

COUNCIL

WEDNESDAY, 27TH NOVEMBER, 2019, 6.00 PM

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

AGENDA

- 1 Apologies for absence**
- 2 Declarations of Interest**
- 3 Minutes of the last meeting** (Pages 5 - 20)

Minutes of the Council meeting held on 25 September 2019 for signing by the Mayor.
- 4 Returning Officers Report**

The Interim Chief Executive as Returning Officer will report that Gareth Watson was duly elected as Councillor for the Coupe Green and Gregson Lane Ward at the Borough by-election on 24 October 2019.
- 5 Mayoral Announcements**
- 6 Long Service Award**

Councillor Mick Higgins will be presented with a Badge for 12 year's Long Service.
- 7 Calendar of Meetings 2020/21** (Pages 21 - 22)
- 8 Cabinet** (Pages 23 - 28)

To receive and consider a report of Cabinet meetings held on 16 October and 13 November attached.
- 9 Governance Committee** (Pages 29 - 30)

To receive and consider a report of the Governance Committee held on 24 September 2019 attached.
- 10 Scrutiny Committee** (Pages 31 - 34)

To receive and consider a report of the Scrutiny Committee meetings held on 10 October and 14 November 2019 and Scrutiny Budget and Performance Panel meeting held on 11 November attached.

11 Member Development Update	(Pages 35 - 38)
Report of the Chair of the Member Development Steering Group attached.	
12 Trade Union Voluntary Recognition	(Pages 39 - 48)
Report of the Interim Chief Executive attached.	
13 Review of Polling Districts and Polling Places	(Pages 49 - 88)
Report of the Assistant Director of Scrutiny and Democratic Services attached.	
14 Appointment to Committee's and Outside Bodies	(Pages 89 - 90)
Report of the Assistant Director of Scrutiny and Democratic Services attached.	
15 Council Tax Empty Properties and Second Homes Report	(Pages 91 - 106)
Report of the Director of Customer and Digital attached.	
16 Amended Terms of Reference for the Climate Emergency Task Group	(Pages 107 - 110)
Report of the Assistant Director of Scrutiny and Democratic Services attached.	
17 Central Lancashire Memorandum of Understanding on Housing Provision and Distribution	(Pages 111 - 126)
Report of the Director of Planning and Property attached.	
18 Leyland Town Deal	(Pages 127 - 134)
Report of the Director of Planning and Property attached.	
19 Questions to the Leader of the Council	
20 Questions to Members of the Cabinet	
21 Questions to Chairs of Committees and My Neighbourhood Areas	
22 Questions to Member Champions and Representatives on Outside Bodies	
23 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(s) 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

24 Garden Waste Charging Policy

(Pages 135 - 138)

Report of the Director of Neighbourhoods and Development attached.

Gary Hall
INTERIM CHIEF EXECUTIVE

Electronic agendas sent to Members of the Council Councillors Harry Hancock (Mayor), Jane Bell (Deputy Mayor), John Rainsbury, Carol Chisholm, Will Adams, Jacky Alty, Renee Blow, Damian Bretherton, Aniela Bylinski Gelder, Matt Campbell, Colin Clark, Colin Coulton, Malcolm Donoghue, Bill Evans, James Flannery, Derek Forrest, Paul Foster, Mary Green, Michael Green, Jon Hesketh, Mick Higgins, David Howarth, Cliff Hughes, Ken Jones, Susan Jones, Chris Lomax, Jim Marsh, Keith Martin, Christine Melia, Caroline Moon, Jacqui Mort, Peter Mullineaux, Alan Ogilvie, Colin Sharples, David Shaw, Margaret Smith, Phil Smith, David Suthers, Stephen Thurlbourn, Michael Titherington, Caleb Tomlinson, Matthew Tomlinson, Matthew Trafford, Angela Turner, Karen Walton, Ian Watkinson, Gareth Watson, P Wharton-Hardman, Carol Wooldridge and Barrie Yates

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

Forthcoming Meetings

6.00 pm Wednesday, 29 January 2020 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

This page is intentionally left blank

MINUTES OF COUNCIL

MEETING DATE **Wednesday, 25 September 2019**

MEMBERS PRESENT: Councillors Harry Hancock (Mayor), Jane Bell (Deputy Mayor), John Rainsbury, Carol Chisholm, Will Adams, Jacky Alty, Renee Blow, Damian Bretherton, Aniela Bylinski Gelder, Matt Campbell, Colin Clark, Colin Coulton, Malcolm Donoghue, Bill Evans, James Flannery, Derek Forrest, Paul Foster, Mary Green, Michael Green, Jon Hesketh, Mick Higgins, David Howarth, Cliff Hughes, Susan Jones, Chris Lomax, Jim Marsh, Keith Martin, Christine Melia, Caroline Moon, Jacqui Mort, Peter Mullineaux, Alan Ogilvie, Colin Sharples, Margaret Smith, Phil Smith, David Suthers, Stephen Thurlbourn, Michael Titherington, Caleb Tomlinson, Matthew Tomlinson, Matthew Trafford, Angela Turner, Karen Walton, Ian Watkinson, P Wharton-Hardman and Barrie Yates

OFFICERS: Gary Hall (Interim Chief Executive), Jane Blundell (Interim Section 151 Officer), Paul Hussey (Director of Customer and Digital), Jennifer Mullin (Director of Neighbourhoods and Development), Jonathan Noad (Director of Planning and Property), Dave Whelan (Legal Services Manager/Interim Monitoring Officer) and Dianne Scambler (Democratic and Member Services Team Leader)

PUBLIC: 12

34 Apologies for absence

Apologies for absence were received from Councillors Ken Jones, David Shaw and Carol Wooldridge.

35 Minutes of the last Council meeting, 24 July 2019

RESOLVED (Unanimously):

That subject to the following amendments,

Minute 27, paragraph six: (*amended wording*)

In response to a question raised by Councillor Angela Turner concerning Freedom of Information (FOI) requests, the Leader, with the consent of Councillor Carol Wooldridge read out a confidential email, *the link to which* had been published on social media by Councillor Paul Wharton-Hardman, following a request made under the FOI Act, concerning Councillor's emails. The email originally sent by the Leader to members of the Labour Group was extremely sensitive and the Leader considered that it should not have been placed on social media.

Minute 27, paragraph 7: *(amended wording)*

The Leader made a plea for this type of behaviour to stop and asked the Conservative Group to investigate Councillor Wharton-Hardman's actions as a matter of urgency. Councillor Caroline Moon, Deputy Leader of the Conservative Group provided assurances *that the specifics of what had been released in an email thread had been duly noted*. Councillor Moon did however query what information had to be disclosed upon request.

the minutes of the Council meeting held on 24 July 2019, be confirmed as a correct record for signing by the Mayor.

36 Declarations of Interest

Dave Whelan, Interim Monitoring Officer, declared a Personal Interest in Item 17.

Jane Blundell, Interim Section 151 Officer declared a Personal Interest in Item 18.

Councillor Michael Green declared a Personal Interest in Item 20 in his role as a Cabinet Member for Lancashire County Council.

Councillors Jim Marsh, David Howarth, Matthew Tomlinson and Barrie Yates all declared a Personal Interest in Item 20 as Elected Members for Lancashire County Council.

Councillor Matthew Campbell declared a Personal Interest in Item 20 as an employee of Lancashire County Council.

37 Mayoral Announcements

The Mayor provided an update on events he had recently attended and his forthcoming engagements.

38 Cabinet

Members considered a general report of the meeting of Cabinet held on 11 September 2019.

It was moved by the Leader of the Council, Councillor Paul Foster, seconded by the Deputy Leader, Councillor Mick Titherington and subsequently

RESOLVED

That the report be noted.

39 Scrutiny Committee

Members considered a general report of the Scrutiny Committee that had taken place on 2 September and the Scrutiny Budget and Performance Panel that had been held on 9 September 2019.

The Chair of Scrutiny, Councillor David Howarth commended the work that had been undertaken to date from both sides of the Chamber on helping to develop a robust Work Programme for the Committee.

It was moved by Councillor David Howarth, seconded by Councillor Colin Coulton and subsequently

RESOLVED:

That the report be noted.

40 Appointment to Outside Body: Moss Side Community Forum Executive Committee

Council considered a report of the Assistant Director of Scrutiny and Democratic Services that made an outside body appointment to the Moss Side Community Forum Executive.

The Council had received a request from Moss Side Community Forum to appoint Councillor Colin Sharples to their Executive Committee.

The Leader of the Council explained that the community group had been having some problems regarding safeguarding and other issues and Councillor Sharples had assisted them in putting procedures in place to alleviate concerns. Following his involvement, the group had asked the Council to make a formal appointment.

It was moved by Councillor Paul Foster, seconded by Councillor Mick Titherington to appoint Councillor Colin Sharples to the Executive Committee of the Moss Side Community Forum.

Councillor Margaret Smith proposed an amendment to the motion, to allow for Councillor Michael Green to also be appointed to the Executive Committee of the Moss Side Community Forum as he was a Ward Councillor of Moss Side and had actively been involved with the group for several years. The amendment was seconded by Councillor Caroline Moon.

Upon being put to the vote, the amendment was lost (Yes: 21, No: 25).

A vote on the substantive motion was then taken and was

RESOLVED (Yes: 24, Abstained: 22) that the recommendation to appoint Councillor Colin Sharples to the Executive Committee of the Moss Side Community Forum be approved.

41 Draft Refreshed Corporate Council Plan 2019-23

Council considered a report of the Interim Chief Executive that sought approval of the revision of the Council's Corporate Plan for 2019-23. The report detailed a revision of the Corporate Priorities which have been redefined as Outcomes. Each Outcome has between three and four priorities which defined how the Council's Outcomes would be achieved.

The new revised Outcomes are as follows:

- Excellent, Investment, Financial Sustainability
- Health, Wellbeing and Safety
- Place, Homes and Environment; and
- Our People and Communities.

In summary, the changes made included an update vision for the Council, the inclusion of 13 new activities, along with 32 existing ones having been reviewed and refocused. The revised plan has a greater emphasis on the environment and climate change, tackling health inequalities and engagement with communities and development of active democracy and participation.

The Leader gave thanks to their Liberal Democrat colleagues who held a shared vision for the Council and also commended the bio-diversity work being undertaken by Councillors Bretherton and Campbell which had been incorporated as a new project in the revised Plan.

The Leader commented that the Council was committed to being open and transparent, continuing to develop the digital strategy and changing lifestyles by tackling the air quality issues of the borough. The Council also aimed to be carbon neutral by 2030. The review of the Neighbourhood Forums was about residents shaping their communities and they were looking forward to working with partners across the Borough, sharing skills and resources.

The Leader of the Opposition, Councillor Margaret Smith commented that she was happy to see that a lot of projects that had been identified by the previous administration had remained in the revised Plan and welcomed the biodiversity work that was being undertaken by her colleagues.

Councillor Caroline Moon requested that the wording “bring back to life our parks” was amended to say “continue to be developed”, as this would send out the wrong message to staff. The Leader agreed to this being amended throughout the report.

Although queried by Councillor Alan Ogilvie, the Leader reiterated that there was a commitment by the Council, that the Borough would be carbon neutral by 2030, not just the Council.

Councillor Karen Walton reiterated that the residents of Farrington East, West and Lostock Hall had not been consulted on the recent Neighbourhood Forum changes and that there were concerns as to how funds would be spent in their areas. The Leader responded by saying that a number of residents and parish councillors had come forward to support the new arrangements but that the review on community engagement had not yet reached its conclusion so there was still time to get involved.

In response to a question regarding the proposals for a Youth Council, the Cabinet Member for Community Engagement, Social Justice and Wealth Building declined to comment further until the review on Community Involvement was complete.

In response to questions around the planting of 110,000 trees across the Borough, the Cabinet Member for the Environment explained that a list of all the sites identified, along with the suppliers was available for information.

Councillor Matthew Tomlinson, Cabinet Member for Finance, Property and Assets summed up by thanking staff for their hard work in updating the Corporate Plan in

line with the Cabinet wishes. The new Plan reflected the promises that had been made by the Group in their Election manifesto and they were looking forward to its delivery.

It was moved by Councillor Paul Foster, seconded by Councillor Matthew Tomlinson and

RESOLVED (Unanimously):

That Council approves the Corporate Plan for 2019-23 attached at Appendix 1 of the report.

42 New Leisure Centre for South Ribble

Council considered a joint report of the Interim Chief Executive and the Assistant Director of Projects and Development that updated Members on the development of a new Leisure Campus in South Ribble.

The report provided the history of the Leisure Campus project to date, the context of understanding the current state of the Leisure Stock within the borough, the options available for potential next steps and a brief summary of the current operations management of South Ribble's Leisure Centres.

It was reported that a conditions survey had long since highlighted the need for significant investment in our leisure centres and the current contract with South Ribble, Community Leisure Ltd and SERCO Leisure Operating Ltd ends on 31 March 2021.

The Leader of the Council, Councillor Paul Foster explained the background to the report. During 2018, a joint working group of Members had pulled together a brief for a Campus style Leisure Centre on the West Paddock site that would replace the existing Leyland Leisure Centre. The brief culminated in a Cabinet report being considered in June 2018 which agreed to the appointment of a client Project Director to act on behalf of the Council to manage the project. A further report to Cabinet later in that year also saw an agreement to appoint consultants Faith and Gould, procured by the PAGABO framework on a fixed contract fee of £1.8m to support the Council through the design, procurement and building of the proposed new Campus style Leisure Centre. It was also agreed that any expenditure in £100k tranches would be reported back to Members, however, this would appear to have never been done, causing concern about the approach that was adopted in relation to the current spend to date.

The belief at that time, based on schemes elsewhere, was that the cost of the project would be in the region of 15m and this was allowed for in the Capital programme of the Council. Towards the end of 2018 there was recognition by the Project Manager, that the project would considerably exceed the £15m budgeted for, however this information was not communicated formally to all Members. A report had reportedly been written but this was never submitted to Cabinet.

Members of the Shadow Cabinet admitted that there was a backlog of maintenance costs but this was one of the main reasons why the development of a new centre was being explored in the first place. There was a real need to build something that was fit for residents of the borough in the future. They also disputed that they had

had sight of the updated costings at the beginning of the year. Councillor Margaret Smith commented that the 16m figure which was identified as the cost for development of the Leisure Pool was always mentioned in reports, but none of the other associated costs were ever mentioned. The Conservative Group were happy to support the recommendations in the report but did not necessarily consider the current site as the best option.

In February/March of this year the project brief was properly costed that resulted in a significantly raised figure of £27m to deliver the agreed brief, which after the undertaking of a cost engineering process was reduced to £23.7m, subject to a detailed design and procurement process.

A second option has also been put forward with additional income generation facilities, with a cost back up to around £26.5m. Both costings, take account of buildings inflation and all fees and preliminaries. The briefing and costings were appended to the report and all Members were invited to a detailed briefing session ahead of this meeting.

In response to Members concerns, the Deputy Leader and Cabinet Member for Health, Wellbeing and Leisure stated that further considerations could be given to the location of the development.

Councillor Caroline Moon sought clarity on the £600k for associated costs listed within the report as a potential loss for the Council. The Interim Chief Executive explained that this was money that had been spent on fees in relation to the scheme that if not brought to fruition would be written off, some of the money however, could be used if the decision was taken to relocate the development.

The Deputy Leader stated that in future all Members of Council will be informed of all the facts before any decision is taken. There are a number of factors to be taken into consideration and he welcomed involvement from Members through the establishment of a cross party working group to consider all the options before being brought back to full Council for a decision.

It was moved by Councillor Mick Titherington, seconded by Councillor Paul Foster, and

RESOLVED (Unanimously):

1. That Council grants authority to officers to prepare a Master Plan for the future of Leisure Services and Leisure facilities in South Ribble to be considered by a newly set up cross party working group before bringing back to full Council for decision;
2. That Council grants authority to officers to explore the financial solution to take forward a Leisure Campus project;
3. That Council grants authority to officers to draw up a costed investment plan for the Council's remaining Leisure Centres that is affordable and reduces the on-going revenue subsidy at those sites over the next five years;
4. That Council grants authority to officers to consider future management options for the Council's Leisure Centres. To bring back recommendations as to the way forward which included the possibility of continuing work with our current operator in the short and long-term against alternative options

available including a potential in-house operation and a Trust operation with a view to reducing the on-going Leisure subsidy; and

5. That Council grants authority for a budget of £50,000 in order to seek necessary, legal, financial, HR and Leisure advice and support, to develop viable future Leisure Centre management options.
6. That Internal Audit investigate the approach adopted in relation to the current spend on the Leisure Centre proposals.

43 B2: Village Development Supplementary Planning Document

Council considered a report of the Director of Planning and Property that sought adoption of the B2 – Village Development Supplementary Planning Document (SPD).

The proposed SPD would become part of a suite of Central Lancashire SPDs that have already been adopted in accordance with the Local Planning Regulations and the National Planning Policy Framework conforming and responding to all relevant local and national policies, and based upon a robust and up-to-date evidence base.

There was agreement that the Council should undertake their own housing needs survey in relation to village development.

It was moved by Councillor Bill Evans, seconded by Councillor Mick Titherington, and

RESOLVED (Unanimously):

1. That the Council adopts the B2 – Village Development Supplementary Planning Document.
2. That the Council grants delegated authority to the Director of Planning and Property in consultation with the Cabinet Member for Planning, Regeneration and City Deal, to make any minor text, layout and formatting changes on the publication of the document.

44 Mobile Homes Fee Policy

The Council considered a report of the Head of Licensing that sought to review the existing fees policy and extend the current structure relating to fees for a further three years.

The three year fees policy would allow the Council to aggregate the costs over a longer period to give a fairer and more stable structure. Consultation had taken place with the licensed site operators within the Borough and the proposed revised fees policy published on the Council's website.

The Licensing and Public Safety Committee had considered the report and were recommending Council approval.

It was moved by Councillor Susan Jones, seconded by Aniela Bylinski Gelder and

RESOLVED (Unanimously):

1. That Council approves the extension of the current fee structure for a further three years.

45 Questions to the Leader of the Council

The Leader of the Opposition, Councillor Margaret Smith, circulated a social media thread that had been published by Councillor Wharton Hardman. Councillor Smith stated, that following the last Council meeting where Councillor Foster had accused Councillor Wharton Hardman of publishing inappropriate material on social media, she and her Deputy, Councillor Caroline Moon had met with the Leader of the Council to clarify the actions undertaken by Councillor Wharton Hardman, to try to ascertain why Councillor Foster had publicly attacked him and stated that he was owed an apology.

The Leader of the Council responded to say that he was disappointed by this action, he had met with Councillors Margaret Smith and Caroline Moon and had agreed to a change of wording to be reflected in the minutes, which had been undertaken at the start of the meeting. However, he did not accept that Councillor Paul Wharton Hardman had done no wrong.

Councillor Margaret Smith stated that she would not be asking Councillor Wharton Hardman to apologise because in her opinion he had done no wrong and that he had the support of the Conservative Group in this matter.

Councillor Caroline Moon asked the Leader of the Council if he would provide assurances that sensitive medical information would not be sent via email in future. The Leader responded by asking Councillor Moon to write to him separately about this issue.

A member of the public, Mr Darbyshire made a public apology to the Council for a letter that had been published in the local paper that had been misconstrued and stated that his retraction had been published that day. The Leader of the Council accepted his apology.

Mr Darbyshire also asked why the Extending of Shared Services and City Deal Update was being considered by Council in private session. The Leader explained that although he had asked for the two reports to be made public, it had not been possible at this stage, he promised to publish a public statement as soon as was practically possible with regards to both items.

46 Questions to Members of the Cabinet

Questions to the Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure).

Councillor Karen Walton asked the Cabinet Member what he thought about the latest news that Chorley and South Ribble District Hospital's Accident and Emergency unit faces closure as part of a series of options to be presented by the *Our Health Our Care* team.

The Cabinet Member, Councillor Mick Titherington stated that there was an expectation that a motion would be brought to the next Council meeting that will be properly debated upon.

A member of the public who spoke on behalf of the Chorley and South Ribble Hospital Campaign explained that they were trying to meet with all the authorities that were affected by the proposals before submitting their views to the consultation and thanked South Ribble Borough Council for its quick response.

Councillor Mick Titherington affirmed his confirmation of the meeting.

Questions to the Cabinet Member (Finance, Property and Assets).

Councillor Ange Turner submitted a written question as follows:

Is the Cabinet Member aware that we have residents in the Borough who without any financial recompense are providing food and shelter to refugees awaiting a Home Office decision on their asylum appeal, in support of the Refugees at Home national charity.

Would the Cabinet Member agree with me that residents who have shown compassion to others should not find themselves in a situation whereby they lose their single tax discount and are financially penalised as a result.

Would the Cabinet Member consider amending the policy of this council to allow the single person discount from the council tax to remain in place under such circumstances?

The Cabinet Member, Councillor Matthew Tomlinson, responded as follows:

The changing of the Council Tax discounts and exemptions applicable would need to be changed via central Government legislation. However there is a provision within the Council tax recovery policy which will allow the Council to write off additional financial burden (difference in the Council tax bill) by using the 'social factors' criteria in the recovery policy.

Councillor Ange Turner added that Norwich City Council have amended their policy for people in this situation and Councillor Matthew Tomlinson said that he was happy to look at how other Councils had approached this issue.

Councillor Alan Ogilvie ask the Cabinet Member when they could expect to see the responses to the Worden Hall consultation now that it had ended.

The Cabinet Member, explained that a report would be going to the next Cabinet meeting on 16 October 2019 that would contain all the comments that had been received by the Council. The consultation period had been extended and over 500 responses had been submitted.

Councillor Colin Clark commented that he was pleased to see completion of phase one of the Business and Conference Centre, and asked if bookings had increased and if there were plans for taking forward phase two of the project. The Cabinet Member responded to say that there had been an increase in bookings and that he was currently working with officers to progress additional plans for the Centre that would include maximising the accommodation on the two floors above and improved

kitchen facilities. Councillor Tomlinson acknowledged that this was the continuation of a vision that had been expressed by the previous administration.

A member of the public, Mr Darbyshire asked the Cabinet Member how much the new Mayoral Car had cost the Council. The Cabinet Member explained that the Council had purchased a top of the range hybrid car, that had a list price of £40,000 for a reduced cost of around £32,000. The member of the public acknowledged that this was good value for money.

Questions to the Cabinet Member (Environment).

Councillor Renee Blow submitted a written question as follows:

At the September meeting of the council in 2017, I asked the then Cabinet Member as to what had happened to the consultation on car parking, and I was advised that the consultation was complete and discussions were taking place with Lancashire County Council.

Could the Cabinet Member advise as to whether after two years those discussions have been completed, what if anything was the outcome, and can assurance be given that a meaningful review of car parking in the Borough will now be considered and recommendations brought forward?

The Cabinet Member, Councillor Susan Jones responded by explaining that it is the intention of this administration to carry out a review of car parking across the borough and that consideration is currently being given to involving Scrutiny in the review.

Councillor Colin Clark asked that in relation to air quality measures, which parameters are being measured, how and what are the results. Councillor Susan Jones reported that the Climate Emergency Task Group would look into this issue more fully but would appreciate Councillor Clark submitting a written question in order to understand his concerns.

In response to a question from Councillor Stephen Thurlbourn, the Cabinet Member agreed that educating people to use reusable containers would be part of the campaign to support South Ribble being carbon neutral by 2030.

Councillor Alan Ogilvie asked when the completion date for works to the overflow car park at Worden Park would be, although he acknowledged they had not yet started. The Cabinet Member explained that there had been some difficulties that had resulted in the start of the works being delayed but that once more was known she would update Members. Councillor Jones added that they were working closely with the local residents on this issue.

Councillor Caroline Moon thanked the Cabinet Member for the installation of a new footpath from the Swiss lodge but asked if there was still resources' available for resurfacing, following drainage problems. Councillor Susan Jones indicated that she was happy to meet with Councillor Moon outside of the meeting to discuss a way forward.

A member of the public, Mr Darbyshire asked the Cabinet Member if residents would be made to change their central heating and petrol cars to electric. He also asked if the Council would look to using their tablets to view council papers, as opposed to printing paper copies of agendas. The Cabinet Member responded by saying that the Council would lead by example with regards to using electric vehicles for its fleet or using renewable energy in its buildings with an emphasis on encouraging residents not enforcing. The Cabinet Member did however agreed with Mr Darbyshire on the use of tablets for viewing council agendas and minutes and would be speaking with the Leaders to encourage members of their groups.

Questions to the Cabinet Member (Planning, Regeneration and City Deal).

