Corporate Priority	Cabinet Member	Project description
Bamber Bridge Improvement Plan	Cllr Phil Smith	Work on central gardens including the iron tree sculpture and landscaping were completed in December 2016 by SRBC. Lancashire County Council works on the central area are nearing completion with street furniture being installed in the coming weeks. A second phase of works by Lancashire County Council is programmed to commence shortly and be complete by December 2017
Withy Grove Park Improvement Programme	Cllr Peter Mullineaux	Plans for phases 2 & 3, which involves improving the paths to the centre of the park, are awaiting railways work on the new bridge to be completed.
John McNamara Memorial	Cllr Mike Nelson Cllr Alan Ogilvie	Proposal to re-site a memorial to Corporal John McNamara, a local WW1 veteran and recipient of the Victoria Cross for gallantry, conspicuous bravery and devotion to duty. Preparatory work through 2017 ahead of his centenary is underway.
Operational Projects	Responsible Member	Project description
Feasibility of car park refurbishment at Walton-le-Dale community centre	Cllr Peter Mullineaux	Planning permission has been granted for the new car park and lighting. Funding has been secured in the Council's 2017/18 Capital Programme; Cabinet approval now needed for release of funds.
Improvement scheme for Gregson Lane sports & community facilities	Cllr Jim Marsh Cllr Warren Bennett	The forum has supported Gregson Green steering group in its fundraising efforts, & with a financial commitment of £30,000 towards the construction of a new community centre. Regular events continue to raise the profile of the group, generate funds & create a fantastic sense of community spirit.
Creation of wildlife habitat at Walton Park	Cllr Mike Nelson	The Friends of Walton Park have worked hard to secure external funding and plant bluebell bulbs, create a woodland path and install raised beds. Pond dipping equipment and pond dwelling plants have been purchased. The final stage of this project is production of a map to show paths / route to Preston junction.
Friends of Bamber Bridge Railway Station	Cllr Paul Foster	The next phase of improvements to Bamber Bridge Railways Station includes work with Cuerden School on an art project which will be on permanent display on the platform, a train inspired planter made of logs and a feature welcome sign.
Local Walking Routes	Cllr Jim Marsh	Three local walks have been identified and mapped; they are now being walked and any signage issues resolved, obstacles removed, etc. Route cards will be published for people to collect and follow.
Explore options for a new play area in Samesbury	Cllr Barrie Yates	Work with Samesbury Parish Council to provide an improved play area for children. Consultation work with residents carried out to determine need. Initial funding pledges have been secured by the Parish Council; support will be given to attract additional external funding.
Feasibility - Church Road Garden Area	Cllr Barbara Nathan Cllr Mick Higgins	In response to requests from local residents, consider options to improve the green space adjacent to the Hob
Community Benches	Cllr Dave Watts Cllr Barbara Nathan	In response to community demand, install benches at: <ul style="list-style-type: none"> the bus stop on Walton Summit Road Chorley Road, close to Walton Nursing Home Cinnamon Hill, close to Holland House Road
Feasibility work - Bamber Bridge Library	Cllr Paul Foster Cllr Mike Nelson	Investigate options for re-using the Bamber Bridge Library building as a community asset, working with Lancashire County Council.
Reserve Projects	Responsible Member	Project description
Higher Walton Village Improvements - Phase 2	Cllr Barrie Yates	Phase two will see a planted area to the front of Higher Walton Park refurbished and planters installed in the village centre, further work is required to scope out the detail & produce costings of the works.
Christmas in Bamber Bridge	Cllr Paul Foster	Expanding on the successful outdoor nativity in 2016, churches & community groups are seeking support with a bigger Christmas event in 2017.

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REPORT TO	ON
CABINET	6th December '17

September 2017



TITLE	PORTFOLIO	REPORT OF
Walton-Le-Dale recreation ground car parks and access road improvements	Regeneration & Leisure	Director of Development, Enterprise and Communities

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	No
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

Members are asked to approve spend on a 2017/18 capital program scheme to improve the private access road, hard standing and car parking arrangements at Walton-le-Dale Recreation ground (W-L-D Rec) and community centre. In addition to outline designs & drainage works undertaken by the Walton-le-Dale Recreation society, surveys have been carried out and a design drawn up in conjunction with senior recreation society representatives which are now ready to go out to tender. Members are asked to approve a S106 capital spend of up to £75,000 from South Ribble Borough Council to enable these works to be completed within this year's capital program.

2. PORTFOLIO RECOMMENDATIONS

To agree design and outline program of works, including procurement and supervision of construction by council officers.

To agree a S106 capital spend of up to £75,000 on construction works as specified in the 2017/18 capital works program.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

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

4. BACKGROUND TO THE REPORT

- 4.1** There has been a longstanding community demand for improvements to parking provisions at the recreation ground. Since the opening of the new community centre this need has intensified and become essential to accommodate the increasing use of the facility by the local community and visitors alike. This has been on the Eastern My Neighbourhood plan for over 2 years and there have been several requests from the community prior to this.
- 4.2** The land is owned by the people of Walton-le-Dale and maintained by the Walton-le-dale recreation society. The recreation society is a charitable not for profit organisation held in trust by the people and for the people of Walton-le-Dale and is further protected in perpetuity by 'Fields in Trust' status. The majority of the site is public access, (excluding the bowling green) and boasts a cricket pitch, football pitches, a playground (maintained by SRBC), woodland and open space.
- 4.3** The access road is now heavily degraded & failing and requires a more heavy duty construction to cope with increased use and maintain safe access and egress. Existing car parks are reaching the end of their design life and have insufficient capacity to cope with increasing demand.
- 4.4** Planning permission has been passed for parking into tarmacked hardstanding. The planning permission also included for flood lighting and fencing which has already been undertaken by the recreation society.

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

- 5.1** Walton-le-Dale Recreation society, wishes to improve access and parking to its new community centre for the benefit of the local community and those visiting the facility. This proposal is for SRBC to fund, procure and supervise these community improvements on behalf of the recreation society. SRBC will secure a Licence to undertake works from the recreation society
- 5.2** Funding has already been allocated to the sum of up to £75,000 in the SRBC capital programme for 2017/18. The funding is all section 106, and the specific receipt is M3/201 Land at Arla Foods, School Lane, Bamber Bridge which has to be used for a project of this type.
- 5.3** SRBC would be responsible for resourcing, procurement and supervision of construction works until completion and handover. The recreation society would remain the landowner and retain all existing liabilities upon completion of works. Provision will be made within the works contract to cover any liabilities within the works period which will be covered by the contractors insurances.
- 5.4** The construction works are; The full reconstruction of the access road and the extension of the main car park down to the bowling green. Releveling of existing granular stone hardstanding leading to and around the community centre. A tarmac surface course applied to all hardstanding areas. Estimated duration of works is 6 Weeks.
- 5.5** Total cost estimates for these works currently stand at £75,000 which included a small contingency. Works will be supervised and managed against this budget following usual SRBC procedures.
- 5.6** Maintenance of the new surfacing would be the ongoing responsibility of the recreation society. This means there would be no increase in revenue costs to SRBC as a

consequence of the site development. Value is added with the provision of enhanced local amenities at no ongoing revenue cost to SRBC.

5.7 Should this proposal be approved, designs and contracts documents are ready to go out to tender. Subject to a full evaluation of received tenders it is expected for work to start early 2018 and be complete by spring 2018.

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

6.1 Consultation has been carried out over a period of several years, with elected members, stakeholders and residents involved. My Neighbourhood Forums have been held at the community centre on the same site to gauge public opinion on the proposed improvements.

6.2 All feedback received has been supportive of the car park scheme, particularly from regular users and members of associated sports clubs. The bowling club in particular has older and disabled members, to whom accessible parking is vital. Some safety issues were raised about the existing condition of the access roads and surfacing, these will be mitigated by the new design.

7. OTHER OPTIONS CONSIDERED

7.1 Throughout the design process we consider all available options within our value engineered approach, adjusting the specification where necessary to achieve best value for money possible. No other parking options were identified locally, the site is accessed from a busy residential road which often sees overspill from recreation ground events. The access road has now failed structurally and other areas are in need of urgent attention, any delay in taking action is likely to significantly increase costs and leave an ongoing safety issue.

8. FINANCIAL IMPLICATIONS

8.1 This scheme is already included in the 2017/18 capital programme. The cost estimate for works is £75,000 including a contingency at 5%.

9. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

9.1 It is estimated that procurement and supervision of works would occupy 8 weeks of officer time.

10. ICT/TECHNOLOGY IMPLICATIONS

None identified

11. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

11.1 None identified as proposed works are on land owned by the recreation society. SRBC maintains an adjacent playground on behalf of the recreation society but this is not impacted by the proposed works. Works carried out under licence & managed by SRBC Engineers.

12. RISK MANAGEMENT

12.1 The site of the proposed improvements is not in the Council's ownership, although in daily use by the local community. Ongoing maintenance and insurance will remain the responsibility of the Walton le Dale Recreation Committee.

12.2 If approval is given to go ahead with proposed works, all procurement regulations will be complied with to ensure that contractors meet expected standards – to include health and safety, risk and Construction, Design and Management (CDM) Regulations. Key risks are identified as part of site works and mitigated with contractors under CDM regulations.

13. EQUALITY AND DIVERSITY IMPACT

13.1 Proposed improvements to the car park and access road have no negative equality or diversity impacts. For a number of the protected characteristic groups, including age and disability, improving access to a local leisure and social amenity would offer a positive impact.

14. RELEVANT DIRECTORS RECOMMENDATIONS

14.1 To agree design and outline program of works, including procurement and supervision of construction by council officers.

14.2 To agree a S106 capital spend of up to £75,000 on construction works as specified in the 2017/18 capital works program.

15. COMMENTS OF THE STATUTORY FINANCE OFFICER

15.1 There is a capital budget of £75,000 within the current approved capital programme

16. COMMENTS OF THE MONITORING OFFICER

16.1 The landowner will need to grant the council and its agents a licence to enter the land and carry out the works.

16.2 All necessary documentation will be drawn up by Legal Services.

16.3 The use of the section 106 monies in question is suitable for this purpose.

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

Background papers – [Eastern Area My Neighbourhood Plan](#)

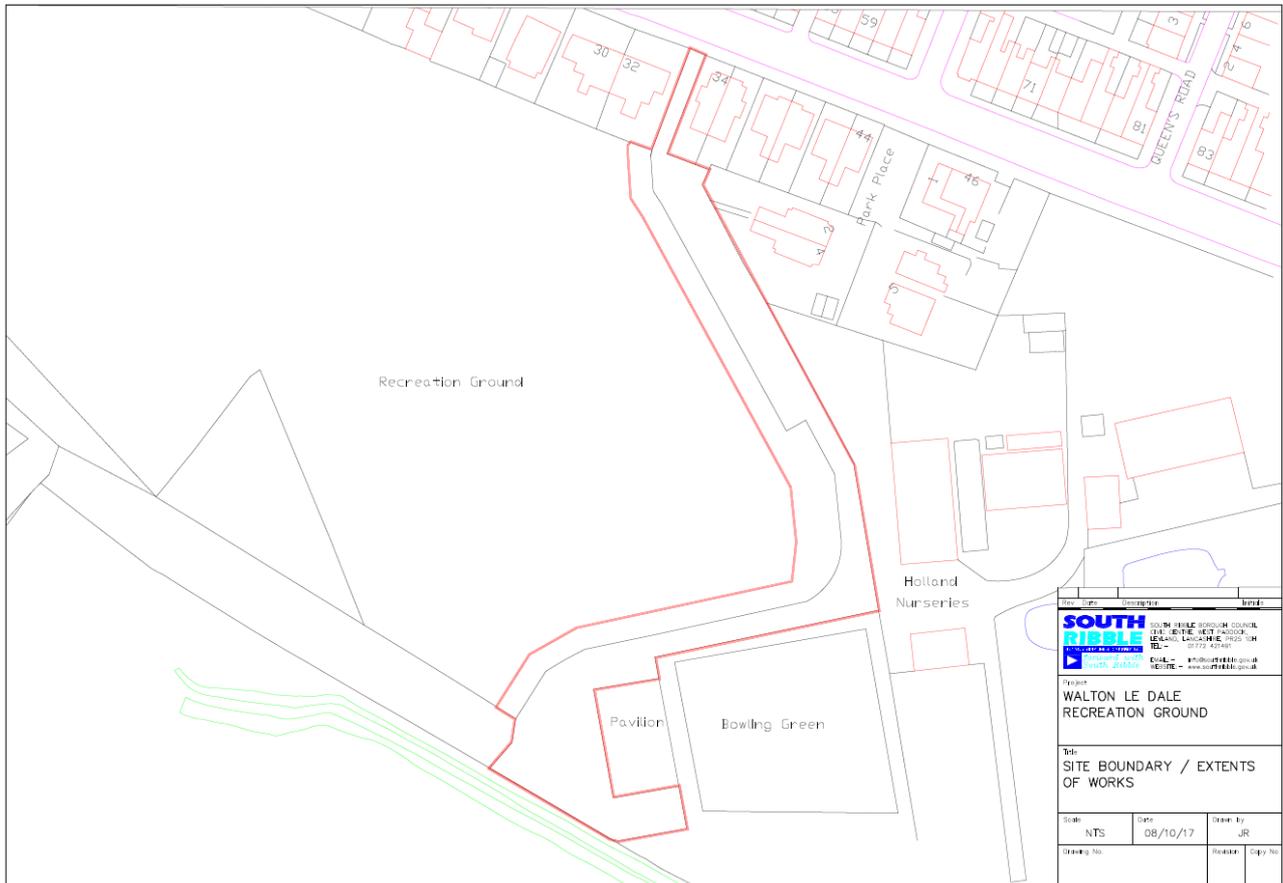
[2017/8 Council Budget Report](#)

Appendix – Extent of works

SMT Member's Name - Denise Johnson
Job Title - Director

Report Author:	Telephone:	Date:
Howerd Booth / Lee Nickson/ Rebecca Heap	5455	31 st Oct '17

Appendix – Extent of Works



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REPORT TO	ON
CABINET	6 th December 2017



September 2017

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

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

1. PURPOSE OF THE REPORT

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

2. PORTFOLIO RECOMMENDATIONS

It is recommended that:

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

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities

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

4. BACKGROUND TO THE REPORT

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

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

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

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

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

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

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

5. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

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

6. OTHER OPTIONS CONSIDERED

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

7. FINANCIAL IMPLICATIONS

7.1 The updated Housing Framework recognises that delivery of the housing element of the growth agenda impacts on many areas of the Council. Much of the work identified requires input from existing staff resources across the Council. It sets a context and a focus for their work.

7.2 Some capital resources have been allocated to deliver on this area. Disabled Facilities Grant is funded via passported monies from Better Care Fund and resourced until 2019. Funding has been allocated to deliver affordable homes from commuted sums and the programme to tackle empty properties and return them into use has been developed using repayable grants.

8. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

No direct implications

9. ICT/TECHNOLOGY IMPLICATIONS

No direct implications

10. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

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

11. RISK MANAGEMENT

11.1 The risk associated with not reviewing the South Ribble Housing Framework is that it becomes outdated and does not fully reflect the changing policy context. This may mean the Council is not well positioned to apply for funding opportunities; meet housing need; and effectively perform its strategic housing function.

11.2 All risks associated with the Housing Framework have been inputted onto GRACE, and have been reviewed. There are actions in place for all risks to reduce likelihood and impact

12. EQUALITY AND DIVERSITY IMPACT

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

13. RELEVANT DIRECTORS RECOMMENDATIONS

My recommendations are:

13.1 Cabinet approves the reviewed and amended Housing Framework and key actions;

13.2 The Strategic Housing Market Assessment is published on the Council's website;

13.3 Members note the progress made on the actions from the Housing Framework 2016-19.

14. COMMENTS OF THE STATUTORY FINANCE OFFICER

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

15. COMMENTS OF THE MONITORING OFFICER

15.1 The law relating to the provision of social housing has been subject to a number of changes in recent years – there may be further changes ahead.

15.2 The council needs to be flexible and nimble on its feet to ensure that its meets all of its housing duties and that it does everything possible to meet its housing needs.

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

South Ribble Housing Framework 2016-19. Available at:

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

Cabinet Report: South Ribble Housing Framework 2016-19 (10th February 2016). Available at:

<http://egenda.southribble.gov.uk/akssribble/images/att5578.pdf>

Appendix: Reviewed South Ribble Housing Framework 2017-19

Denise Johnson
Director of Development, Enterprise and Communities

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

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REPORT TO	ON
CABINET	6th December 2017



September 2017

TITLE	PORTFOLIO	REPORT OF
Health, Leisure and Well-Being Campuses	Regeneration and Leisure	Denise Johnson

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 Cabinet established a Member Cross Party Working Group at its meeting of 27th July 2017 to examine the campus concept and propose to Cabinet how it might work in South Ribble. The purpose of this report is to update Cabinet on the work of the working group. A great deal of work has been carried out by the Council and the working group have looked at this. This report documents work of the Member Cross Party Working Group and brings forward a high level proposal for Campus delivery for Cabinet endorsement. A further report will be brought to next Cabinet with a resource plan and 5 year budget.

2. PORTFOLIO RECOMMENDATIONS

- 2.1 The report be received by Cabinet and the principles agreed;
- 2.2 A further report detailing the investment programme and the financial impacts is brought to the next Cabinet.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities

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

4. BACKGROUND TO THE REPORT

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

partners alongside our ambition. The work of the South Ribble Partnership, One Public Estate programme, Preston, South Ribble and Lancashire City Deal and the Our Health Our Care programme are all helping shape the vision. The proposal is to seek opportunities to use our leisure and recreation assets where appropriate as cornerstones of any campus provision.

- 4.2 Cabinet, Shadow Cabinet and Councillor Howarth met to establish terms of reference for a Member Cross Party Working Group to look at this proposal in more detail and how it could be brought forward. It has met on several occasions since Cabinet to consider the issues. An area on 2nd floor in Civic Centre was established where all of the back ground material was available for Members to review work that had been carried out. Some presentations on key issues and potential examples have been drawn together. At its meeting on 18th October, Members participated in a workshop to highlight their opportunities that should be included in any proposal and concerns.
- 4.3 One Public Estate (OPE) is a programme developed by central Government to help all public sector agencies to examine how it could use its property assets better by working together, delivering improved services and releasing value and new homes from surplus assets. South Ribble has been successful in securing funding on behalf of the Partnership to explore how this could potentially work in Leyland. Following the Cabinet decision on 11th January 2017, CAPITA have been procured with this funding to create a masterplan for West Paddock. The emerging output of this work also informed the Working Group and is a key facet of the proposal in this report.
- 4.4 At its last meeting on 15th November 2017, the Working Group received a presentation summarising the work done, embracing Member views. It included a Vision for Campuses in South Ribble, the emerging potential for Leyland from OPE work and a potential 5 year high level business case for Borough Council investment. It sparked lots of discussion, questions and comments among Members. The Working Group decided that, after taking on board their comments, this exciting proposal should be summarised into a high level business case and reported to Cabinet as originally mandated. It was recognised that, although initial indications are that the financial case would be positive in revenue terms, further work would be required on a more detailed financial case before final agreement could be reached.

5. PROPOSALS

- 5.1 The high level proposal is in the document attached at Appendix A. This sets out the concept of Campuses across the Borough, the impact of Parks and requirements for investment in Green Links, potential with partners and particularly the health sector, leisure investment and how a new Campus might be delivered in Leyland. It is based on the principle from the Working Group of “using what we’ve got” and making the most of our existing amenities or replacing what exists for something better.
- 5.2 The final section examines the potential for Borough Council investment over the next 5 years, its impact without compromising the overall vision and the step change it will help create. The next section of this report summarises the key principles behind the Plan.
- 5.3 **Existing Provision**
A fundamental principle of the work undertaken is that there is no defined model for a campus in each location. They will evolve and be based upon need and requirement in specific areas. However, this work also is predicated that whatever proposals come forward will be built on or added to existing provision.
- 5.4 **Parks and Green Links**
One of the key health drivers for the Borough is to increase participation in physical activity for residents. Most physical activity is undertaken outdoors and this is also the area of highest growth. South Ribble has outstanding green space and parks and has invested in

these. Adopting Central Park and investing in Wither Grove to achieve Green Flag status are just 2 examples. However, the links between these spaces and other “campuses” have been identified as an area to improve and drive up participation levels. Investing in these Green Links to deliver improved cycleways, footpaths, signage and wayfinding will make these great assets more accessible and easier to use. The Working Group see this aspect as an important driver to increased activity and improvement in health.

5.5 **West Paddock Masterplan**

OPE have looked at how a Campus might look on West Paddock, Leyland. An option is shown at Appendix 2 of the attached report. This is just the initial concept and further work is being carried out with Partners to achieve a common view. It is based on this site as it was identified as the most significant developable site within the Borough in public sector ownership. CAPITA have developed the concept by talking with key partners including Clinical Commissioning Group, health deliverers and emergency services. They have captured their ambitions.

Significantly from the Council’s perspective, there is scope to deliver a replacement leisure facility that can capture the additional swimming requirement that the Working Group recognise. In addition, the initial proposal retains the existing Civic Centre. This is a practical position. Partnership working will evolve over the next few years. DWP are moving in soon and other partners may follow. Shared services are being developed. Future use is hard to define at the moment. However, what is proposed does not preclude any future development.

5.6 **Partners Vision**

The Working Group recognise that Partners are becoming much more engaged in co-location and service integration. Funding is tight and demands are growing. Health partners see local community delivery as a way of meeting increasing demand and taking pressure away from hospitals. Locally they are keen to work with the Council and see the potential Leyland Campus as a potential solution to their needs. However, there may still be some challenges to deliver funding at the right time. It is therefore important that whatever the Council decide to do should not compromise the wider shared partner vision. Equally the Working Group believe that the Council should move forward the proposal.

5.7 **Leisure Provision**

It is recognised from lots of work previously undertaken that the Council stock is ageing and has an increasing maintenance risk. New provision on the right site will reduce that liability, address some shortfall in terms of swimming and day time hall space, start to introduce a wider offer and deliver savings. This proposal is based upon retaining existing assets. A new Leyland facility will replace the existing amenity and meet the shortfall of swimming and sports hall provision. It is also based upon creating space for other community activities.

5.8 **Open Spaces and Playing Pitches**

The Council provide many playing pitches across the Borough. Some require substantial investment to increase use. Equally, all of the research done on leisure provision and sports participation has indicated a need for additional artificial grass pitches (AGP). Investment in this will improve the offer to residents and will generate revenue.

5.9 **Strategic Asset Review**

Work is continuing on a strategic review of Council assets to release land for development. A further strand will be informed by a new Open Spaces and Playing Pitch Strategy that will be done over the next 12 months. The proposal for Leyland will release land for Extra Care Housing and, upon completion of the new facility, the existing site could deliver specific housing for the area. This will help the Council to fund some of the costs and start to deliver on its wider ambitions.

5.10 **5 Year Investment Plan**

The Working Group stressed that we must “do what we can” as a Council and make progress with partners where possible. However, the Council’s delivery of its plans should not be reliant on partner contributions. Pages 14 and 15 of the attached report outline a 6 strand approach to Council investment in the Campus concept across the Borough. This was discussed at the Working Group. The detailed investment in each strand will need to be developed further to inform any capital programme decisions but the Group commended the concept of investment in green infrastructure and other facilities, whilst accepting that the major investment in this first stage will be in Leyland.

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

- 6.1 The components of any given campus vary. Our partners are consulting on aspects of the campus. For example Health partners through Our Health Our Care are consulting on health provision. Whilst health provision is not a direct service of the Council, the shortcomings of South Ribble provision have been highlighted by Members. The Campus concept will act as a catalyst to improve this.
- 6.2 Again the Campus concept is not purely about leisure. However, in the Resident Survey showed the following results.

	%
Street cleaning	34
Sport and leisure services	21
Waste collection	16
Parks and open spaces	16
Customer service	13
Recycling collection	12
None of the above	31

That survey also showed that 62% of residents were satisfied with sport and leisure facilities compared to 64% nationally.

- 6.3 The campus concept and what it would provide for our residents will need to be part of its own consultation as it progresses.

7. OTHER OPTIONS CONSIDERED

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

8. FINANCIAL IMPLICATIONS

- 8.1 Any investment in assets will have implications for the Council’s future Capital Programme. Further work is being undertaken to look at the exact quantum of this investment and funding sources. The revenue implications have not been finalised albeit initial indications are that it will be at least revenue neutral.

9. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

At this stage no specific implications

10. ICT/TECHNOLOGY IMPLICATIONS

At this stage no specific implications

11. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

11.1 There will be extensive property and asset management implications if the Council agree to follow the outlined 5 year programme. Maintenance liabilities will be reduced from leisure investment but there will be additional green links to maintain. Further detail will be included in the next report.

12. RISK MANAGEMENT

12.1 There are no implications at this stage. Any investment decisions will have an impact on Council risks and potentially reduce them. These will be fully reviewed in the next report to Cabinet if the option is pursued further.

12.2 Doing nothing will see assets continue to deteriorate and increase the risk of failure. Managing the decline of facilities is not part of the wider Council ambition.

13. EQUALITY AND DIVERSITY IMPACT

At this stage no specific implications

14. RELEVANT DIRECTORS RECOMMENDATIONS

14.1 This report summarises the work of the Cross Party Member Working Group. It sets out the concept of the Campus (es) and an ambitious potential investment programme. This would address some of the Council challenges and act as a catalyst to improving services substantially for residents. I recommend that:

14.1.1 The report be received by Cabinet and the principles agreed;

14.1.2 A further report detailing the investment programme and the financial impacts is brought to the next Cabinet.

15. COMMENTS OF THE STATUTORY FINANCE OFFICER

15.1 The potential budget implications of the Campus Programme are being assessed and will form part of the Council's 2018/19 budget and Medium-Term Financial Strategy. The further report to Cabinet, will include both a resource plan and a 5 year budget, incorporating Capital Investment proposals, financing options and forecast revenue implications.

16. COMMENTS OF THE MONITORING OFFICER

16.1 There are no direct legal implications at this juncture arising from this report. As the project processes, and proposals are firmed up, then that will change in due course.

16.2 With regard to the specifics of our leisure partnership, members will be aware that our current tripartite contractual arrangements will come to an end in 2021.

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

Sport England Facilities Planning Model Report – Provision for Swimming 2014
Sport England Facilities Planning Model Report – Sports Hall provision 2015
KKP – New Leisure Facility Business Plan 2015
Lancaster Maloney South Ribble Leisure Facilities Review

Exploring Co-location in South Ribble Oct 2016

Appendix A South Ribble Campus Programme – High level Business Case

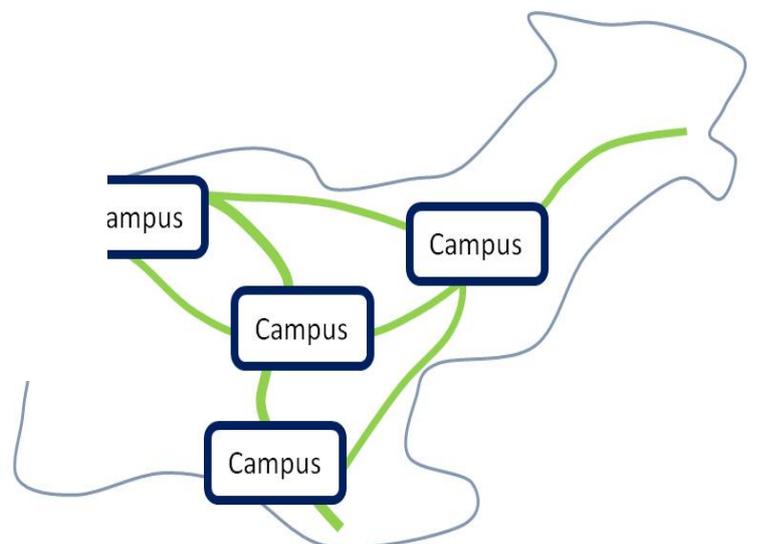
Denise Johnson
Director of Development, Enterprise and Communities

Report Author:	Telephone:	Date:
Noel O'Neill	5361	20 th November 2017

SOUTH RIBBLE CAMPUS PROGRAMME

HIGH LEVEL BUSINESS CASE

December 2017



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Introduction

The concept of delivering several Campus' across the Borough has evolved over several years. It has been influenced by South Ribble Partnership's aspirations, increasing aspiration of public sector partners to co-locate and coordinate services to deliver more effectively to residents of the Borough, reducing public sector resources and significant growth expectations from planning and City Deal. Health and wellbeing of existing and potential residents is a key driver.

One Public Estate (OPE) is a programme developed by central Government to help all public sector agencies to examine how it could use its property assets better by working together, delivering improved services and releasing value and new homes from surplus assets. South Ribble has been successful in securing funding on behalf of the Partnership to explore how this could potentially work in Leyland. The OPE work being completed by CAPITA to create a masterplan for West Paddock also informs the report.

Many assets that support the Health and Wellbeing agenda in the Borough are in the ownership of the Council. These range from leisure centres to Greenways and outstanding parks to sports pitches. Significant work has been done examining the current leisure provision and the future requirements of a growing Borough. Specific work has examined the leisure centre provision, future need and the state of existing facilities. Work has also been commissioned to look at access to sports and physical activity across the Borough. This report captures the key elements of that work.

The Council is committed to reviewing how it uses property to deliver its future ambitions. There are several strands to this work. Investment to generate future income streams has been identified in the Medium Term Financial Strategy as one area. Work is underway on better occupancy and usage of its operational buildings at West Paddock and Moss Side. For example Department for Work and Pensions (DWP) are moving into the Civic Centre and sharing costs.

Detailed data has been established for leisure centres. The Council, as part of its requirements under the Planning Policy Framework, are currently reviewing the Playing Pitch and Open Space Strategy. This will effectively carry out a strategic review of all the Council held land that will examine the merits of why the land is held, existing provision, opportunities to improve certain areas and other potential sites for development. Some high level assessment has been included in this report for balance.

This report looks at the broad concept of Campus' across the Borough and identifies some early opportunities for Borough Council investment.

Strategic Case for Campus approach

Councils across the country have shown the value of working together across the public sector and taking a strategic approach to service provision, use of amenities and joint management. The Government supports these ambitions through initiatives such as the One Public Estate (OPE) programme. OPE is about getting more from our collective assets - whether that's catalysing major service transformation such as health care and council integration and benefits reform; unlocking land for new homes and commercial space; or creating new opportunities to save on running costs or generate income. This is encompassed in three core objectives of the Government which align with South Ribble's:

- creating economic growth (new homes and jobs)
- delivering more integrated, customer-focused services
- Generating efficiencies, though capital receipts and reduced running costs.

Health Integration

The case for health and social care integration has been well rehearsed over a number of years. Government has set out an aspiration for health and social care to be fully integrated by 2021. In addition, in order to address the national funding gap, Health organisations have recently been mandated to produce a Sustainable Transformation Plan which sets out how each 'Health System' will achieve financial sustainability by 2021. This is currently being developed locally, and is called 'Our Health, Our Care' (OHOC) where SRBC is playing an influential role.



In consultation with our local communities, work needs to be undertaken to understand the detail of people's current and future health needs. In addition to understanding their health needs, we must to try to ensure that any plans to address those needs are informed by an analysis of the health economy in the context of our wider local economy.

The transformation of health and social care will prove critical if health is to achieve its aim to reduce demand on hospital services by providing alternative care and support in the community. A campus strategy could contribute to improving care in South Ribble.

Locally our ambition is to improve health and health care provision in South Ribble. There are no hospital facilities and a journey by public transport to Preston Hospital or Chorley can take 2 hours from some parts of the borough. Therefore, where possible, we wish to work with health care providers to create new and better provision in our borough. By working together we can deliver new facilities within a Place and joined up working will bring better levels of care and services.

South Ribble has a relatively high older population and a relatively low proportion of people in their twenties and thirties compared to England and Wales. Our older

population is increasing with the number of people aged over 65 predicted to rise by over 10% between 2011 and 2021.

We also have people living in economic deprivation. Long term conditions are more prevalent with age and deprivation and therefore it is predicted that there will be a significant increase in the number of people living with long term conditions in South Ribble. This strategy to develop campus with integrated teams will create greater commissioning capacity by driving out efficiency allowing this increasing demand to be met.

Principles for integration of services and amenities

We need to join together with partners properly. This means committing to improvement and change together. The following principles sets out how we could achieve this:

- a) Improved outcomes for the people of South Ribble
- b) Work to a common purpose on behalf of the people of South Ribble.
- c) To place quality, innovation, productivity and care prevention at the heart of its business
- d) To make effective joint use of resources and budgets from across the whole health and public sector to achieve agreed outcomes and strategic goals
- e) To ensure transparent information sharing in relation to business planning, performance and financial information.
- f) Promote diversity and equality.

Significant Implications

In line with Sport England and Public Health England's strategies to create a healthier population, this campus proposal shifts the responsibilities for health and care provision much more closely into what is called a 'Accountable Care System' approach. This promotes a seamless and integrated approach to the delivery of health and social care as well as focussing on prevention and improvement of people health to avoid even coming into contact with doctors and hospitals.

It is better to prevent than cure. However, in the event of needing to access the health care sector in South Ribble, the main benefits of adopting a campus approach include people being able to benefit from more rapid access to services, seven day services in their local communities, improved experience and outcomes, and better use of the South Ribble 'pound' to sustain local services.



Context for South Ribble Borough Council

Local infrastructure, including services, buildings, leisure centres, parks, playgrounds, sport pitches, are South Ribble Borough Council's largest physical resource which are fundamental in providing services and amenities to our people. They also cost the Council money to run and manage. Effective management, customer service and opportunities for improved service delivery must be an integral element of future high quality service planning and delivery.



The Council aims to work with our partners to:

- Develop efficient and modern services which meets the needs of customers
- Deliver the excellent facilities and services that our people deserve

The Council is also facing significant budgetary challenges and needs to become financially self-sufficient by 2019-20. Although it has continued to respond to the needs and aspirations of our people and the area recently been named as the best place to live in the UK, the Council recognises the need to change the way that it is organised and does business, to make services and amenities fit for the future.

Many of the larger facilities are nearing the end of their useful lifetime and renewal programme is required. Whilst they continue to fulfil a purpose, they cost more in terms of maintenance and energy, and this will increase over time, compared to new facilities which provide better and more choices for our people for less cost.

The Council recognises it must deliver a balanced budget against significant challenges over the next 3 years. The Campus Strategy sets out a strategic framework for public services working better together to deliver a better borough, better job opportunities, a quality local environment and better health and a good life for our people. It should deliver cost savings across partners and release land to deliver housing and value.

Growth proposals in the Local Plan and involvement in City Deal means that across South Ribble and Preston we will see more than 20,000 new private sector jobs, and over 17,000 new homes built. This growth brings opportunity and challenge. Our services and amenities equally need to respond to the challenge of growing demand and expectations. The "Campus Programme" provides a platform to provide those services that are more effectively joined up to use resources to best effect and to deliver improved outcomes for the people of South Ribble.

Partners also recognise the need to change. There is a requirement to understand our people better by striving to make more meaningful decisions at a local level. This does mean working in greater partnership across public, private and voluntary sectors and to embed them across everything that is undertaken in working towards a shared vision with our places at its heart.

Vision

South Ribble has a vision to be the cleanest, greenest, most healthy & prosperous place.

In order to achieve this, the Council is developing a strategy to create a series of campus across South Ribble. The aim is to create 'campuses' or places for our communities with:

- Better amenities
- Better services
- Better service

Driver 1 – Supply of amenities/services to meet the demand

Driver 2 – Population growth

Driver 3 – Improve quality of health and local amenities

A campus is a place where a better quality of local amenities are clustered. By working more closely with our partners, sometimes in the same building; services, facilities and amenities that people need will be brought together providing our customers with better services and service.

The components within a campus or place will vary depending on local needs, opportunities and infrastructure. The mix in the diagram represents the full range of components that could be within a campus:

These places will be linked together by our parks, open spaces and central parks. To achieve this we will be working with partners to deliver our vision. South Ribble has great Parks and Open Spaces that will be enhanced with the creation of Central Park. Green links between these spaces are important to fully utilise these great spaces and enable and promote activity.

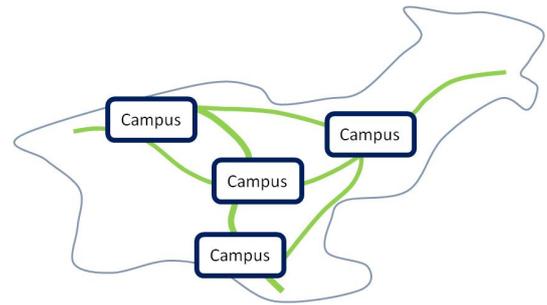
This high level business case outlines the principles to be adopted by the Council and the main focus of work in the next few years to deliver a series of campus or places across the borough, which will offer a step improvement in services and amenities our people can expect.



Campus Programme across South Ribble

Joint working and establishing co-located campus facilities with better amenities have been delivered between Councils and Health Partners across the country. These partnerships benefit of pooled resources and integrated commissioning.

The Council wishes to progress and its first choice is to progress working with partners to maximise quality services and amenities for our people, rather than progressing alone. This joined up approach will enable organisations to pool resources to meet growing demand and to transform to enable a sustainable provision.



In South Ribble it is suggested that the Campus concept is embraced and opportunities to co-locate and further develop services with partners are explored. It is likely that there will be 3 or 4 main campuses and some specific hubs developed over time.

One Public Estate

The Council and the Clinical Commissioning Group (CCG) were successful at getting funding via this programme to explore the concept of a Health and Wellbeing Campus with our partners. CAPITA were commissioned to look at what this might look like in Leyland. Their work looked at aspirations of Members and partners. This section discusses the initial concept and options for the delivery of enhanced health, leisure, civic and community facilities in Leyland.



The intention is to provide enhanced community facilities at each campus site through improving indoor, outdoor and overall design allow more users to lead healthier lives, access better services, enjoy a wider range culture, leisure and sports.

Current situation in Leyland:

- Demand for better amenities including hospital/health care facilities and cinema/theatre provision
- Aging leisure centre that does not meet the requirements of current and future residents
- Growing maintenance burden from leisure centre
- Civic Centre
- Local connection could be improved particularly north/south

- Under-utilised amenities including West Paddock, areas of land near Tesco

This outline below demonstrates an option of how these issues could be addressed as part of a campus programme. It delivers new leisure facilities, potential for significant health provision, new housing and extra care. It allows for incorporating library and police presence. Initially the Civic Centre remains BUT this could change as service provision changes and evolves over the next 5 years. A clearer picture is at Appendix 2.



Delivery will obviously depend upon funding from respective partners. However, when linked to a wider business plan, opportunities to deliver housing on other sites might generate funding to help.

Need within the Borough

Extensive work has been carried out previously by KKP and more recently by SLL to look at the needs of current and future population and the supply of sports space. In summary:

Sports Halls. Good provision across the Borough but need some additional court to meet day time need and for future population demand. Ageing centres will require significant investment.

Swimming. The supply of water space slightly exceeds demand. However, configuration needs to be looked at in the public domain. An 8 lane, 25m pool will address the configuration and future proof for population increases.

Fitness Suites. Some increase in Leyland is required.

Playing Pitches. Artificial pitches are in demand. Many grass pitches are in need of investment in drainage. Investment is needed in this area.

General Activity. A wider review of activity across the Borough has been undertaken. 3 key aspects were highlighted:

- Detailed feasibility work should be undertaken on the creation of new community sports facilities as part of integrated Health Hubs; this should confirm rationalisation of ageing facilities and development of provision which provides at both sub regional and local level, and particularly focusses on swimming, and fitness. Provision for indoor netball, wheelchair rugby and handball should be further considered.
- A programme of investment in the Great Outdoors should be developed, focussing on making places and spaces more welcoming, usable and accessible; provision of signage, benches, bicycle racks, toilets, outdoor gyms, informal activity areas, play provision, picnic areas etc. should all be considered as part of this initiative. Central Park should be better promoted as the outdoor hub for the borough.
- Investment should be targeted into cycling and walking routes across the Borough and linking into neighbouring areas. This should include bicycle racks and storage, measured miles, cycling challenges, promotion of routes and user information. Consideration should be given to a Mountain Bike Trail.

Existing Leisure Facilities

The Council's leisure stock will be at the heart of the Well-Being Campuses across the Borough. The following key facilities are initially assessed as fit for purpose and appropriately located to meet the needs of residents in the areas served. Bamber Bridge (Withy Grove) Leisure Centre

- South Ribble Tennis Centre
- Worden Park
- Withy Grove Park
- Hurst Grange Park
- Longton Brickcroft



Some already provide elements of health provision and opportunities to enhance this will continue to be explored. They should be maintained and where budgets/opportunities permit enhanced, and linked into campus locations with leisure facilities at the heart of a new range of community amenities.

Any Business Plan will need to allow for some funding to invest in these facilities over time.

Parks and Green Links

The Council has some fantastic parks and open spaces. Indeed investment in Central Parks has been identified and is seen as a key driver to promoting South Ribble as a great place to live and having a direct impact on health and wellbeing of residents.

Developing links between places and the connecting open spaces to allow social use, as well as for 'local transport' helps to integrate local communities, make better use of resources, improves the environment and increases quality of life. Relatively low amounts of investment are required to make a green network spanning many miles compared to road building, for example Penwortham bypass (approx. 1 mile length is forecast to cost £17.5million by Lancashire County Council)

As part of the campus programme, the connecting green links require investment.

The existing network has developed and improved considerably in the past 5 years. To complete the green network connecting facilities across Leyland, Lostock Hall, Penwortham, Walton le dale and Bamber Bridge, the following outline of works are required:



The corridors and distances are as follows:

- | | |
|--|------------|
| 1. Penwortham Leisure Centre to Kingsfold Community Centre | 2.25 miles |
| 2. Penwortham Leisure Centre to Withy Grove Park | 5 miles |
| 3. Kingsfold to Farington | 1.7 miles |
| 4. Withy Grove Park to Bamber Bridge Tennis Club | 1 mile |
| 5. Farington to Bamber Bridge | 4.5 miles |
| 6. West Paddock to Farington | 4.25 miles |
| 7. West Paddock to Farington (alternative route) | 2.2 miles |
| 8. West Paddock to Bamber Bridge | 7.8 miles |
| 9. Penwortham Leisure Centre to Hutton | 2.7 miles |

This work is estimated to cost £4m. Some of this could be potentially funded from City Deal community infrastructure funding.

Open Spaces and Playing Pitches

South Ribble Borough Council is a key provider of playing pitches along with other partners which include parish councils, schools, and private clubs. The borough currently has over 75 hectares of sports pitch provision which is available for community use and many more hectares which are for private use only.

Sports pitch provision covers the sports of football, cricket, rugby union, rugby league, bowling greens and hockey. Our sports pitches are also used for archery

and community fetes and festivals, giving some indication to the diversity of our provision on offer and the range of sporting interests in the Borough.

The Council is, as part of its requirements under the Planning Policy Framework, reviewing the Playing Pitch and Open Space Strategy. This will present the Council, in conjunction with Sports England, the ability to review the existing provision, its standard, opportunities to improve sites and the potential sites to develop for housing on sites no longer required.

Investment is required to ensure this provision is maintained. Pitches require maintenance, drainage and constant attention in order to be playable. Outdoor exercise is the most used facility in South Ribble and outdoor exercise is also the largest growth sector.

New and improved provision based upon the updated Playing Pitch and Open Space Strategy needs to be delivered ahead of any sites being released and agreed by Sports England. However, a high level initial review of open space sites indicate the potential to release up to 12 hectares for development. This could generate capital receipts and some housing.