Councillor David Howarth submitted a written question as follows:

In February of this year I asked the then Cabinet Member if he would give an undertaking to investigate and report back on the feasibility of a Compulsory Purchase Order (CPO) of the former government buildings site at number 1 Cop Lane, Penwortham to avoid more decades of dereliction adding to the open eyesore at the gateway to both the Town and the Borough.

An assurance was given that options would be considered to ensure that the site comes forward for development as speedily as possible.

Given that since that time the proposal for a CPO has received cross party support, could the Cabinet Member advise as to what work has been done to bring forward the purchase of the site, and provide an update on when a feasibility report will be presented?

The Cabinet Member, Councillor Bill Evans agreed that this is a priority site for improving Penwortham Centre but explained that use of a Compulsory Purchase Order would only be used as a last resort, as it was a costly option and would take a couple of years to complete. It is understood that Tesco are currently reviewing their options for the site and officers are in touch with them on a weekly basis, with a decision expected imminently.

Councillor Colin Clark asked the Cabinet Member when the last Housing Needs Survey was carried out and under the Affordable Housing Policy of the Council, how many bungalows had been built as there was a large demand for this type of housing across the Borough, which was not currently being met.

The Cabinet Member, explained that the Council would be undertaking a number of Housing Needs Surveys shortly that would focus upon different areas. Penwortham Town Council had recently completed their Neighbourhood Plan and have included a need for bungalows within it. The Cabinet Member urged other areas to do the same. The Cabinet Member also met regularly with other cross party councillors to discuss the Local Plan and would add Bungalow Need to the agenda for further discussion.

The Cabinet Member (Finance, Property and Assets) added that the new South Ribble building programme would focus on providing homes for the greatest need and that bungalows would be built to fill this gap.

Questions to the Cabinet Member (Community Engagement, Social Justice and Wealth Building).

Councillor Michael Green reiterated his earlier question by asking the Cabinet Member what actions would be taken to avoid duplication of the proposed Youth Council with that of the one already ran by Lancashire County Council.

The Cabinet Member, Councillor Aniela Bylinski Gelder responded by saying that she had been working with three primary schools and one high school regarding the introduction of Debate Clubs.

47 Questions to Chairs of Committees and My Neighbourhood Areas

Questions to the Chairs of Committees.

None.

Questions to the Chairs of My Neighbourhood Areas.

The Leader of the Council, Councillor Paul Foster asked Councillor Jane Bell, Chair of the Leyland Central Neighbourhood Forum to give an overview on the work of the group to date.

Councillor Jane Bell explained that bringing together Leyland with Farington East and Farington West had not been without its difficulties. However, a number of planning meetings had now taken place with projects in all three areas having been discussed and agreed upon. Farington Councillors have been attending regularly and been actively involved and she was confident that the Forum would work effectively for all its residents.

48 Questions to Member Champions and Representatives on Outside Bodies

Questions to the Member Champion (Youth)

In response to a question from Councillor Keith Martin, Councillor Matthew Trafford explained how he had been engaging with young people across the Borough and discovered that a lot of young people are disillusioned with politics as a whole. Councillor Trafford had also met with the existing Youth Council who are angry with the cuts that have been made to the service. He would continue to work closely with them to make improvements and promote better engagement with young people across the Borough.

Questions to Representatives on Outside Bodies.

None.

49 Exclusion of Press and Public

RESOLVED (Unanimously):

That the press and public be excluded from the meeting during the consideration of the following item of business as it involved the discussion of information defined as exempt from publication under paragraphs 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972, 'Information relating to an individual' and 'Information relating to the financial or business affairs of any particular person (including the authority holding that information) 'and in which the public interest in maintaining the exemption outweighed the public interest in disclosing it.

The meeting was adjourned for a short comfort break.

50 Extended Shared Services

Dave Whelan, Interim Monitoring Officer left the meeting.

Council considered a report of the Interim Chief Executive that presented proposals to extend shared services as developed by C.Co who are independent consultants who had been commissioned on behalf of the Shared Services Joint Committee.

A detailed session with Members had recently taken place on the proposals and there was a general acceptance across the Chamber that the new arrangements would provide greater resilience across both Councils. The new structure had slightly changed from what was originally agreed in 2017, incorporating more corporate services areas and to establish governance arrangements and an internal implementation team to further investigate opportunities for sharing in the future.

Although in favour, the Leader of the Opposition, Councillor Margaret Smith voiced her concerns about the timing of the proposals, preferring to wait until matters with the Chief Executive have been resolved. The Leader of the Council, Councillor Paul Foster responded by saying that he was comfortable with the new arrangements as the Chief Executive position was still in the new structure, available at both Councils.

It was moved by Councillor Paul Foster, seconded by Councillor Mick Titherington, and

RESOLVED (Unanimously):

1. That Phase 1 of the proposals to extend shared services which includes establishing seven shared senior post be approved.
2. That the governance model and implementation timescales as set out in the report be approved.
3. That the establishment of a project team and creation of an implementation budget to progress the implementation and transformation of Phase 1, the development of a joint digital strategy and shared board, and the development of a business case for Phase 2 be approved.
4. That the review and refresh of the Shared Services Agreement based on the principles set out in the report be approved.

51 Review of Management Accountancy Services

Dave Whelan, Interim Monitoring Officer returned to the meeting.

Jane Blundell, Interim Section 151 Officer left the meeting.

Council considered a report of the Director of Policy and Governance (Chorley Council) that briefed Members on a review, and amendments to, the existing shared services for finance between South Ribble Borough Council and Chorley Borough Council.

With the ambition to expand the scope of shared services between Chorley and South Ribble Councils, there is an excellent opportunity to move forward and review the current management accountancy functions with a view to aligning the services more closely.

The paper outlined the need for change within the service to equalise the level of resources available to each council, address differences in approaches to work across the two sites, prepare for succession planning and manage the likely increase and change in workload the services will undoubtedly experience in the coming years.

It was moved by Councillor Matthew Tomlinson, seconded by Councillor Aniela Bylinski Gelder, and

RESOLVED (Unanimously):

1. That the proposed changes to management accountancy teams outlined in paragraph 22 of the report be approved.
2. That formal consultation commence after approval with both Council's Cabinet in November 2019.
3. That a one-off budget of £50K for staff training and development funded through the savings identified be approved.

52 Review of Financial Systems and Exchequer Services

Jane Blundell, Interim Section 151 Officer returned to the meeting.

Council considered a report of the Director of Policy and Governance (Chorley Council) that briefed Members on the review of, and amendments to, financial systems and exchequer services as part of the existing shared services for finance between South Ribble Borough Council and Chorley Borough Council.

It was proposed by Councillor Matthew Tomlinson, seconded by Councillor Aniela Bylinski Gelder, and

RESOLVED (Unanimously):

That the changes to the Financial Systems and Exchequer Services outlined in paragraph 13 of the report be approved.

53 City Deal - Update, Mid-term Review and Future

Councillors Michael Green, Jim Marsh and Barrie Yates left the meeting.

Council considered a report of the Director of Planning and Property that updated Members on the current position of the Preston, South Ribble and Lancashire City Deal and sought a view on the future of the City Deal.

It was reported that the City Deal is at a critical point in shaping its future. There are significant concerns around the City Deal finance model whereby costs particularly for highway infrastructure, have risen substantially. Furthermore income in to the City Deal model has not come forward as quickly as planned in the delivery of new homes and key sites such as Cuerden had been slower than forecasted. Furthermore, Central Government have changed key inputs such as the amount received on New Homes Bonus and there is ongoing uncertainty over the format of business rates.

The Leader of the Council wanted to make it clear that the current situation was not as a result of the previous administration. Councillor Margaret Smith, Leader of the Opposition acknowledged this and explained that she had been trying to get an update on the current position of the City Deal for some a considerable time. All members were strongly of the opinion that an independent external audit of all spend to date and in the future should be carried out as soon as possible.

Despite repeatedly asking for an update report from Lancashire County Council, one had not been forthcoming so one of the Council's own Finance Officers had pulled together the detailed report that was now before members and which identified a funding gap of £141m.

If the City Deal was to continue, new arrangements needed to be agreed between the partners. The emerging revised Heads of Terms, would place significant financial risk on South Ribble Borough Council that all Members deemed unacceptable.

There were however, a number of current external funding bids under development for consideration for City Deal projects that if successful, could assist significantly in meeting the financial gap. One such example is the Homes England Small Sites Fund, which could add an additional £60m in to the City Deal model but was contingent on further housing coming forward in both South Ribble and Preston over a longer time period. There was however a strong feeling amongst Members that this money should stop within South Ribble has all the identifiable sites left, fell inside the borough.

Members were presented with three options to consider within the report that centred on the way forward. Whether to continue, withdraw or seek a revised deal. Key considerations were identified against each of the options and a revised set of recommendations were read out at the meeting.

It was moved by Councillor Paul Foster, seconded by Councillor Bill Evans and

RESOLVED (Unanimously):

1. That Council expresses its strong commitment to provide positive support to enable the City Deal to continue;
2. That Council expresses its deep concern at the current projected funding gap;
3. That Council agrees in principle to support the bid to Homes England Small Site Fund which could generate £60m income to the City Deal;
4. That Council accepts that the City Deal, as it currently stands, cannot commit to any further capital projects;
5. That Council requests an independent external audit of all spend to date, committed spend and future forecasts;

6. That Council does not accept the revised Heads of Terms for the City Deal as currently presented, and in particular will not commit to the transfer of risk;
7. That Council requests that the Chief Executive Officer and Leader of the Council continue negotiations with Preston City Council, Lancashire County Council, Homes England and the City Deal Executive with a view to exploring alternative arrangements in respect to the continuation of the City Deal; and
8. That a further update report be brought back to full Council on 27 November 2019.

Chair

Date

**SOUTH RIBBLE BOROUGH COUNCIL
TIMETABLE OF MEETINGS 2020/2021**

	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	March 2021	April 2021	May 2021
Mon		1 MB									1 CE		
Tue		2 PTC CE								2 PTC	2 PTC TTF		
Wed		3 LT	1 CE							3 CE	3 LPWG		
Thu		4 P	2							4 CW	4 P		
Fri	1	5	3							5	5	2 P	
Sat	2	6	4							6	6	3	
Sun	3	7	5							7	7	4	
Mon	4	8 FPC LHPC	6 MB	3 CE	7 MB	5 MB	2 MB	7 SS	4 MB	8 FPC SC LHPC CG	8 FPC LHPC SS	5 CE	3 Bank Holiday
Tue	5	9 PTC	7 J	4	8 LP LPS	6 PTC LP	3 PTC LP	8 LP LPS	5 PTC	9 LP	9 LP LPS	6 PTC LP	4 PTC
Wed	6	10 MHPC	8 MHPC	5	9 MHPC PT	7 MHPC	4	9 MHPC	6 CE	10 MHPC BCAB	10 MHPC	7	5 PTC
Thu	7	11 ICB	9 SC	6	10 S	8 CW	5	10 P	7 ICB	11 P	11 ICB	8	6 E
Fri	8	12 Bank Holiday	10	7	11	9	6	11	8	12	12	9	7 Good Friday
Sat	9	13 CG LG	11 CG	8	12 CG	10 CG	7	12 CG	9	13 CG	13 CG	10	8 LG CG
Sun	10	14	12	9	13	11	8	13	10	14	14	11	9
Mon	11	15 FPC LHPC CG	13 SS	10 FPC LHPC	14 FPC LHPC CG SCBP	12 FPC LHPC CG	9 FPC LHPC CG SCBP	14 FPC CG	11 FPC LHPC LPWG	15	15 MB	12 Easter Monday	10 FPC LHPC
Tue	12	16 LP LPS	14 LP	11	15 CE	13 CE	10	15 J	12 LP SC	16	16 J	13	11 CE
Wed	13	17 MPC AC	15	12	16 CAB	14 CAB	11	16 MHPC CAB	13 MHPC	17	17 S	14 MHPC	12 MHPC AC
Thu	14	18 CE	16 CW	13	17 P	15 P	12	17 P	14 S	18	18 P	15	13 SC
Fri	15	19	17	14	18	16	13	18	15	19	19	16	14
Sat	16	20 LG	18 LG	15	19	17	14	19	16	20	20 LG	17	15
Sun	17	21	19	16	20	18	15	20	17	21	21	18	16
Mon	18	22 SCBP	20 CG	17	21 SS	19	16	21 CE	18 CG	22 CG	22 CG	19	17 LHPC
Tue	19	23	21	18	22 LPWG	20	17	22 G	19 G	23	23 G	20	18 GT
Wed	20	24 CAB	22 C	19	23 TTF	21	18	23 PT	20 CAB	24 CT	24 CAB	21	19
Thu	21	25 S	23 SCPC	20	24 SCPC CW	22	19	24	21	25	25 SCPC	22	20 CW
Fri	22	26	24	21	25	23	20	25 Christmas Day	22	26	26	23	21
Sat	23	27	25	22	26 LG	24	21	26 Boxing Day	23	27	27 LG	24	22 LG
Sun	24	28	26	23	27	25	22	27	24	28	28	25	23
Mon	25	29 Bank Holiday	27	24	28 CG	26	23	28 CG	25 CG J	29	29	26	24 Bank Holiday
Tue	26	30 PT G	28 TTF	25	29 SC	27	24	29	26	30	30	27	25 G
Wed	27	29 LPWG	27 CAB	26	30 C	28	25	30 C	27 C	31	31 PT	28	26 PT
Thu	28	30 SCPC	28 P	27	31	29	26	31 SCPC	28 SCPC ICB			29	27 P
Fri	29		31	28		30	27		29			30	28
Sat	30			29		31	28		30			31	29
Sun	31			30			29		31				30
Mon				31 Bank Holiday			30						31
Tue													

C	Council
AC	Annual Council
CT	Council Tax Setting Council
CAB	Cabinet
BCAB	Budget Cabinet
ICB	Informal Cabinet Briefing (5pm)
CW	Cabinet Workshop (4pm)
P	Planning (6pm)
PT	Planning Training (5.30pm)
LPWG	Local Plan Working Group (6pm)
LPS	Licensing & Public Safety Committee
LP	Licensing Sub Panel (2pm)
TTF	Taxi Trade Forum (6pm)

LT	Licensing Training (5.30pm)
S	Standards
ST	Standards Training (5.30pm)
SC	Scrutiny
BSC	Budget Scrutiny Committee
ScT	Scrutiny Training (5.30pm)
SCBP	Scrutiny Budget and Performance Panel
G	Governance (6pm)
GT	Governance Training (5.30pm)
MB	Member Briefing (6pm)
CE	Climate Emergency Task Group (6pm)
SS	Shared Services
J	Central Lancs Strategic Planning JAC (5.30pm)

E	Elections/Referendum
EA	Eastern Neighbourhood Forum (7pm)
LE	Leyland Neighbourhood Forum (7pm)
PE	Penwortham Neighbourhood Forum (7pm)
WP	Western Parishes Neighbourhood Forum (7pm)
CE	Central Neighbourhood Forum (7pm)
LHPC	Little Hoole Parish Council (7pm)
LPC	Longton Parish Council (7.30pm)
SCPC	Samlesbury & Cuedale Parish Council (7.30pm)
HPC	Hutton Parish Council (7.30pm)
PTC	Penwortham Town Council (7pm)
FPC	Farington Parish Council (7pm)
MPC	Much Hoole Parish Council (7.30pm)

MNC	My Neighbourhood Chairs (4.30pm)
MNW	My Neighbourhood Workshop (all members)
CG	Conservative Group Meetings (Saturdays at 9am)
LG	Labour Group Meetings (10am)
SCa	Shadow Cabinet (10am)
LALC	Lancs Assoc of Local Councils (7pm)
	Weekends/Bank Holidays
	School Holidays
Meetings commence at 6pm unless otherwise stated	

This page is intentionally left blank

Report of Cabinet

1. Any Cabinet recommendations on the reports that require Council decisions appear as separate items on the agenda.

GENERAL REPORT OF THE MEETING HELD ON 16 OCTOBER 2019

South Ribble Council Branding

2. We presented a report of the Interim Chief Executive that outlined the options for new or updated South Ribble Borough Council branding. The vision for the Council is to be modern and accessible for all, so is considered appropriate for any new branding to reflect this.
3. Consultation on the current branding and option on how it could be improved will be sought from residents via a new Citizen's survey. Members concerns were noted and promises made that if the results of the survey indicated an agreement to change, it would be a light touch approach as any change would be both timely and costly. The final proposals will be considered by Scrutiny Committee before coming back to Cabinet for a decision. We approved the recommendations in the report.

South Ribble Borough Council Website Refresh

4. Councillor Matthew Tomlinson, Cabinet Member (Finance, Property and Assets), presented a report of the Director of Customer and Digital outlining options for a refresh of the South Ribble Borough Council website. The report outlined the proposal to refresh the website by way of replacing the current Content Management System (CMS) by re-designing, with self-service and accessibility as its focus.
5. As Chorley Council are also embarking on a similar project and with both scopes being similar, a joint procurement approach seemed viable. Councillor Margaret Smith, Leader of the Opposition, objected to the waiving of the Contract Procedure Rules, However, with support from the Interim Monitoring Officer, it was explained that we were satisfied that exceptional circumstances had been demonstrated in this case.
6. Both Members and members of the public supported the proposals and the Interim Chief Executive agreed to circulate the list of companies to all Members when the award had been made. We approved the recommendations within the report.

Worden Hall Update

7. Councillor Matthew Tomlinson, Cabinet Member (Finance, Property and Assets), presented a report of the Assistant Director of Property and Housing that updated on the outcome of the consultation exercise with residents on three viable options for investment into Worden Hall. The consultation exercise had witnessed very high levels of interest and engagement and the report outlined the next steps.
8. Councillor Alan Ogilvie questioned as to why the offer from the Leyland Masonic Properties was not included as one of the options that was consulted upon. The Cabinet Member explained that the Council had acted on the advice received by the professional consultants that had been commissioned by the previous administration on the viability of the Hall and that option had not been recommended.

9. Worden Hall is considered to be a public asset that will stay in the ownership of the Council for the benefit of the community. Assurances were given that if any financial issues arose, they would be brought before Scrutiny Committee for consideration before coming back to Cabinet for decision. We approved the recommendations in the report.

110,000 Trees a Global Legacy

10. Councillor Susan Jones, Cabinet Member (Environment) presented a report of the Director of Neighbourhoods and Development that detailed the environmental benefits of planting 110,000 trees, one tree for each of our residents, and provided detail on how this would be achieved. All trees will be planted between November and March and Members were provided with a four year planting programme that outlined where and how many trees would be planted.
11. The Cabinet Member also provided assurances that the upkeep of the trees would form part of the Council's ongoing maintenance programme with the cost being met from existing revenue budgets, to be reviewed regularly. We approved the recommendations in the report.

Central Lancashire Local Plan Issues and Options

12. Councillor Bill Evans, Cabinet Member (Planning, Regeneration and City Deal), presented a report of the Director of Planning and Property that presented the Central Lancashire Local Plan Issues and Options Consultation Paper, November 2019 for approval. The report also provided details of the consultation methods and programme. The paper had been endorsed by the Central Lancashire Joint Advisory Committee and was a final version.
13. The Cabinet Member explained that residents who did not have digital access would be able to take part in the consultation by attending one of the organised drop-in sessions and that all the neighbourhood areas would be consulted upon.
14. In response to a query from Councillor Phil Smith, the Interim Chief Executive explained that this was just the first stage of the process and that a lot more consultation with Members would take place ahead of the completion of the Local Plan. We approved the recommendations within the report.

Apprentice Factory Development Plan Update

15. Councillor Bill Evans, Cabinet Member (Planning, Regeneration and City Deal), presented a report of the Director of Planning and Property that provided Members with an updated position and future proposals for the Apprentice Factory project and how this assists with implementation of Employment and Skills Plans coming forward through the planning process.
16. The Cabinet Member congratulated the work of the team, as the authority are the highest performing Council in Lancashire. It was also important to acknowledge that phase two of the project was around targeting those hard to reach people as there is

currently a gap in provision. Assurances were provided that all apprentices gain professional qualifications through the process and that the Council works hard with a number of organisations to ensure a job is available upon completion of the programme.

Standard Financial Statement

17. Councillor Aniela Bylinski Gelder, Cabinet Member (Community Engagement, Social Justice and Wealth Building), presented a report of the Director of Customer and Digital that informed of the current information from the debt service sector on the Standard Financial Statement (SFS) and the proposed use of SFS practices for Council Tax collection.
18. An additional recommendation was proposed for a review of the Council Tax Protocol which was appended to the report and Members were advised that, with consent, they can identify people that are in a vulnerable position, who would benefit from the service. We approved the recommendations within the report.

GENERAL REPORT OF THE MEETING HELD ON 13 NOVEMBER 2019

Quarter 2 Performance Monitoring Report

19. We presented a report of the Interim Chief Executive that updated on Quarter 2 performance against those programmes, projects and key performance indicators contained within the Corporate Plan. At the request of the Scrutiny Budget and Performance Panel, further information had been provided on homelessness in the Borough and what the Council is doing to alleviate it. The Panel had made a number of recommendations to the Cabinet, which we accepted in full.

Holiday Hunger Scheme

20. Councillor Mick Titherington, Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure), presented a report of the Director of Neighbourhoods and Development that provided an evaluation of a pilot project that had been delivered over the six week summer holiday period, in the Broadfield area. The report also sought to extend the project to other areas of the Borough.
21. The project contributed to the development of a sustainable approach to reducing holiday hunger in South Ribble, when children do not have access to free school meals and feedback was extremely positive. In future greater emphasis will be placed into ensuring that similar projects are aligned to make better use of resources. We approved the recommendations in the report.

Leyland Music Festival

22. Councillor Mick Titherington, Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure), presented a report of the Director of Neighbourhoods and Development that updated on progress made in the planning of a Borough music event. The report also sought approval of a £75,000 spend to secure performers and infrastructure.

23. The music festival will take place on the eve of the Leyland Festival, taking place on 19-21 June 2020, and market the two events as one, namely the Big Weekend. The Cabinet Member gave assurance that due regard would be given to all aspects of safety and car parking options, so that disruptions to residents would be kept to a minimum. We approved the recommendations in the report.

Youth Support Scheme

24. Councillor Mick Titherington, Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure), presented a report of the Director of Neighbourhoods and Development that set out a programme of proposed activity to support targeted groups of young people in South Ribble. The report proposed how programmes of activity would be set up and costed for an initial period of two years and is part of a wider initiative to support vulnerable groups using physical, social and wellbeing activity as a catalyst. The new approach is support by the local police, who have recently remodelled their Neighbourhood Policing Teams. We approved the recommendations within the report.

Approval of the Council Tax Support Scheme to be adopted for 2020/21

25. Councillor Aniela Bylinski Gelder, Cabinet Member (Community Engagement, Social Justice and Wealth Building), presented a report of the Director of Customer and Digital that provided an update on the outcome of the consultation exercise carried out with preceptors and residents in relation to proposed changes to the Council Tax Support Scheme (CTSS). The consultation will inform the proposal for introducing an amended scheme for 2020/21, along with a rationale. We approved the recommendations within the report.

Review of Investment Property Strategy

26. Councillor Matthew Tomlinson, Cabinet Member (Finance, Property and Assets), presented a report of the Assistant Director of Property and Housing that updated on a suggested approach for undertaking a strategic review on the investment property portfolio. The Council own around 700 assets across the Borough and the review would evaluate which assets should be retained or disposed of, for the benefit of residents. We approved the recommendation in the report.

Options Appraisal and Business Case for the McKenzie Arms, Bamber Bridge

27. Councillor Matthew Tomlinson, Cabinet Member (Finance, Property and Assets), presented a report of the Assistant Director of Property and Housing that updated on a development appraisal for the McKenzie Arms site for housing. The Business Case was confidentially appended to the report. An Audit on the process for the procurement of the site had been undertaken by Lancashire County Council, the results of which will be published in the New Year.
28. The new housing development would provide 15 dwellings, designed to a high environmental and energy efficiency standards and we agreed to develop to the exemplar Passivhaus scheme design, subject to obtaining planning permission by the Council. We approved the recommendations within the report.

Budget Monitoring 2019/20 – Month 6 (Sept)

29. Councillor Matthew Tomlinson, Cabinet Member (Finance, Property and Assets), presented a report of the Interim Section 151 Officer that provided an update on the Council's overall financial position as at the end of September 2019, Quarter 2 of the 2019/20 financial year. The Cabinet Member reported that the revenue outturn forecast for 2019/20 is a net saving of £515,000 which represents a variation of 3.5% of the total net budget requirement. A breakdown of how this had been achieved was provided in the report. We approved all the recommendations within the report and in response to a Member query agreed to circulate the current Investment Strategy to all Councillors.