Conclusions

The Campus concept is a positive step for South Ribble. It creates a focus for the Council and its partners to target resources that will improve services to residents. Funding will be essential for each phase of the programme. Business cases will be required to attract funding to deliver new facilities. Partners' ambition behind the programme will help deliver those business plans and funding.

Resources continue to be tight across the public sector but creating the wider vision with partners should help attract resources. Creating opportunities for partners to co-locate and integrate services will create efficiencies that will help safeguard services into the future.

Creating the Campuses and improving the Green Links will have a direct impact on the health of the people of South Ribble. Access will be improved and increasing activity of residents can be targeted. Increased participation of residents will have a direct effect on wellbeing.

Investment will create improved modern facilities and activity space. This will create efficiency savings whilst improving the wider health and leisure offer. A key factor for the Council is that future maintenance liabilities will be radically reduced.

Developing a programme to improve open spaces and playing pitches to meet the needs of the Borough has several benefits. Better pitches means that greater usage is possible and new facilities will help this. Greater revenue will then be generated by the Council that will help sustainability. In addition, investment in playing pitches could release land for housing. Development by the Council will enable specific targeted housing in each area that could address the issues highlighted in the Strategic Housing Market Assessment. It could also generate some capital receipts that could fund future investments.

The concept of the Campus is welcomed by partners. However, at this stage funding has not been identified by them to deliver. As part of this process, Officers have looked at how South Ribble Borough Council could kick start the programme over the next 5 years.

South Ribble Borough Council 5 year Plan

The Council has previously commissioned several pieces of work that help inform the wider Campus Concept. However, they also provide a great evidence base and data to formulate a South Ribble business case for investment. Officers have further developed this over the past few months to bring together a high level business case for investment in facilities over the next 5 years. It is important that whatever is done should not compromise future opportunities to achieve the wider ambitions of partners and Members (e.g. major health facility in Leyland). However, something needs to be done now and act as a catalyst to deliver improved services to the Borough.

This section identifies a programme for South Ribble that tackles some of the immediate issues and risks but delivers a comprehensive investment programme. It is at high level but is based upon specific work undertaken by the Council. The commercial aspects of leisure provision have been examined to extract greater returns for the Council. In addition, potential receipts and housing delivery is identified.

Strand 1 – Build a replacement Leisure Facility in Leyland

The existing facility in Leyland is old and has increasing maintenance liabilities. The pool has some challenges to meet the swimming requirements of the Borough and other facilities are tight. A proposal to build a well-connected new facility on West Paddock with an 8 lane, 25m pool, fitness centre and 6 court sports hall has been developed. Space has also been included for dance studios, potential library relocation and some therapy rooms. This would be capable of meeting demand as well as being capable of providing cultural space for non-sport activities.

Utilising previous work done by KKP and Sports England data shows that this facility would reduce running costs on the current centre by around £390,000 per annum in terms of maintenance and subsidy. Equally, under a new contractual arrangement for delivery, the new centre could attract a substantial payment from an operator.

The capital cost of delivering this would be c£15m and take nearly 3 years to build. Importantly, on completion of the new build, the existing site would be freed to build new housing and generate a capital receipt.

Strand 2 – Green Links Infrastructure

The Council has fantastic parks and open spaces and has invested in Central Park. A series of Green Links have been identified that will improve access to the wonderful green spaces in the Borough. This investment in the links with proper signage and wayfinding will greatly increase accessibility. Harnessing the green spaces has been identified as a way to increase activity in residents from recent work. It will increase safer cycling and walking routes which will have a direct impact upon the health of the residents of the Borough. £2m has been identified for the initial investment that will make a significant early impact. This level of investment opens up the potential of matched funding and City Deal investment.

Strand 3 – Sports Pitch Hub

An opportunity to create a Sports Pitch hub with 4 full size artificial grass pitches has been identified. This would address some of the short comings of the current provision and create an outstanding facility for the Borough. This would generate income for the Council on an on-going basis and there is potential Football Foundation funding to meet some of the capital costs. Creating such a facility will also help with the Open Spaces and Playing Pitch Strategy and the release of surplus, unsuitable playing fields for development of housing. If the grant is secured then the Council could be looking at a substantial new additional net income per annum.

Strand 4 – Investment in other facilities

Some areas have already been identified for investment. Worden Park playing pitches needs some investment and the changing facilities and toilets need to be addressed. Some improvements at Withy Park have been identified. However, over the next 5 years there will be other needs and potential opportunities to invest in facilities to either generate income or remove risks. Whilst they are unknown at this moment, say £2.5m of funding will need to be identified in this business plan to deliver such projects.

Strand 5 – Improving Health Care Provision in the Borough

The Council will continue to work with partners over this period to get their investment into the Borough. Members have clearly stated the need for better health care provision across the borough. Working with health providers we will investigate how OHOC can be integrated into facilities so that South Ribble could have its own hospital facility and a better range of health centres. South Ribble Borough Council investment will not hinder future partner investment. Indeed it will act as a catalyst for it. Members will continue to lobby and use their influence to secure partner investment.

Strand 6 – Release of Council Land to build houses

A review of Council landholdings will be carried out as part of the Open Spaces and Playing Pitches Strategy work over the next year. A high level review has assessed that there is potential for up to 12 hectares that could be released for development over the next 10 years.

Developing a Housing Investment Company to deliver housing on its own land may be a Council ambition. This paper does not examine how this will be delivered. Therefore the potential sites still remain available for the Housing Company proposal to be developed.

Summary Financial Case

Some initial work has been carried out and the initial indications are that the proposed 5 year plan could be delivered and make a net financial contribution to the Council after 4 years. Further work will be done on this as part of the Capital Programme if Members wish to proceed.

Appendix 1

The context is supported by complementary background work that has already been completed.

This includes the following strategy/study work and involvement:

- Review of our Leisure services
- Successful One Public Estate bid & partnership
- City Deal
- LGA Housing Advisers programme
- Masterplanning the campus at West Paddock, Leyland
- Central Parks masterplan and our cycle and walking strategy. First central park created within 1 year.
- Regeneration plans and forward programme
- Council financial strategy & greater focus on financial sustainability
- Current and developing planning policy and our South Ribble Local Plan
- Our Health Our Care – working with health partners
- Strategic Housing Market Assessment
- South Ribble Partnership Sustainable Community Strategy
- SRBC Strategic Asset Review
- Councillor cross party working groups

Appendix 2

General Arrangement

- ① Health
- ② Leisure
- ③ Extra Care
- ④ Fire + NWAS
- ⑤ Housing 19 units
- ⑥ Existing Police Station
- ⑦ Existing Courts
- ⑧ Existing Library
- ⑨ Existing Car Park
- ⑩ Existing SRBC Offices
- ⑪ Existing GP
- ⑫ Tesco Superstore
- ⑬ Shruggs Woodland & Ponds
- ⑭ Proposed Public Gardens
- ⑮ Main Entrance and Reception Atrium
- ⑯ Car Park

User	Gross Area
Office	5000
Community Leisure	8000
Extra Care	6000
Residential	19no x 3bed
Fire + NWAS	800
Health	7000



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REPORT TO	ON
GOVERNANCE COMMITTEE CABINET	29 th November 2017 6 th December 2017



September 2017

TITLE	PORTFOLIO	REPORT OF
Investment Property Strategy	Corporate Support & Assets	Director of Neighbourhoods, Environmental Health & Assets

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

The purpose of this report is to agree and recommend the Investment Property Strategy and associated governance processes to Cabinet.

2. PORTFOLIO RECOMMENDATIONS

- 2.1 Members agree the Investment Property Strategy and the Governance arrangements outlined within this report.
- 2.2 Governance Committee recommend to Cabinet the adoption of the Investment Property Strategy and the appointment of the external Property Investment expertise at the end of the procurement process.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

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

4. BACKGROUND TO THE REPORT

- 4.1 The Council has identified investment in property and assets as a source of income to support the delivery of the MTFs (Medium Term Financial Strategy). An income target of £300,000 has been established and a Borough Investment Fund of £3.824m has been created to fund this investment initially. Additional funding could be identified if other investment opportunities arise.

4.2 Governance Committee considered an interim report at its meeting on 13th September 2017 and agreed to consider the Investment Property Strategy at its November meeting. This report identifies governance arrangements, the use of commercial experts and their procurement.

5. PROPOSAL

5.1 An Investment Property Strategy for South Ribble Council has been created and is attached at Appendix A. It sets out the context for investment in commercial property. Also it identifies a range of criteria that need to be considered for each investment and due diligence and governance arrangements to be followed.

5.2 A crucial part of the process is for the Council to engage professional property experts to identify and recommend opportunities and continued management of those investments. It is proposed to appoint a Property Investment Manager for two years. It will be in the form of an expert property consultancy firm. Their appointment will be to:

- Agree target rates of return and/or income target
- Agree Portfolio Balance
- Source Investment opportunities
- Prepare Recommendation Reports
- Rigorous Evaluation
- Reporting to SRBC
- Asset Management of Investments

5.3 It is intended to procure this expertise via the Crown Commercial Services Framework for Estates Professional Services. There are 12 national firms on this framework and a mini competition has commenced. It is likely that fees will be in two elements. Management fees of c£36,000 over the two years with commission on acquisitions up to £30,000 depending upon activity. If Members agree to proceed, the procurement process will be completed and an adviser selected.

6. GOVERNANCE

6.1 The appointment of an expert Property Investment Management consultancy is crucial to the governance of this fund. The proposal recommended to Members identifies that ALL investment opportunities will come forward with a report from the Council's consultant. That will initially be agreed by the Council's Corporate Property Officer, Monitoring Officer and Section 151 Officer. It will then proceed for Cabinet approval and the decision recorded on the pro forma attached at Appendix A. No investment will be made ahead of Cabinet approval.

7. FINANCIAL IMPLICATIONS

7.1 The Council has a target within the Medium Term Financial Strategy of £0.300m to achieve by converting one-off revenue reserve into a recurring income stream that is sustainable over the medium term. There is no fixed budget as this will very much depend on the Business Case for each investment and the financial risk exposure profile for the Council at the time of purchase. There is an initial set aside of £3.824m held within a revenue reserve which can be added to from other appropriate revenue sources for example, review of existing earmarked reserves and in year budget variations. The Council will also be able to borrowing additional funds if the whole life financial model demonstrates that this is affordable

8. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

No direct impact

9. ICT/TECHNOLOGY IMPLICATIONS

No direct impact

10. PROPERTY DIRECT IMPACT AND ASSET MANAGEMENT IMPLICATIONS

The whole report and philosophy is about increasing the Council's portfolio and diversifying the property types.

11. RISK MANAGEMENT

11.1 This investment strategy has been identified as a positive action to generate additional, sustainable income for the Council. However, there are potential risks associated with property investment. Rent income may not flow as originally envisaged and tenants may not have strong covenants. Equally the investment may fall in value but this is linked to rents and rent reviews. By adopting the broad strategy recommended and engaging comprehensive advice and investment expertise from the appointed Property Investment Manager, many of the risks will be avoided at the point of investment.

11.2 There is the risk that the assets will fall in value. This is unlikely with the due diligence processes identified in Strategy.

12. EQUALITY AND DIVERSITY IMPACT

No direct impact

13. RELEVANT DIRECTORS RECOMMENDATIONS

14. COMMENTS OF THE STATUTORY FINANCE OFFICER

14.1 Asset investment must only proceed if all due diligence has been completed including a full life financial model that evidences the net return in cash terms and also is transparent with regard to future financial risk and how these will be mitigated. This will be provided as part of the assessment from our external Property Investment consultancy.

14.2 There will be costs associated with making these investments because the Council is procuring Property Investment expertise. The final amount will be known at the completion of the procurement process. These costs will be included within any financial model for each investment.

15. COMMENTS OF THE MONITORING OFFICER

15.1 Many Local Authorities invest in property assets within their own boroughs. Besides generating an income stream the investment supports other wider priorities, including promoting and supporting economic growth.

15.2 Local Authorities have also successfully acquired commercial property outside of their area by virtue of Section 120 Local Government Act 1972. This is supported by section 1, 12 and 13 of the Local Government Act 2003, which vests in Local Authorities the power to borrow, invest and provide security for money borrowed and Section 1 of the Localism Act 2011, which provides a Local Authority with the power to do anything that individuals generally may do.

15.3 It should be noted that statutory guidance issued by the Department of Communities and Local Government, states that section 12 of the Local Government Act 2003 cannot be used to borrow to invest, solely to make a profit. As the Local Government Act 2003 is pre-existing legislation, any constraints on it cannot be remedied by relying on Section 1 of the Localism Act 2011. However, it is arguable that to borrow to invest outside a Local Authority

area is not purely to make profit where that income is used to provide and maintain services and support for residents, businesses and visitors to the borough.

15.4 In light of the above and where necessary, the appropriate legal advice will be sought to ensure the legality of any proposed transaction.

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

There are no background papers

Appendix A Investment Property Strategy

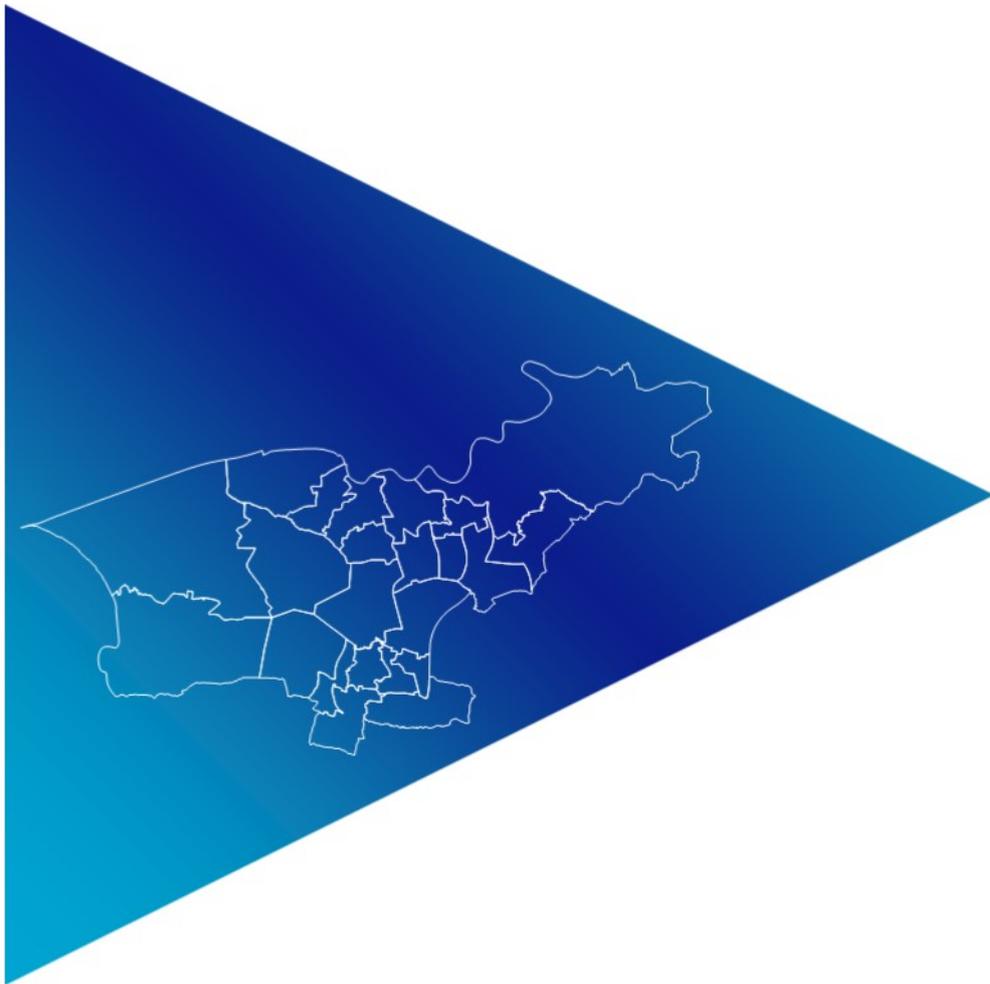
Mark Gaffney

Director of Neighbourhoods, Environment & Asset Management

Report Author:	Telephone:	Date:
Noel O'Neill	5361	14 th November 2017

SOUTH RIBBLE BOROUGH COUNCIL INVESTMENT PROPERTY STRATEGY

November 2017



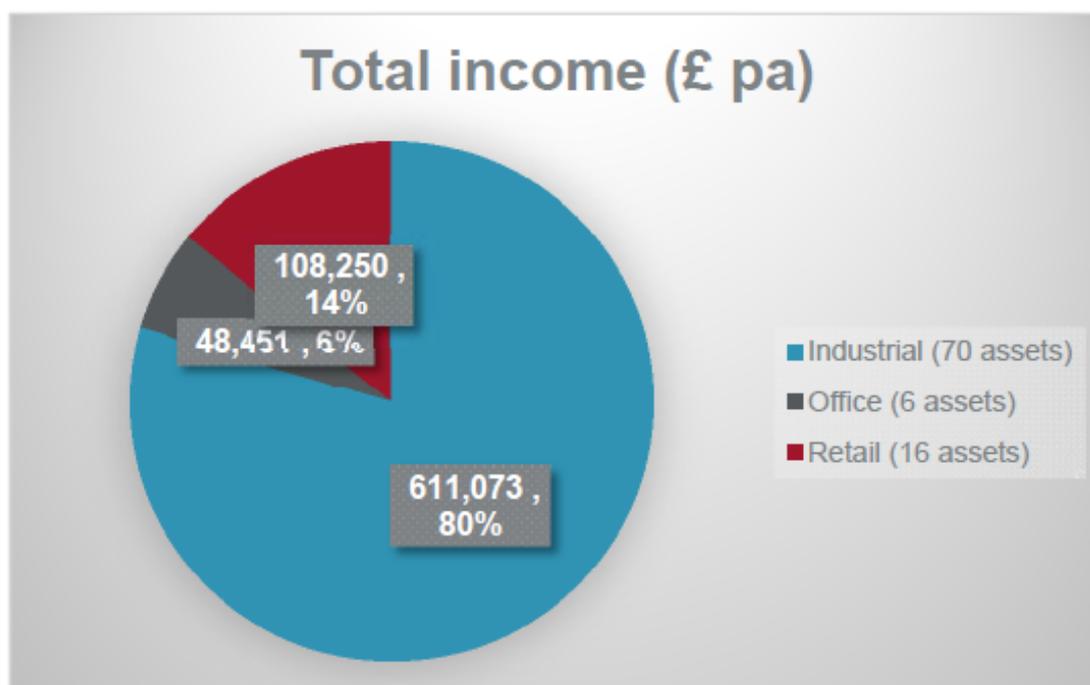
Investment Property Strategy

1. Background

The Council has a commercial non-operational tenanted portfolio comprising of 92 assets generating a rent roll of £770,000 and valued at c £5.7m. This stock base is historic and comprises:

- 76 Industrial Units on 10 sites
- 16 retail units at 3 sites
- 3 offices on 2 sites

These units have been held historically and are located within 6 main residential and employment locations across the Borough. All these properties are fairly small in lot size but collectively provide significant rental income. Whilst the portfolio is managed in an efficient manner, it has not been constructed primarily with the aim of generating property investment income. Many of the leases are short term with an average lease of less than 3 years. This approach is not unusual within local authority historic asset base but brings with it a relatively high management cost with the turnover of leases. The graph below shows how the portfolio is heavily weighted towards the industrial sector in terms of assets and income. This is not surprising given the economic history of the Borough but any new investment should look to diversify the portfolio.



In considering the Medium Term Financial Strategy of the Council, Members looked at the returns made on investments within the Treasury Management Strategy at c0.6% per annum and looked at other potential investment returns. In the light of

returns made by the current portfolio, Members considered investing in wider property investments to realise better investment income. £3.8m was allocated for potential investments looking to realise up to £300,000 per annum which is an ambitious target.

2. Objectives

There are 3 main objectives of this strategy.

a) Investments within the Central Lancashire Area

The first phase will focus on the acquisition of property investments within the Borough and Central Lancashire Local plan area. This is to support the Council's ambition for growth in the area and help create renewed confidence and a positive message to other investors

b) Financial Return

This strategy seeks to increase the proportion of the total income from investing in good quality commercial assets as a way of generating new revenue streams to the Council. These assets will be held primarily for investment value, and as a secondary measure, capital appreciation. The main consideration for doing this is to enable the Council to be more financially resilient and generate income which will support services and contribute to the General Fund.

This can be delivered by specifically targeting investment in purchasing good commercial properties which provide sustainable rental income, through a balanced strategy of acquisition, retention and management of good quality property investments, and also to benefit from long term growth in capital values

c) Strategic Asset Review

All assets within the Commercial Portfolio will undergo a strategic review as part of an overarching Strategic Asset Review. All assets will be examined against how well they meet the objectives for holding those assets and the potential for development, capital receipt or potential income. Specifically with the Commercial Portfolio, the assets will be reviewed to look at how they could be developed to generate a stronger income stream, rationalised or sold. This work will identify both opportunities for investment and potential resources for further investment.

d) Performance Management

It is proposed to introduce a suite of key performance management measures across the whole of the portfolio, including the existing historic stock so that we can understand the existing performance and return. This data will be set in context by our advisers.

3. Scope

a. Investment Value

Initially £3.8m has been identified as available for investment. Any expansion of the investment will be assessed against the business cases for each investment. If a positive case is put forward and an opportunity generates the Council's objectives, further funding could be allocated. The Council also has a target to generate an additional £300,000 per annum from additional property income.

b. Geographical location

The first phase of the Strategy will be delivered by acquisition of commercial investments within the Borough and Central Lancashire Local Plan area. It has been suggested that the area needs to be expanded to the wider northwest or even nationally to ensure that South Ribble is exposed to "the best" assets and returns. However, there are already many local authorities in the northwest undertaking large portfolio investments and the Council may be exposed to weaker investments in the wider area. Initially this economic area should produce the right mix. If not, then the Council can review its position.

4. Strategy for existing commercial portfolio

Whilst the main objective of the Strategy is focussed towards acquiring new commercial income producing properties, it is recognised that the historic commercial property portfolio also needs some restructuring and rebalancing to achieve a satisfactory spread of properties across a mix of retail (predominantly), offices, industrial/warehouse uses providing a reasonable return to the Council. There has been no consistent formal measurement of the return historically, as this has provided a steady year on year rental income without too much risk.

Although the risk within the portfolio is spread, the portfolio lacks good quality tenant covenants and the lot sizes are quite small. The strategy would involve enhancing the current portfolio income levels by disposing of lower yielding assets (unless there were other benefits from retention i.e. future redevelopment opportunities) and reinvesting in assets which would generate a higher return.

It is proposed that as a precursor to this step, and on-going, the Council should undertake more formal but simple performance monitoring measures of the current stock and income levels, to understand the existing performance and return. This would place a greater emphasis on the justification for holding these assets and give the Council an ability to measure their outputs. This may lead to a policy of being able to dispose of poor performing assets. It is proposed that capital receipts from any sale within the existing portfolio should ideally be ring-fenced to support the Property Investment Strategy on-going so there are funds to replace assets.

5. New Portfolio Structure

In terms of the new commercial income producing assets, it is important to achieve a spread of risk by acquiring properties across a range of different property asset classes, namely retail, industrial, office and leisure. This is a fundamental objective of this new strategy.

It is proposed to try and obtain diversification and balance on investments by sector, so that there is no reliance on only one sector or type of tenant. This will minimise risk from downturns in specific sectors. Market sectors and locations with rental growth and good letting prospects will be targeted. In order to ensure a balanced portfolio investment should be targeted away from industrial units. The strategy needs to build in flexibility in the mix to reflect the opportunities available and being able to move sectors if this is considered prudent.

In an ideal balanced portfolio no asset class should comprise more than 50% of the portfolio income and each class should contribute at least 15% of the income. As the current portfolio is already 80% exposed to the industrial sector, investment should be stronger elsewhere. It is suggested that the focus is more on Leisure, Office and Retail rather than industrial. This would balance the portfolio and spread the risk.

HOWEVER, flexibility needs to be maintained and if a long term opportunity with a strong covenant came forward in the industrial sector, it needs to be analysed in that context.

a) Single use/Multi let investments

Ideally the Council will be looking for a single use tenant per investment to reduce management resource.

However, mixed use investments would also be potentially suitable additions to the portfolio, and in these cases the Council will be seeking a higher yield as compensation for additional management resource. The Council will need to consider the management arrangement and cost. These may include a mix of commercial uses and residential, or a mixture of retail and office use. In terms of residential accommodation this is likely to be more management intensive than other types of commercial property investment and requires specialist residential management expertise, so it is proposed that residential acquisitions will only be part of this strategy if they are part of a mixed use investment, where the residential element is quite small. Residential investment per se is excluded from this strategy.

b) Lot Sizes

The Council owns many low value, management intensive assets. The average income across the commercial portfolio is £8,345 pa per property, and

approximately 25% of all properties have an annual income of less than £5,000. The strategic review suggests that a sensible target would be lot sizes in excess of £1m. The benefits to the portfolio would be improved covenant mix, reduced risk exposure and lower management costs. This also represents the simplest way of growing the Council's income stream quickly. Flexibility is required in case the right deal comes along in one particular sector which may suit the Council's requirements. The principle of not having all your eggs in one basket to mitigate risk still applies.

c) Locations

As part of the first phase of this Strategy, the Council intend to purchase property investments within the Central Lancashire area. The objectives of this strategy are clearly identified under section 2 above. The area is an economic growth area and offers opportunities across all the sectors. There should be sufficient opportunities to find suitable investment opportunities.

6. Investment Property Criteria

a) Type of investment

Investments will include freehold and long leasehold interest acquisitions of properties, subject to a lease.

b) Yield

The target net annual yield range is anticipated between 5%-8%. The lower yield will manifest in improved quality assets and longer tenure. Investments should also be required to provide income equal to at least two percent above the Council's required rate of return, defined by the cost of borrowing (as at the 2nd October, Public Works Loan Board rate is 2.5% over 25 years). 5% will provide a margin above this level at this moment in time.

The yield will also reflect the risk on the investment. At the lower level, 5%, the investment is likely to be a reasonably safe with a single use tenant occupying under a secure tenancy. At the higher yield, 8%, there is likely to be a greater number of tenants with more risk of tenant/s default, and greater risk of void periods.

c) Location

Good prime locations will be sought. Consideration will be given to whether a tenant could be found in the event of default. This will be dictated by opportunity to acquire investments.

d) Building Specification quality

The strategic review recommended that the Council place an emphasis on quality in seeking new investment opportunities. There will always be a demand for lower cost, lower grade space, but investing in higher quality stock going forward will provide greater long term protection against obsolescence (both functional and physical), tenant churn and costs. SRBC also needs to focus strategically on improving the quality of its asset base in order to manage risk and facilitate a transition to a more resilient or “future-proofed” property portfolio in the context of new property development expected to be facilitated in the coming years by City Deal investment. Future acquisitions should therefore be considered with the aim of improving the quality within the portfolio.

e) Length of lease unexpired

An important measure of income risk is the **weighted average unexpired lease term (WAULT)**. This metric is often used by investors to measure the risk of a multi-tenanted property going vacant and, typically, the longer the WAULT the more stable the income and therefore the more attractive the investment. There is a correlation between length of lease and yield. Also, properties with shorter WAULT will face higher costs in terms of leasing agent fees, advertising fees and legal fees.

The WAULT on the current portfolio is 2.1 years which is unsurprising with the focus on small industrial units. Therefore to diversify, ideally only leases with a minimum unexpired term of five years will be considered. Our preference is for leases closer to ten years, but we have lowered the expectation here to widen the market for investment opportunities given the target yield (5%).

f) Financial strength of tenants

The covenant strength of the tenant should be as a minimum good. This will be determined through financial appraisal of company accounts and the use of appropriate methods of risk assessment and credit scoring. This should be provided on the initial check.

g) Rental levels

The current market rent shall be equal to or above the passing rent. The income should be secure reflecting tenant strength and on-going.

h) Management Issues

Management issues in relation to the investment should be minimal.

i) Use – Existing and Alternative

Consideration will also be given in each case to the alternative use for the property, i.e. development potential and its exit value. This will be considered

as a bonus if residential development is an alternative possibility. However this will not be a primary factor in the decision.

N.B. These criteria will be reviewed regularly and changed with Member approval as the market conditions change.

7. Financial Appraisal

A financial appraisal will be prepared for each potential investment by the Council's external **Investment Adviser**. This report will look at and consider the criteria listed above and how that potential investment meets those criteria. Attached at appendix A is a summary proforma that will support any proposal.

8. Approval Process

The appraisal of any potential investment will be reviewed in the first instance by the Council's Corporate Property Officer, Section 151 Officer and Monitoring Officer. The report will then be presented **to Cabinet for approval to proceed**.

9. Due diligence checks

As part of the physical appraisal, due diligence checks will be undertaken prior to purchase to include financial checks, and physical condition checks including building surveys and measured survey (if necessary). The property will be assessed in terms of the condition visually. A Building Condition survey will be undertaken. Legal title checks will be undertaken prior to purchase, and good clean title will be sought.

There will be no requirement for full structural mechanical and electrical surveys unless there is cause for concern as to the condition

10. Continual appraisal

The portfolio will be open to continual appraisal (including consideration of the tenant status and management issues), and on-going financial performance measurement. This will help in future decision making in terms of whether to sell or hold the investment in order to minimise risk.

11. Management of new assets

The Council already has in place an Estates team which manages the current non-operational property portfolio and would, unless geographical location would limit its ability, be able to manage a larger property portfolio to include the investment portfolio.

Appendix A

Property Investment Strategy Acquisition		
Approvals	Cabinet Date of Meeting:	Corporate Property Officer Yes/No Date of consultation:
		Monitoring Officer Yes/No Date of consultation :
		Section 151 Officer Yes/No Date of consultation :
Details of the Proposal		
Property Description including floor area		
Age		
Portfolio Area	Retail / Industrial / Offices / Leisure	
Single use tenant	Yes / No	
Multi let building	Yes / No If yes, how many tenants?	
Asking price		
Location		
Type of investment	Long leasehold / Freehold If Long leasehold, how long is the lease? _____	
Yield	% Gross (Target financial yield %)	
Location	Prime location / Secondary / Tertiary	
Tenant Details		

Length of lease unexpired	
Financial strength of tenant	<p>Covenant strength: Good/Poor</p> <p>Credit score :</p> <p>If more than one tenant: Covenant strength and credit score for all</p>
Lease terms	Tenant break option
	Rent review pattern
	Upward only review or RPI/CPI uplift?
Rent per annum	£
Use – existing	
Use – alternative	
Management arrangements	
Does this purchase comply with the Strategy?	
Due diligence checks proposed	<p>Red book valuation: Date: Who:</p> <p>Physical condition checks:</p> <p>Internal visual check: Yes / No Date: Who:</p> <p>External Building survey: Yes / No Date: Who:</p> <p>Full structural mechanical & electrical survey required: Yes / No</p> <p>Date : Who:</p> <p>Legal title checks – good clean title required:</p>
Proposed holding period	
Attachments	Property Particulars
	Copy of the initial Desk top valuation
	Financial Appraisal

Signed:

Investment Manager External Adviser

REPORT TO	ON
CABINET	6 DECEMBER 2017



TITLE	PORTFOLIO	REPORT OF
AIR QUALITY MANAGEMENT AREAS	PUBLIC HEALTH, SAFETY AND WELLBEING	DIRECTOR OF NEIGHBOURHOODS, ENVIRONMENTAL HEALTH AND ASSETS

Is this report a KEY DECISION (i.e. more than £75,000 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

As part of the 2017 Annual Status Report for Air Quality in the borough it has been identified that levels along Turpin Green Lane and Golden Hill Lane are exceeding or very close to exceeding the national objective level. As such the Council must declare an Air Quality Management Area (AQMA).

A consultation process has been undertaken to inform the statutory process and Cabinet is now requested to agree the extent of the proposed new AQMA and formally declare the new AQMA to DEFRA (Department for Environment, Food and Rural Affairs).

2. PORTFOLIO RECOMMENDATIONS

That Cabinet agrees:

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

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities

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

4. BACKGROUND TO THE REPORT

Air quality is currently one of the high profile public health issues within the UK. Nationally over 50,000 premature deaths are caused each year as a direct result of poor air quality. The source of much of this pollution is traffic and industry, and results in poor development of children, increased asthma, coronary and respiratory disease to mention just a few of the impacts on people's health.

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

As part of the 2017 Annual Status Report it has been identified that levels along Turpin Green Lane and Golden Hill Lane are exceeding or very close to exceeding the national objective level of 40µg/m³. As such the Council must declare an AQMA.

Once the AQMA has been declared the Council's Air Quality Action Plan (AQAP) will need to be reviewed in light of the new AQMA.

A consultation was carried out during September 2017 on the extent of the area to be declared as the AQMA. Unfortunately very few responses were received. Lancashire County Council Highway's and Public Health departments responded. They had no comments to make. In addition responses were also received from 2 members of the public and 1 councillor. Comments received were as follows.

One response did not agree with the area to be declared and wanted the area around Langdale Road, near Runshaw declaring as an AQMA and suggested re sequencing of the traffic lights along the proposed route by LCC.

Two responses wished to extend the area by placing a weight limit on Longmeanygate. Whilst this is an action that can be investigated further it would not alter the size of the proposed AQMA.

Other suggestions have included a link road from the end of Tomlinson Road and work has begun to see if this can be progressed. Speed cameras were also suggested, although slower vehicles tend to result in more pollution, along with improved signage, particularly from the motorway.

All of the above ideas can be taken forward within the Council's revised Action Plan to help improve the situation in both the proposed AQMA and possibly in the existing.

The borough already has four declared AQMA's, declared in 2005 in relation to the likely exceedance of the Nitrogen Dioxide objective value. These four AQMA's cover;

- Cop Lane, Liverpool Road junction at Penwortham,
- Victoria Road, Walton-le-Dale,
- The junction of Leyland Road, Brownedge Road, Lostock Hall
- Station Road, Bamber Bridge.

5. PROPOSALS

5.1 It is proposed that the area identified in Appendix A be declared as an Air Quality Management Area under Part IV, Section 83(1) of the Environment Act 1995.

5.2 The Council are under a legal duty to declare an AQMA within Leyland due to an exceedance of the National Air Quality Annual Mean Objective for Nitrogen Dioxide.

5.3 Following a consultation exercise the area identified as forming the new AQMA has been proposed as the road network from the railway bridge on Turpin Green Lane through to Churchill Way, and along Golden Hill Lane running from the Junction with Chapel Brow to the traffic lights at Leyland Lane/Longmeanygate.

5.4 Members are asked to agree the proposed extent of the AQMA.

5.5 The Council does not have a choice over the declaration of the AQMA only the extent of the area to be covered.

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

A consultation exercise was undertaken during the period 21st August to 22nd September 2017. The Consultation concentrated on the extent of the new AQMA and asked for any ideas for resolving the poor air quality issues in Leyland. The consultation was advertised via the Council's website, Councillor Connect and was sent to Public Health Lancashire and Lancashire County Council Highways. Neither had any comments to make on the proposed area of the new AQMA.

The responses reviewed from the consultation have been reviewed and no changes to the proposed AQMA boundaries have been made, although a number of possible solutions to improve the air quality and alleviate traffic flow have been made and will be taken forward to the next stage of the process.

7. OTHER OPTIONS CONSIDERED

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

Given the source of the pollution and the possible measures required to improve the situation the area chosen has been identified to allow suitable measures to be implemented to improve the air quality. The proposed area also includes a number of locations where the objective level is close to being exceeded.

8. FINANCIAL IMPLICATIONS

There are no immediate direct financial implications to the declaration of the AQMA. However, there may be some implications as progress is made in delivering the action plan which will be kept under continuous review.

9. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

There are no direct implications to the declaration of the AQMA.

10. ICT/TECHNOLOGY IMPLICATIONS

There are no direct implications to the declaration of the AQMA.

11. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

There are no direct implications to the declaration of the AQMA.

12. RISK MANAGEMENT

The Council is under a legal obligation to declare the AQMA, with only the extent of the area to be covered under consideration. Should the Council not formally declare the AQMA then it will be in breach of its statutory duties.

13. EQUALITY AND DIVERSITY IMPACT

There are no equality or diversity implications to the declaration of the AQMA.

14. RELEVANT DIRECTORS RECOMMENDATIONS

The Council has a statutory duty to declare the AQMA. Therefore the officer recommendations are as follows.

That Cabinet agrees:

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

15. COMMENTS OF THE STATUTORY FINANCE OFFICER

There is no implications for the Council's budget as a result of accepting the Director's recommendations in this report.

16. COMMENTS OF THE MONITORING OFFICER

The Council's duties under the Environment Act 1995 are mandatory. The Council must review air quality from time to time. If air quality standards are not being met in a particular area, the Council must designate the area as an air quality management area, and produce a report within 12 months of the assessment.

17. BACKGROUND DOCUMENTS

South Ribble Borough Council; (June 2017) South Ribble Borough Council Annual Status Report 2017;

<https://www.southribble.gov.uk/sites/default/files/ASR%202017%20Report.pdf>

Environment Act 1995 C25, (pt 4); HMSO: (1995)

<https://www.legislation.gov.uk/ukpga/1995/25/contents>

Defra; (2016); Local Air Quality Management Policy Guidance (PG16);

<https://laqm.defra.gov.uk/documents/LAQM-PG16-April-16-v1.pdf>

Appendix A Proposed Air Quality Management Area Boundary

Mark Gaffney

Director of Neighbourhoods, Environmental Health and Assets

Report Author:	Telephone:	Date:
Neil Martin	01772625336	1 November 2017

ENVIRONMENT ACT 1995, PART IV, SECTION 83(1)

South Ribble Borough Council

Air Quality Management Area (AQMA) Order

South Ribble Borough Council, in exercise of the powers conferred upon it by Section 83(1) of the Environment Act 1995, hereby makes the following Order.

This Order may be cited/referred to as the **South Ribble Borough Council Air Quality Management Area No. 5** and shall come into effect on **1st January 2018**.

The area shown on the attached map is to be designated as an air quality management area (*the designated area*). The designated area incorporates the **stretch of road comprising Golden Hill Lane from the junction with Leyland Lane to the Junction with Chapel Brow, Churchill Way and Turpin Green lane from the Churchill Way Roundabout to the railway bridge, including all properties fronting onto Turpin Green Lane and Golden Hill Lane**. The map may be viewed at the Council Offices.

This Area is designated in relation to a likely breach of the nitrogen dioxide (annual mean) objective as specified in the Air Quality (England) Regulations 2010.

This Order shall remain in force until it is varied or revoked by a subsequent order.

The Common Seal of **South Ribble Borough Council** was hereto affixed on **1st December 2017** and signed in the presence of/on behalf of said Council.

DATED:

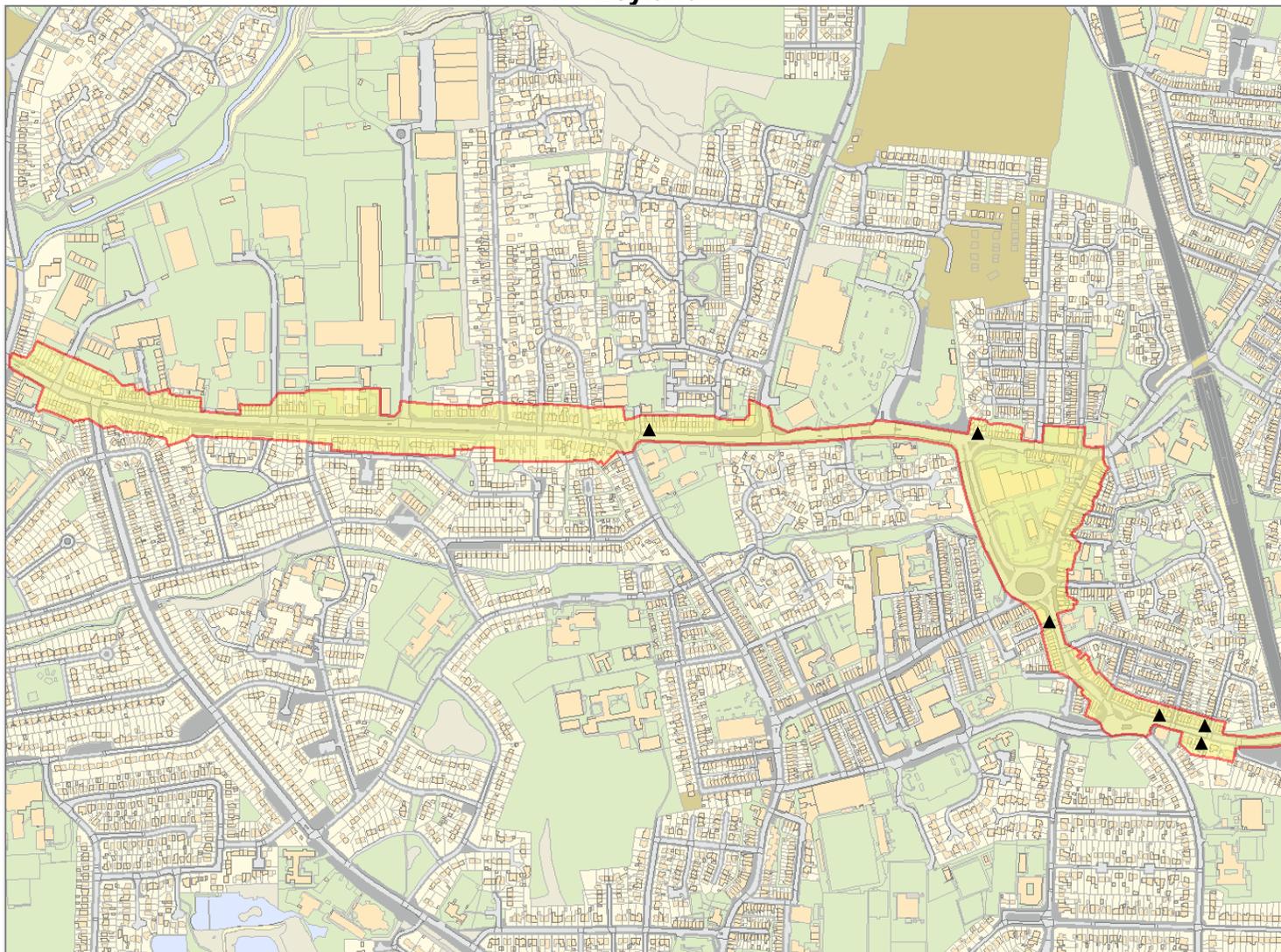
(Signed)

Principal Solicitor, Legal Services
(The officer appointed for this purpose)

Address for all communications:

Environmental Health
South Ribble Borough Council
Civic Centre
West Paddock
Leyland
PR25 1DH

**Air Quality Management Area
Turpin Green Lane, Goldenhill Lane
Leyland**



▲ Diffusion Tube Locations

REPORT TO	ON
CABINET	6 th DECEMBER 2017



TITLE	PORTFOLIO	REPORT OF
PUBLIC SPACE PROTECTION ORDERS	NEIGHBOURHOODS AND STREETSCENE	DIRECTOR OF NEIGHBOURHOODS, ENVIRONMENTAL HEALTH AND ASSETS

Is this report a KEY DECISION (i.e. more than £75,000 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

The purpose of this report is to allow Cabinet to consider the recommendations from the Scrutiny Committee's call-in meeting held on 6 November 2017.