Procurement of Fuel Contract

30. Councillor Susan Jones, Cabinet Member (Environment), presented a report of the Director of Neighbourhoods and Development that sought approval of the use of the Yorkshire Purchasing Organisation Framework for the tender of the contract for fuel oil procurement. The report also sought delegated authority for the awarding of the contract and we approved the recommendations in the report.

Preston and South Ribble Flood Defence Scheme

31. Councillor Susan Jones, Cabinet Member (Environment), presented a report of the Director of Neighbourhoods and Development that provided information on the Preston and South Ribble Flood Management Scheme. The existing flood defences were now reaching the ends of their design life and are required to be either repaired, raised or replaced. The Environment Agency have secured all the funding necessary for the scheme but the Council have been asked to look at funding some additional enhancements for the scheme, that will include a range of works to pathways, woodland and open spaces. We approved the recommendations in the report.

Central Lancashire Memorandum of Understanding on Housing Provision and Distribution

32. Councillor Bill Evans, Cabinet Member (Planning, Regeneration and City Deal) presented a report of the Director of Planning and Property that gave an update on housing numbers in relation to the Central Lancashire Local Plan. The report also sought approval to agree a Memorandum of Understanding on the approach across Central Lancashire.
33. The new Local Plan for Central Lancashire is only at an early stage with Issues and Options being consulted upon from the beginning of November 2019. It will take at least another two years for the new Plan to be adopted, therefore it is imperative to establish an interim position on housing numbers across the Central Lancashire area.
34. The Director of Planning and Property explained that prior to the meeting, the Council had received a letter from PWA Planning who had taken legal advice on the approach being taken and found it to be unlawful. It was however stressed that a decision would not be taken at the Cabinet meeting as it was a decision for full Council and the recommendation which we approved was amended to reflect this.

Vehicle Procurement

35. Councillor Mathew Tomlinson, Cabinet Member (Finance, Property and Assets) presented a confidential report of the Director of Neighbourhoods and Development that sought approval to commit capital expenditure and accept the most economically advantageous tenders for the procurement of the vehicles. We approved the recommendations in the report.

Review of Management Accountancy

36. Councillor Matthew Tomlinson, Cabinet Member (Finance, Property and Assets) presented a confidential report of the Director of Policy and Governance (Chorley Council), that briefed Members on the outcome of the review of, and amendments to, the existing shared services arrangements for finance between South Ribble and Chorley Borough Councils. We approved the recommendations in the report.

Review of Financial Systems and Exchequer Services

37. Councillor Matthew Tomlinson, Cabinet Member (Finance, Property and Assets) presented a confidential report of the Director of Policy and Governance (Chorley Council) that briefed members on a review of, and amendments to, the existing shared services arrangements for finance between South Ribble and Chorley Borough Councils. We approved the recommendations in the report.

Recommendation

38. To note the report.

COUNCILLOR PAUL FOSTER
LEADER OF THE COUNCIL

DS

South Ribble Borough Council

Council Meeting – 27 November 2019

Report of the Governance Committee

The Governance Committee met on the evening of 24 September 2019 and discuss the following items:

1. Audit Progress Report and Sector Update

Mark Heap from the Council's External Auditor, Grant Thornton, presented the audit progress report and sector update.

It was reported that Grant Thornton was working with officers to progress the financial statements audit and value for money conclusion. Following questions around the timescales involved, the November Governance Committee meeting was an indicative target date, but this could not be guaranteed as it was dependent on what came out of the audit findings work being undertaken. There was an acknowledgment that further testing or investigation might be required depending on what was found. Reassurance was provided that the delay was not due to a lack of resources.

An overview was provided on the Ministry of Housing, Communities and Local Government independent probe into local government audit, within initial recommendations due in December and final report next March.

2. Internal Audit Progress Report as at 31 August 2019

The Interim Head of Shared Assurance Services presented the internal audit progress report as at 31 August 2019. The report outlined progress against the Internal Audit Plan 2019/2020 with the audits completed, in progress and planned for the remainder of the year. It was reported that the percentage of audit plan completed for this period had not been achieved due to exceptional additional work required into certain irregularities, which could not have been planned for. There had also been some resource issues last year, but additional capacity had been provided to help deliver the audit plan.

Reassurance was provided that there were sufficient resources to undertake the audit plan and processes were in place should further resources be required. It was also reported that a report had been presented to the last Shared Services Joint Committee on reviewing the Shared Assurance function which would be brought back to the Shared Services Joint Committee in December. The long-term sickness issue in the Shared Assurance team was being resolved, with temporary resources in place until the permanent solution was implemented.

Further information was provided on the key findings from the internal audit of commercial properties which had been accepted with a follow-up internal audit planned for later in the year. Confirmation was provided that the commercial property database was fit for purpose when used effectively.

Following the Health and Safety audit reassurance was provided that the action plan produced was being implemented as a priority and taken extremely seriously by the Leadership Team. It was felt that a culture change was needed so that everyone takes responsibility for Health and Safety with robust monitoring arrangements in place.

Confirmation was provided that the minor non-material weaknesses identified in the cash and bank, treasury management and main accounting internal audits had all been rectified.

Reassurance was provided that the legacy issues currently being investigated would be reported to the Government Committee at the appropriate time.

The number of days allocated to GDPR (General Data Protection Regulations) had been exceeded as some issues had been identified and it was felt prudent to undertake a more in-depth audit into this important issue for the Council.

A commitment was provided that the Internal Audit Plan would be completed by the end of the financial year.

3. Treasury Management Annual Report 2018/2019 and June Quarter Monitoring Report 2019/2020

The Principal Financial Accountant presented a report of the Interim Section 151 Officer outlining the financing of the Council capital programme, borrowing need, treasury position and investment performance. The report also included investment strategy monitoring as at 30 June 2019. There were no concerns or issues identified and the investment returns were better than had been anticipated.

I hereby commend this report to the Council.

Councillor Ian Watkinson
Chair of the Governance Committee

Report of Scrutiny Committee

1. This report summarises the business considered at the meetings of the Scrutiny Budget and Performance Panel on 11 November 2019 and the Scrutiny Committee held on 14 November 2019

SCRUTINY BUDGET AND PERFORMANCE PANEL – 11 NOVEMBER

Quarter 2 Performance Monitoring Report

2. The Leader of the Council, Councillor Paul Foster, and the Interim Chief Executive, Gary Hall, presented a report on the performance of the Corporate Plan at the end of Quarter 2.
3. The report set out the performance against the delivery of the Corporate Plan projects and objectives that was approved in February 2019. We noted that future quarterly reports will be based upon the new Corporate Plan, as approved in September 2019.
4. We were pleased that the current timescales of 31 out of 32 projects have been met or are within the agreed targets and that Key Performance Indicators of the Corporate Plan are also performing well, with 10 succeeding and 30 marked as on-track.
5. We queried the percentage of calls to the Council's Gateway service that are abandoned before being answered. Although performance in this area was succeeding its target there is a lengthy pre-recorded message that residents must listen to when they call the council, which can cause frustration. We have asked for further information on the average length of call waiting times and a review of the pre-recorded message.
6. We were pleased that InPhase, the Council's performance monitoring system, is being implemented and that the relevant officers are receiving training on the system. It is anticipated that the system will be in use for reporting on Quarter 3 performance.
7. The report highlighted that average number of days between a Disabled Facilities Grant referral from Lancashire County Council to application is off-track. Although this was largely as a result of customers failing to provide the necessary paperwork and a lack of resources in the referrals team at Lancashire County Council, we have asked for a review of the application process to be carried out with the intention of streamlining the process where possible.
8. We also received further information on homelessness in South Ribble, as requested at the previous meeting. We were pleased to note the work undertaken by the Council's Housing Officers to prevent residents becoming homeless and commend the officers for providing support to vulnerable households.
9. We requested that the average length of stay in temporary accommodation be provided to Panel members and that an annual update on homelessness figures in South Ribble be presented to the Panel.
10. We noted the report and I thanked the Leader and Gary Hall for their attendance.

Budget Monitoring 2019/20 – Month 6 (September)

11. The Cabinet Member for Finance, Property and Assets, Councillor Matthew Tomlinson, and the Interim Section 151 Officer, Jane Blundell, presented a report on the Council's overall financial position at the end of September 2019.
12. We were informed that an underspend of £515,000 was forecasted for the end of the financial year but new budgets have been approved for a music festival in Leyland and for consultancy fees on the borough's leisure facilities. A large proportion of this underspend has come from staffing shortages. The report provided a list of vacant posts and we requested that information on length of time that these posts have been vacant be included in future budget monitoring reports.
13. We requested that a progress column be added to the Capital Programme 2019-20 Monitoring document to demonstrate the progress of these projects against their allocated budgets and spend forecasts.
14. Budgets for each My Neighbourhood Forum would be allocated in early 2020 and we welcomed the alignment of the Forum budgets with the Council's formal budget process.
15. We queried pooling arrangements for business rates and were informed that the current temporary arrangement of pooling 75% of business rate income would end and that a return to the previous arrangement had been confirmed.
16. We noted the report and I thanked Councillor Tomlinson and Jane Blundell for their attendance.

SCRUTINY COMMITTEE – 14 NOVEMBER

Leisure Partnership

17. The Cabinet Member for Health, Wellbeing and Leisure, Councillor Mick Titherington, and the Assistant Director of Projects and Development, Neil Anderson, presented a report that provided an update on the performance of the South Ribble Leisure Partnership. The Contracts Manager for South Ribble Community Leisure, Mark Snaylam, and the Chairman of the South Ribble Leisure Trust, Peter Dodd, also attended the meeting.
18. The Council has a close working relationship with the Trust and we work together on projects such as the development of the Leisure Strategy. We would, however, like to see the development of a Leisure and Public Health Strategy, which would take a more holistic, strategic and integrated approach with our partners and may include topics such as mental health, prevention and youth engagement.
19. We were pleased with the performance and achievements of the Leisure Partnership. In terms of challenges to the Partnership, the leisure industry is a competitive market and this had initially contributed to a decline in membership. We were pleased that, following significant investment in Leyland Leisure Centre and the Tennis Centre in

2017 and a review of membership rates, there had been a steady increase in customers.

20. The decentralisation of the GP referral scheme from Lancashire County Council to ABL Health had also posed a challenge to the Trust. The Partnership is considering working with the council on the scheme to provide residents with a locally-focussed approach to referrals and leisure, as ABL Health's contract is due to expire soon.
21. SERCO's contract to manage the leisure centres will expire in 2021 and the Partnership will work with the council to find the most efficient way to deliver leisure provisions to the community. We would ask that the council considers how best to work with the leisure trust on the campus project in the future.
22. A report on the findings of the consultancy firm employed to identify options for the future management of leisure centre would be presented to Cabinet in 2021 and the Scrutiny Committee would also like to be involved in the consideration of future options for the management of the leisure facilities.
23. Discussion focused on the following areas and we asked for further information to be reported back on certain topics:
 - We were pleased to hear that the leisure centres use LED lighting and movement sensors, have been awarded the Green Tick Award and have a boiler efficiency of 92% which helps to reduce their carbon footprint.
 - We asked for further information on the results of a customer satisfaction survey which was undertaken in April 2018.
 - As the expenditure has increased significantly at Leyland Leisure Centre over the last 4 years, we have asked for clarification on these increased costs.
 - We would encourage My Neighbourhood Forums to help with the Partnership's agenda by advertising events to residents and organising leisure or sports events in their respective areas, in conjunction with the council's Sports Development team.
 - The leisure centre is a big employer in South Ribble and we requested further information as to whether employees are paid a foundation living wage.
24. We noted the report and I thanked Councillor Titherington, Neil, Mark and Peter for their attendance.

Worden Hall Update

25. The Cabinet Member for Finance, Property and Assets, Councillor Matthew Tomlinson, and the Assistant Director of Property and Housing, Peter McHugh, presented a report which provided an update on the progress of the Worden Hall project.
26. A review is underway for an enhanced option 1 following public consultation, which would comprise of community use and a small wedding and events venue. Officers would meet with the consultants for the project in November and December to

establish an approach, implementation plan and costings for the project and a report on this would be provided to Cabinet in January 2020.

27. Discussion focused on the following areas and we asked for further information to be reported back on certain topics:

- Events and opportunities for the Hall and the park to work together on events were acknowledged. Clear responsibilities and permissions would be established for those working in both the Hall and the park to mitigate any potential conflict.
- We were pleased to hear that the Hall could be used by a wide variety of people for a range of events such as birthday parties or community events and, whilst there is potential for the project to make a profit in its first year, members and officers involved on the project would be content to breakeven in the first year.
- The continuation of public consultation was queried. There is no requirement to undertake further formal consultation and progress would be shared through the council's communications channels to inform residents of the developments in the project.
- We were pleased to hear that My Neighbourhood Forum members can help to influence and shape the project once the approach is agreed and thanked Councillor Tomlinson for his offer to work with the members of the Leyland Neighbourhood Forum.

28. We noted the consultation process which has been undertaken, the feedback from Cabinet and the next steps in bringing Worden Hall back into use and I thanked Councillor Tomlinson and Peter for their attendance.

Recommendations

That Council note the report.

COUNCILLOR DAVID HOWARTH
CHAIR OF THE SCRUTINY COMMITTEE

CL

REPORT TO	ON
COUNCIL	Wednesday, 27 November 2019



TITLE	PORTFOLIO	REPORT OF
Member Development Update	Leader of the Council	Assistant Director of Scrutiny and Democratic Services

Is this report confidential?	No
------------------------------	----

PURPOSE OF THE REPORT

1. To provide Members with an update on the work undertaken by the Member Development Steering Group since its creation at full Council on the 24 July 2019.

PORTFOLIO RECOMMENDATIONS

2. Members are asked to note the contents of the report.

CORPORATE OUTCOMES

3. The report relates to the following corporate outcomes:

Excellence, Investment and Financial Sustainability	
Health, Wellbeing and Safety	
Place, Homes and Environment	

Projects relating to People in the Corporate Plan:

Our People and Communities	X
----------------------------	---

BACKGROUND TO THE REPORT

4. The Member Development Steering Group was created by full Council on the 24 July to champion the development of Members and help the Council retain the North West Charter for Elected Member Development.
5. Since its creation the Member Development Steering Group has met twice and already made progress developing the work programme for the steering group.

NORTH WEST EMPLOYERS MEMBER DEVELOPMENT CHARTER

6. The Member Development Steering Group was joined at its first meeting by a Director at North West Employers.
7. Members of the Steering Group were advised that South Ribble Borough Council had been awarded Level 1 in 2005 and 2012.
8. In order to achieve the Level 1 review the Council would need to demonstrate a clear commitment to Councillor Development, promote learning and development opportunities and have a Councillor led approach to learning and development.
9. Member's received the information on the Member Development Charter positively and were of the view that we should work towards securing a Level 1 review with an ambition for achieving level 2 at the appropriate time.
10. At the meeting on 25 October 2019 Members discussed the Charter in more detail and considered the declaration of commitment, which is the first step for working towards level 1 review. The Leader, Councillor Paul Foster, on behalf of the Council signed the declaration of commitment with Members of the Steering Group agreement.
11. At future meetings work will be undertaken to identify the work needed, not only to achieve a Level 1 review but to ensure we as a Council are supporting our Members effectively in carrying out their role. Once a fully developed member development programme has been established and Member development is fully embedded, the Council will be able to apply for its Level 1 review.

WORK COMPLETED

12. Mandatory safeguarding training has now been completed with 37 Members attending their scheduled session, a mop up session will be provided shortly for the 13 Members who were unable to attend.
13. Due to the serious implications for the Council if the General Data Protection Rules (GDPR) are breached, officers are planning mandatory GDPR training for Members to be delivered in January 2020.
14. Following feedback from the Steering Group a training session had also been delivered on the Corporate Governance of the Council providing Members with information on how decisions are made. This session has also been added to the Member Induction programme, and will be provided to any newly elected Councillor in-between Borough elections.
15. Following completion of the Member Induction a feedback survey had been created and sent to all Members electronically, with a paper copy being placed in Pigeon Holes.
16. The Member Induction programme has also been updated to include a mock Council meeting, with any newly elected Councillor will be invited in prior to the meeting to be shown the room layout and be provided with information on how the meeting works.
17. All Members will now receive a monthly email detailing all training sessions being provided both internally and externally. Any advertisement for training events will have a consistent approach and will include information such as start time, duration, location and target audience.

FUTURE WORK

- 18.** Future work of the Member Development Steering Group will include the development of Member Development Strategy. This will set out the Council's commitment to Member Development and provide details on how training would be provided and what the Council would like to achieve, this will be aligned to the Council's Corporate Plan.
- 19.** Following agreement of the Member Development Strategy, Personal Development Plans will be undertaken for all Members to identify both skills and knowledge needs for Members. These Plans will form the basis of a training needs analysis which will influence the Member Development Programme moving forwards.
- 20.** In order for the Council to be successful in achieving the Level 1 Review it is important that Member's actively engage and influence what the Member Development Programme provides.

AIR QUALITY IMPLICATIONS

- 21.** There are no air quality implications as a result of this report.

EQUALITY AND DIVERSITY IMPACT

- 22.** All relevant Equality implications need to be identified.

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 23.** There is an annual budget to fund member training and development costs.

COMMENTS OF THE MONITORING OFFICER

- 24.** It is imperative that Members are provided with timely training to ensure that they are aware of their legal duties. The development of the Member Development Strategy and the Personal Development Plans will identify both the skills and knowledge needs for Members.

Darren Cranshaw
Assistant Director of Scrutiny and Democratic Services

Report Author:	Telephone:	Date:
Coral Astbury (Democratic and Member Services Officer)	01772 625308	11 November 2019

This page is intentionally left blank

REPORT TO	ON
COUNCIL	Wednesday, 27 November 2019



TITLE	PORTFOLIO	REPORT OF
Trade Union Voluntary Recognition	Leader of the Council	Interim Chief Executive

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

PURPOSE OF THE REPORT

1. To ask members to support the proposed Voluntary Recognition Agreement with Unison

PORTFOLIO RECOMMENDATIONS

2. To support the Voluntary Recognition Agreement that is proposed between the Council and Unison

REASONS FOR THE DECISION

3. The Council has had a long standing working relationship with Unison. This agreement details and clarifies the current and intended ways of working in partnership between the Council and Unison through a Voluntary Recognition Agreement.

CORPORATE OUTCOMES

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

Excellence, Investment and Financial Sustainability	
Health, Wellbeing and Safety	x
Place, Homes and Environment	

Projects relating to People in the Corporate Plan:

Our People and Communities	x
----------------------------	---

BACKGROUND TO THE REPORT

5. South Ribble Borough Council has for many years had a working relationship with Unison, but this arrangement has never been formally adopted and recognised.
6. There are clear organisational advantages for Trade Union recognition and therefore this Voluntary Recognition Agreement should be considered to be a positive and significant marker in strengthening and supporting the working relationship between the Council and Unison.

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

7. There is a statutory recognition procedure available to trade union that has been available in the UK since June 2000, and is available for trade unions that can demonstrate that at least 10% of the workers are in the bargaining unit. (For South Ribble Borough Council the bargaining unit would include all the Council's employees). However, the most common form of trade union recognition is through voluntary agreement.
8. Currently there are 153 Unison members employed by South Ribble Borough Council, this represents 55% of the workforce.
9. A thriving, well-run organisation is good for the workforce and therefore trade Unions want to see the Council doing well. Trade union recognition has many advantages for both employers and employees.
 - Helping to improved communication between employer and employees
 - Improve working conditions, practices and policies & procedures
 - Helping with safety issues, so that few days are lost as a result of work relation injuries and occupational illnesses
 - Organising training and development, including access to government funds
 - Sharing responsibility for decisions.

10. These factors help to reduce staff turnover, increase staff morale and improve productivity and commitment. The involvement of union representative in managing employee issues can help with the early identification and resolution of problems. Therefore this can stop cases escalating to become time consuming and potentially expensive employment tribunal issues.
11. TUC General Secretary, Brendan Barber, stated that recognising a union means being recognised as a good employer: 'Good employers have nothing to fear from trade unions and everything to gain.'
12. Staff who are non-union members also benefit from an effective working partnership between the organisation and the Trade Unions.

Voluntary Recognition Agreement process

13. When adopting a voluntary agreement, there is no formal or prescribed way in which this is agreed. Unison has suggested a model agreement, this was further developed to document and express the working arrangement that have been in place between the Council and the Union for many years.
14. There has been no significant changes to the way the Council and Unison work together, however communication is now formalised with the introduction of a regular Joint Consultative Committees between Leadership and Unison representatives.

15. As the agreement will be entered into voluntarily it can be amended at any time

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

16. There has been no consultation, other than with Unison branch members. However, by adopting the Voluntary Recognition agreement it will reinforce to staff that the Council Leadership is open to consultative and transparent discussions. This in turn builds trust and improves morale.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

17. No alternative options are applicable

AIR QUALITY IMPLICATIONS

18. There are no air quality implications

RISK MANAGEMENT

19. As this is a voluntary agreement it can be amended at any time. The agreement is not legally binding and therefore there is no organisational risk to adopting the agreement. By not recognising the union there is a risk to undermine the trust and confidence of staff and Union members.

EQUALITY AND DIVERSITY IMPACT

20. There are no Equality and Diversity Impact

COMMENTS OF THE STATUTORY FINANCE OFFICER

21. There are no financial implications linked to the voluntary recognition agreement.

COMMENTS OF THE MONITORING OFFICER

22. There are no concerns from a Monitoring Officer perspective. It is difficult to see any legal risks associated with this. In any way it is a voluntary arrangement that can be amended or brought to an end if required.

There are no background papers to this report)

APPENDICES

Appendix A –Voluntary Recognition Agreement

LT Member's Name
Interim Chief Executive

Report Author:	Telephone:	Date:
Gail Collins (Interim HR Manager)	01772 625268	08/11/2019

VOLUNTARY RECOGNITION AGREEMENT

between

South Ribble Borough Council

Civic Centre

West Paddock

Leyland PR25 1DH

and

UNISON

UNISON South Ribble Local Government Branch

Branch No 6386

Civic Centre

West Paddock

Leyland PR25 1DH

1. DEFINITION OF TERMS

In this Agreement:-

The Organisation - refers to The Council

The Union refers to the South Ribble Local Government Branch of UNISON (6386)

Staff refers to all employees of the Organisation.

2. COMMENCEMENT DATE

This Agreement commences on _____

3. OBJECTIVES

3.1 This Agreement applies to all employees of the Council who are employed by the Council. The term Council includes any wholly owned companies, subsidiaries and trading companies of the South Ribble Borough Council. The Agreement covers any future acquisitions, amalgamations or mergers unless the acquisitions etc. are already covered by an existing recognition agreement which continues by law.

3.2 In drawing up this agreement, the Organisation and the Union recognise that the Organisation exists to fulfil its aims and objectives.

3.3 The purpose of this agreement is to determine trade union recognition and representation within the organisation and establish a framework for consultation and collective bargaining.

3.4 The parties have identified common objectives they wish to pursue and achieve.

These are:

3.5 To ensure that employment practices in the Organisation are conducted to the highest possible standards;

3.6 To enhance effective communication with all Staff throughout the organisation;

3.7 To achieve greater participation and involvement of all members of staff on the issues to be faced in running and developing the Organisation

3.8 To ensure that equal opportunities are offered to staff or prospective staff and that the treatment of staff will be fair and equitable in all matters of dispute.

4. GENERAL PRINCIPLES

4.1 The Organisation and the Union accept that the terms of this agreement are binding in honour upon them but do not constitute a legally enforceable agreement.

4.2 The Union recognises the Organisation's responsibility to plan, organise and manage the work of the Organisation in order to achieve the best possible results in pursuing its overall aims and objectives.

4.3 The Organisation recognises the Union's responsibility to represent the interests of its members and to work for improved terms and conditions of employment for them.

4.4 The Organisation encourages employees to become and remain members of an appropriate union in accordance with this agreement.

4.5 The Organisation and the Union recognise their common interest and joint purpose in furthering the aims and objectives of the organisation and in achieving reasonable solutions to all matters which concern them. Both parties declare their commitment to maintain good industrial relations.

4.6 The Organisation and the Union accept the need for joint consultation and collective bargaining in securing their objectives. They acknowledge the value of up to date information on important changes which effect employees of the Organisation.

5. UNION REPRESENTATION

5.1 The Organisation recognises the Union as the trade union with which it will consult and negotiate with in all matters set out in Clause 7.4 of this agreement.

5.2 The Organisation recognises the Union as the body representing Staff for the purposes of informing and consulting the workforce. Informing and consulting employees will take place through UNISON representatives.