2. PORTFOLIO RECOMMENDATIONS

Cabinet agree to accept the recommendations from the Scrutiny Committee call-in meeting on 6 November 2017 relating to its earlier decision to introduce a Public Space Protection Order limiting the number of dogs under one person's control, namely:

- ▶ More robust consultation exercises be undertaken, including extended timescales and involvement of all stakeholders
- ▶ Statutory Officer and Director's advice is sought before tabling recommendations at meetings
- ▶ Greater evidence based/documentated decision-making
- ▶ Provide the rationale for any changes to recommendations

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities (*tick all those applicable*):

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

4. BACKGROUND TO THE REPORT

At its meeting on 25 October 2017, Cabinet agreed to implement a public space protection order to limit the number of dogs under a person's control to four (a copy of the report and minutes are attached at Appendix 1 and 2).

This decision was then called in by the Scrutiny Committee. A Scrutiny Committee meeting was held on 6 November 2017, which considered the decision taken by Cabinet. The Scrutiny Committee recommended the following:

- a) More robust consultation exercises be undertaken, including extended timescales and involvement of all stakeholders.
- b) Statutory Officer and Director's advice is sought before tabling recommendations at meetings.
- c) Greater evidence based/documentated decision-making.
- d) Provide the rationale for any changes to recommendations.

5. PROPOSALS

As outlined above.

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

The Cabinet Member and relevant Officers have been consulted.

7. OTHER OPTIONS CONSIDERED

Each Scrutiny Committee recommendation has been carefully considered.

8. FINANCIAL IMPLICATIONS

None as a result of this report.

9. LEGAL IMPLICATIONS

None as a result of this report.

10. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

None as a result of this report.

11. ICT/TECHNOLOGY IMPLICATIONS

None as a result of this report.

12. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

None as a result of this report.

13. RISK MANAGEMENT

None as a result of this report.

14. EQUALITY AND DIVERSITY IMPACT

None as a result of this report.

15. RELEVANT DIRECTORS RECOMMENDATIONS

The Director supports the Portfolio Recommendations.

16. COMMENTS OF THE STATUTORY FINANCE OFFICER

The consultation can be met from existing budgets. Therefore there are no financial implications as a result of this report.

17. COMMENTS OF THE MONITORING OFFICER

If the council is to introduce a Public Space Protection Order limiting the number of dogs under one person's control then it is essential that there is a robust evidence base in place to justify it.

18. BACKGROUND DOCUMENTS

Appendix 1 – Cabinet report and minutes – 25 October 2017

Appendix 2 – Scrutiny Committee minutes – 6 November 2017

Mark Gaffney
Director of Neighbourhoods, Environmental Health and Assets

Report Author:	Telephone:	Date:
Roger Ashcroft	01772 625612	23/11/17

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REPORT TO	ON
CABINET	25 OCTOBER 2017

September 2017

TITLE	PORTFOLIO	REPORT OF
INTRODUCTION OF PUBLIC SPACE PROTECTION ORDERS	NEIGHBOURHOODS AND STREETSCENE	ROGER ASHCROFT

Is this report a KEY DECISION (i.e. more than £75,000 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

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, thereby avoiding prosecution and the need to appear at Magistrates' Court.

From October 2017 DCOs will lapse and be replaced by Public Spaces Protection Orders (PSPOs). This report seeks approval to replace DCOs with PSPOs.

2. PORTFOLIO RECOMMENDATIONS

That Cabinet:

2.1 Considers the consultation responses and approves the introduction of the following PSPOs with immediate effect:

- a) The Dogs Exclusion in the Borough Council of South Ribble Public Space Protection Order 2017
- b) The Fouling of Land by Dogs in the Borough Council of South Ribble Public Space Protection Order 2017
- c) The Dogs on Leads by Direction in the Borough Council of South Ribble Public Space Protection Order 2017
- d) The Dogs on Leads in the Borough Council of South Ribble Public Space Protection Order 2017
- e) The Means to Pick Up Foul by Dogs in the Borough Council of South Ribble Public Space Protection Order 2017

2.2 Considers the consultation responses and does not approve the introduction of the following PSPO but keeps this under continuous review:

a) The Dogs (Specified Maximum) in the Borough Council of South Ribble Public Space Protection Order 2017

2.3 Agrees a review of PSPOs is undertaken before October 2020.

2.4 Agrees delegation to the Director of Neighbourhoods, Environmental Health and Assets to implement the relevant steps for enforcement of PSPOs.

2.5 The level of Fixed Penalty Notice be set at the highest amount possible of £100.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities (*tick all those applicable*):

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

4. BACKGROUND TO THE REPORT

4.1 The Council adopted DCOs in September 2009 under powers afforded to local authorities by the Clean Neighbourhoods and Environment Act 2005. These orders replaced a range 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 (FPN), thereby avoiding prosecution and the need to appear at Magistrates' Court. From October 2017 DCOs will lapse and be replaced by PSPOs.

4.2 PSPOs apply to public spaces where the activities that are taking place have a detrimental effect, or are likely to have a detrimental effect, on the quality of life of those in the local community.

4.3 Guidance recommends that the Council should review the existing DCOs as part of the process of replacing them with PSPOs which must comply with the new legal tests. Also, it is crucial that the new PSPOs clearly reflect the level of restriction that the public feel is required.

4.4 A consultation process was authorised through a delegated decision in August 2017. The consultation process took place between 23 August and 31 September 2017 and the responses are detailed later in this report for Cabinet to consider.

4.5 The changes proposed aim to create a more comprehensive and consistent approach when dealing with issues such as dog fouling, keeping dogs on leads and excluding dogs from specified areas.

4.6 The proposed PSPOs will cover the following, which are currently dealt with under DCOs:

Fouling of land by dogs
Dogs exclusion areas
Dogs on leads
Dogs on leads by direction

In addition to the above, the consultation looked into potential additional provision for the following:

Means to pick up dog faeces
Dogs (Specified Maximum)

4.7 The Council enforcement team deals with dog related issues detailed above such as fouling, dog and dog owner behaviour, dogs off lead, dogs in excluded areas etc. It is important that the Council is able to continue to respond to these issues through the adoption of PSPOs to meet any concerns raised by the public and ensure that the law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour.

5. PROPOSALS

5.1 The adoption of PSPOs relating to the control of dogs in the borough, aims to create a more consistent approach and balance the needs of dog owners against other members of the community. It will also assist the Council's zero tolerance approach to dog fouling, keeping the streets clean and protecting and enhancing open spaces.

5.2 The PSPOs will replace the current DCOs (with some amendments) within the Borough of South Ribble. It is proposed to make the following Public Space Protection Orders under Part 4 Section 59 of the Anti-social Behaviour Crime and Policing Act 2014:

- a) The Dogs Exclusion in the Borough Council of South Ribble Public Space Protection Order 2017. All these areas are fenced and new signs will be erected.
- b) The Fouling of Land by Dogs in the Borough Council of South Ribble Public Space Protection Order 2017
- c) The Dogs on Leads by Direction in the Borough Council of South Ribble Public Space Protection Order 2017
- d) The Dogs on Leads in the Borough Council of South Ribble Public Space Protection Order 2017
- e) The Means to Pick Up Foul by Dogs in the Borough Council of South Ribble Public Space Protection Order 2017 (This will allow officers to issue a FPN if a person in control of a dog does not have the means to pick e.g. poo bag)

5.3 See **Appendix 1** which includes the proposed PSPOs.

5.4 The above proposed PSPOs (a – d) will have substantially the same effect as the existing DCOs. However, there is a new PSPO (e above) which has been proposed which covers an issue not currently covered by the existing DCOs. This is in relation to having appropriate means to pick up dog faeces such as a plastic bag.

5.5 A further PSPO has been considered (see (a) below) in relation to only being able to have a specified number of dogs under your control as we have had complaints regarding professional dog walkers using the council's open space to exercise large numbers of dogs. A minute from a meeting of the Scrutiny Committee raising the issue is attached see **Appendix 3**. Officers consulted other councils who had introduced this PSPO and six dogs was the most common number.

- a) The Dogs (Specified Maximum) in the Borough Council of South Ribble Public Space Protection Order 2017 (To limit the number of dogs controlled by an individual to 6)

However, following the consultation exercise which was not supportive of this PSPO being introduced it is proposed that it is not introduced at this stage but is kept under continuous review.

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

6.1 In accordance with statutory requirements, the Council has undertaken a formal consultation which was approved by delegated decision in August of this year. The Act does not define the level of or appropriate consultation. However, the Council consulted with the Chief Officer of Police for the area, The Police and Crime Commissioner, the Local Policing Body, Lancashire County Council, the Business Improvement District (BID), businesses, partnerships, parish and town councils, members, local communities and community representatives including the Kennel Club and the RSPCA and the general public.

6.2 The draft PSPO's were published for public consultation for a period of 5 weeks during August and September. Consultation was by the way of consultation letters, a notice in the local press, a notice on the Council's website (including a questionnaire) and via social media.

6.3 The proposal for the introduction of PSPOs relating to dog control within the borough has been widely consulted on as set out above.

6.4 A report on the consultation exercise was available on the council's website and a copy of the results are attached in **Appendix 2**, a summary of the survey results can be seen in the table below:

	Questions	Yes	No
1.	Do you own a dog or walk a dog for someone else?	85 %	15%
2.	Are you a... resident of South Ribble? person who works in South Ribble? Councillor? a local business owner? representative of a charity/organisation?	85%	15%
3	Do you agree with the proposal to introduce a borough wide Public Space Protection Order?	49%	51%
4	Do you think the Council should continue to enforce against persons in charge of a dog who fails to clean up its faeces?	99%	1%
5	Do you think additional enforcement should be taken against persons in charge of a dog who has no means to pick up dog faeces?	69%	31%
6	Do you think the Council should continue to exclude dogs from areas specified in the proposed order?	53%	47%
7	Do you have any suggestions as to other locations where you feel dogs should be excluded?	List attached	
8	Do you think the Council should continue to make it a requirement for persons in charge of a dog to put their dog on lead in the areas specified in the proposed order?	86%	14%
9	Do you have any suggestions as to other locations where you feel dogs should be on leads?	List attached	

10	Do you think the Council should continue to be able to make it a requirement for persons in charge of a dog to put their dog on a lead when asked to do so by an authorised officer?	86%	14%
11	Do you think provision should be made in the new order to restrict the number of dogs that can be walked by an individual on and off the lead?	27%	73%
12	Do you think that the current signage for Dog Control Orders across the borough is prominent and clear?	25%	75%
13	If you feel that any of these proposals will affect you as an individual because of any of the following, please give details below. Age, Disability, Ethnic Origin, Gender, Religious or Non-Religious Belief, Nationality, Responsibility for Dependents, Language, or any other reason.	22% List attached	78%

6.5 The consultation resulted in 146 on line response forms being completed with the majority of these being supportive of introducing the PSPOs. It should be noted that the majority of responses were from dog owners or those who exercised dogs for other people. The main points of objection was the proposal to restrict the number of dogs that can be walked by an individual on and off the lead. It should be noted that the Scrutiny Committee has previously identified this as an issue. There is also an even balance on the responses regarding current exclusion zones and the overall PSPO's. The responses to questions 7, 9 and 13 are attached in Appendix 2 and are mainly based on requesting additional exclusion zones around children's play areas, although this is difficult to enforce without fencing these areas.

6.6 When deciding whether to make requirements or restrictions on dogs and their owners, the council needs to consider whether there are suitable alternatives for dogs to be exercised without restrictions. It is considered there are numerous such areas throughout the borough where dog owners can take their dogs for exercise. The proposals therefore offer a balanced approach recognising the needs of the dog owning community as well as the general public.

6.7 It is important the proposed PSPOs are visibly policed and enforced. The existing Neighbourhood Officers group will continue to enforce the fixed penalty notices. The Immediate period following the introduction of the PSPOs will be actively publicised and front line officers will be on hand to offer advice to members of the public.

6.8 In respect of the statutory consultee responses, a response was received from Lancashire County Council Highways Team relating to the proposed Dogs on Lead PSPO. The response stipulated that the proposed wording for the Dogs on Leads Order is a little ambiguous or inconsistent with respect to public rights of way and provided that this should be amended. In light of this, the Schedule at i) and ii) of the proposed dogs on lead order (which went out to consultation) has been amalgamated under bullet point i) of the amended schedule. It is proposed that subject to consideration by Cabinet that the amended schedule is approved.

6.9 Comments received have been taken into consideration and approval is now sought to authorise the PSPOs and bring them into force with immediate effect and a proposed review date being prior to October 2020.

7. OTHER OPTIONS CONSIDERED

Consideration could be given to not replacing DCOs with PSPOs. However, this is not a viable option as it would mean that the council could not enforce and deal with dog related issues on the borough's public space.

8. FINANCIAL IMPLICATIONS

The estimated one-off cost of advertising and signage in relation to the proposed PSPOs is £1,500. This can be met from existing budgets.

9. LEGAL IMPLICATIONS

9.1 All offences can be dealt with by issuing a Fixed Penalty Notice (FPN). The current FPN for dog control order offences in the borough is set at £80. It is proposed that this will be increased to £100 for breaching a PSPO. (See also Comments of the Statutory Finance Officer). This is on the basis that the current £80 has been in place for some time and that the maximum FPN should be introduced as a deterrent to offenders. In cases of non-payment, the matter can be taken to court where the maximum fine on summary of conviction is level 3 on the standard scale which is currently £1000.

9.2 To challenge the validity of the PSPO orders - anyone who lives in, or regularly works in or visits the area can appeal a PSPO in the High Court within six weeks of issue. Further appeal is available each time the PSPO is varied by the council. This definition is provided for at section 66(1) of the Act.

9.3 While the PSPO is in force any byelaws and orders applying to the same activity will cease to have effect. A PSPO may not effect for a period of more than 3 years; that period can be extended for a further 3 years.

9.4 If cabinet authorise the making of the proposed PSPOs, there is a further requirement for publicity within the Anti-social Behaviour, Crime and Policing Act (publication of public space protection orders) Regulations. These require that where a local authority has made a PSPO, they must publish it on its website and erect such notices as it considers sufficient to advise members of the public that the PSPO has been made and the effect of such order.

10. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

There are no implications to consider. Training on enforcement matters is regular reviewed and refreshed as appropriate.

11. ICT/TECHNOLOGY IMPLICATIONS

The recent introduction of remote technology has improved efficiency in responding to issues.

12. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

There are no implications.

13. RISK MANAGEMENT

Should the PSPOs not be introduced the Council will not be able to enforce dog related issues. This is an unacceptable position for the Council.

14. EQUALITY AND DIVERSITY IMPACT

Neighbourhood Services has an Equality Impact Assessment in place covering enforcement and the clean environment. This will be updated to reflect the replacement of DCOs with PSPOs. Other than this there are no other implications.

15. RELEVANT DIRECTORS RECOMMENDATIONS

The Council has no other option but to replace DCOs with PSPOs to enable dog related enforcement to continue.

The recommendations below are therefore proposed:

That Cabinet:

2.1 Considers the consultation responses and approves the introduction of the following PSPOs with immediate effect:

- a) The Dogs Exclusion in the Borough Council of South Ribble Public Space Protection Order 2017
- b) The Fouling of Land by Dogs in the Borough Council of South Ribble Public Space Protection Order 2017
- c) The Dogs on Leads by Direction in the Borough Council of South Ribble Public Space Protection Order 2017
- d) The Dogs on Leads in the Borough Council of South Ribble Public Space Protection Order 2017
- e) The Means to Pick Up Foul by Dogs in the Borough Council of South Ribble Public Space Protection Order 2017

2.2 Considers the consultation responses and does not approve the introduction of the following PSPO but keeps this under continuous review:

- a) The Dogs (Specified Maximum) in the Borough Council of South Ribble Public Space Protection Order 2017

2.3 Agrees a review of PSPOs is undertaken before October 2020.

2.4 Agrees delegation to the Director of Neighbourhoods, Environmental Health and Assets to implement the relevant steps for enforcement of PSPOs.

2.5 The level of Fixed Penalty Notice be set at the highest amount possible of £100.

16. COMMENTS OF THE STATUTORY FINANCE OFFICER

The current and proposed charges for Fixed Penalty Notices (FPNs) and fines for non-payment are set out in the financial and legal implications above. A one –off cost of £1.5k will be required from existing budgets to amend signage and formal communications. The proposed increase in charges for Fixed Penalty Notices is 25% which could increase over all income received by £1.5k per annum.

17. COMMENTS OF THE MONITORING OFFICER

Cabinet is being requested to consider the responses from the consultation process and to approve the PSPO's to tackle the problem issues relating to dogs.

The validity of a PSPO can be challenged in the High Court within six weeks of it being made.

18. BACKGROUND DOCUMENTS

Appendix 1 Proposed Public Spaces Protection Orders

Appendix 2 Consultation responses

Appendix 3 Scrutiny Committee minute

SMT Member's Name

Mark Gaffney

Job Title

Director of Neighbourhoods, Environmental Health and Assets

Report Author:	Telephone:	Date:
Roger Ashcroft	01772 625612	21/9/17

Appendix 1

SOUTH RIBBLE BOROUGH COUNCIL

ANTI-SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014

**THE DOGS EXCLUSION IN THE BOROUGH COUNCIL OF SOUTH RIBBLE
PUBLIC SPACE PROTECTION ORDER 2017**

South Ribble Borough Council ("the Council") under Part 4, Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014 ("the Act") hereby makes the following Order:

1. This Order comes into force on the _____ 2017 for a period of three years
2. This Order supersedes the following:
The Dogs Exclusion in the Borough of South Ribble Order 2009
The Dogs Exclusion in the Borough of South Ribble Order 2009 Amendment Order 2013
3. This Order applies to the public places specified in the Schedule below ("the Restricted Area")
4. The Council is satisfied that the two conditions set out in Section 59 of the Act have been met, in that:
 - (1) activities carried on in the Restricted Area as described below have had a detrimental effect on the quality of life of those in the locality, or it is likely that these activities will be carried on in the public place and they will have such an effect;
 - (2) the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature, is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by the Order.

OFFENCE

5. (1) A person in charge of a dog shall be guilty of an offence if, at any time, he takes the dog onto, or permits the dog to enter or to remain on, any land in the Restricted Area unless:
 - (a) he has a reasonable excuse for failing to do so; or
 - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so; or
- (2) Nothing in this article shall apply to a person who:
 - (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
 - (b) is deaf, in respect of a dog trained by Hearing Dogs for Deaf people (registered charity number 293358) and upon which he relies for assistance; or
 - (c) has a disability which affects his mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.

- (3) For the purposes of this article:
- (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
 - (b) each of the following is a prescribed charity:
 - (i) Dogs for the Disabled (registered charity number 700454)
 - (ii) Support Dogs (registered charity number 1088281)
 - (iii) Canine Partners for Independence (registered charity number 803680).

PENALTY

6. By virtue of section 67 of the Act a person who is guilty of an offence under this Order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale

FIXED PENALTIES

7. By virtue of section 68 of the Act a constable or authorised person of the Authority may issue a fixed penalty notice not exceeding £100 to anyone he or she has reason to believe has committed an offence under section 67 of the Act in relation to this Order

APPEALS

8. Any challenge to this Order must be made at the High Court within six weeks of the Order being made, and must be by an individual who lives in, regularly works in or visits the Restricted Area.

Interested persons can challenge the validity of the Order on two grounds: that the Council did not have the power to make the Order or to include particular prohibitions or requirements; or that one of the requirements of the legislation has not been complied with.

When an application is made, the High Court can decide to suspend the operation of the Order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the Order, quash it, or vary it.

SCHEDULE

Description of public places to which order applies

This Order applies to all public places within the administrative area in the Borough of South Ribble and which is a Council owned:

- (i) Play Area, namely:
Namely;

- Birch Avenue Playground, Penwortham
- Coupe Green Playground, Hoghton
- Dob Lane Playground, Little Hoole
- Farington Park Playground, Leyland
- Gregson Lane Playground, Hoghton
- Holland House Playground, Walton-le-Dale
- Hurst Grange Park Playground, Penwortham
- Hutton Playing Field Playground, Hutton
- King George V Playground, Penwortham
- King George V Playground, Higher Walton
- Kingsfold Drive Playground, Penwortham
- Longton Playground, Longton
- Moss Side Playground, Leyland
- Much Hoole Playground, Much Hoole
- New Longton Playground, New Longton
- Ryden Avenue Playground, Leyland
- Tardy Gate Playground, Lostock Hall
- Withy Grove Playground, Bamber Bridge
- Worden Park Playground, Leyland

(shown edged red for identification purposes on the plans attached hereto).

- (ii) Multi use games area and ball court.
- (iii) Bowling green (except the Order shall not apply to the perimeter footpath around the said bowling green).
- (iv) Skate park, BMX track or youth shelter.
- (v) Sports pitch at such times as when an organised sporting activity is taking place.
- (vi) Cemetery or crematorium grounds (except that the Order shall not apply to highways or footpaths within the said cemetery or crematorium grounds).

IN WITNESS whereof the Council have caused the Common Seal of the South Ribble Borough Council to be hereunto fixed this.....day of.....2017

EXECUTED AS A DEED by
SOUTH RIBBLE BOROUGH COUNCIL
by affixing its Common Seal
the day and year first written above

.....
Authorised Signatory

DRAFT

Appendix 1

SOUTH RIBBLE BOROUGH COUNCIL

ANTI-SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014

THE FOULING OF LAND BY DOGS IN THE BOROUGH COUNCIL OF SOUTH RIBBLE
PUBLIC SPACE PROTECTION ORDER 2017

South Ribble Borough Council ("the Council") under Part 4, Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014 ("the Act") hereby makes the following Order:

1. This Order comes into force on the _____ 2017 for a period of three years
2. This Order supersedes the following:
The Fouling of Land by Dogs in the Borough of South Ribble Order 2009
3. This Order applies to the public places specified in the Schedule below ("the Restricted Area")
4. The Council is satisfied that the two conditions set out in Section 59 of the Act have been met, in that:
 - (1) activities carried on in the Restricted Area as described below have had a detrimental effect on the quality of life of those in the locality, or it is likely that these activities will be carried on in the public place and they will have such an effect;
 - (2) the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature, is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by the Order.

OFFENCE

5. (1) If a dog defecates at any time on any land in the Restricted Area and a person who is in charge of the dog at any time fails to remove faeces from the land forthwith, the person shall be guilty of an offence unless:
 - (a) he has a reasonable excuse for failing to do so; or
 - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so; or
- (2) Nothing in this article shall apply to a person who:
 - (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
 - (b) has a disability which affects his mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.
- (3) For the purposes of this article:
 - (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;

- (b) placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land;
- (c) being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces;
- (d) each of the following is a prescribed charity:
 - (i) Dogs for the Disabled (registered charity number 700454)
 - (ii) Support Dogs (registered charity number 1088281)
 - (iii) Canine Partners for Independence (registered charity number 803680).

(4) A person in charge and in the company of a dog on the land specified shall be guilty of an offence if, on the request of an authorised officer of the Council he or she fails to forthwith produce a device for or other suitable means of removing dog faeces and transporting it to a suitable waste disposal receptacle (whether or not the dog has defecated) unless he has a reasonable excuse for not doing so.

PENALTY

6. By virtue of section 67 of the Act a person who is guilty of an offence under this Order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale

FIXED PENALTIES

7. By virtue of section 68 of the Act a constable or authorised person of the Authority may issue a fixed penalty notice not exceeding £100 to anyone he or she has reason to believe has committed an offence under section 67 of the Act in relation to this Order

APPEALS

8. Any challenge to this Order must be made at the High Court within six weeks of the Order being made, and must be by an individual who lives in, regularly works in or visits the Restricted Area.

Interested persons can challenge the validity of the Order on two grounds: that the Council did not have the power to make the Order or to include particular prohibitions or requirements; or that one of the requirements of the legislation has not been complied with.

When an application is made, the High Court can decide to suspend the operation of the Order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the Order, quash it, or vary it.

SCHEDULE

Description of public places to which order applies

This Order applies to all public places within the administrative area in the Borough of South Ribble and which is:

- (i) Open to the air on at least one side and to which the public are entitled or permitted to have access (with or without payment) within the Borough of South Ribble including but not limited to parks, public open spaces and highways in the area.
- (ii) Access Land within the meaning of S1(1) Countryside and Rights of Way Act 2000 including, but not limited to, Longton Brickcroft Nature Reserve and Access Land to Longton Marsh (shown edged red for identification purposes on the plans attached hereto).

DRAFT

IN WITNESS whereof the Council have caused the Common Seal of the South Ribble
Borough Council to be hereunto fixed this.....day of.....2017

EXECUTED AS A DEED by
SOUTH RIBBLE BOROUGH COUNCIL
by affixing its Common Seal
the day and year first written above

.....
Authorised Signatory

DRAFT

Appendix 1

SOUTH RIBBLE BOROUGH COUNCIL

ANTI-SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014

THE DOGS ON LEADS BY DIRECTION IN THE BOROUGH COUNCIL OF SOUTH RIBBLE PUBLIC SPACE PROTECTION ORDER 2017

South Ribble Borough Council ("the Council") under Part 4, Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014 ("the Act") hereby makes the following Order:

1. This Order comes into force on _____ 2017 for a period of three years
2. This Order supersedes the following:
The Dogs on Leads by Direction in the Borough of South Ribble Order 2009
3. This Order applies to the public places specified in the Schedule below ("the Restricted Area")
4. The Council is satisfied that the two conditions set out in Section 59 of the Act have been met, in that:
 - (1) activities carried on in the Restricted Area as described below have had a detrimental effect on the quality of life of those in the locality, or it is likely that these activities will be carried on in the public place and they will have such an effect;
 - (2) the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature, is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by the Order.

OFFENCE

5. (1) A person in charge of a dog shall be guilty of an offence if, at any time, on any land in the Restricted Area he does not comply with a direction given to him by an authorised officer of the Authority to put and keep the dog on a lead and keep the same under control unless:
 - (a) he has a reasonable excuse for failing to do so; or
 - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.
- (2) For the purposes of this article:
 - (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
 - (b) an authorised officer of the Authority may only give a direction under this Order to put and keep a dog on a lead if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog likely to cause annoyance or disturbance to any other person (on any land to which this Order applies) or the worrying or disturbance of any animal or bird;
 - (c) an 'authorised officer of the Authority' means an employee of the Authority who is authorised in writing by the Authority for the purposes of giving directions under this Order;

(d) a "lead" shall be taken to mean a chord of two metres or less in length that is appropriately and securely attached to the dog for the purposes of allowing the person in control of the dog to hold or restrain that dog

PENALTY

6. By virtue of section 67 of the Act a person who is guilty of an offence under this Order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale

FIXED PENALTIES

7. By virtue of section 68 of the Act a constable or authorised person of the Authority may issue a fixed penalty notice not exceeding £100 to anyone he or she has reason to believe has committed an offence under section 67 of the Act in relation to this Order

APPEALS

8. Any challenge to this Order must be made at the High Court within six weeks of the Order being made, and must be by an individual who lives in, regularly works in or visits the Restricted Area.

Interested persons can challenge the validity of the Order on two grounds: that the Council did not have the power to make the Order or to include particular prohibitions or requirements; or that one of the requirements of the legislation has not been complied with.

When an application is made, the High Court can decide to suspend the operation of the Order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the Order, quash it, or vary it.

SCHEDULE

Description of public places to which order applies

This Order applies to all public places within the administrative area in the Borough of South Ribble and which is:

- (i) Open to the air on at least one side and to which the public are entitled or permitted to have access (with or without payment) within the Borough of South Ribble including but not limited to parks, public open spaces and highways in the area.
- (ii) Access Land within the meaning of S1(1) Countryside and Rights of Way Act 2000 including, but not limited to, Longton Brickcroft Nature Reserve and Access Land to Longton Marsh (shown edged red for identification purposes on the plans attached hereto).

DRAFT

IN WITNESS whereof the Council have caused the Common Seal of the South Ribble Borough Council to be hereunto fixed this.....day of.....2017

EXECUTED AS A DEED by
SOUTH RIBBLE BOROUGH COUNCIL
by affixing its Common Seal
the day and year first written above

.....
Authorised Signatory

DRAFT

Appendix 1

SOUTH RIBBLE BOROUGH COUNCIL

ANTI-SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014

**THE DOGS (SPECIFIED MAXIMUM) IN THE BOROUGH COUNCIL OF SOUTH RIBBLE
PUBLIC SPACE PROTECTION ORDER 2017**

South Ribble Borough Council ("the Council") under Part 4, Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014 ("the Act") hereby makes the following Order:

1. This Order comes into force on the _____ 2017 for a period of three years
2. This Order applies to the public places specified in the Schedule below ("the Restricted Area")
3. The Council is satisfied that the two conditions set out in Section 59 of the Act have been met, in that:
 - (1) activities carried on in the Restricted Area as described below have had a detrimental effect on the quality of life of those in the locality, or it is likely that these activities will be carried on in the public place and they will have such an effect;
 - (2) the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature, is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by the Order.

OFFENCE

4. (1) A person in charge of more than one dog shall be guilty of an offence if, at any time, on any land in the Restricted Area, the number of dogs which are being walked is more than 6.
 - (a) he has a reasonable excuse for failing to do so; or
 - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.
- (2) For the purposes of this article:
 - (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog.

PENALTY

5. By virtue of section 67 of the Act a person who is guilty of an offence under this Order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale

FIXED PENALTIES

6. By virtue of section 68 of the Act a constable or authorised person of the Authority may issue a fixed penalty notice not exceeding £100 to anyone he or she has reason to believe has committed an offence under section 67 of the Act in relation to this Order

APPEALS

7. Any challenge to this Order must be made at the High Court within six weeks of the Order being made, and must be by an individual who lives in, regularly works in or visits the Restricted Area.

Interested persons can challenge the validity of the Order on two grounds: that the Council did not have the power to make the Order or to include particular prohibitions or requirements; or that one of the requirements of the legislation has not been complied with.

When an application is made, the High Court can decide to suspend the operation of the Order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the Order, quash it, or vary it.

DRAFT

SCHEDULE

Description of public places to which order applies

This Order applies to all public places within the administrative area in the Borough of South Ribble and which is:

- (i) Open to the air on at least one side and to which the public are entitled or permitted to have access (with or without payment) within the Borough of South Ribble including but not limited to parks, public open spaces and highways in the area.
- (ii) Access Land within the meaning of S1(1) Countryside and Rights of Way Act 2000 including, but not limited to, Longton Brickcroft Nature Reserve and Access Land to Longton Marsh (shown edged red for identification purposes on the plans attached hereto).

DRAFT

IN WITNESS whereof the Council have caused the Common Seal of the South Ribble Borough Council to be hereunto fixed this.....day of.....2017

EXECUTED AS A DEED by
SOUTH RIBBLE BOROUGH COUNCIL
by affixing its Common Seal
the day and year first written above

.....
Authorised Signatory

DRAFT

Appendix 1

SOUTH RIBBLE BOROUGH COUNCIL

ANTI-SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014

THE MEANS TO PICK UP FOUL BY DOGS IN THE BOROUGH COUNCIL OF SOUTH RIBBLE PUBLIC SPACE PROTECTION ORDER 2017

South Ribble Borough Council ("the Council") under Part 4, Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014 ("the Act") hereby makes the following Order:

1. This Order comes into force on the _____ 2017 for a period of three years
2. This Order applies to the public places specified in the Schedule below ("the Restricted Area")
3. The Council is satisfied that the two conditions set out in Section 59 of the Act have been met, in that:
 - (1) activities carried on in the Restricted Area as described below have had a detrimental effect on the quality of life of those in the locality, or it is likely that these activities will be carried on in the public place and they will have such an effect;
 - (2) the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature, is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by the Order.

OFFENCE

4. (1) If at any time on any land in the Restricted Area and a person who is in charge of the dog at any time fails to produce forthwith a device for or other suitable means of removing dog faeces and transporting it to a bin (whether or not the dog has defecated) when asked to do so by an authorised officer shall be guilty of an offence unless:
 - (a) he has a reasonable excuse for failing to do so; or
 - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so; or
- (2) Nothing in this article shall apply to a person who:
 - (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
 - (b) has a disability which affects his mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.
- (3) For the purposes of this article:
 - (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
 - (d) each of the following is a prescribed charity:
 - (i) Dogs for the Disabled (registered charity number 700454)

- (ii) Support Dogs (registered charity number 1088281)
- (iii) Canine Partners for Independence (registered charity number 803680).

PENALTY

- 5. By virtue of section 67 of the Act a person who is guilty of an offence under this Order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale

FIXED PENALTIES

- 6. By virtue of section 68 of the Act a constable or authorised person of the Authority may issue a fixed penalty notice not exceeding £100 to anyone he or she has reason to believe has committed an offence under section 67 of the Act in relation to this Order

APPEALS

- 7. Any challenge to this Order must be made at the High Court within six weeks of the Order being made, and must be by an individual who lives in, regularly works in or visits the Restricted Area.

Interested persons can challenge the validity of the Order on two grounds: that the Council did not have the power to make the Order or to include particular prohibitions or requirements; or that one of the requirements of the legislation has not been complied with.

When an application is made, the High Court can decide to suspend the operation of the Order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the Order, quash it, or vary it.

SCHEDULE

Description of public places to which order applies

This Order applies to all public places within the administrative area in the Borough of South Ribble and which is:

- (i) Open to the air on at least one side and to which the public are entitled or permitted to have access (with or without payment) within the Borough of South Ribble including but not limited to parks, public open spaces and highways in the area.
- (ii) Access Land within the meaning of S1(1) Countryside and Rights of Way Act 2000 including, but not limited to, Longton Brickcroft Nature Reserve and Access Land to Longton Marsh (shown edged red for identification purposes on the plans attached hereto).

DRAFT

IN WITNESS whereof the Council have caused the Common Seal of the South Ribble Borough Council to be hereunto fixed this.....day of.....2017

EXECUTED AS A DEED by
SOUTH RIBBLE BOROUGH COUNCIL
by affixing its Common Seal
the day and year first written above

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Authorised Signatory

DRAFT

Appendix 1

SOUTH RIBBLE BOROUGH COUNCIL

ANTI-SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014

THE DOGS ON LEADS IN THE BOROUGH COUNCIL OF SOUTH RIBBLE PUBLIC SPACE PROTECTION ORDER 2017

South Ribble Borough Council ("the Council") under Part 4, Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014 ("the Act") hereby makes the following Order:

1. This Order comes into force on the _____ 2017 for a period of three years
2. This Order supersedes the following:
The Dogs on Leads in the Borough of South Ribble Order 2009
The Dogs on Leads in the Borough of South Ribble Order 2009 Amendment Order 2013
3. This Order applies to the public places specified in the Schedule below ("the Restricted Area")
4. The Council is satisfied that the two conditions set out in Section 59 of the Act have been met, in that:
 - (1) activities carried on in the Restricted Area as described below have had a detrimental effect on the quality of life of those in the locality, or it is likely that these activities will be carried on in the public place and they will have such an effect;
 - (2) the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature, is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by the Order.

OFFENCE

5. (1) A person in charge of a dog shall be guilty of an offence if, at any time, on any land in the Restricted Area he does not keep the dog on a lead and under control unless:
 - (a) he has a reasonable excuse for failing to do so; or
 - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.
- (2) For the purposes of this article:
 - (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
 - (b) a "lead" shall be taken to mean a chord of suitable length that is appropriately and securely attached to the dog for the purposes of allowing the person in control of the dog to hold or control that dog

PENALTY

6. By virtue of section 67 of the Act a person who is guilty of an offence under this Order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale

FIXED PENALTIES

7. By virtue of section 68 of the Act a constable or authorised person of the Authority may issue a fixed penalty notice not exceeding £100 to anyone he or she has reason to believe has committed an offence under section 67 of the Act in relation to this Order

APPEALS

8. Any challenge to this Order must be made at the High Court within six weeks of the Order being made, and must be by an individual who lives in, regularly works in or visits the Restricted Area.

Interested persons can challenge the validity of the Order on two grounds: that the Council did not have the power to make the Order or to include particular prohibitions or requirements; or that one of the requirements of the legislation has not been complied with.

When an application is made, the High Court can decide to suspend the operation of the Order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the Order, quash it, or vary it.

SCHEDULE

Description of public places to which order applies

This Order applies to all public places within the administrative area in the Borough of South Ribble and which is:

- (i) Highways – this includes all carriageway and road, footway (aka pavement) footpath, bridleway, byway or cycle track and adjoining footpaths and verges.
- (ii) Footpaths, walkways and paths linked or associated with play areas owned by the Council.
- (iii) Land provided or used for public enjoyment, recreation and sporting or educational purposes during an organised activity on that land.
- (iv) Land, which is used as a market or fair or for the sale of goods at the time it is being used for that purpose.
- (v) Land used for the consumption of food or drink in connection with any trade, business or undertaking supplying food or drink at the time it is being used for that purpose.
- (vi) Land which is any forecourt, terrace, yard or walkway providing access to or adjoining any building to which the public resort or have access to.
- (vii) Land, which is any platform, forecourt, waiting area, walkway or shelter at any bus, or rail station, hackney carriage rank or designated hackney carriage waiting place.
- (viii) Land, which is used as memorial, burial ground, cemetery, garden or remembrance and adjoining footpaths and verges.
- (ix) Also,
 - Longton Brickcroft Nature Reserve
 - Access Land to Longton Marsh
 - Haig Avenue Green, Leyland
 - Kingsfold Drive Teen Play Area, Penwortham
 - Leadale Green, Leyland
 - Seven Stars Green, Leyland
 - Tardy Gate Play Area, Lostock Hall
 - Worden Park – The Formal Gardens, The Maze, The Rose Garden, The Walled Garden, The Pond Boardwalk, and the Arts & Craft Centre Courtyards (shown edged red for identification purposes on the plans attached hereto).

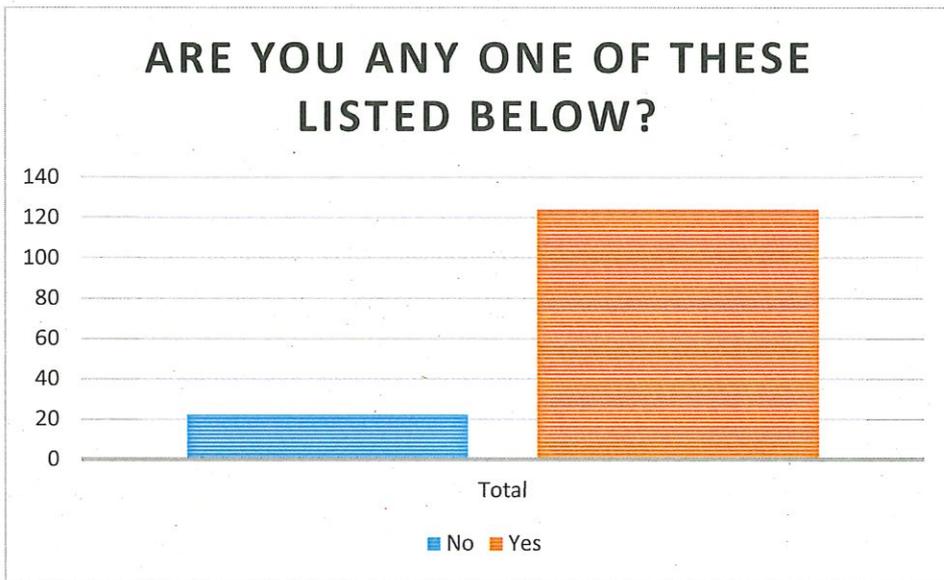
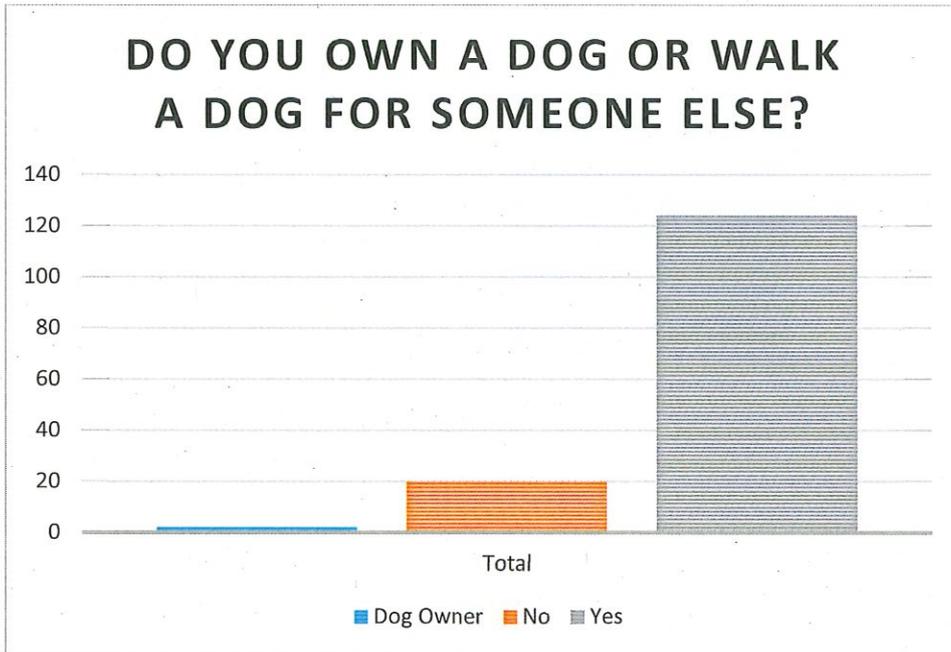
IN WITNESS whereof the Council have caused the Common Seal of the South Ribble Borough Council to be hereunto fixed this.....day of.....2017

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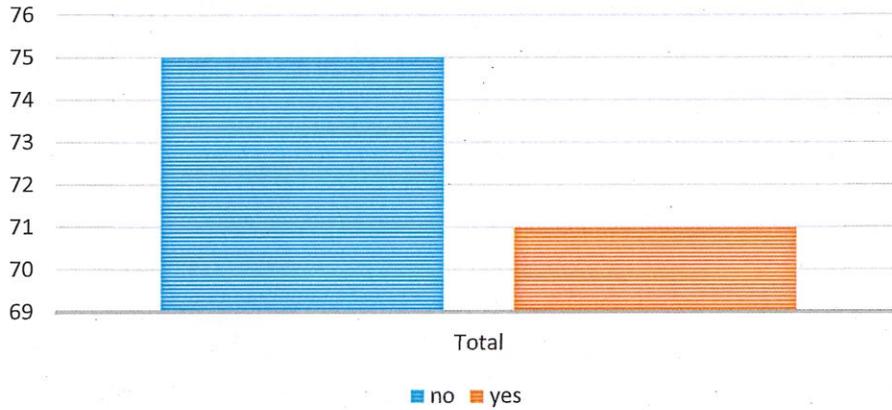
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Authorised Signatory

DRAFT

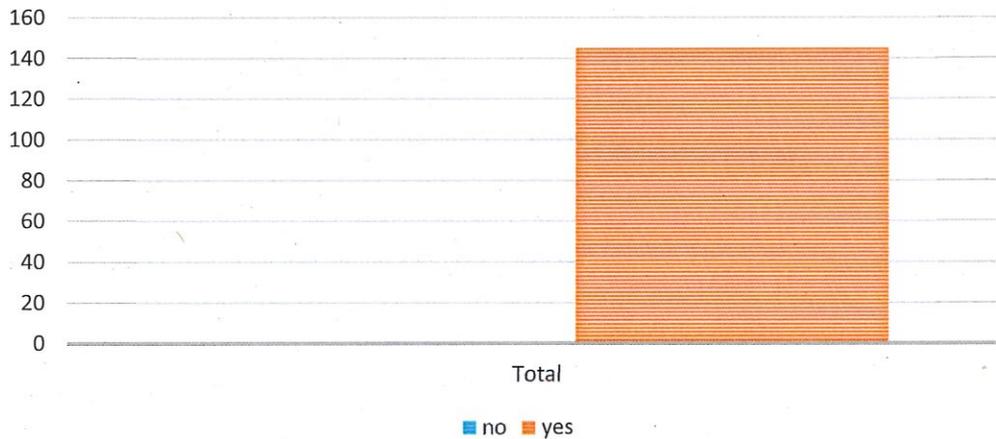
Public Space Protection Orders



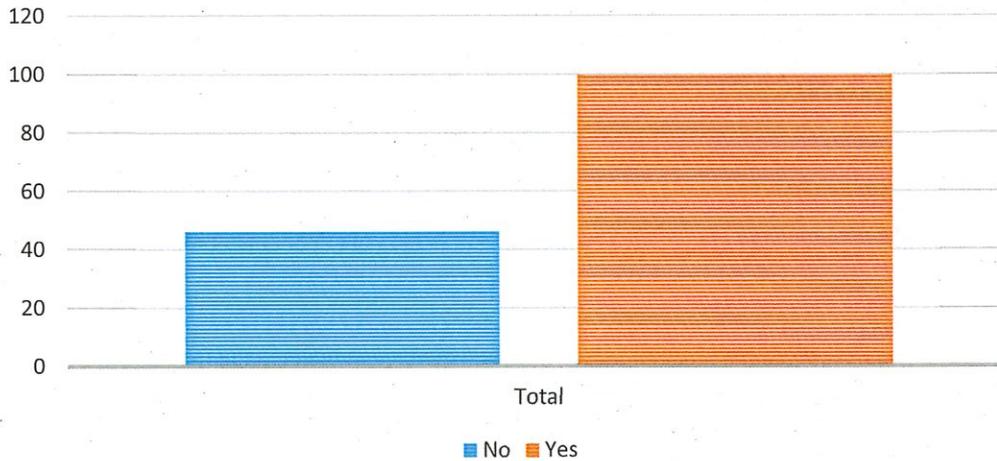
DO YOU AGREE WITH THE PROPOSAL TO INTRODUCE A BOROUGH WIDE PSPO?