5.3 The Organisation accepts that the Union's members will elect representatives in accordance with their Union rules to act as their spokespersons in representing their interests.

5.4 The Union agrees to inform the organisation of the names of all elected representatives in writing within five working days of their election and to inform the organisation in writing of any subsequent changes, each time within five working days of the change having taken

place. Persons whose names have been notified to the organisation shall be the sole representatives of the UNISON membership, and the representatives of Staff for the purposes of information and consultation.

5.5 The organisation recognises that Union representatives fulfil an important role and that the discharge of their duties as Union representatives will in no way prejudice their career prospects or employment with the organisation.

5.6 The organisation will inform all new employees of this agreement and will encourage them to join the union and provide facilities for them to talk to a workplace representative as part of their induction procedure. The organisation will allow Unison information to be included in their starter packs.

5.7 The organisation will undertake the check -off of trade union subscriptions for any employee requesting this facility.

5.8 It is recognised good practice to allow union representatives to represent employees at informal stages of a dispute/investigation that could lead to formal action. This could help with future conflict and assist with early reconciliation.

6. UNION MEETINGS AND OTHER FACILITIES

6.1 Meetings of Union members may be held on the organisation's premises either inside or outside working hours and there shall be no restriction on the frequency or duration of such meetings. Such meetings will be open to all staff members who are members of UNISON.

6.2 Where necessary for the purposes of informing and consulting the workforce, meeting of Staff may be organised by the Union on the organisation's premises inside and outside working hours. Such meetings will be open to all employees.

6.3 Union meetings may be held on the organisation's premises inside and outside working hours provided that prior consent for such meetings shall be obtained from the organisation by the Union.

Such consent shall not be unreasonably be withheld. The Union shall provide the organisation with a timetable of regular Union meetings or give at least three working days' notice of the intention to hold a meeting.

6.4 The organisation agrees to provide defined facilities to the Union representatives to enable them to discharge their duties including: provision of secure office space (In a small authority this can be a lockable filing cabinet) a notice board; reasonable use of equipment such as telephones, photocopiers, and PCs; reasonable accommodation for meetings and trade union education, and reasonable access to administrative support and secretarial services.

6.5 Subject to the agreement of the organisation, Union representatives will be granted special leave without loss of pay to attend training courses run by the Union or other appropriate bodies which are relevant to the discharge of their Union duties.

6.6 Union representatives will be permitted to take reasonable paid time off during working hours to enable them to carry out their duties under this agreement. If duties cannot be carried out as part of the normal working day as much notice as possible will be given of the need to take time off. Any dispute shall be referred to the Joint Negotiating and Consultation Committee (can also be referred to as the JCC) (as defined in clause 7.1) for agreement.

6.7 Subject to reasonable prior notice and the consent of the organisation, which shall not unreasonably be withheld, Union representatives will be permitted reasonable time off during working hours for the purpose of taking part in Trade Union activity, paid and unpaid. If disputes occur with this arrangement it should be referred to the JCC.

6.8 All Union representatives must record, on the HFX time recording system, paid time off for union duties and union activities. A note of unpaid activities should be recorded and submitted annually. This allows the organisation to be able to comply with reporting and publishing facility time data under the Trade Union Facility Time Publication Requirements Regulations 2017.

7. JOINT NEGOTIATING AND CONSULTATION COMMITTEE

7.1 The Organisation and the Union agree to set up a Joint Negotiating and Consultation Committee (JNCC or JCC) consisting of representatives of both sides.

7.2 The JNCC (JCC) shall be governed by a written constitution,

7.3 The functions of the JNCC shall include:-

7.3.1 Information

The organisation undertakes to supply the Union with the necessary information for it to carry out effective consultation and negotiation. This shall include the organisation's employment policies and procedures and proposed amendments and additions.

The organisation will additionally supply information on recent and probable developments of the organisation and its economic situation.

7.3.2 Consultation

Consultation - to exchange views with a view to reaching consensus.

Consultation involves actively seeking and taking account of, as well as listening to the views of employees and must therefore take place before decisions are made. Consultation requires a free exchange of ideas and views affecting the interests of employees and the organisation. Meaningful consultation depends on those being consulted having adequate information and time to consider it. It is important to remember that merely providing information does not constitute consultation.

To have proper consultation with Staff to enable feedback and discussion before decisions are taken concerning matters directly affecting the interests of the Staff as set out under Clause 7.4 below.

The organisation will additionally consult on the current situation, structure and probable development of employment in the undertaking, especially any threat to employment and on changes in work organisation or contractual relations, including redundancies and transfers.

7.3.3 Negotiation

Negotiation - Discussion with a view to reaching agreement and avoiding disputes. It is the process by which the employer and the recognised trade union seek to reach agreement through negotiation on issues such as pay and terms and conditions of employment.

To negotiate and reach agreement on all issues pertaining to the matters set out under Clause 7.4 below.

7.4 The following matters shall be the subject of consultation and negotiation:-

Terms and conditions of employment

Pay awards

Job descriptions

Job grading and job evaluation

Hours of work

Holiday and sickness arrangements

Pensions

Overall salary structure

Health and safety

Equal opportunities policies

New technology

Working practices, new equipment and techniques

Training

Recruitment

Staff amenities

Redundancy and redeployment

Disciplinary, grievance, capability and procedures

Contracting out

Reorganisation of staff and relocation of offices

Any other item which both sides agree to refer

8. GRIEVANCES AND DISCIPLINE

8.1 The organisation recognises the Union's right to represent the interests of all or any of its members at all stages during grievance and disciplinary procedures and to call in Union representatives who are not employees of the organisation wherever this is considered appropriate.

8.2 The organisation undertakes to inform the Union representatives immediately of the name of any UNISON staff member faced with disciplinary action to enable the Union to make appropriate arrangements for representation. This information will be limited to the name of the member only.

8.3 If a member of UNISONS branch executive is faced with disciplinary action this must be notified to the branch as quickly as possible as this will involve UNISON regional representation

8.4 Union representatives will be permitted to spend reasonable paid time inside working hours to discuss grievance or disciplinary matters with affected employees, and to prepare their case.

8.5 In order to resolve collective disputes arising from a failure to agree in the negotiating forum, there shall be a timetable of meetings, involving representatives of the management committee, to seek to resolve any dispute. These meetings should be undertaken in a timely manner and should not create unreasonable delay.

9. VARIATIONS

9.1 This Agreement may be amended at any time with the consent of both parties.

10. TERMINATION

10.1 The Agreement shall not terminate except by mutual consent.

SIGNED For South Ribble Borough Council

NAME.....

DATE

SIGNED for UNISON South Ribble Local Government Branch

NAME.....

DATE

REPORT TO	ON
COUNCIL	27 NOVEMBER 2019



TITLE	PORTFOLIO	REPORT OF
Review of Polling Districts and Polling Places	Leader of the Council	Assistant Director of Scrutiny and Democratic Services

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?	Yes
Is this report confidential?	No

PURPOSE OF THE REPORT

1. This review, which local authorities are required to undertake every five years, refers to the review of polling districts and details the proposals for the polling places which will be used for all future elections from the Police and Crime Commissioner elections to be held on 7 May 2020.

PORTFOLIO RECOMMENDATIONS

2. That the polling districts and polling places as indicated in Appendix 1 attached to this report be confirmed.
3. That the Chief Executive be authorised to determine any unforeseen changes to polling places which become necessary for future elections.

REASONS FOR THE DECISION

4. Every five years local authorities are required to undertake a review of all polling districts and polling places and the next review has to be completed by 31 January 2020. The review seeks to ensure that all electors have reasonable facilities for voting in elections and every polling place is accessible to electors who are disabled.

EXECUTIVE SUMMARY

5. The new polling districts and polling places will come into effect for all future elections from the Police and Crime Commissioner elections to be held on 7 May 2020.
6. When undertaking the review consideration had to be given to the existing Parliamentary, County, Borough ward and Parish/Town Council boundaries. In addition, all polling places must be designated so that they are within easy reach of all electors from across the polling district. The electorate figures used were the current electoral figures available but took account of any potential development to be completed within the next five years.

CORPORATE OUTCOMES

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

Excellence, Investment and Financial Sustainability	
Health, Wellbeing and Safety	X
Place, Homes and Environment	

Projects relating to People in the Corporate Plan:

Our People and Communities	X
----------------------------	---

BACKGROUND TO THE REPORT

8. Council last considered a report concerning polling districts and polling places in January 2015. Therefore, a review needs to be undertaken before the end of January 2020.

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

9. The proposals recommend changes to polling places/polling districts within Broadfield, Broad Oak, Buckshaw & Worden and Howick & Priory wards. The other 19 wards remain unchanged.
10. As part of the review, a new polling place was required in the Buckshaw & Worden Ward following the demolition of Wellington Park and there is a proposal to stop using an existing polling place within the Broadfield Ward. The report also proposes changes to polling districts within the Broadfield, Broad Oak and Howick & Priory Wards. Detailed reasons for all these proposals are contained within Appendix 2.
11. As the review is being undertaken, officers have also taken the opportunity to amend the polling district codes. These codes were designed to try and assist with understanding the new wards following the Review of Ward Boundaries which were introduced in 2015. The new codes are contained within Appendix 1.

12. From time to time changes are required to polling places before the next review is undertaken e.g. buildings being demolished or no longer being available. To deal with such situations it is requested that the Chief Executive continues to be authorised to determine any unforeseen changes to polling places which become necessary for future elections.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

13. A consultation exercise has been undertaken with the public, borough councillors and neighbouring councils affected by the proposals. The consultation period ran from 14 August 2019 to 25 October 2019.
14. The proposals have also been available on the Council's website for members of the public to comment on or propose alternative polling places.
15. Three responses were received, with no objections to the proposals. However, one suggested the Civic Centre as an alternative to Prospect House for Buckshaw & Worden Ward. As the Civic Centre is further away from the majority of electors, and other venues were more suitable, it was not considered a suitable option.
16. All councillors were consulted regarding the proposed polling places and polling districts within their current wards. 29 out of the 49 councillors responded to the consultation but raised no objections.
17. Part of South Ribble borough falls within the Ribble Valley Parliamentary Constituency and therefore Ribble Valley Borough Council were consulted. They raised no objections to the proposals.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

18. As this review has to be undertaken by all local authorities every five years the council must undertake a review of polling districts and polling places.

AIR QUALITY IMPLICATIONS

19. Not applicable

RISK MANAGEMENT

20. The council would be failing to meet its statutory obligations if appropriate polling places are not designated.

EQUALITY AND DIVERSITY IMPACT

21. The proposed polling places have been inspected to ensure that they provide fair access for all.

RELEVANT DIRECTORS RECOMMENDATIONS

22. As recommended in paragraphs 2 and 3.

COMMENTS OF THE STATUTORY FINANCE OFFICER

23. The review has been undertaken from within existing resources and there are no financial implications.

COMMENTS OF THE MONITORING OFFICER

24. There is a statutory requirement contained in the Representation of the People Act 1983 (Section 18) to formally designate polling places.

BACKGROUND DOCUMENTS

There are no background papers to this report.

APPENDICES

Appendix 1 – Proposed Schedule of Polling Districts and Polling Places
Appendix 2 – Review of Polling Districts and Polling Places

Darren Cranshaw
Assistant Director of Scrutiny and Democratic Services

Report Author:	Telephone:	Date:
James Wallwork Electoral Services Officer	01772 625306	1 November 2019

SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES 2019

BAMBER BRIDGE EAST

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
RV14-BBE3	BBE3	St Aidan's Parish Church Hall	569	489	80	Single	Polling district code to be amended.
RV15-BBE2	BBE2	St Aidan's Parish Church Hall	1554	1282	272	Single	Polling district code to be amended.
RV16-BBE1	BBE1	Bamber Bridge Methodist Church	1279	1056	223	Single	Polling district code to be amended.

BAMBER BRIDGE WEST

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
RV12-BBW1	BBW1	Bamber Bridge Catholic Club	2235	1899	336	Double	Polling district code to be amended.
RV13-BBW2	BBW2	Bamber Bridge Methodist Church	862	752	130	Single	Polling district code to be amended.

BROADFIELD

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
SR09-B1	BR1	Northbrook Primary School	2489	2042	447	Double	Polling district code to be amended. Both polling districts to be combined with all electors voting at St Mary's Priory Club
SR10-B2		St Mary's Priory Club	1265	1034	231	Single	

BROAD OAK

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
SR20-BO1	BO1	Cop Lane CE Primary School	2764	2087	677	Double	Polling district code to be amended. Both polling districts to be combined with all electors voting at Cop Lane CE Primary School
SR21-BO2		Woodcroft Close Community Centre	797	606	191	Single	

BUCKSHAW & WORDEN

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
SR01-BW1	BW1	Wellington Park	1935	1305	630	Single	Polling district code to be amended. Prospect House to be the new polling place.
SR02-BW2	BW2	Buckshaw Village Community Centre	1823	1491	332	Single	Polling district code to be amended.

CHARNOCK

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
SR26-C1	CH1	Penwortham Community Centre	1256	998	258	Single	Polling district code to be amended.
SR27-C2	CH1	Moor Hey School	1677	1350	327	Single	Polling district code to be amended.

COUPE GREEN & GREGSON LANE

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
RV17-CGGL1	CGGL1	Walton-le-Dale Young People's Centre	765	611	154	Single	Polling district code to be amended.
RV18-CGGL2	CGGL2	Gregson Green Community Centre	1633	1344	289	Single	Polling district code to be amended.
RV19-CGGL3	CGGL3	Coupe Green Primary School	1064	866	198	Single	Polling district code to be amended.

EARNSHAW BRIDGE

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
SR11-EB1	EB1	Leyland Baptist Church	2023	1607	416	Single	Polling district code to be amended.
SR12-EB2	EB2	Bolton Croft Community Centre	1480	1183	297	Single	Polling district code to be amended.

FARINGTON EAST

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
SR35-FE3	FE3	St Ambrose Church Hall	560	463	97	Single	Polling district code to be amended.
RV02-FE1	FE1	Farington Primary School	2253	1847	406	Double	Polling district code to be amended.
RV03-FE2	FE2	Farington Primary School	427	323	104	Single	Polling district code to be amended.

FARINGTON WEST

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
RV01-FW	FW1	St Paul's Church Hall	3090	2438	652	Double	Polling district code to be amended.

HOOLE

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
SR28-H1	HO1	Walmer Bridge Village Hall	1777	1468	309	Single	Polling district code to be amended.
SR29-H2	HO2	Hoole Village Memorial Hall	1614	1354	260	Single	Polling district code to be amended.

HOWICK & PRIORY

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
SR17-HP1	HP1	St Teresa's Parish Centre	3009	2422	587	Double	Polling district code to be amended.
SR18-HP2	HP2	Penwortham United Reformed Church	1406	1088	318	Single	Polling district code to be amended. Both polling districts to be combined with all electors voting at Penwortham United Reformed Church
SR19-HP3		Penwortham United Reformed Church	1112	875	237	Single	

LEYLAND CENTRAL

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
SR03-LC1	LC1	Leyland Methodist Church Hall	1097	910	187	Single	Polling district code to be amended.
SR04-LC2	LC2	Leyland Pentecostal Church	909	738	171	Single	Polling district code to be amended.
SR05-LC3	LC3	Prospect House	1568	1268	300	Single	Polling district code to be amended.

LONGTON & HUTTON WEST

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
SR30-LHW1	LHW1	Longton Methodist Church	2582	1978	604	Double	Polling district code to be amended.
SR31-LHW2	LHW2	Longton St Andrew's Parish Hall	1347	1038	309	Single	Polling district code to be amended.
SR32-LHW3	LHW3	Hutton Village Hall	729	578	151	Single	Polling district code to be amended.

LOSTOCK HALL

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
RV04-LH1	LH1	Our Lady & St Gerard's Parochial Centre	2362	1862	500	Double	Polling district code to be amended.
RV05-LH2	LH2	St James Church Hall	1880	1451	429	Single	Polling district code to be amended.
RV06-LH3	LH3	Lostock Court Community Centre	942	812	130	Single	Polling district code to be amended.

MIDDLEFORTH

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
SR22-M1	MI1	Woodcroft Close Community Centre	1045	843	202	Single	Polling district code to be amended.
SR23-M2	MI2	St Mary Magdalen Parish Hall	1605	1318	287	Single	Polling district code to be amended.
SR24-M3	MI3	St Leonard's Church Hall	1363	1103	260	Single	Polling district code to be amended.
SR25-M4	MI4	Penwortham Community Centre	1492	1303	189	Single	Polling district code to be amended.

MOSS SIDE

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
SR13-MS1	MS1	Moss Side Community Centre	2888	2330	558	Double	Polling district code to be amended.
SR14-MS2	MS2	Moss Side Community Centre	237	179	58	Combined with the 2 nd station of SR13-MS1	Polling district code to be amended.

NEW LONGTON & HUTTON EAST

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
SR33-NLHE1	NLHE1	Hutton Village Hall	1154	856	298	Single	Polling district code to be amended.
SR34-NLHE2	NLHE2	New Longton Village Hall	2433	1912	521	Double	Polling district code to be amended.
RV23-NLHE3	NLHE3	New Longton Village Hall	177	138	39	Single	Polling district code to be amended.

SAMLESBURY & WALTON

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
RV20-SW1	SW1	Walton-le-Dale Community Centre	1016	852	164	Single	Polling district code to be amended.
RV21-SW2	SW2	Higher Walton Community Centre	1201	1059	142	Single	Polling district code to be amended.
RV22-SW3	SW3	Samlesbury War Memorial Hall	981	757	224	Single	Polling district code to be amended.

SEVEN STARS

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
SR15-SS1	SS1	Lowerhouse Community Centre	1665	1281	384	Single	Polling district code to be amended.
SR16-SS2	SS2	The Place	1488	1279	209	Single	Polling district code to be amended.

ST AMBROSE

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
SR06-SA1	SA1	Leyland Methodist Church Hall	1231	1032	199	Single	Polling district code to be amended.
SR07-SA2	SA2	St Ambrose Church Hall	1061	898	163	Single	Polling district code to be amended.
SR08-SA3	SA3	Wrights Fold Community Centre	986	844	142	Single	Polling district code to be amended.

WALTON-LE-DALE EAST

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
RV10-WDE1	WDE1	Walton-le-Dale Primary School	1223	969	254	Single	Polling district code to be amended.
RV11-WDE2	WDE2	Bamber Bridge Pentecostal Church	2224	1786	438	Single	Polling district code to be amended.

WALTON-LE-DALE WEST

Polling District Code (Current)	Polling District Code (Proposed)	Polling Place	Total Electors	Voters In Person	Postal Voters	Polling Stations	Proposed Change(s)
RV07-WDW1	WDW1	The Hunters Public House	565	438	127	Single	Polling district code to be amended.
RV08-WDW2	WDW2	The Hunters Public House	1380	1044	336		Polling district code to be amended.
RV09-WDW3	WDW3	St Leonard's CE Primary School	1399	1129	270	Single	Polling district code to be amended.

REVIEW OF POLLING STATIONS

BAMBER BRIDGE EAST

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
RV14-BBE3	569	80	489	St Aidan's Parish Church Hall	Single
RV15-BBE2	1554	272	1282	St Aidan's Parish Church Hall	Single
RV16-BBE1	1279	223	1056	Bamber Bridge Methodist Church	Single

Parliamentary Constituency

All three polling districts are in the Ribble Valley Parliamentary Constituency.

County Division

RV14-BBE3 and RV16-BBE1 are in the South Ribble East County Division. RV15-BBE2 is within the Lostock Hall & Bamber Bridge County Division.

Parish

None of the polling districts are within a parish.

Existing Polling Places

Both polling places are very good venues with good access and parking.

Suitable Alternative Polling Places

Bamber Bridge Leisure Centre, The Coppice School, Bamber Bridge St Aidan's CE Primary School, Cuerden Church School and Cumberland School.

Walton-le-Dale Young People's Centre is within this ward but is on the boundary with Coupe Green & Gregson Lane Ward. It is currently used for polling district RV17-CGGL1 and it would not be suitable to use as a double station.

Electors

The number of people voting at each polling place are within the acceptable levels.

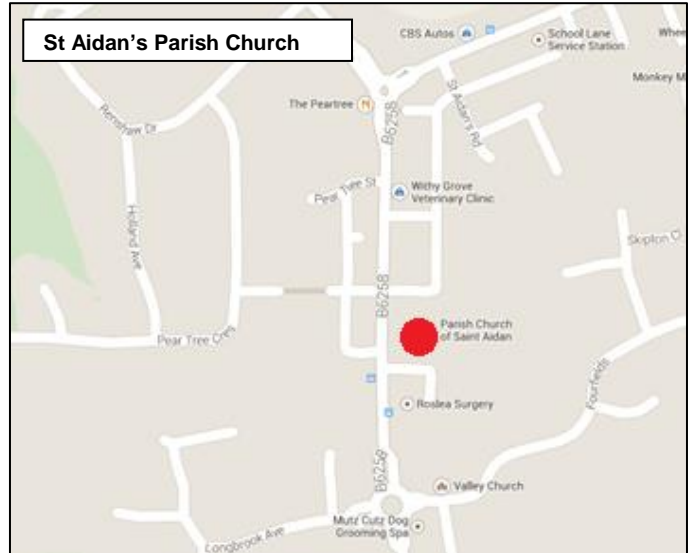
Proposed Development

There is no development proposed in polling districts RV14-BBE3 and RV15-BBE2. In RV16-BBE1 there are 151 properties (257 electors) proposed to be developed by 2024.

Recommendation

Polling Districts - The ward is currently split into three polling districts. Bamber Bridge Methodist Church covers the southern part of the ward and the two polling districts to the north are within different County divisions. The number of electors voting in person at each polling station is acceptable, and the proposed development would not impact on this. Therefore, it is recommended that no changes are required to the polling districts.

Polling Places - Both existing polling places are very good and none of the alternative venues would be as suitable as the existing polling places and therefore, it is recommended that St Aidan's Parish Church Hall and Bamber Bridge Methodist Church continue to be used as the polling places for Bamber Bridge East.



BAMBER BRIDGE WEST

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
RV12-BBW1	2235	336	1899	Bamber Bridge Catholic Club	Double
RV13-BBW2	862	130	752	Bamber Bridge Methodist Church	Single

Parliamentary Constituency

Both polling districts are in the Ribble Valley Parliamentary Constituency.

County Division

Both polling districts are within the Lostock Hall & Bamber Bridge County Division.

Parish

Neither of the polling districts are within a parish.

Existing Polling Places

Both polling places are very good venues with good access and parking.

Suitable Alternative Polling Places

Bamber Bridge Football Club and St Mary's & St Benedict's RC Primary School. The council moved away from the school in 2015 to the Catholic Club.

Electors

The number of people voting at each polling place are within the acceptable levels.

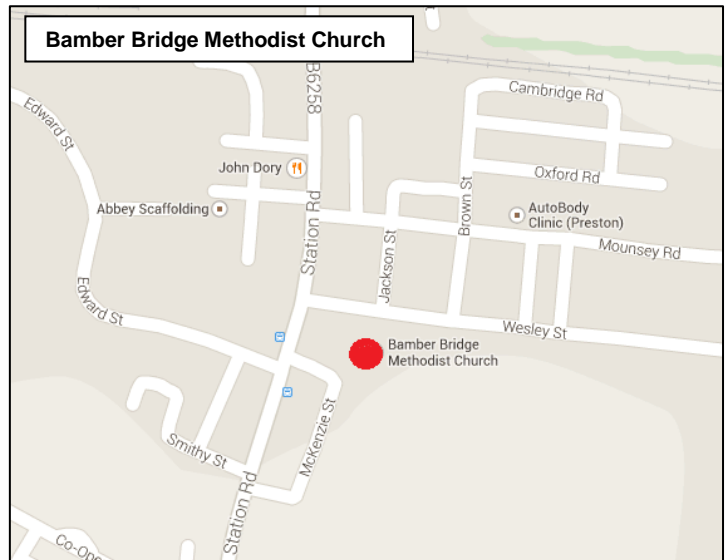
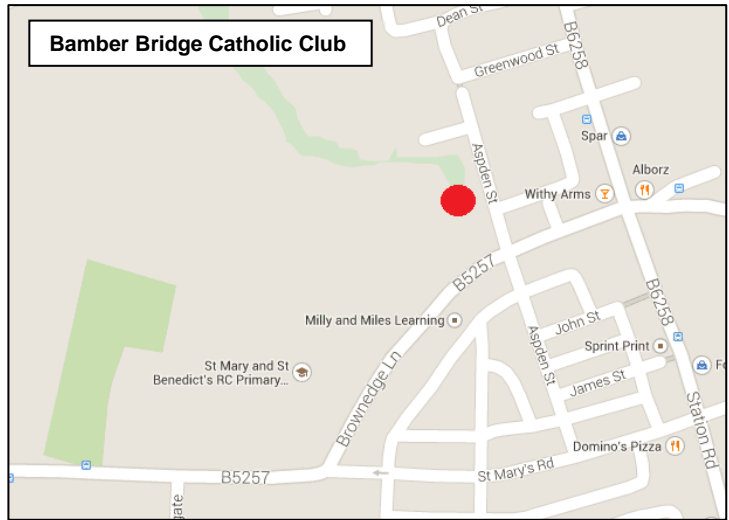
Proposed Development

In RV12-BBW1 there are 70 properties (119 electors) proposed to be developed by 2024. In RV13-BBW2 there are 18 properties (37 electors) proposed to be developed by 2024.

Recommendation

Polling Districts - The ward is currently split into two polling districts with Bamber Bridge Catholic Club covering the north of the ward and Bamber Bridge Methodist Church covering the south. Both polling districts are within different County Divisions and the proposed development would still mean that the number of electors voting in person at each polling station is acceptable, so it is recommended that no changes are required to the polling districts.

Polling Places - Both existing polling places are very good and none of the alternative venues would be as suitable as the existing polling places and therefore, it is recommended that Bamber Bridge Catholic Club and Bamber Bridge Methodist Church continue to be used as the polling places for Bamber Bridge West.



BROADFIELD

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
SR09-B1	2489	447	2042	Northbrook Primary School	Double
SR10-B2	1265	231	1034	St Mary's Priory Club	Single

Parliamentary Constituency

Both polling districts are in the South Ribble Parliamentary Constituency.

County Division

Both polling districts are within the Leyland Central County Division.

Parish

Neither of the polling districts are within a parish.

Existing Polling Places

Both polling places are very good venues with good access and parking. However, the school has asked the Council to look at alternative venues.

Suitable Alternative Polling Places

There are no suitable alternative venues.

Electors

The number of people voting at each polling place are within the acceptable levels.

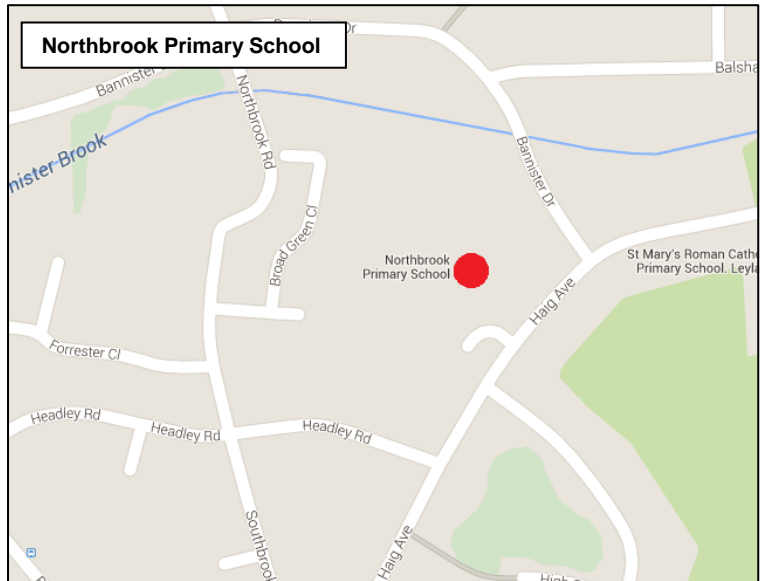
Proposed Development

In SR09-B1 there are five properties (9 electors) proposed to be developed by 2024. There is no development proposed in SR10-B2.

Recommendation

Polling Districts - The ward is currently split into two polling districts as both polling districts were previously within different County Divisions. Since then the County Division boundaries have changed and the ward is now wholly within Leyland Central County Division. Therefore, the existing polling districts are now only used to differentiate which polling place each elector would need to attend if they would like to vote. There is very little development proposed within the next five years within the ward and therefore this would not impact much on the total electorate. It is recommended that both polling districts be combined to make one polling district.

Polling Places - Both existing polling places are very good and there are no suitable alternatives. As the school has asked us to look at possible alternatives on a number of occasions, consideration has been given as to whether the whole ward could be combined at one polling place. If the two polling districts are combined, as referred to in the paragraph above, this would only require two polling stations of approximately 1500 voters for each station. This is within the acceptable levels for a double station. St Mary's Priory Club would be more than capable of becoming a double station as the room used and the parking available are excellent. Consideration has been given to the additional distance some of the electors to the north of the ward would have to travel with some having to travel up to 0.8 miles. However, this is only 0.3 miles further from Northbrook Primary School. It is therefore recommended that only one polling place be used for the Broadfield ward and this be a double station at St Mary's Priory Club.



BROAD OAK

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
SR20-BO1	2764	677	2087	Cop Lane CE Primary School	Double
SR21-BO2	797	191	606	Woodcroft Close Community Centre	Single

Parliamentary Constituency

Both polling districts are in the South Ribble Parliamentary Constituency.

County Division

Both polling districts are within the Penwortham West County Division.

Parish

Both polling districts are within the Broad Oak Town Ward of Penwortham Town Council.

Existing Polling Places

Cop Lane Primary School is a good venue and we have recently had to move back to this polling place following the demolition of St Mary's Church Hall as this was the only suitable option. Woodcroft Close Community Centre is a good single polling place. However, we have had concerns raised with regard to parking at this venue. Also, when there are County or Borough/Town Council Elections a double station is required and the venue is only just large enough to manage two stations within it.

Suitable Alternative Polling Places

There are no suitable alternative venues.

Electors

The number of people voting at each polling place are within the acceptable levels although consideration does need to be given to Woodcroft Close Community Centre because of the parking issues and the requirement for a double station for certain elections.

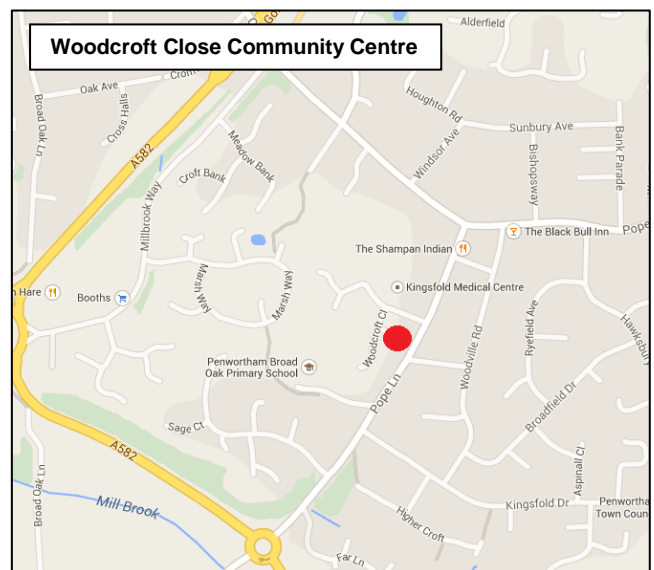
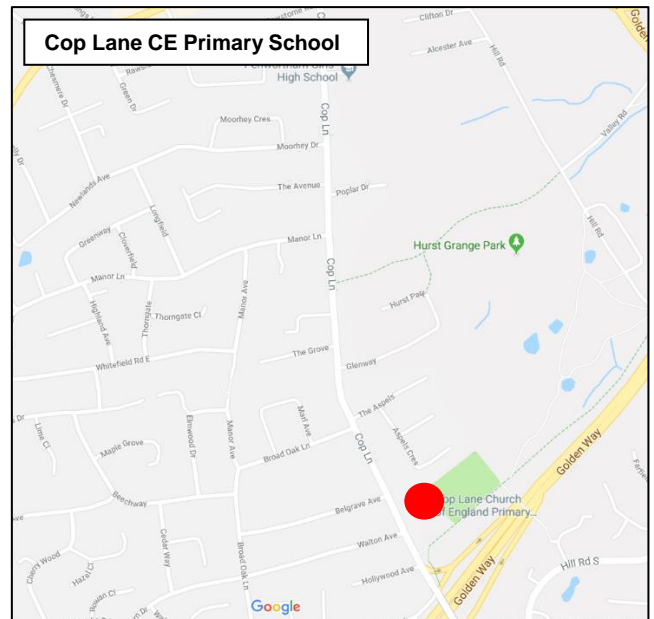
Proposed Development

There is no development proposed in either SR20-BO1 or SR21-BO2 before 2014.

Recommendation

Polling Districts - The ward is currently split into two polling districts. There is very little development proposed within the next five years and therefore the figures for the electors voting in person is not likely to change much. Woodcroft Close Community Centre is a good single polling place although the parking is limited. There have been issues/complaints with parking at recent elections. It is also used as a polling place for part of the Middleforth Ward (SR22-M1). In addition, when County or Borough/Town Council elections take place at this venue, a double station is required as each polling district falls within a different division/ward. The venue isn't ideal to be a double station. Consideration has therefore been given as to whether we could relocate SR21-BO2 to a different polling place. As both polling districts within this ward are in the same Parliamentary Constituency, County Division, Borough and Town Ward it is recommended to combine them into one polling district with a total electorate of 3561 (2693 voters in person).

Polling Places - In previous years SR20-BO1 voted at St Mary's Church Hall, but following its demolition we moved back to Cop Lane CE Primary School in May 2019 as there were no other suitable alternatives being available within the ward. If both polling districts are combined, as



recommended above, this would give a total of 2693 voters in person, which would be acceptable as a double station in one polling place. As Cop Lane CE Primary School is the only suitable polling place, it is recommended that this be the only venue for the ward. Consideration has been given to the distance electors currently within SR21-BO2 would have to travel if their polling place was changed. For the majority of the residents within this polling district, Cop Lane CE Primary would actually be nearer to them. For a small number of residents on Marsh Way it could increase their walk from 0.3 miles to 0.5 miles which is acceptable.

BUCKSHAW & WORDEN

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
SR01-BW1	1935	630	1305	Wellington Park	Single
SR02-BW2	1823	332	1491	Buckshaw Village Community Centre	Single

Parliamentary Constituency

Both polling districts are in the South Ribble Parliamentary Constituency.

County Division

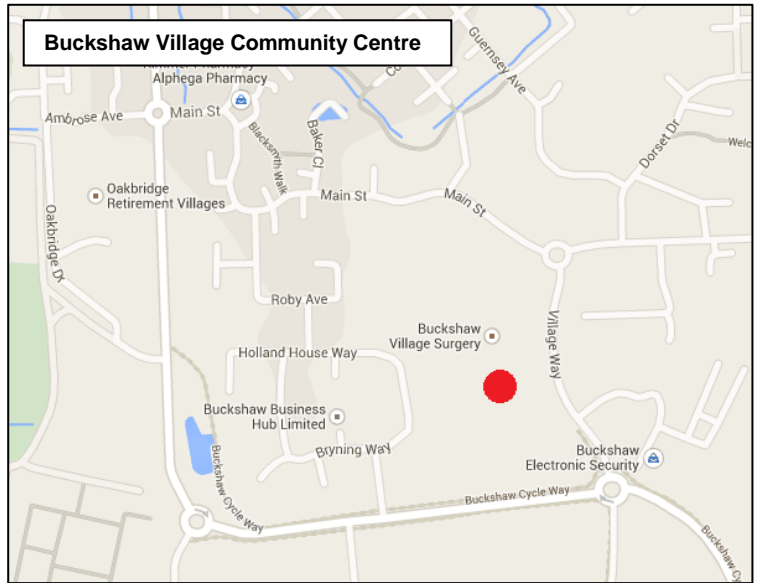
Both polling districts are within the Leyland South County Division.

Parish

Neither of the polling districts are within a parish.

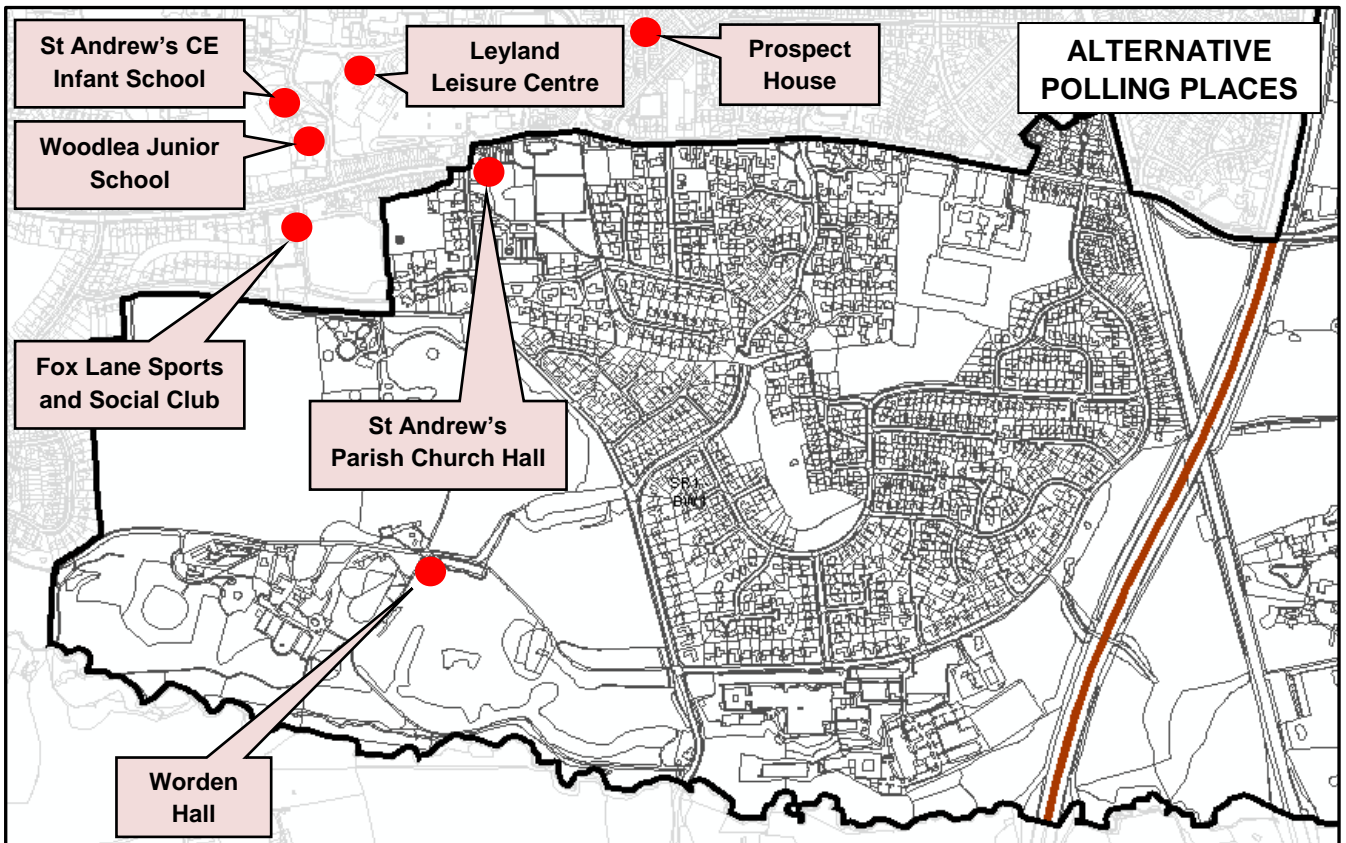
Existing Polling Places

Unfortunately Wellington Park has been demolished and will no longer be available. Therefore an alternative needs to be considered. Buckshaw Village Community Centre is a good venue with good access and parking.



Suitable Alternative Polling Places

St Andrew’s Parish Church Hall and Worden Hall are inside the ward. Leyland Leisure Centre, Woodlea Junior School, St Andrew’s CE Infant School, Prospect House and Fox Lane Sports and Social Club and all very close to the ward boundary. Although St Andrew’s Parish Church Hall and Worden Hall are suitable venues, due to access and parking issues they would not be suitable as a polling place.



CHARNOCK

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
SR26-C1	1256	258	998	Penwortham Community Centre	Single
SR27-C2	1677	327	1350	Moor Hey School	Single

Parliamentary Constituency

Both polling districts are in the South Ribble Parliamentary Constituency.

County Division

Both polling districts are within the Penwortham East & Walton-le-Dale County Division.

Parish

Both polling districts are within the Charnock Town Ward of Penwortham Town Council.

Existing Polling Places

Both polling places are very good venues with good access and parking. However, the school has asked the Council to look at alternative venues.

Suitable Alternative Polling Places

There are no suitable alternative venues.

Electors

The number of people voting at each polling place are within the acceptable levels.

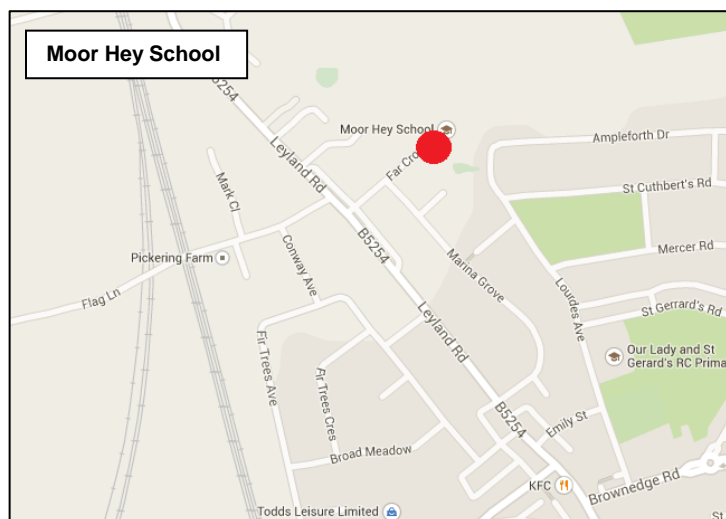
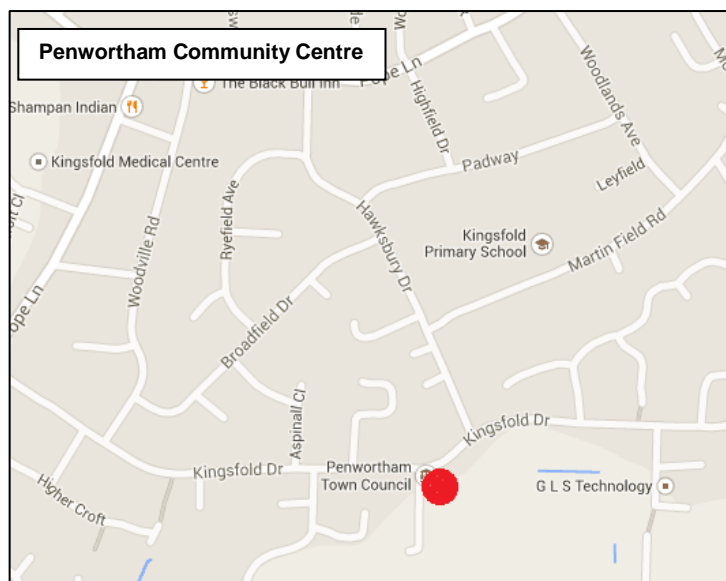
Proposed Development

There is no development proposed in SR26-C1. In SR27-C2 there are 333 properties (566 electors) proposed to be developed by 2024.

Recommendation

Polling Districts - The ward is currently split into two polling districts. There is a significant amount of development proposed in the next five years within SR27-C2 but this would just result in the polling district having a double station rather than a single station. The polling district was created as there were two areas within the ward. Those on Kingsfold Drive and the properties towards Lostock Hall off Leyland Road. This still is the case and therefore it is recommended that the polling districts remain unchanged.

Polling Places – In respect of polling district SR26-C1, Penwortham Community Centre still remains the most suitable venue. The large amount of development which is proposed in polling district SR27-C2 would mean that, depending on how many of these new electors become postal voters, Moor Hey School may need to become a double station. A classroom with a separate access is currently used but due to its size this would probably not be suitable as a double station. Therefore, as there are currently no alternative polling places, consideration may be required to move to the school's main hall. It is therefore recommended that no changes be undertaken to either the polling places at this stage.



COUPE GREEN & GREGSON LANE

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
RV17-CGGL1	765	154	611	Walton-le-Dale Young People's Centre	Single
RV18-CGGL2	1633	289	1344	Gregson Green Community Centre	Single
RV19-CGGL3	1064	198	866	Coupe Green Primary School	Single

Parliamentary Constituency

All three polling districts are in the Ribble Valley Parliamentary Constituency.

County Division

All polling districts are within the South Ribble East County Division.

Parish

None of the polling districts are within a parish.

Existing Polling Places

All three polling places are good venues with good access and acceptable parking.

Suitable Alternative Polling Places

Bamber Bridge Leisure Centre

Electors

The number of people voting at each polling place are within the acceptable levels.

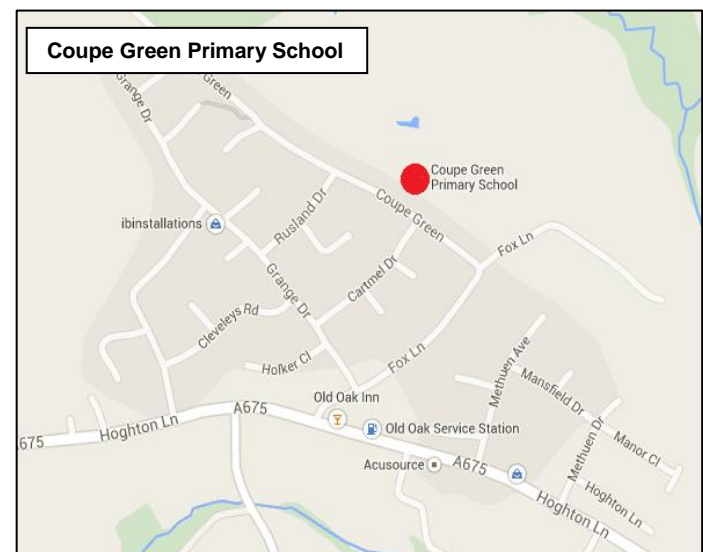
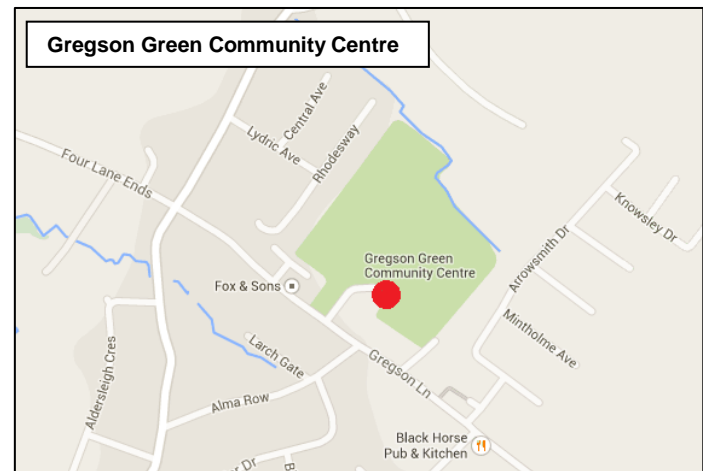
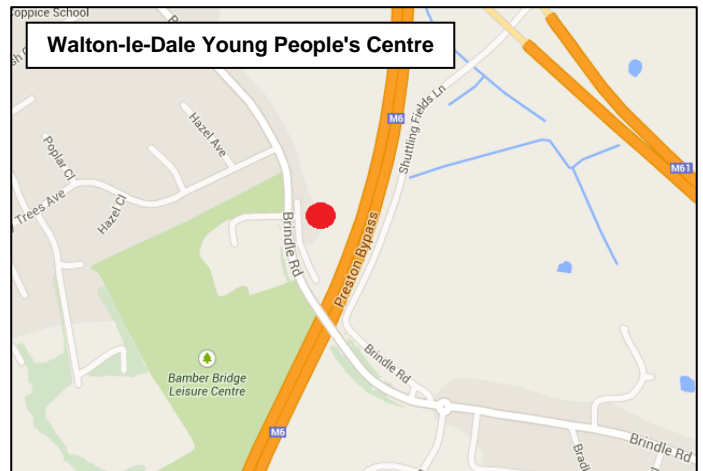
Proposed Development

In RV17-CGGL1 there are 338 properties (575 electors), in RV18-CGGL2 there are four properties (7 electors) and in RV18-CGGL2 there are four properties (7 electors) proposed to be developed by 2024.