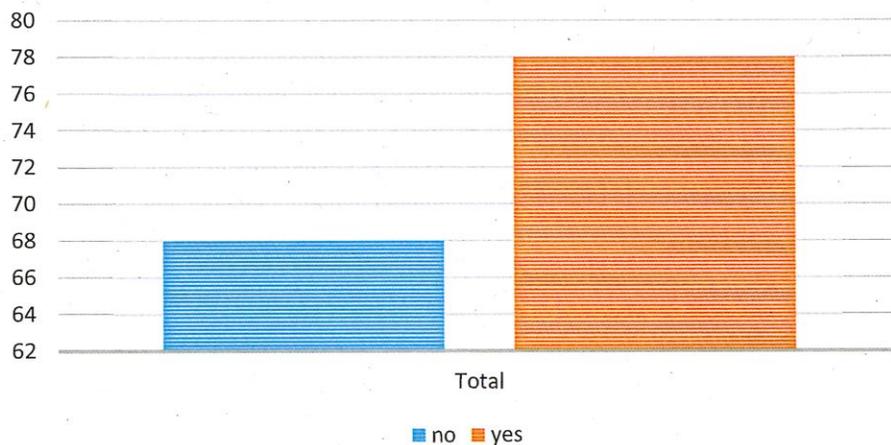
DO YOU THINK THE COUNCIL SHOULD CONTINUE TO ENFORCE AGAINST PERSONS IN CHARGE OF A DOG WHO FAILS TO CLEAN UP ITS FAECES



DO YOU THINK ADDITIONAL ENFORCEMENT SHOULD BE TAKEN AGAINST PERSONS IN CHARGE OF A DOG WHO HAS NO MEANS TO PICK UP DOG FAECES



DO YOU THINK THE COUNCIL SHOULD CONTINUE TO EXCLUDE DOGS FROM AREAS SPECIFIED IN THE PROPOSED ORDER

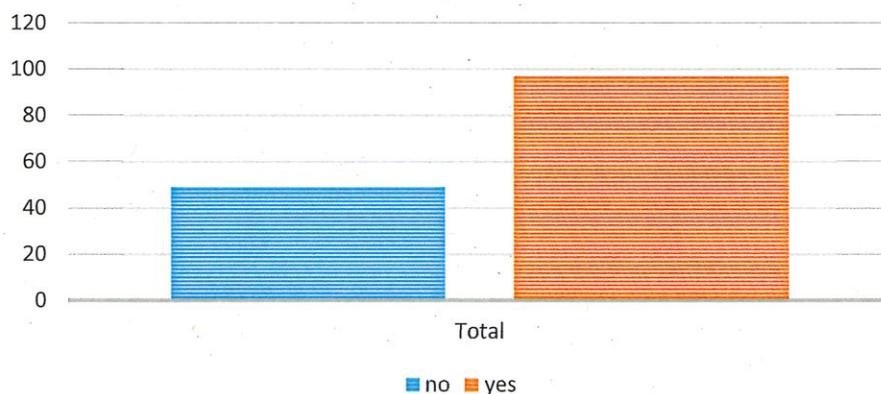


Text Suggestions

- No. Dogs should be included in everyday life, not excluded.
- Any children's playground/specified picnic areas. South Ribble is deemed a great place to live. At 76 I keep fit by walking my dogs. My dogs keep fit by being able to run free, I expect to keep them on a lead at certain times, this should be kept as unrestricted as possible. Dog owners like me would love to meet the council and work with it to draw up a sensible/flexible plan. Other councils have met the wrath of dog owners who have not been consulted before action has been taken. Please do this.
- Dogs should not be excluded from anywhere except from gated children's play areas.

- If you propose to have exclusion zones, then you need also to have inclusion zone. Take a look at what Wells-Next-the-Sea has done with their dog friendly beach.
- There should be a space big enough for dogs to be exercised off lead
- Children's play areas
- None.
- All playgrounds for definite
- Playgrounds and school grounds.
- None
- Obviously exclude dogs from children's play areas but other than that dogs should be under control anywhere regardless of area and it is not the amount of dogs that people walk it's the control owners have over their dogs whether it's 10 dogs or 1 dog
- As a responsible dog owner with limited mobility I cannot take my dogs far from home to be walked. My dogs are always on their leads and I always pick up and dispose of any faeces. While I agree that play areas for children should be protected as the borough insists on building on every available green space provision should be made for dog owners. By all means restrict those who are not responsible, were not all the same.
- None
- Children's play area
- Areas should be available for exercising off lead dogs - excluding dogs is actually discriminatory towards dog owners I suffer severe anxiety and need my dog with me - we enjoy off lead walks he's exceptionally well behaved time to deal with the minority rather than a blanket ban on all
- Nope! Children's play areas should be the only place really!
- No, but if dogs are being excluded from areas then balance needs to be created by having areas specifically where dogs can have off-lead exercise without the worry of children playing.
- No but feel Worden should be off the list no lots of dog owners that use it although do not personally use it
- Children's playground
- None
- dogs are not the dirty animals, it the owners, don't punish people for a crime that might happen
- Enclosed play areas
- I don't think dogs should be excluded but tougher conditions on people who cannot control their dogs and or fail to clean up after themselves.
- It is reasonable to exclude dogs from enclosed play areas, but not from entire parks or recreation grounds. We all contribute towards the maintenance of these areas and should be allowed to enjoy them. If you enforce current laws on fouling then you do not need to discriminate against an entire group of law abiding citizens.
- Dogs should not be excluded. Responsible dog owners are being penalised. Dog owners who do not pick up after their dogs or don't keep them under control should be fined/prosecuted. Banning dogs is not the solution.
- Additional regulations will only affect those concerned with obeying regulations and not those who consistently flout regulations. People who have no respect for and no intention to abide by current rules, certainly won't be bothered by new rules
- More poo bins at dog walking sites
- No suggestions
- Children's play areas

DO YOU THINK THE COUNCIL SHOULD CONTINUE TO MAKE IT A REQUIREMENT FOR PERSONS IN CHARGE OF A DOG TO PUT THEIR DOG ON A LEAD IN THE AREAS...

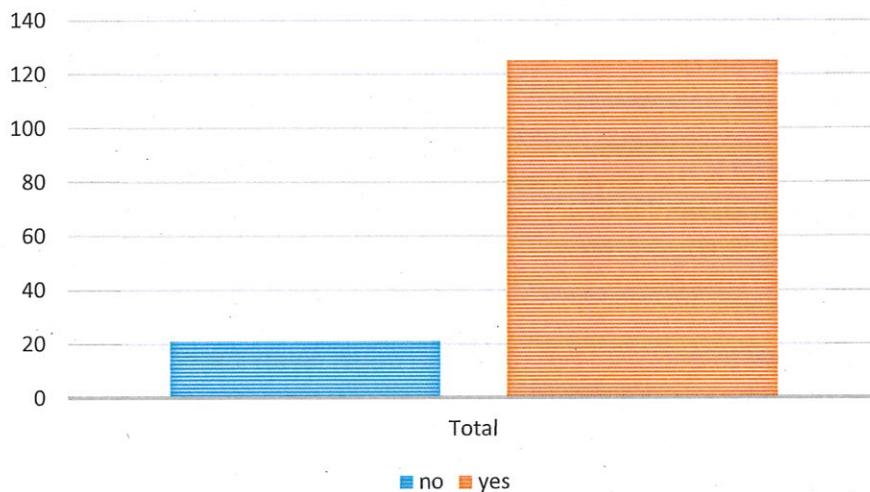


Text Suggestions

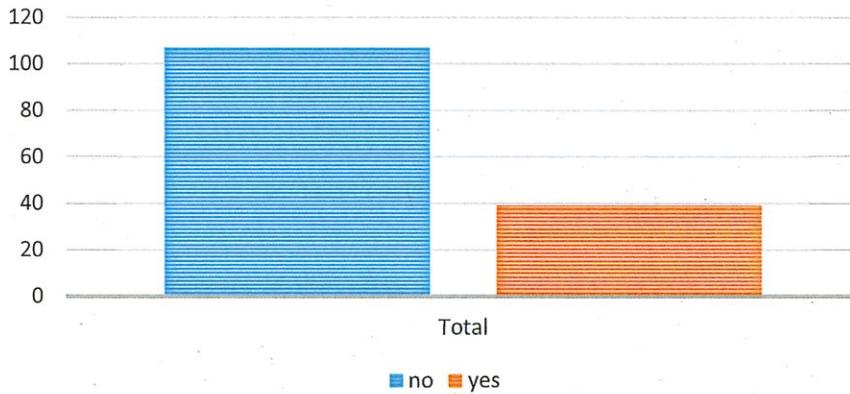
- Farmland with animals on it
- In towns, villages and farms.
- Town centres & public parks
- Town/city centre streets.
- I think all paths adjacent to roads
- It is not the location that is the issue it is the fact there are not enough people to enforce it!, I come into contact with someone every day not abiding by these laws and nothing gets done, employ more dog wardens!
- Public roads and near schools.
- None
- You already have laws to deal with out of control dogs. Even if a dog is on a lead it does not mean it's under control.
- Not at the moment
- Housing estates
- Town centre
- No dogs need off lead exercise - try dealing with the rabble of anti-social kids leaving rubbish damaging cars and generally intimidating others the majority of dog owners are 100% responsible deal with the non-responsible owners as and when required
- Only in fields with livestock and nature reserves.
- No but feel Worden should be taken off list don't use personally but no dog walkers that do
- Near busy roads
- Main roads, town centres
- None
- while walking at the side of main roads
- If the person is a fit and proper person and can be responsible for their dog there should be no need. As for the max number of dogs I know a lot of good people who will be affected by this and all have exceptionally well behaved dogs.
- There is already adequate cover in law for this such as highways rules etc.
- As above, if you enforce current laws you do not need to penalise and entire group of people for the actions of a few.

- Dogs should not be on lead if it is a safe place to exercise off lead. Responsible dog owners are being penalised. Dog owners who do not pick up after their dogs or don't keep them under control should be fined/prosecuted. Keeping dogs on lead is not the solution. Soon there will be nowhere for dogs to exercise off lead & this will cause frustration in the dogs & other problems will arise due to their needs not being met.
- The law only requires dogs to be under control
- More poo bins
- No suggestions
- All public highways

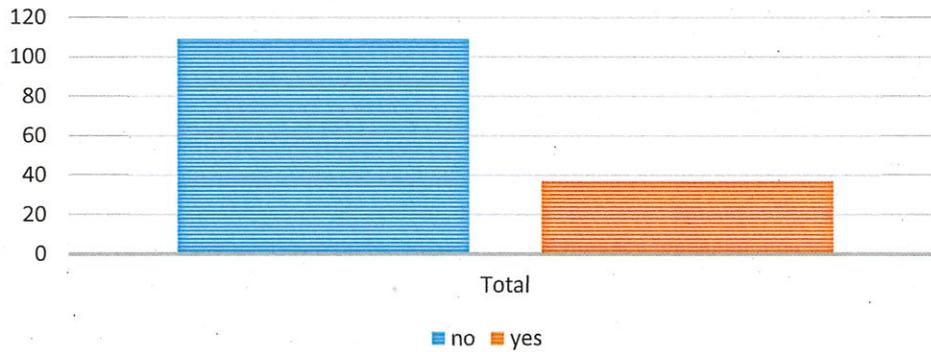
DO YOU THINK THE COUNCIL SHOULD CONTINUE TO BE ABLE TO MAKE IT A REQUIREMENT FOR PERSONS IN CHARGE OF A DOG TO PUT THEIR DOG ON A LEAD WHEN ASKED TO DO SO BY AN AUTHORISED OFFICER



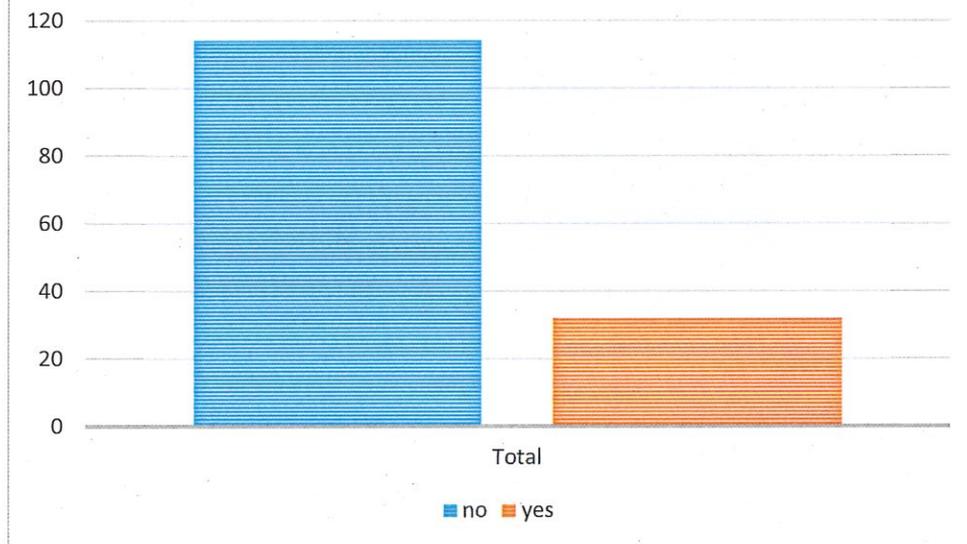
DO YOU THINK PROVISION SHOULD BE MADE IN THE NEW ORDER TO RESTRICT THE NUMBER OF DOGS THAT CAN BE WALKED BY AN INDIVIDUAL ON AND OFF THE LEAD



DO YOU THINK THAT THE CURRENT SIGNAGE FOR DOG CONTROL ORDERS ACROSS THE BOROUGH IS PROMINENT AND CLEAR



DO YOU FEEL THAT ANY OF THESE PROPOSALS WILL AFFECT YOU AS AN INDIVIDUAL, BECAUSE OF ANY OF THE FOLLOWING SEE LIST BELOW, IF YES PLEASE GIVE DETAILS BELOW.



Text Suggestions

- It should not be a crime to walk more than 2 dogs at a time. My disabled daughter has foster dogs, as well as her own, so the numbers vary. They are all walked together, under control. She worries about having to go out twice or more times with them for her own sake health wise and also re noise nuisance for neighbours if some are made to wait their turn at home.
- As an individual, the proposals are in direct conflict with Article 8 of the European Convention on Human Rights which provides a right to respect for one's "private and family life." My dogs are a de facto and de cure part of my family and my rights are hence enshrined in the above Article.
- Walking multiple dogs for family members who cannot due to health reasons.
- I am an OAP with severe arthritis and I try my best to keep track of my very energetic spaniel who needs free running time if I have to keep him on a lead it well make things difficult
- Discriminating against dog owners who can & do look after their dogs & who do pick up & are in control.
- I have over 6 dogs who are my dependants. This will force me to walk them separately causing me to only be able to provide half the exercise they currently have due to time constraints as I work full time. I am fully capable of walking all my dogs safely together. Why am I being forced to stop when I have never had any complaints and often get complimented on my dog's good manners. This is prejudice, pure and simple
- **DOG OWNER**
- I am responsible for a disabled adult and I cannot walk my dogs far from home. I also have limited mobility due to knee and hip problems.
- I am disabled
- I am not directly affected but need to comment. I see a lady walking 9 or 10 dogs early each morning, all well behaved and not bothering anyone and have often chatted in passing. If any go to the toilet she dutifully picks it up. I also see some dog walkers during the day walking single dogs which are lunging and barking or running up to people or off the park and people not

clearing the dog mess. Training the dogs is obviously more important than numbers so why is the limit needed?

- I feel that having a maximum number for walking dogs is discrimination because any dog can be out of control whether it be one or ten. In my experience the people with multiple dogs have the better behaved dogs than those who have just one or two! So why penalise them. Surely it should be judged on individual circumstances not punish everyone who haven't committed a breach in public order!
- As somebody who may at times be in charge of multiple dogs due to looking after family dogs as well as my own I would feel victimised if limited by number when in my 20yr experience as a dog owner and trainer one person with one dog out of control or trained to be aggressive can cause far more trouble than somebody with multiple dogs who are trained and under control. Possibly licence responsible multi dog owners/walkers and then punish if they don't meet the terms of their licence??
- Disability
- religious
- Work
- This is victimisation of people for an assumed crime. It doesn't take into account whether people are capable and willing to control and pick up after a number of dogs. Just fines them for what it is assumed they will do regardless of their actual actions. No different to sentencing someone for theft due to skin colour or postcode. That was rightly made illegal a long time ago. Definitely a step backwards to bring this in and potentially illegal discrimination
- Age, due to working full time and having children I am limited as to when and where I can walk dogs.
- No need to discriminate against people because they own more than 6 dogs. Laws already tackle dog problems regardless of how many dogs you have. Tackle people for what they do not how many dogs they own
- Disability and lack of poo bins
- Walk multiple dogs
- I need to get all my dogs out before my husband goes to work and I have to look after our baby - by bringing in the max dog rule I wouldn't be able to take them all at once even though they're all small, have at least their bronze good citizen, and two don't go off lead as they're very old.
- Don't agree with stop and search policy for poo bags. You may have already used them up.
- I will struggle to walk my 7 dogs in two groups as due to age I can't walk very far and can't do two walks each day. Rules are already in place to tackle fouling and dogs out of control whether you have 1 dog or many. Why penalise responsible owners for having a number of dogs and assuming that because of this they won't clear up or control their dogs. You wouldn't lock someone up for theft because you thought they might rob a bank. You have to wait for them to actually do it.
- I currently have 10 dogs all of whom are well behaved and walked before work as a group and after work in batches. I walk them between 6am and 7am before work in unpopulated areas and always poo pick. My dogs don't cause any nuisance and yet I am to be criminated simply because I have a certain number of well-behaved dogs. I have mobility issues so splitting the dogs into two walks will cause them to get less exercise than they need.
- Currently the number of dogs off of leads and the uncleared faeces make it difficult to enjoy the boroughs parks with family.
- They affect me as a resident and as a dog owner. This persecution of mostly responsible dog owners because of the poor behaviour of a few is unfair. With numerous misguided road projects happening in the area the space where dogs can be safely walked is already shrinking. If these proposals go ahead, when can I expect either large, well maintained and safe dog runs to be installed in all parks and community spaces or a refund of part of my council tax as I will now be excluded from these spaces?
- I'm a dog owner and a mother, my children love dogs and will try to pet dogs if the dog runs to them in public. I always keep my dog under control when other people or children are about as she is a nervous dog, wish others did same.
- Disability
- None

- My age and disability and the age and disability of my old small blind dog who if always on a lead can and will tumble and injure once again his knee. More money spent at vets and on medication and a dog and dog owner reluctant to have a walk (health and wellbeing etc.)
- Limited mobility means dog cannot be properly exercised except off lead. Dogs should only be required to be on a lead if they are not under close control.