Recommendation

Polling Districts - The ward is currently split into three polling districts all of which cover three distinct areas of the ward. There is a large amount of development proposed in the next five years within RV17-CGGL1, whereas in the other two polling districts there is only a small amount. When the proposed development is complete, all three polling districts would still be within an acceptable level for a single station. It is therefore recommended that no changes take place to the polling districts.

Polling Places - The three polling places are all good venues and at present the parking is acceptable for all three. However, once the development is complete within polling district RV17-CGGL1 the numbers of electors voting at the existing venue could cause concerns due to the parking available. As the only alternative is Bamber Bridge Leisure Centre which is not thought to be suitable, it is therefore recommended that no changes be undertaken to the polling places at this stage.



EARNSHAW BRIDGE

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
SR11-EB1	2023	416	1607	Leyland Baptist Church	Single
SR12-EB2	1480	297	1183	Bolton Croft Community Centre	Single

Parliamentary Constituency

Both polling districts are in the South Ribble Parliamentary Constituency.

County Division

Both polling districts are within the Leyland Central County Division.

Parish

Neither of the polling districts are within a parish.

Existing Polling Places

Both polling places are good venues with good access and acceptable parking.

Suitable Alternative Polling Places

Golden Hill School and St John's CE Church.

Electors

The number of people voting at each polling place are within the acceptable levels, although SR11-EB1 has increased slightly since the last review.

Proposed Development

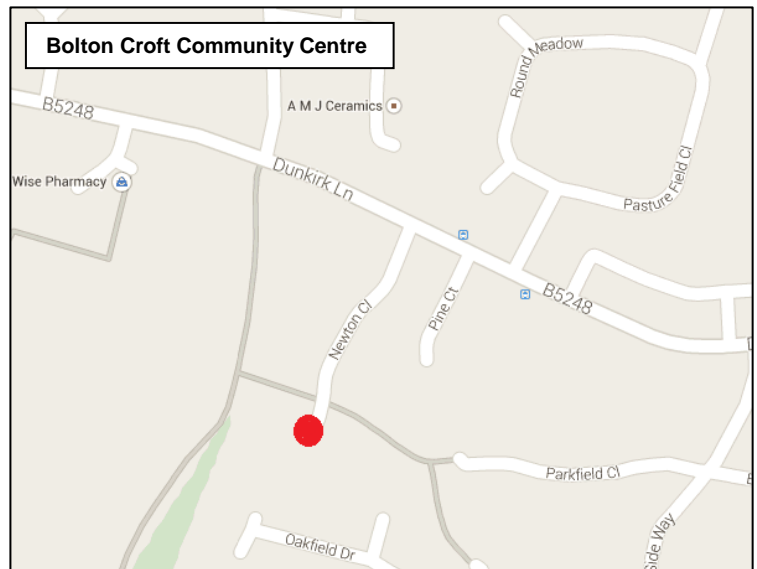
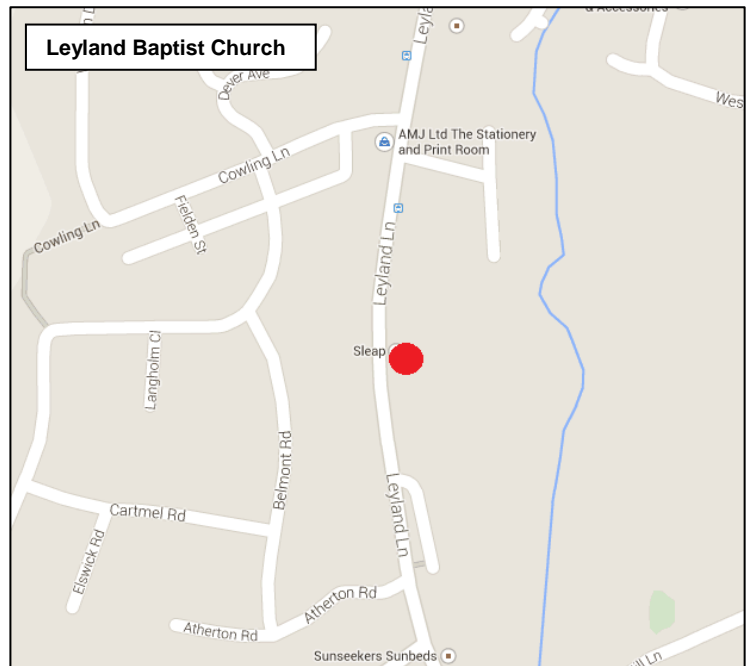
In SR11-EB1 there are seven properties (12 electors) proposed to be developed by 2024. In SR12-EB2 there are 65 properties (111 electors) proposed to be developed by 2024.

Recommendation

Polling Districts - The ward is currently split into two polling districts as they cover two distinct areas of the ward either side of Schleswig Way. The proposed development for each polling district would not significantly impact on the number of electors which are likely to vote in person at each polling place.

It is therefore recommended that no changes be made to the polling districts.

Polling Places - Consideration will need to be given to polling district SR11-EB1 becoming a double station if the number of electors voting in person increases much more. However, the current polling place would be able to cope with this. Both polling places are good venues and are central to their polling districts. It is therefore recommended that no changes be made to the polling places.



FARINGTON EAST

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
SR35-FE3	560	97	463	St Ambrose Church Hall	Single
RV02-FE1	2253	406	1847	Farington Primary School	Double
RV03-FE2	427	104	323	Farington Primary School	Single

Parliamentary Constituency

SR35-FE3 is within South Ribble Parliamentary Constituency, whilst both RV02-FE1 and RV03-FE2 are in the Ribble Valley Parliamentary Constituency.

County Division

All three polling districts are within the Moss Side and Farington County Division.

Parish

RV02-FE1 is the East Ward of Farington Parish Council. SR35-FE3 and RV03-FE2 are not parished.

Existing Polling Places

Both polling places are very good venues with good access and parking.

Suitable Alternative Polling Places

Farington Lodge, St Catherine's Catholic Church & Lever House Primary School. Leyland & Farington Club would also be a consideration but currently this is not available.

Electors

The number of people voting at each polling place are within the acceptable levels.

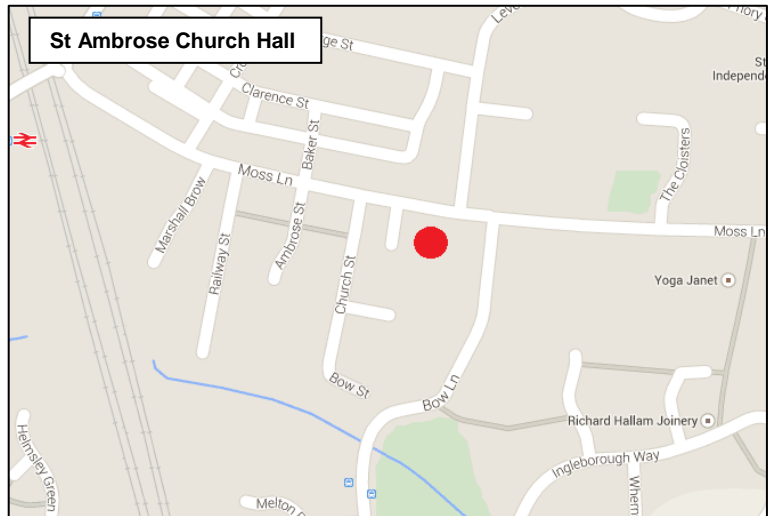
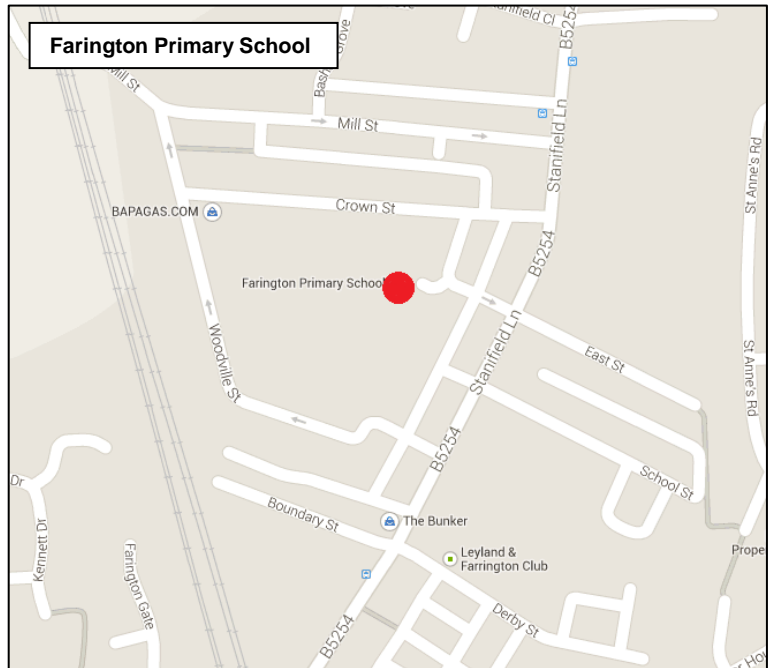
Proposed Development

There is no development proposed in either SR35-FE3 or RV03-FE2. In RV02-FE1 there are 421 properties (716 electors) proposed to be developed by 2024.

Recommendation

Polling Districts - The southern boundary of this ward is very complicated where a number of small polling districts are required due to Parliamentary and Parish Council boundaries. In fact polling district SR35-FE3 is made up of two small areas with St Ambrose Church Hall being the most suitable venue. There is a large amount of development proposed in polling district RV02-FE1, but the number of electors voting in person would still be acceptable for that polling district once the development is complete. It is recommended that there be no changes to the polling districts.

Polling Places - For all elections with the exception of Parliamentary and Borough Elections, polling district SR35-FE3 can continue to be combined with polling district SR07-SA2 which is at the same polling place. This also applies to polling district RV03-FE2, which can be combined with the second station for polling district RV02-FE1 at Farington Primary School. Both polling places are excellent venues so it is recommended that these continue to be used.



FARINGTON WEST

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
RV01-FW	3090	652	2438	St Paul's Church Hall	Double

Parliamentary Constituency

The polling district is in the Ribble Valley Parliamentary Constituency.

County Division

The polling district is within the Moss Side and Farington County Division.

Parish

RV01-FW is the Central Ward of Farington Parish Council.

Existing Polling Places

The polling place is a very good venue. A ramp is required for this venue as there is a slight lip on the door when accessing the venue.

Suitable Alternative Polling Places

Farington Moss St Paul's CE Primary School.

Electors

The number of people voting at the polling place is within the acceptable levels.

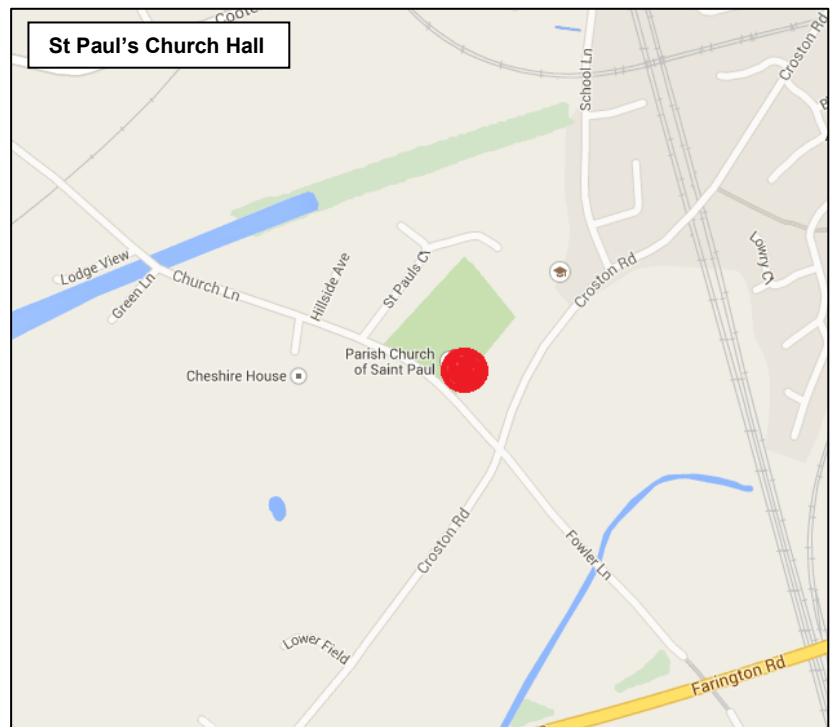
Proposed Development

In RV01-FW there are 321 properties (546 electors) proposed to be developed by 2024.

Recommendation

Polling Districts - The ward is currently one polling district which vote at St Paul's Church Hall. A significant amount of development is proposed in the southern part of the polling district. However, only part of the development (321 properties) is expected to be built in the next five years. With a projected 546 new electors within the next five years, this would still be within the acceptable level of a double station. Once the whole of the development site is completed, consideration will need to be given in the future about creating an extra polling district to cover the southern part of Croston Road and the new development. Therefore, at present it is recommended that no changes be made to the existing polling district.

Polling Places - As mentioned above, once the new development is completed and any new polling district is created new options for polling places will need to be explored. At present there are no suitable options. Therefore, as St Paul's Church Hall is a very good venue, it is recommended that no change be made to the existing polling place.



HOOLE

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
SR28-H1	1777	309	1468	Walmer Bridge Village Hall	Single
SR29-H2	1614	260	1354	Hoole Village Memorial Hall	Single

Parliamentary Constituency

Both polling districts are in the South Ribble Parliamentary Constituency.

County Division

Both polling districts are within the South Ribble West County Division.

Parish

SR28-H1 is Little Hoole Parish Council and SR29-H2 is Much Hoole Parish Council.

Existing Polling Places

Both polling places are very good venues with good access and parking.

Suitable Alternative Polling Places

Hoole St Michael CE Primary School and Little Hoole Primary School

Electors

The number of people voting at each polling place are within the acceptable levels.

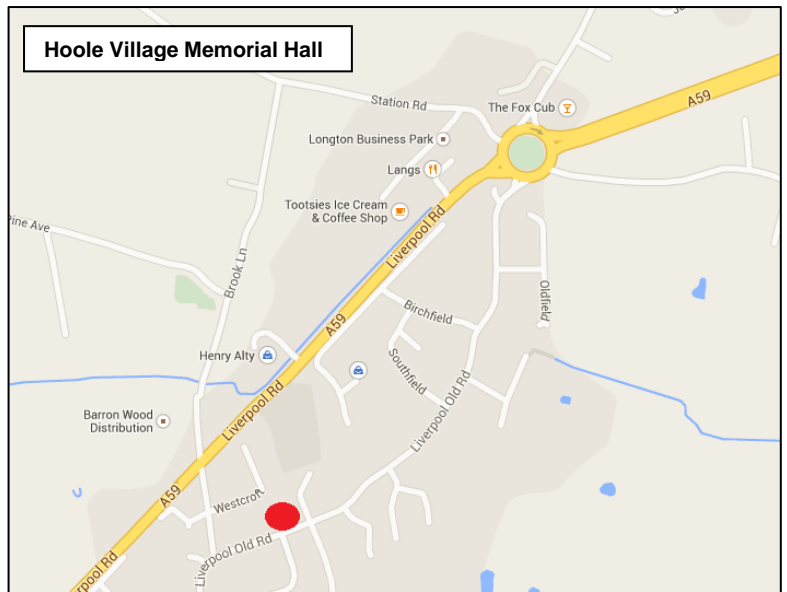
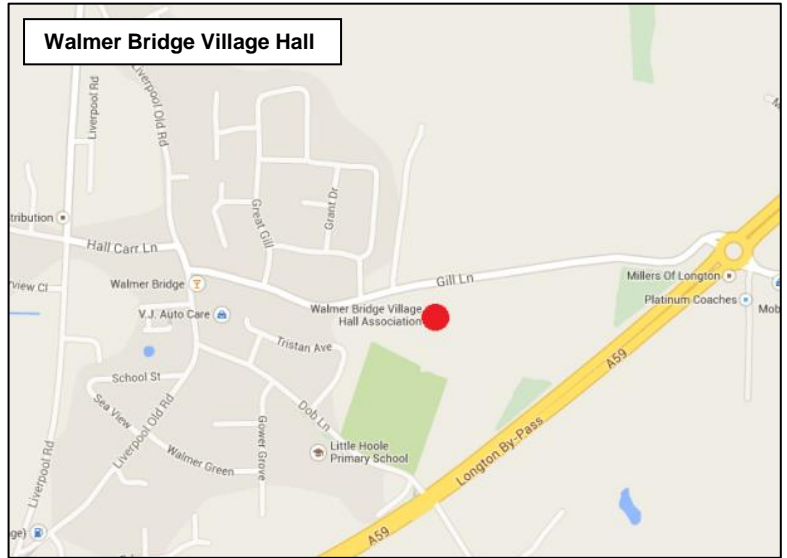
Proposed Development

In SR28-H1 there are 14 properties (24 electors) and in SR29-H2 there are 24 properties (41 electors) proposed to be developed by 2024.

Recommendation

Polling Districts - The ward is split into two polling districts which follow the Much Hoole and Little Hoole Parish Boundaries. There is only a small amount of development planned in the next five years which will not significantly impact on the number of electors voting in person in either polling districts. It is therefore recommended that polling districts remain unchanged.

Polling Places - Both the existing polling places are good venues and therefore it is recommended that these remain unaltered.



HOWICK & PRIORY

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
SR17-HP1	3009	587	2422	St Teresa's Parish Centre	Double
SR18-HP2	1406	318	1088	Penwortham United Reformed Church	Single
SR19-HP3	1112	237	875	Penwortham United Reformed Church	Single

Parliamentary Constituency

All polling districts are in the South Ribble Parliamentary Constituency.

County Division

All polling districts are within the Penwortham West County Division.

Parish

All polling districts are within the Howick & Priory Town Ward of Penwortham Town Council.

Existing Polling Places

St Teresa's Parish Centre is an excellent venue with very good parking. Penwortham United Reformed Church is a good venue, but we regularly have issues with parking as the venue is usually used for other bookings throughout polling day.

Suitable Alternative Polling Places

Galloway's Society for the Blind, St Teresa's Catholic Primary School, Penwortham County Primary School, Penwortham Leisure Centre, and Whitefield Primary School. The council stopped using both Penwortham County Primary School and Whitefield Primary School and moved to the current venues.

Electors

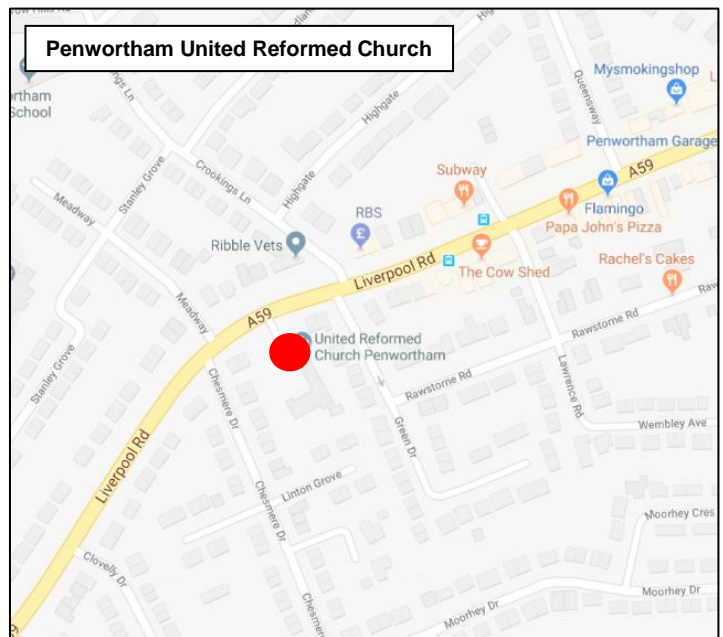
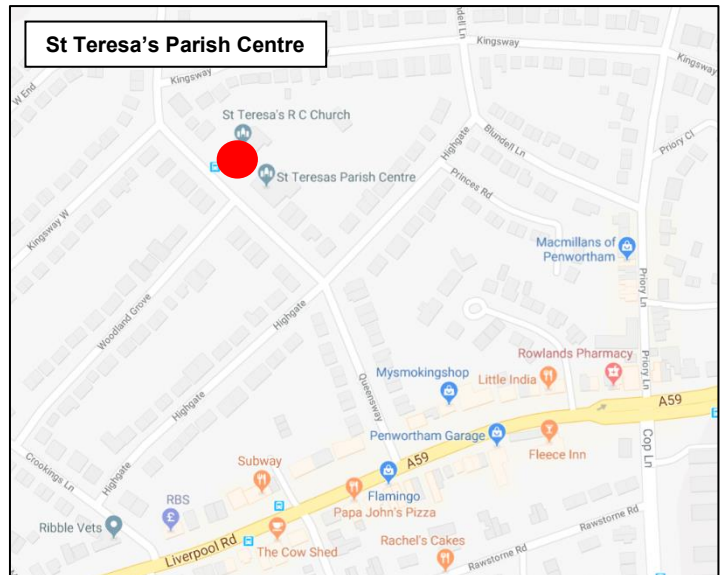
The number of people voting at each polling place are within the acceptable levels.

Proposed Development

In SR17-HP1 there are five properties (9 electors) and in SR18-HP2 there is one property (2 electors) proposed to be developed by 2024. In SR19-HP3 there is no development proposed.

Recommendation

Polling Districts - The ward is made up of three polling district all in the same constituency, division and ward. Very little development is proposed in the next five years which will hardly impact on the electorate figures. Polling district SR17-HP1 covers those properties to the north of Liverpool Road whilst polling districts SR18-HP2 and SR19-HP3 covers those to the south. Historically both these polling districts voted at different polling places. However, now that both polling districts vote at Penwortham United Reformed Church, it is recommended that they be combined to make one polling district to cover all the properties to the south of the ward.



Polling Places - Both polling places have only been used since 2015 since moving away from Penwortham County Primary School, Whitefield Primary School and St Mary's Church Hall. St Teresa's Parish Centre has proved to be an excellent venue with very good parking. There have been slight issues over the last four years with Penwortham United Reformed Church mainly relating to parking particularly when other bookings are in the church hall while we the election is taking place in the church. There have also been slight issues with the access being to the rear of the church and not through the main entrance. This is due to pre-school and after school clubs which use church hall and use the main entrance. In order to use the church we also have to remove the furniture and set up the room ready for polling day and then return it back to the set up for use by the church on the Sunday. Regular discussions have taken place with the key holder over the last four years to ensure these issues are resolved to the point where only the slight parking issues remain. This only tends to be for short periods when parents are dropping off/picking up children for the nursery and before and after school clubs. The only alternative venue for Penwortham United Reformed Church which could be used is Galloway's Society for the Blind. This is 0.5 miles further away from the existing venue and not as close to the majority of the residents. Taking everything into consideration and in particular the work that has taken place with the key holder to improve the voting experience at the church it is recommended that St Teresa's Parish Centre and Penwortham United Reformed Church continue to be the polling places for the ward.

LEYLAND CENTRAL

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
SR03-LC1	1097	187	910	Leyland Methodist Church Hall	Single
SR04-LC2	909	171	738	Leyland Pentecostal Church	Single
SR05-LC3	1568	300	1268	Prospect House	Single

Parliamentary Constituency

All polling districts are in the South Ribble Parliamentary Constituency.

County Division

All polling districts are within the Leyland Central County Division.

Parish

None of the polling districts are within a parish.

Existing Polling Places

All three polling places are very good venues with good access and parking.

Suitable Alternative Polling Places

Leyland Day Centre, Leyland Vehicle Museum, Lancashire Football Association, Leyland United Reformed Church, Leyland Methodist Junior School.

Electors

The number of people voting at each polling place are within the acceptable levels.

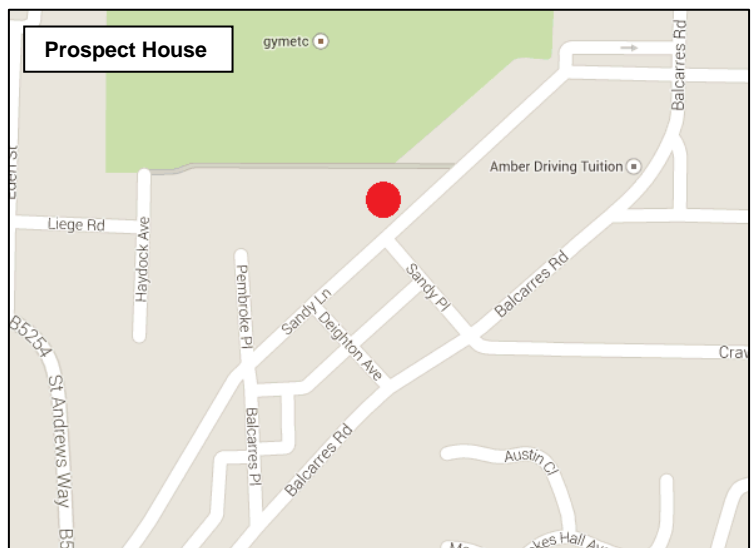
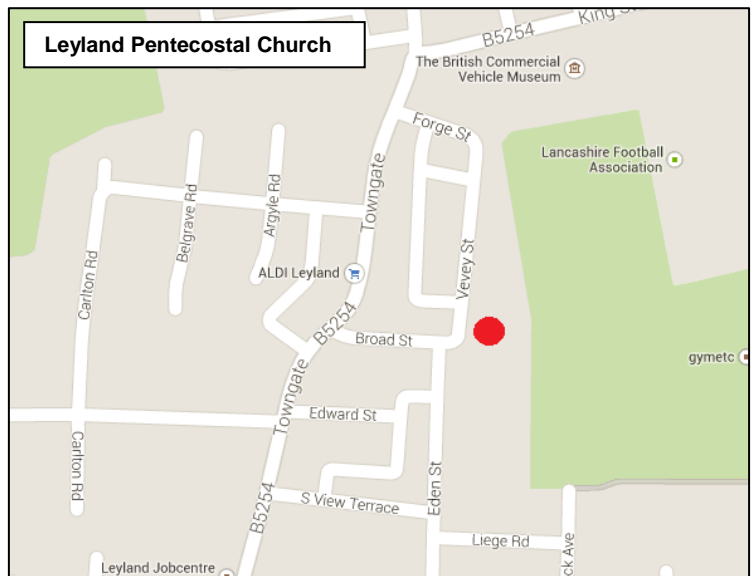
Proposed Development

There is no development proposed in SR03-LC1. In SR04-LC2 there are two properties (4 electors) and in SR05-LC3 there are 68 properties (116 electors) proposed to be developed by 2024.

Recommendation

Polling Districts - The ward is split into three polling districts and all three are within the acceptable levels of electors voting in person. There is only a small amount of development planned in the next five years which will not significantly impact on these figures. It is therefore recommended that no changes be made to the existing polling districts.

Polling Places - This year we had to move away from Greenwood Court Community Centre to Leyland Methodist Church Hall which is an existing venue. All three polling places are very good venues, and therefore it is recommended that no changes be made to the three polling places.



LONGTON & HUTTON WEST

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
SR30-LHW1	2582	604	1978	Longton Methodist Church	Double
SR31-LHW2	1347	309	1038	Longton St Andrew's Parish Hall	Single
SR32-LHW3	729	151	578	Hutton Village Hall	Single

Parliamentary Constituency

All polling districts are in the South Ribble Parliamentary Constituency.

County Division

SR30-LHW1 and SR31-LHW2 are within the South Ribble West County Division. SR32-LHW3 is within Penwortham West County Division

Parish

SR30-LHW1 and SR31-LHW2 are within the West Ward of Longton Parish Council. SR32-LHW3 is the West Ward of Hutton Parish Council.

Existing Polling Places

All polling places are very good venues with good access and reasonable parking.

Suitable Alternative Polling Places

Longton Primary School, Longton VM Sports & Social Club, St Oswald's Catholic Primary School, St Oswald's RC Church

Electors

The number of people voting at each polling place are within the acceptable levels.

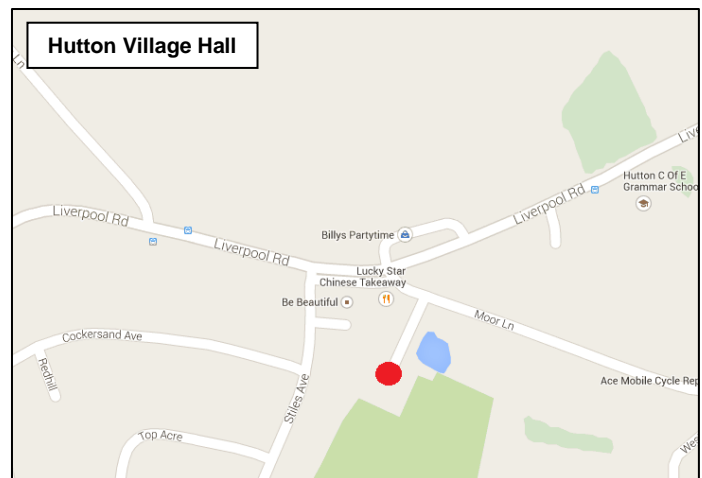
Proposed Development

In SR30-LHW1 there are 17 properties (29 electors), in SR31-LHW2 there are 223 properties (379 electors) and in SR32-LHW3 there are 7 properties (12 electors) proposed to be developed by 2024.

Recommendation

Polling Districts - The ward is split into three polling districts and all three are within the acceptable levels of electors voting in person. There is reasonable amount of development planned in the next five years but this will not significantly impact on these figures. Therefore it is recommended that the polling districts remain unchanged.

Polling Places - All three venues are very good venues and the alternatives would not be as good as the existing ones. It is therefore recommended that the existing venues continue to be used.



LOSTOCK HALL

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
RV04-LH1	2362	500	1862	Our Lady & St Gerard's Parochial Centre	Double
RV05-LH2	1880	429	1451	St James Church Hall	Single
RV06-LH3	942	130	812	Lostock Court Community Centre	Single

Parliamentary Constituency

All polling districts are in the Ribble Valley Parliamentary Constituency.

County Division

All polling districts are within the Lostock Hall & Bamber Bridge County Division.

Parish

None of the polling districts are within a parish.

Existing Polling Places

All polling places are very good venues with good access. The parking for Our Lady & St Gerard's Parochial Centre is very good. The parking for St James Church Hall and Lostock Court Community Centre is adequate.

Suitable Alternative Polling Places

Our Lady & St Gerard's Catholic Primary School.

Electors

The number of people voting at each polling place are within the acceptable levels.

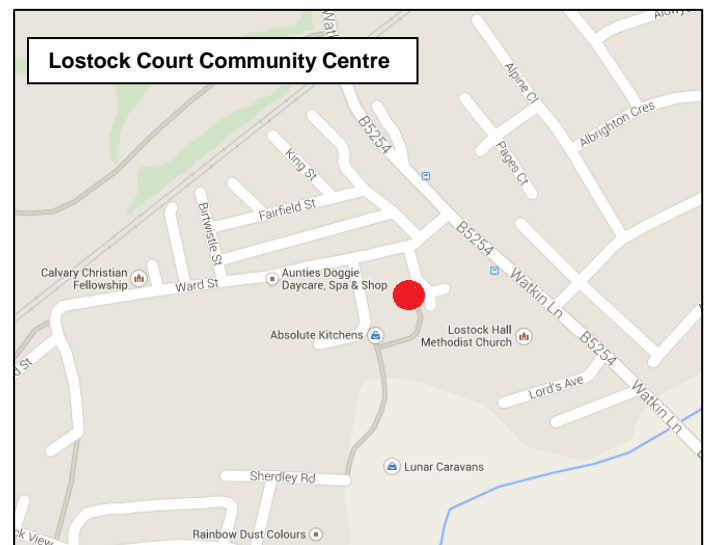
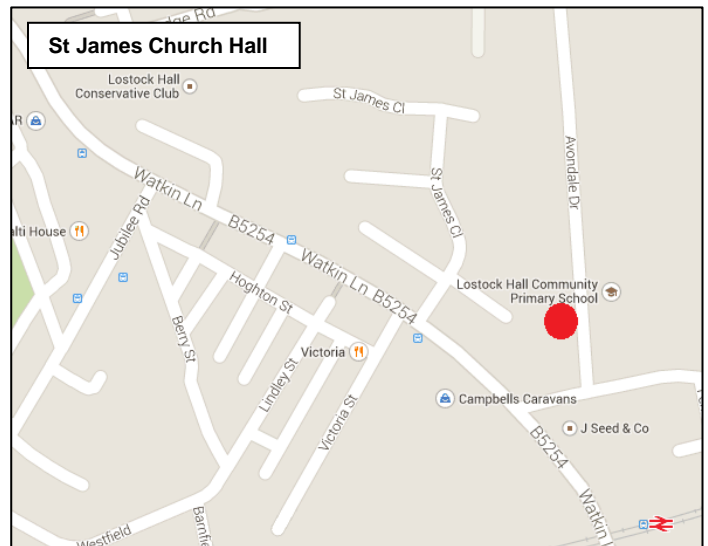
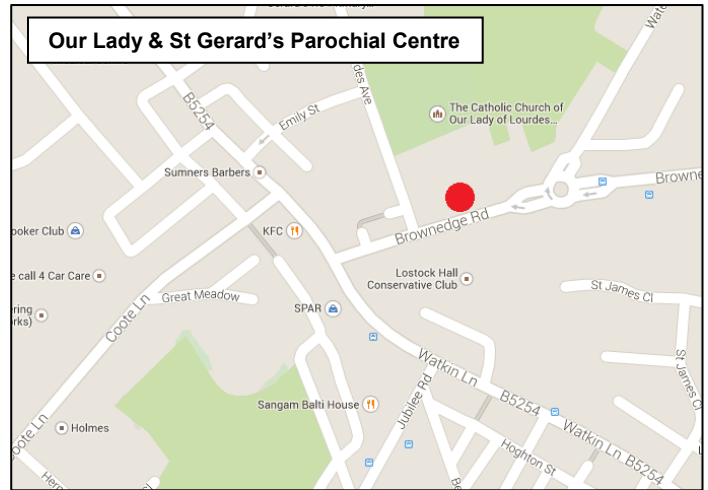
Proposed Development

In RV04-LH1 there are two properties (4 electors), in RV05-LH2 there are 10 properties (17 electors) and in RV06-LH3 there are four properties (7 electors) proposed to be developed by 2024.

Recommendation

Polling Districts - The ward is split into three polling districts mainly because of the size of the ward with this being a three member ward. All three are within the acceptable levels of electors voting in person. There is a small amount of development planned in the next five years but this will not impact on the levels. It is therefore recommended that the polling districts remain unchanged.

Polling Places - All three venues are good venues and although the parking is only adequate at St James Church Hall and Lostock Court Community Centre, the alternatives would not be as good as the existing ones. It is therefore recommended that the existing polling places continue to be used.



MIDDLEFORTH

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
SR22-M1	1045	202	843	Woodcroft Close Community Centre	Single
SR23-M2	1605	287	1318	St Mary Magdalen Parish Hall	Single
SR24-M3	1363	260	1103	St Leonard's Church Hall	Single
SR25-M4	1492	189	1303	Penwortham Community Centre	Single

Parliamentary Constituency

All polling districts are in the South Ribble Parliamentary Constituency.

County Division

SR22-M1, SR24-M3 and SR25-M4 are all within the Penwortham East & Walton-le-Dale County Division. SR23-M2 is within Penwortham West County Division.

Parish

SR22-M1, SR24-M3 and SR25-M4 all form the Kingsfold Town Ward of Penwortham Town Council. SR23-M2 forms the Middleforth Town Ward of Penwortham Town Council.

Existing Polling Places

All four polling places in this ward are good venues. However, there have been issues this year at Woodcroft Close Community Centre, St Mary Magdalen Parish Hall and St Leonard's Church Hall.

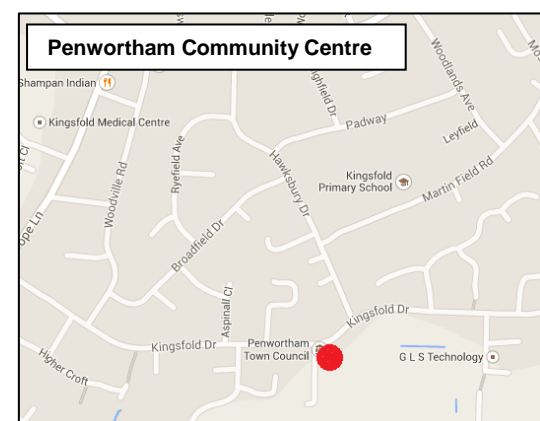
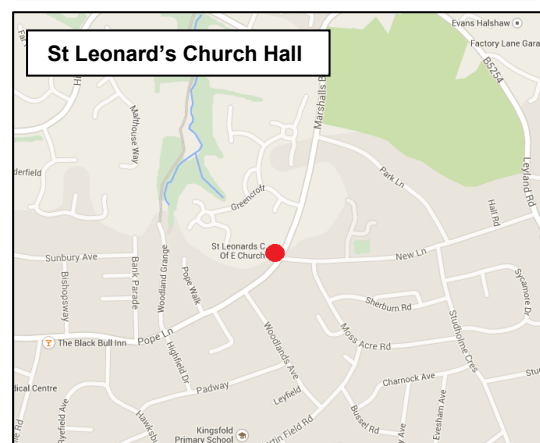
Concerns about parking have been raised on a few occasions at Woodcroft Close Community Centre. Also, when there are County or Borough/Town Council Elections a double station is required and the venue is only just large enough to manage two stations within it. There was a slight issue at St Mary Magdalen Parish Hall with parking at the recent European elections. This was because the election clashed with sports day at the adjacent school which created far more traffic than usual. There was also a slight issue at St Leonard's Church Hall at the European Elections this year. A funeral was arranged on polling day which used the same access as electors attending to vote. Contact was made with key holder and they have been asked to if at all possible to avoid funerals on election days. But if it is unavoidable to contact us to make us aware of it.

Suitable Alternative Polling Places

Broad Oak Primary School, Kingsfold Methodist Church, Kingsfold Primary School, Middleforth CE Primary School, Penwortham Sports & Social Club, St Mary Magdalen's RC Primary School and Penwortham Methodist Church.

Electors

The number of people voting at each polling place are within the acceptable levels although consideration does need to be given to Woodcroft Close Community Centre because of the parking issues and the requirement for a double station for certain elections.



Proposed Development

In SR22-M1 there are 21 properties (36 electors) proposed to be developed by 2024. There is no development proposed for SR23-M2, SR24-M3 or SR25-M4.

Recommendation

Polling Districts - The ward is split into four polling districts mainly because of the size of the ward with this being a three member ward. SR23-M2 is now in a separate County Division and Town Ward. All four are within the acceptable levels of electors voting in person and there is a small amount of development planned in one of the polling districts but this will not impact on the levels. It is therefore recommended that the polling districts remain unchanged.

Polling Places - Penwortham Community Centre is a very good polling place. Woodcroft Close Community Centre is a good single polling place. However, we have had concerns raised with regard to parking at this venue. Also, when there are County or Borough/Town Council Elections a double station is required and the venue is only just large enough to manage two stations within it. The recommendation for the Broad Oak Ward is to move polling district SR21-BO2 away from this polling place which should resolve both concerns. This was the first time we have encountered issues at both St Mary Magdalen Parish Hall and St Leonard's Church Hall and there is a possibility that the lateness of when the European Election was called could well have had a bearing on these issues. It is therefore recommended that all polling places within this ward remain unchanged.

NEW LONGTON & HUTTON EAST

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
SR33-NLHE1	1154	298	856	Hutton Village Hall	Single
SR34-NLHE2	2433	521	1912	New Longton Village Hall	Double
RV23-NLHE3	177	39	138	New Longton Village Hall	Single

Parliamentary Constituency

SR33-NLHE1 and SR34-NLHE2 are both in the South Ribble Parliamentary Constituency. RV23-NLHE3 is within Ribble Valley Parliamentary Constituency.

County Division

SR33-NLHE1 and SR34-NLHE2 are both in the South Ribble West County Division. RV23-NLHE3 is within Moss Side & Farington County Division.

Parish

SR33-NLHE1 is the East Ward of Hutton Parish Council, SR34-NLHE2 is the East Ward of Longton Parish Council and RV23-NLHE3 is West Ward of Farington Parish Council.

Existing Polling Places

Both polling places are excellent venues with good access and parking.

Suitable Alternative Polling Places

New Longton CE Primary School and New Longton Methodist Church Hall.

Electors

The number of people voting at each polling place are within the acceptable levels.

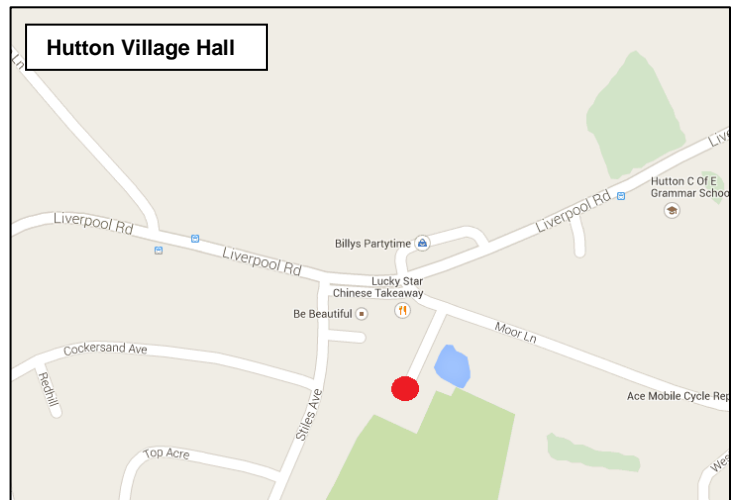
Proposed Development

In SR33-NLHE1 there is one property (2 electors), in SR34-NLHE2 there are eight properties (14 electors) and in RV23-NLHE3 there are nine properties (15 electors) proposed to be developed by 2024.

Recommendation

Polling Districts - The ward is split into three polling districts because of various Parliamentary, County Council and Parish Council boundaries. All three polling districts are required and are within the acceptable levels of electors voting in person. There is a small amount of development planned in the next five years but this will not impact on these levels. It is therefore recommended that the polling districts remain unchanged.

Polling Places - The two polling places are excellent venues. When Parliamentary, County Council or Parish Council elections take place, a separate room is used at New Longton Village Hall to reduce the risk of ballot papers being placed in the wrong ballot boxes. As the alternatives would not be as good as the existing venues, it is therefore recommended that the existing polling places continue to be used.



SAMLESBURY & WALTON

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
RV20-SW1	1016	164	852	Walton-le-Dale Community Centre	Single
RV21-SW2	1201	142	1059	Higher Walton Community Centre	Single
RV22-SW3	981	224	757	Samlesbury War Memorial Hall	Single

Parliamentary Constituency

All polling districts are in the Ribble Valley Parliamentary Constituency.

County Division

All polling districts are within the South Ribble East County Division.

Parish

RV22-SW3 is Samlesbury Parish Council. Both the two other polling districts are not parished.

Existing Polling Places

All three polling places are very good venues with good access and parking.

Suitable Alternative Polling Places

Higher Walton CE Primary School, St Patrick's RC Primary School, Tickled Trout and Samlesbury Hotel

Electors

The number of people voting at each polling place are within the acceptable levels.

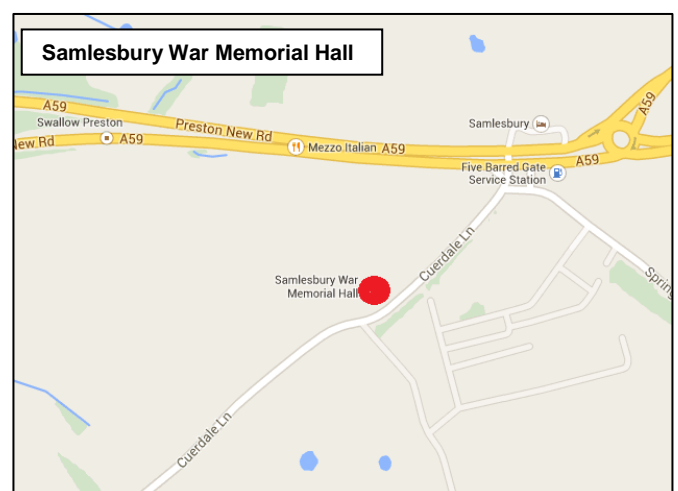
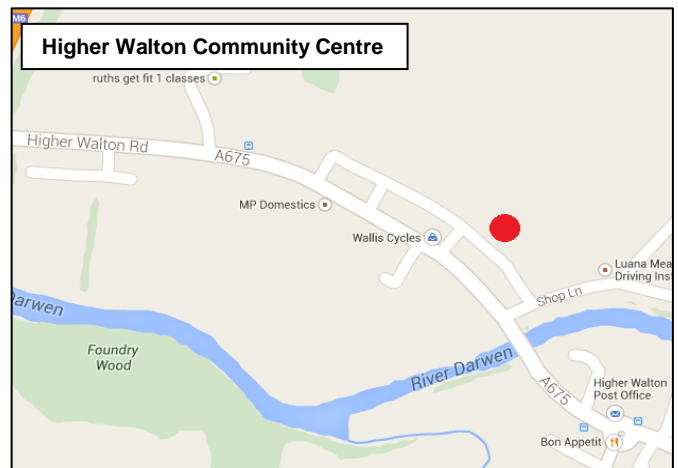
Proposed Development

In RV20-SW1 there is one property (2 electors) and in RV22-SW3 there are 28 properties (48 electors) proposed to be developed by 2024. There is no proposed development in RV21-SW2.

Recommendation

Polling Districts - The ward is split into three polling districts for each of the three communities of Walton-le-Dale, Higher Walton and Samlesbury. RV22-SW3 is parished so needs to remain as a separate polling district. All three are within the acceptable levels of electors voting in person at single stations. There is a small amount of development planned in the next five years but this will not impact on the levels. It is therefore recommended that the polling districts remain unchanged.

Polling Places - All three venues are very good venues. As the alternatives would not be as good as the existing venues, it is therefore recommended that the existing polling places continue to be used.



SEVEN STARS

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
SR15-SS1	1665	384	1281	Lowerhouse Community Centre	Single
SR16-SS2	1488	209	1279	The Place	Single

Parliamentary Constituency

Both polling districts are in the South Ribble Parliamentary Constituency.

County Division

Both polling districts are within the Leyland South County Division.

Parish

Neither of the polling districts are within a parish.

Existing Polling Places

Both polling places are very good venues with good access and parking. The Place has recently changed its name from Wade Hall Family Centre.

Suitable Alternative Polling Places

Seven Stars Primary School, Fox Lane Sports & Social Club, Woodlea Junior School, St Andrew's CE Infant School and St Anne's Catholic Primary School.

Electors

The number of people voting at each polling place are within the acceptable levels.

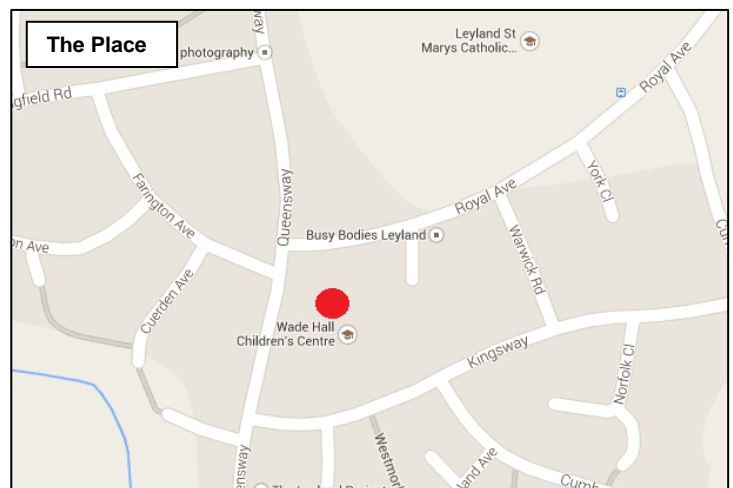
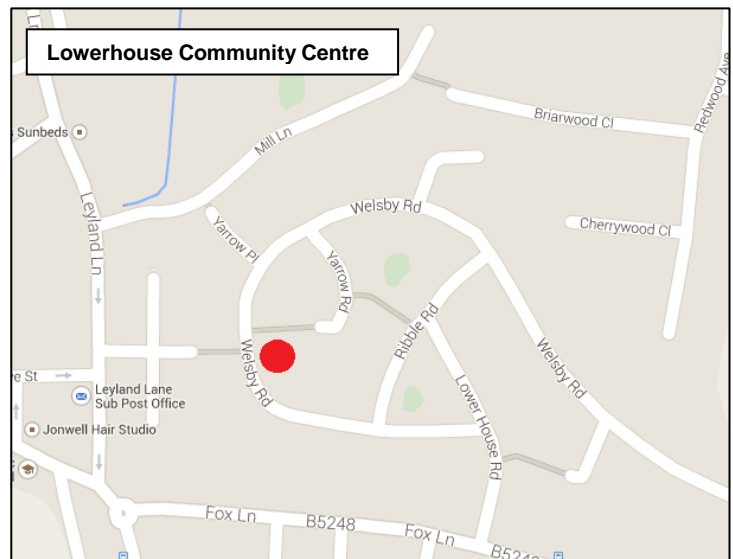
Proposed Development

In SR15-SS1 there are four properties (7 electors) and in SR16-SS2 there are 382 properties (649 electors) proposed to be developed by 2024.