- sometimes I find it hard to remember to take things with me because of age

**SOUTH RIBBLE BOROUGH COUNCIL
SCRUTINY COMMITTEE – 8 MARCH 2016
MATTERS ARISING FROM PREVIOUS MEETINGS**

Appendix 3

Date of Meeting & Min. No.	Title and Recommendation	Portfolio Holder/ Responsible Officer	Accepted Yes/No	Implemented Yes/No	Explanation/Progress
23/06/15 Min No.5	<p>Performance, Budget and Risk monitoring report – year end 2014/15 (April 2014 – March 2015)</p> <p>6. Requests this council learns from other councils in Lancashire to try and increase the amount of affordable housing</p> <p>7. Requests an update be provided on the land acquisition at Wesley Street Mill</p>	<p>Cllr Michael Green / Denise Johnson</p> <p>Cllr M Smith / Mark Gaffney</p>	<p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p>	<p>To be covered in the two Housing Learning Hours planned later in the Civic year</p> <p>An informal meeting has taken place with the Scrutiny Chair and Vice-chair. Further reports will be provided to the Committee at the appropriate time</p>
22/09/15 Min No.13	<p>Cabinet Member Update – Housing & Healthy Communities</p> <p>3. the committee</p> <p>i) looks forward to receiving and commenting on the forthcoming Housing Strategy; and</p> <p>ii) looks forward to the strategy having ambitious SMART targets including around affordable housing;</p>	<p>Cllr Michael Green / Mark Gaffney & Denise Johnson</p>	<p>Yes</p> <p>Awaiting changing national policy/ legislation</p>	<p>No</p> <p>No</p>	<p>Implemented when the Housing Strategy is produced.</p> <p>There will be SMART targets for Housing. These will need to take account of proposed changes in the Housing and Planning Bill</p>
08/12/15 Min. No.34	<p>Cabinet Member Update – Finance & Resources</p> <p>2. the committee looks forward to a report to the Governance Committee on Section 106 monies in the new year;</p> <p>3. the committee looks forward to the Cabinet member convening as soon as possible the meeting to brief the My Neighbourhood Chairmen and Vice-chairmen on Section 106;</p>	<p>Cllr Bennett / Susan Guinness (portfolio SMT lead)</p> <p>Cllr Bennett / Susan Guinness & Denise Johnson</p>	<p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p>	<p>To be part of normal governance reporting, timing to be arranged with chairman</p> <p>Action to progress after the My Neighbourhood review in February</p>

**SOUTH RIBBLE BOROUGH COUNCIL
SCRUTINY COMMITTEE – 8 MARCH 2016
MATTERS ARISING FROM PREVIOUS MEETINGS**

		Cllr Bennett / Garry Barclay	Yes	No	
5.	the committee looks forward to the Cabinet member providing re-assurance that the council's emergency planning arrangements are robust, particularly regarding flooding and storms;	Cllr Bennett / Garry Barclay	Yes	No	A Member Learning Hour is scheduled for 23 rd May 2016 where the Council's responsibilities for Emergency Planning and Flooding Response will be concisely explained This will include an account of the impact of Storm Eva over the Christmas period during which the Lancashire Multi-Agency Flood Plan and the Council's own Emergency Plan were severely tested in practice
26/01/16 Min. No.41	Cabinet Member Update – Neighbourhoods & Streetscene 3. the committee expresses concern at the low levels of enforcement around dog fouling and litter and asks a report be provided to a future meeting to outline what steps the Cabinet member is going to take to increase the level of enforcement (including use of benchmarking and best practice etc); 4. the committee requests confirmation that residents can report cleansing and environmental issues to the council through social media; 5. the committee requests that the Cabinet member investigate the use of the borough's parks and open spaces by commercial dog walking companies; and 6. the committee requests that the Cabinet member gives further consideration to making more use of the Community Payback Scheme on local projects	Cllr Mullineaux / Mark Gaffney	No Yes Yes Yes	No Yes Yes Yes	The Cabinet member is happy to work with the Scrutiny Committee to see how a combined approach to enforcement and education can improve the cleanliness of the borough. The current preferred method is for residents to report issues to Gateway via telephone or self-serve. Communications have taken place with those companies of which the Council is aware. The Council already makes significant use of the Community Payback scheme.
26/01/16 Min. No.42	Waste Management Partnership 3. the committee requests that further information be provided to explain the reduction in the council's recycling rate; and 4. the committee requests that it receives updates on Lancashire County Council's Waste Review and this council's proposed actions to address the £1m reduction in income when the Cost Sharing Agreement ceases.	Cllr Mullineaux / Mark Gaffney	Yes Yes	No Yes	Information will be provided to the committee. As more information becomes available this will be provided to the committee.

**SOUTH RIBBLE BOROUGH COUNCIL
SCRUTINY COMMITTEE – 8 MARCH 2016
MATTERS ARISING FROM PREVIOUS MEETINGS**

<p>26/01/16 Min. No.43</p>	<p>Worden Park Vision Plan – progress update 2. the committee requests the Cabinet member that a SMART and target based action plan be developed for the short, medium and long term actions, aims and aspirations that will implement the Worden Park Vision Plan;</p> <p>3. the committee expresses concern about the feedback the council received following the Green Flag inspection and asks that a report be presented to a future meeting explaining what the council has and was doing to respond/address the feedback;</p> <p>4. the committee welcomes the Cabinet member's offer to look at extending educational visits to Worden Park;</p> <p>5. the committee requests that the maintenance of the public toilets on Worden Park be closely monitored with a view to their refurbishment; and</p> <p>6. the committee requests that the Cabinet member provides a response to the member of the public regarding concerns raised (including football pitches and vandalism).</p>	<p>Cllr Mullineaux / Mark Gaffney</p>	<p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>04/02/16 Min. No.47</p>	<p>Draft Corporate Plan, Budget and Risk Register 2016-2017 2. the committee looks forward to receiving feedback from its comments from 8 December 2015 and also that the above comments to Cabinet for 10 February 2016 be provided back to the Scrutiny Committee.</p>	<p>Cllr Mrs Smith / Mike Nuttall</p>	<p>Yes</p>	<p>No</p> <p>This is currently being considered, feedback to be provided as soon as possible.</p>
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MINUTES OF CABINET

MEETING DATE Wednesday, 25 October 2017

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

OFFICERS: Heather McManus (Chief Executive), Mark Gaffney (Director of Neighbourhoods, Environmental Health and Assets), Denise Johnson (Director of Development, Enterprise and Communities), Susan Guinness (Head Of Shared Financial Services), Caroline Elwood (Interim Corporate Governance Manager), Dave Whelan (Legal Services Manager/Monitoring Officer) and Andy Houlker (Senior Democratic Services Officer)

OTHER MEMBERS: Councillor Paul Foster (Leader of the Opposition), Councillor Mary Green, Councillor Michael Green, Councillor Harold Hancock, Councillor Michael Higgins, Councillor Susan Jones JP, Councillor James Marsh, Councillor Keith Martin, Councillor Caroline Moon, Councillor Alan Ogilvie, Councillor Michael Titherington (Mayor), Councillor Matthew Tomlinson, Councillor Paul Wharton and Councillor Barrie Yates

PUBLIC: 1

37 Apologies for Absence

An apology for absence was submitted on behalf of Councillor Jacqui Mort.

38 Declarations of Interest

There were no declarations of interest.

39 Minutes of the Last Meeting

The Leader stated that the provision of toilets at Worden Park (min. no.34 refers) was still work in progress and an update would be provided when finalised.

In respect of the style of minutes, the Leader commented that these were not verbatim but a general summary of a meeting.

Referring to min. no.31 (Communicating with Residents and Businesses), the Leader indicated that the inclusion of representation on the working group by the South Ribble Independent Group would be looked at.

RESOLVED (UNANIMOUSLY):

that with the inclusion of Councillor Michael Green being listed as present at the meeting, the minutes of the meeting held on 6 September 2017 be approved as a correct record.

40 Approval of a Customer Feedback Policy

The Director of Development, Enterprise and Communities reported that this policy brought together, strengthened and streamlined existing processes. It not just dealt with complaints but also included positive feedback (including those through social media).

RESOLVED (UNANIMOUSLY):

that the adoption of the 'South Ribble Borough Council Customer Feedback Policy – Dealing with Customer Comments, Compliments and Complaints' be approved.

41 Dog Control Orders/Public Space Protection Orders

The Director of Neighbourhoods, Environmental Health and Assets reported that these proposed new orders replaced the previous Dog Control Orders and a number of bye-laws previously in force covering a range of offences. This also allowed offences to be discharged by the payment of a fixed penalty notice, instead of prosecution and the need to appear at Magistrates' Court.

As part of the implementation process, the council had conducted a consultation exercise and as a result it was recommended to implement immediately those orders listed in 2.1 (a-e) of the report. Based on the consultation responses, it was not recommended that the order relating to a specific maximum number of dogs that could be walked by an individual be implemented at this stage and kept under review.

Following a query regarding the apparent inconsistency in the wording of the orders regarding authorisation of a police constable to enforce them, it was suggested the final wording of the orders be delegated to the Director in consultation with the Portfolio Holder.

There was comment on the consultation questions which appeared to be focused towards dog owners.

Cabinet had concerns about not introducing an order relating to a specific maximum number of dogs walked by an individual, even though this order was not supported by the consultation responses. The Cabinet was concerned that this would remain unregulated in respect of both health/hygiene and safety of the general public. Similarly it was felt that the suggested maximum of six dogs was too high as this number of dogs could not be adequately controlled (health/hygiene and safety) by an individual and should be lowered to a maximum of four dogs.

During the discussion it was confirmed that the implementation of the orders was not subject to council confirmation. Also that all the proposed orders were open to legal challenge in court without guarantee of the council being successful.

It was proposed and seconded that an order to limit the maximum number of dogs walked by an individual be implemented and that the limit be four dogs at any one time.

RESOLVED (UNANIMOUSLY): that

1. the final wording of the PSPOs be delegated to the Director of Neighbourhoods, Environmental Health and Assets in consultation with the Portfolio Holder.

2. subject to (1) above the following PSPOs be introduced with immediate effect:
 - a) The Dogs Exclusion in the Borough Council of South Ribble Public Space Protection Order 2017
 - b) The Fouling of Land by Dogs in the Borough Council of South Ribble Public Space Protection Order 2017
 - c) The Dogs on Leads by Direction in the Borough Council of South Ribble Public Space Protection Order 2017
 - d) The Dogs on Leads in the Borough Council of South Ribble Public Space Protection Order 2017
 - e) The Means to Pick Up Foul by Dogs in the Borough Council of South Ribble Public Space Protection Order 2017
 - f) The Dogs (Specified Maximum) in the Borough Council of South Ribble Public Space Protection Order 2017 (with a maximum of 4 dogs under the control of an individual)
3. a review of PSPOs be undertaken before October 2020.
4. the implementation of the relevant steps for enforcement of PSPOs be delegated to the Director of Neighbourhoods, Environmental Health and Assets.
5. the level of Fixed Penalty Notice be set at the highest amount possible of £100.

42 Statement of Intent for Energy Company Obligation (ECO) Flexible Eligibility

Further to min. no.32, 6 September 2017, the Director of Development, Enterprise and Communities re-addressed the Cabinet informing members of options under the government's Energy Company Obligation (ECO). Cabinet was asked to approve either the Council's Statement of Intent (SOI) or the Cosy Homes in Lancashire Statement of Intent and authorise its publication on the council's website and BEIS (Department for Business, Energy & Industrial Strategy).

In order to work with and access funding from the energy suppliers the council had to publish a Statement of Intent (SOI) on its website and BEIS (Department for Business, Energy and Industrial Strategy) had to be notified of its publication. The 2017 fuel poverty figures indicated there were 4672 (9.9%) of households in the borough in fuel poverty. The criteria that would be used would help those most vulnerable household's access funding to enable energy measures to be installed.

The council had in the past been successful in implementing schemes to assist the vulnerable. If the council chose Option Two it would set its own criteria and directly deliver the scheme and be the point of contact for its residents.

RESOLVED (UNANIMOUSLY): that

1. Option Two be endorsed.
2. South Ribble Borough Council agrees to take part in the ECO flexible eligibility scheme.
3. the Statement of Intent for South Ribble Borough Council be agreed.
4. the Director of Development, Communities and Enterprise be authorised in consultation with the Portfolio Holder, to put all necessary steps in place to implement the Statement of Intent.

5. the council agrees to runs a promotion / awareness raising campaign with residents.

43 2017/18 Budget Management Statement - Quarter 1

The Head of Shared Financial Services reported on the council's overall financial position for the first quarter of 2017/18 compared to the financial plan. There was currently a forecasted £104,000 underspend of which £70,000 had been set aside to fund the Business Transformational Change project. In respect of capital programme for this period, expenditure was 14.1% of the budget.

In respect of investment, the procedure was proposed to be re-considered by council which had delayed the strategy and the time scales needed to be reviewed.

There was a request that the capital programme be closely monitored for slippage and be kept on track. The council had previously only spent £2m from a budget of £4.5m. This was being monitored and steps were being taken with budget holders to ensure accuracy.

RESOLVED (UNANIMOUSLY):

that the 2017/18 Quarter 1 Budget Management statement (as at June 2017) be noted.

44 Final Report from the Scrutiny Review of Staff Morale

The Interim Corporate Governance Manager presented to Cabinet the draft response to the recommendation of the Scrutiny Committee's review of staff morale. It was proposed that the report of the Scrutiny Committee's review and the action plan be presented to the next meeting of the council.

Cabinet was thankful for the work carried out by the committee's task group which was informative and useful adding to other work being carried out.

The chairman of the Scrutiny Committee appreciated Cabinet's kind comments adding that the task group had learned the council had done a lot of work in the last six months. He was grateful the recommendations had been received, but wondered about the thinking behind the proposal to have temperature checks ad hoc rather than quarterly.

RESOLVED (UNANIMOUSLY): that

1. the draft response to the recommendations of the Scrutiny Committee Review of Staff Morale at Appendix A to the report be approved.
2. the report and action plan will be presented to the next meeting of full Council on 22 November 2017 be noted.

45 Exclusion of Press and Public

A member of the public expressed concern that the following item would be discussed in private and was not in spirit of openness and transparency. The Cabinet was advised that this item was exempt in accordance with the Local Government Act. Whilst expressing some empathy, Cabinet felt that as this item included information relating to particular individuals the exemption was necessary.

RESOLVED (UNANIMOUSLY):

that the press and public be excluded for the following item of business on the grounds that it involves the likely disclose of exempt information (Information relating to an Individual) as defined in Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972.

46 Standing Order 35 Decision - Management Restructure - interim arrangements and support for SMT & Core Managers

The Chief Executive presented a report for note on an urgent decision taken between meetings of Cabinet regarding interim arrangements and support for the senior management team and core managers.

RESOLVED (UNANIMOUSLY):

that the decision taken be noted.

Chair

Date

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MINUTES OF SCRUTINY COMMITTEE

MEETING DATE Monday, 6 November 2017

MEMBERS PRESENT: Councillors Matthew Tomlinson (Chair), Colin Coulton (Vice-Chair), Michael Green, David Howarth, Susan Jones, Keith Martin, Barbara Nathan, Michael Titherington, Karen Walton, Ian Watkinson and Linda Woollard

CABINET MEMBERS: Councillor Colin Clark (Deputy Leader and Cabinet Member for Corporate Support and Assets), Councillor Peter Mullineaux (Leader), Councillor Phil Smith (Cabinet Member for Regeneration and Leisure), Councillor Susan Snape (Cabinet Member for Finance) and Councillor Graham Walton (Cabinet Member for Neighbourhoods and Streetscene)

OFFICERS: Darren Cranshaw (Scrutiny & Performance Manager), Dave Lee (Democratic Services Officer), Mark Gaffney (Director of Neighbourhoods, Environmental Health and Assets) and Dave Whelan (Legal Services Manager/Monitoring Officer)

OTHER MEMBERS: Councillor Jane Bell, Councillor Paul Foster (Leader of the Opposition), Councillor Mary Green, Councillor Claire Hamilton, Councillor Michael Nathan, Councillor Michael Nelson, Councillor Margaret Smith and Councillor Paul Wharton

PUBLIC: 68

22 Apologies for Absence

An apology for absence was received from Councillor Carol Chisholm.

23 Declarations of Interest

Councillors Karen Walton and Michael Green both declared a personal interest in minute no. 24.

24 Call-in Request - Dog Control Orders / Public Open Space

Councillor Karen Walton declared a personal interest as she had a family connection with the Cabinet Member, but was able under the Code of Conduct for Elected Members, to remain in the meeting during the consideration of this item.

Councillor Michael Green declared a personal interest as this had been previously discussed within his political group prior to the decision being made at the recent Cabinet meeting, but was able under the Code of Conduct for Elected Members, to remain in the meeting during the consideration of this item.

At the commencement of the meeting, the Chair explained the role of the Scrutiny Committee and how it had powers to call-in a Cabinet decision before it was implemented.

The Chair added that the Scrutiny Committee would look at whether the decision made complied with the Council's decision making process. If the Scrutiny Committee believed that this had not been complied with it could then refer the matter back to Cabinet for reconsideration. The Chair reminded everyone that this was not a public meeting and was not to amend the Cabinet's decision on Dog Control Orders/Public Space Protection Orders. However, he would allow the public to ask questions and contribute at the end of the meeting.

The Chair welcomed the Cabinet Member for Neighbourhoods and Streetscene, the Director of Neighbourhoods, Environmental Health and Assets and the Legal Services Manager (Monitoring Officer) and thanked them for their attendance.

Director of Neighbourhoods, Environmental Health and Assets addressed the committee and responded to comments and enquiries.

The Director explained the background and context for bringing the report forward to Cabinet. The Council had Dog Control Orders for a number of years and those orders enabled the Council to enforce issues around dogs. Those orders were due to expire in October 2017 and replaced by Public Space Protection Orders (PSPO). A consultation took place to obtain the views of the public on how they felt about these orders. The only main concern that the Council received from the public was that the restriction of dogs to individuals should not be considered. Following this consultation process the Director indicated that he had recommended to the Cabinet that the recommendations be supported except this (the maximum of dogs under the control of an individual) and that this be kept under review to build up an evidence based/complaints history around people with multiple dogs on the lead. This would be for 6/12 months before the matter was reconsidered on whether to introduce that Order. The Director felt at the time that if this Order was made, the Council may struggle to withstand an appeal against this decision.

The consultation strategy was to consult the general public (including statutory consultees) but did not target any specific group. The Director added that the Cabinet Member was fully aware of the consultation responses which subsequently formed the report to Cabinet. All recommendations were fully discussed with the Cabinet Member and he was aware of the risk that that recommendation may not withstand an appeal against that particular Order. The maximum number of dogs allowed on leads that was put in the draft Order was based on research carried out at other local authorities that actually introduced this Order. Ultimately the figure was down to the local area. The Director was not aware of the amendment to that decision until it was made by Cabinet on the night.

Although he understood the reason why the Cabinet felt so strongly about the decision, however the Director's view was that there should have been a further period of monitoring before the matter was reconsidered.

The Legal Services Manager (Monitoring Officer) addressed the committee and responded to comments and enquiries.

The Manager confirmed that Legal Services contributed and gave advice to this report to try and establish a robust evidence base so that if any of the proposed recommendations were challenged the Council would have a good chance of resisting the challenge.

The Manager added that he was not aware of any complaints/issues of any individuals walking a number of dogs. In this particular Order it did not appear that there was enough public support based on the consultation carried out.

To introduce a PSPO, the Manager felt that there should be clear evidence to demonstrate that there was a need for it. The evidence required would be if there was an issue; there were problems being caused; there were issues taking place; there were a history of complaints etc. The consultation itself and the responses received would also contribute to evidence.

The Manager indicated that he was not aware of the amendment made at cabinet until the decision was made by Cabinet on the night, however he acknowledged that members did not always follow/obliged to follow officers' advice. The Manager felt that it would have been helpful if prior notice was given but that did not happen. The Manager added that a further consultation exercise would have been ideal given the level of public interest generated which would have put the Council in a more informed position on whether the Order should be made or not.

The Manager said that he did provide legal advice at the meeting on the night and Cabinet was fully aware of the risk that the Order may be challenged.

Under the Council's Policy Framework, the Manager indicated that he was satisfied that it was a Cabinet decision and did not require full Council approval.

The Cabinet Member addressed the committee and responded to comments and enquiries.

The Cabinet Member explained his role in bringing the report forward to Cabinet.

The Cabinet Member informed the meeting that he went through the report with officers. The amendment was made following his political group meeting to restrict the number of dogs on a lead to 4. He felt (with the agreement of Cabinet) that this was an appropriate amendment to make at the Cabinet meeting following concerns from the general public on how many dogs an individual could control. The council had never had a specific number and that the recommended number came from other authorities which had this Order in place.

The Cabinet Member indicated that Cabinet had the right to make decisions and that he did not take advice from any statutory officers on the amendment to the recommendation. The Cabinet Member felt that health and safety of the general public were the main reasons in restricting the number of dogs on a lead an individual could have.

The Cabinet Member agreed that the 146 responses received did not fully provide a complete picture of what the general public expected and given the level of public interest, he acknowledged that the Cabinet should relook at the consultation strategy in the future.

The Cabinet Member confirmed that his political group contributed to the original consultation.

The Leader (in the audience) clarified that the administration through its political group made the decision to amend the recommendations. The Leader felt that the question at the consultation was not explicit enough and it was decided that the Cabinet should not hold back the decision and move this matter on accordingly.

In the light of the comments/statements and enquiries made, the Scrutiny Committee felt that –

- it was clear that the principles of the Council's decision making process had not been complied with.
- there was insufficient evidence in the consultation response to base the decision on.
- there was a need to look at robust consultation exercise.
- there was a need to look at the reason why the consultation was in a shorter period in terms of getting that level of responses.
- further consideration should be given as to whether it was appropriate to put significant amendments forward on the night without statutory officers' advice.
- it would like to see a stronger evidence based before decisions were made.
- when decisions were taken, especially when there were changes to what had been originally proposed that a complete rationale on any changes be provided in the future.

It was noted that responsible dog owners/walkers did a great job however there was a small number of irresponsible people out there which the Scrutiny Committee acknowledged the Cabinet Member/Cabinet were trying to deal with.

The Scrutiny Committee further noted that there were professional dog walkers which have not had any dialogue with the Council in the past which were in attendance to say that they wanted to assist the Council in the future.

Although the council did not have Dog Wardens however the Scrutiny Committee confirmed that the Council had Neighbourhood Officers to monitor dog fouling. There were a number of ways to report these matters some of these being the Council's Gateway and its social media site.

RESOLVED –

- A. (8 Yes, 0 No, 3 Abstention) that the matter be referred back to Cabinet for reconsideration in the light of the nature of concerns expressed by the Scrutiny Committee; and –
- B. (unanimously) that the Scrutiny Committee thanks those who attended and contributed and that the following be also recommended for the future:
 - 1. More robust consultation exercises be undertaken, including extended timescales and involvement of all stakeholders.
 - 2. Statutory officer and Director's advice is sought before tabling recommendations at meetings.
 - 3. Greater evidence based/documentated decision-making.
 - 4. Provide the rationale for any changes to recommendations.

Chair

Date

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

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