Recommendation

Polling Districts - The ward is currently split into two polling districts. Lowerhouse Community Centre covers the northern part of the ward and The Place covers the south. The number of electors voting in person at each polling station is acceptable. There is a small amount of development proposed in SR15-SS1 and a large amount in SR16-SS2. This would take the number of electors voting in person over the acceptable level for a single station for SR16-SS2. There are two options to address this. The polling district boundaries could be amended to move some of the electors from SR16-SS2 to SR15-SS1 or the station could be made into a double station. The polling district boundary follows Leyland Lane and Fox Lane and this is the most natural boundary and it would be difficult to decide which properties to move. If any properties are moved it would not be as convenient to those electors. It is therefore recommended that no changes be made to the polling districts.

Polling Places - As both polling places are good venues and The Place would be suitable as a double station, it is recommended that no changes be undertaken to the polling districts or polling places.



ST AMBROSE

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
SR06-SA1	1231	199	1032	Leyland Methodist Church Hall	Single
SR07-SA2	1061	163	898	St Ambrose Church Hall	Single
SR08-SA3	986	142	844	Wrights Fold Community Centre	Single

Parliamentary Constituency

All polling districts are in the South Ribble Parliamentary Constituency.

County Division

All polling districts are within the Leyland South County Division.

Parish

None of the polling districts are within a parish.

Existing Polling Places

All three polling places are very good venues with good access and parking. Although Wrights Fold Community Centre is all on road parking.

Suitable Alternative Polling Places

Leyland Hotel, St Catherine's Catholic Primary School

Leyland & Farington Club would also be a consideration but currently this is not available.

Electors

The number of people voting at each polling place are within the acceptable levels.

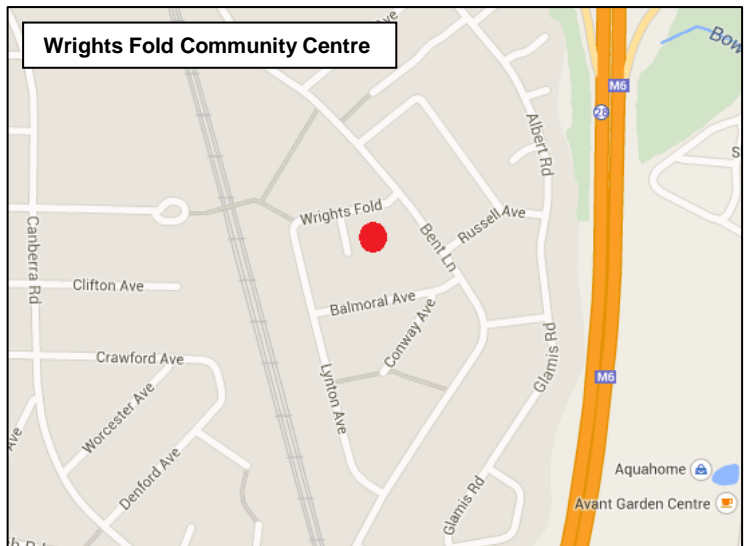
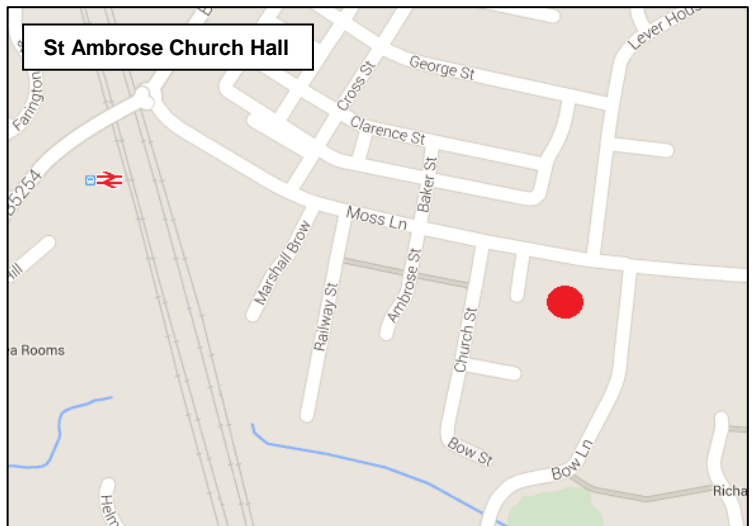
Proposed Development

There is no proposed development in SR06-SA1 or SR08-SA3. In SR07-SA2 there is one properties (2 electors) proposed to be developed by 2024.

Recommendation

Polling Districts - The ward is currently split into three polling districts. SR06-SA1 and SR07-SA2 are to the north separated by the West Coast Mainline. SR08-SA3 covers the south of the ward. The number of electors voting in person at each polling station is acceptable, and there is very little development proposed which will impact on this. Therefore, it is recommended that no changes are required to the polling districts.

Polling Places - All three polling places are good venues and despite only on road parking being available at Wrights Fold Community Centre, they are all the most suitable venues. It is therefore recommended that no changes be undertaken to the polling places.



WALTON-LE-DALE EAST

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
RV10-WDE1	1223	254	969	Walton-le-Dale Primary School	Single
RV11-WDE2	2224	438	1786	Bamber Bridge Pentecostal Church	Single

Parliamentary Constituency

Both polling districts are in the Ribble Valley Parliamentary Constituency.

County Division

RV10-WDE1 is within the Lostock Hall & Bamber Bridge County Division and RV11-WDE2 is within the South Ribble East County Division

Parish

Neither of the polling districts are within a parish.

Existing Polling Places

Both polling places are good venues with reasonable access and parking. The school remains open for all elections with the exception of Parliamentary Elections and Referenda. This obviously causes difficulties with parking during school hours. The school has previously asked the Council to look at alternative venues, but no alternatives have been available. Bamber Bridge Pentecostal Church doesn't have a huge amount parking available and requires a ramp for access to the hall.

Suitable Alternative Polling Places

There are no suitable alternative venues.

Electors

The number of people voting at Walton-le-Dale Primary School is within the acceptable levels. However, the number of voters in person at Bamber Bridge Pentecostal Church has now got to the point where it needs to become a double station.

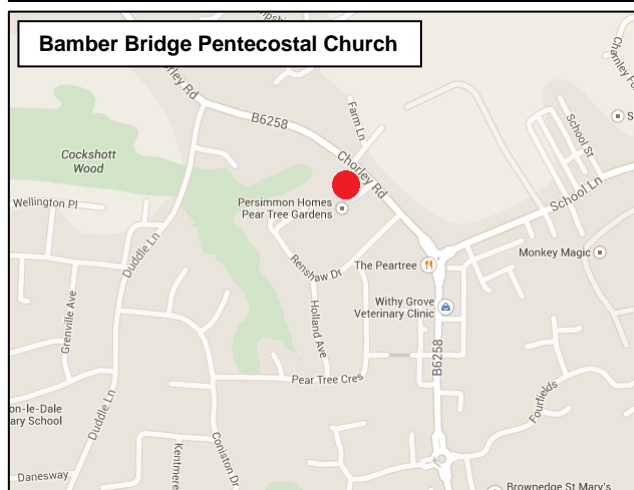
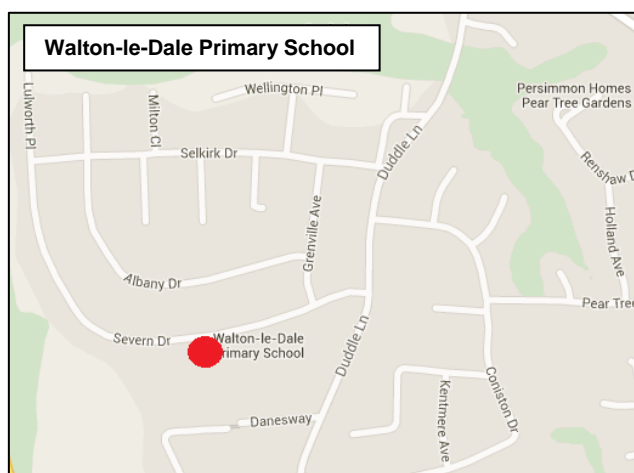
Proposed Development

There is no proposed development in either RV10-WDE1 or RV11-WDE2.

Recommendation

Polling Districts - The ward is currently split into two polling districts as they are currently in different County Divisions. The number of electors voting in person at Walton-le-Dale Primary School is within the acceptable levels for a single station and as there is no development proposed this would not change. Because they are in different County Divisions both polling districts are required and therefore the recommendation is that no changes be made to these.

Polling Places - The school have previously asked us to look at alternatives but there has been nothing else available. The number of electors voting in person at Bamber Bridge Pentecostal Church is already at its limit for a single station. Although no development is proposed in this polling district consideration needs to be given to making this a double station. Because the boundary between the two polling districts is a County Council boundary there is no flexibility to amend this to balance out the electorate. There is also no suitable alternatives to the existing polling places and although Bamber Bridge Pentecostal Church is a little on the small side to be a double station it is the only option. Therefore, it is recommended that no changes are required to the polling places.



WALTON-LE-DALE WEST

Polling District	Electors	Postal Voters	Voters In Person	Polling Place	Polling Stations
RV07-WDW1	565	127	438	The Hunters Public House	Single
RV08-WDW2	1380	336	1044	The Hunters Public House	
RV09-WDW3	1399	270	1129	St Leonard's CE Primary School	Single

Parliamentary Constituency

All polling districts are in the Ribble Valley Parliamentary Constituency.

County Division

All polling districts are within the Penwortham East & Walton-le-Dale County Division.

Parish

None of the polling districts are within a parish.

Existing Polling Places

St Leonard's CE Primary School is a good venue with reasonable access and parking. As there are no polling places available in RV07-WDW1 or RV08-WDW2 a portacabin is provided at The Hunters Public House.

Suitable Alternative Polling Places

There are no suitable alternative venues.

Electors

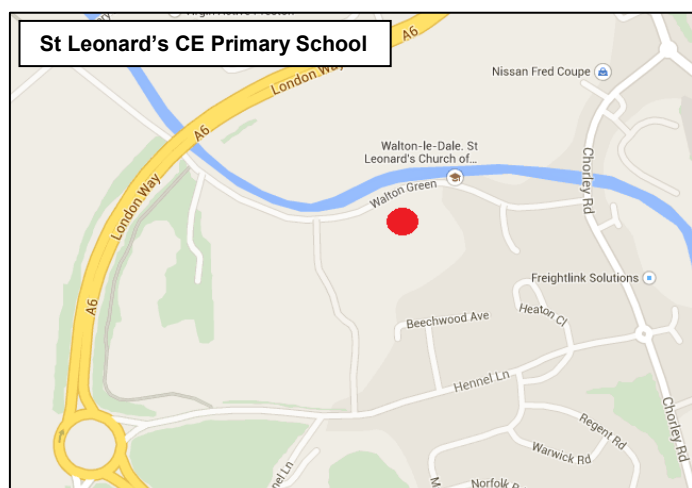
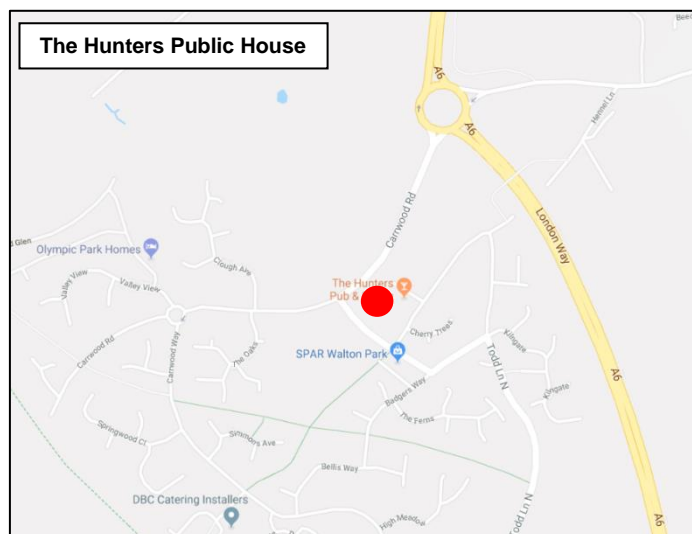
The number of people voting at each polling place are within the acceptable levels but as the electorate increases in RV07-WDW1 consideration will need to be given to providing two portacabins.

Proposed Development

In RV07-WDW1 there are 432 properties (734 electors) and in RV09-WDW3 there are 17 properties (29 electors) proposed to be developed by 2024. There is no proposed development in RV08-WDW2.

Recommendation

Polling Districts - Previously the whole of this ward voted at St Leonard's CE Primary School. However, as Walton Park developed over the years the requirement for a polling station on the west side of the A6 was needed more and more. Eventually in 2013 we had an agreement with the Welcome Tavern to use part of their pub as a polling place. In 2015 the Welcome Tavern was renovated and renamed to The Hunters Public House but the changes to the building meant that it was no longer an option to use as a polling place. As having a polling place on the west side of the A6 had proved so popular with local residents and as there are no other alternatives to be used as a polling place on Walton Park, an agreement was reached with the new owners of The Hunters to provide a port-a-cabin on their car park. Since then this polling place has been developed to ensure the voting experience for electors is just as good as any other polling place. When the last Borough Boundary Review commenced back in approximately 2012, a new link road was imminent to link part of RV07-WDW1 with the rest of this ward. Unfortunately this has been delayed many years and has still not be completed. This meant that those electors on the Penwortham side of the ward had to travel a greater distance than expected through Lostock Hall. However, it is anticipated that it is likely to be completed in Autumn 2019 and the distance these electors would have to travel would significantly reduce. It is therefore recommended that no changes be made to the polling districts.



Polling Places - There is a large amount of development proposed in RV07-WDW1 and once this development has been completed the port-a-cabin(s) we provide would need to be suitable for a double station. As this would be at the same polling place, we would just address the need when it arises. Taking this into account and that St Leonard's CE Primary School is a good venue it is recommended that the existing polling places remain the same.

REPORT TO	ON
COUNCIL	27 November 2019



TITLE	PORTFOLIO	REPORT OF
Appointment to Committee's and Outside Bodies	Leader of the Council	Assistant Director of Scrutiny and Democratic Services

PURPOSE OF THE REPORT

1. Members are asked to approve the appointments to Committees and Outside Bodies as outlined in the report.

PORTFOLIO RECOMMENDATIONS

2. Approve the appointment of Councillor Gareth Watson to the Licensing and Public Safety Committee for the remainder of 2019/20 municipal year.
3. Approve the appointment of the Cabinet Member (Heath, Wellbeing and Leisure), Councillor Mick Titherington to the Leyland Festival Committee.

REASONS FOR THE DECISION

4. To ensure the allocation of committee places in accordance with the Political Balance Rules.
5. To work effectively with our partners on outside bodies and committees.

CORPORATE OUTCOMES

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

Excellence, Investment and Financial Sustainability	√
Health, Wellbeing and Safety	
Place, Homes and Environment	

Projects relating to People in the Corporate Plan:

Our People and Communities	√
----------------------------	---

LICENSING AND PUBLIC SAFETY COMMITTEE

7. There is a current vacancy on the Licensing and Public Safety Committee for a Conservative Group member following the resignation of Sarah Whitaker as a Councillor for South Ribble Borough Council. Following the Election of the Coupe Green and Gregson Lane Ward on 24 October 2019, Councillor Gareth Watson was duly elected. The Leader of the Opposition, Councillor Margaret Smith has requested that Councillor Gareth Watson take up the vacancy on the Licensing and Public Safety Committee.

LEYLAND FESTIVAL COMMITTEE

8. The Council were recently contacted by the Chair of the Leyland Festival Committee to request that Councillor Mick Titherington in his role of Cabinet Member for Health, Wellbeing and Leisure be formally appointed to the Committee.
9. It is considered that the presence of the Cabinet Member responsible for Leisure will be a valuable addition to the committee together with volunteers and local businesses. Their role would also prove a vital link to updating other Council Members and monitoring the event planning, with regards to the level support required to make the weekend celebrations a great success.

RISK MANAGEMENT

10. It is important to have robust decision-making process in place for the delivery of projects within the Council's Corporate Plan and work of the Council and its Committees.

EQUALITY AND DIVERSITY IMPACT

11. To ensure that Committees and Outside Bodies are appropriately represented.

COMMENTS OF THE STATUTORY FINANCE OFFICER

12. There are no financial implications.

COMMENTS OF THE MONITORING OFFICER

13. There are no concerns from a Monitoring Officer perspective – what is proposed is within the Constitution.

DARREN CRANSHAW
ASSISTANT DIRECTOR OF SCRUTINY AND DEMOCRATIC SERVICES

Report Author:	Telephone:	Date:
Dianne Scambler (Democratic and Member Services Team Leader)	01772 625309	16/11/2019



REPORT TO	ON
COUNCIL	27 November 2019

TITLE	PORTFOLIO	REPORT OF
Council Tax Empty Properties & Second Homes Report	Cabinet Member for Community Engagement, Social Justice and Wealth Building	Director of Customer and Digital

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?	Yes
Is this report confidential?	No

PURPOSE OF THE REPORT

1. To inform Members on the proposed changes to the Council Tax Second Home discount and of the proposed changes to the Council Tax Long Term Empty Premium charge.
2. To outline proposals and gain approval to the removal of the Council Tax Second Home discount and increase the Council Tax Long Term Empty Premium charge (as below paragraph 5) with effect from 1 April 2020.
3. To gain approval for a new Council Tax Local Empty Discounts and Exemptions Policy (please see **Appendix A**).

RECOMMENDATIONS

4. That Cabinet recommends Council to approve the proposed policy changes for the removal of the current 10% discount applied for Council Tax Second Homes.
5. That Cabinet recommends Council to approve the proposed policy changes to increase the Council Tax Long Term Empty Premium charge from 1 April 2020 as shown below:-

Effective Date	Empty Period	Existing Premium	Proposed Premium
1 April 2020	2-5 years	50%	100%
	5 years+	50%	200%
1 April 2021	2-5 years	50%	100%
	5-10 years	50%	200%
	10 years+	50%	300%

6. That Cabinet recommends Council to approve a new Council Tax Local Empty Discounts and Exemptions Policy to reflect the above changes (please see **Appendix A**)

REASONS FOR THE DECISION

7. The council implemented an Empty Home Policy in 2013. These changes are intended to complement and enhance this policy in returning long term empty properties back into use.
8. To make best use of the housing in the area by minimising the length of time it remains empty.
9. To raise additional Council Tax income that can be used to maintain services and help keep the overall level of Council Tax at an affordable level for all residents.
10. The proposed changes will maximise the incentive for owners of long term empty homes to bring their properties back into use and support work already undertaken by the Council to reduce the number of long term empty properties and make better use of existing housing in the borough.
11. It was approved at Cabinet in July 2019 that due to the proposed changes to the Council Tax Support scheme (CTSS) for 2020/21, the Council would explore other income opportunities associated with the Council Tax second homes and empty homes premium charges.

CORPORATE OUTCOMES/OUTCOMES

12. The report relates to the following corporate outcomes:

Excellence, Investment and Financial Sustainability	X
Health, Wellbeing and Safety	
Place, Homes and Environment	

Projects relating to People in the Corporate Plan:

Our People and Communities	
----------------------------	--

BACKGROUND TO THE REPORT

13. The Government introduced technical reforms of council tax as part of the Local Government Resource Review. The Local Government Act 2003 introduced the ability to reduce the discount offered on Second Homes and furnished empty properties down from 50 to 10%. These changes were implemented by the council in 2004.
14. The Local Government Finance Act 2012 introduced further discretion for billing authorities to vary some of the existing council tax discounts and exemptions from the 1st April 2013. The Council decided initially not to implement these changes in 2013/14,

but did so with effect from 1st April 2014. This included the provision to levy a premium of 50% upon Long Term Empty Properties where a period of 2 years has elapsed since the property was last occupied.

15. In July 2018 an amendment to the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act has given local authorities powers from 1 April 2019 to charge greater Council Tax premiums on homes that have been empty and unfurnished for more than 2 years.

PROPOSALS

16. Second Homes

A second home is defined as a dwelling, which is no one's sole or main residence but which is furnished.

As at September 2019 the total number of second home properties is 134.

Currently a charge of 90% is applied (10% discount). A proposed charge of 100% will be applied for second homes (0% discount). The charge applies to all cases except where the legislation determines otherwise and in those cases (as follows) a charge of 50% will apply (rather than the proposed 100%):

- Dwellings which are furnished but unoccupied because the owner is liable to a Council Tax elsewhere in job-related accommodation;
- Empty but furnished dwellings of service personnel resident in accommodation provided by the Ministry of Defence;
- If the dwelling is a caravan or houseboat; or
- Where members of the clergy are required to live in accommodation provided by their employer to perform the duties of their office.

17. Empty Homes Premium (Long Term empty dwellings >2 years)

A long term empty dwelling is one that has been vacant in excess of two years and as such is currently subject to an Empty Homes Premium of 50%, in addition to the 100% charge already levied in respect of empty premises.

As at September 2019 the total number of long term empty homes premium is 172 properties.

The main aim of the proposed change is to encourage owners to bring empty properties back into use quicker, at a time when there is an overall housing shortage and social housing waiting list. The Government considers that long term empty properties attract squatters, vandalism and anti-social behaviour, and are a blight on the community. Liability for the Empty Homes Premium is determined by the length of time that the property has been empty. An individual who purchases a property, which has already been empty for two-years, may be required to pay the premium as soon as they take ownership. A period of occupation of over six weeks qualifies as a break in the empty period, 'resetting the clock' for the purposes of the Empty Homes Premium.

Two classes of property are exempt by statute from the Empty Homes Premium as detailed below:

- A dwelling which is the sole or main residence of a member of the armed forces, who is absent from the property as a result of such service.
- An annex deemed unoccupied because it is being treated by the occupier of the main dwelling as part of that main building.

18. Council Tax Local Empty Discounts and Exemptions Policy (including Discretionary Powers)

It is proposed that with the approval of the above recommendations to the changes in the charges, that a Council Tax Local Empty Discounts and Exemptions Policy also be

approved that provides full details of the changes. It is also proposed that contained within the policy is information relating to delegated authority to the director in consultation with the portfolio holder (please see Appendix A).

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

19. A question regarding changes to Council Tax for second homes and empty premises has been built into the Council Tax Support Scheme 2020/21 Consultation.
20. There are no legislative requirements to undertake further consultation in relation to the proposals contained within this report. However members may wish officers to undertake further consultation recognising this may impact on the implementation of the proposed changes and require additional time and resources.
21. Any changes to these discounts will be formally advertised in accordance with the regulations. In addition all potentially affected charge payers will be contacted prior to the annual billing process in March 2020.

ALTERNATIVE OPTIONS CONSIDERED

22. An alternative option would be to leave the current Council Tax discount on for second homes and the premium at 50% on for homes that have been empty and unfurnished for more than 2 years. This option would mean the Council would not be using all available measures to incentivise long term empty property owners to bring their properties back into use or maximise any potential additional income.

FINANCIAL IMPLICATIONS

23. These changes will provide additional income for the council's Collection Fund. This would therefore benefit all participants of the collection fund (i.e. Lancashire County Council, Police authority, Fire authority and South Ribble Borough Council). The benefit is split in proportion of the Council Tax. Therefore, all but 12% of the benefit would be passed to the other precepting authorities. The estimated income in 2020/21 for the County Council is £104,504.29 and for SRBC the estimated income in 2020/21 is £16,946.64. Please see **Appendix B** for an estimated breakdown of income per authority for 2020/21. The formula used to determine the income involves adding the amended 2nd home figure (no discount) to the new premium figures (increase in >2yr & >5yr) minus the existing premium figure (50%), which gives a total additional revenue amount. It should be noted that if the proposed changes to the policy prove successful in encouraging more properties back into use, the revenue they raise will decline in future years.

LEGAL IMPLICATIONS

24. The Acts detailed in the report provide the framework to enable South Ribble Borough Council to implement these changes.
25. Under the Local Government Finance Act 1992 (as amended) the Council, as the billing authority, may determine that the prescribed Council Tax discount shall not apply or shall be of a lesser percentage in relation to second homes and empty homes. The Council when varying or revoking a previous determination under Section 11A of the 1992 Act for a financial year, must do so before the beginning of the year. Any such determination must be published in at least one newspaper

circulating in its area before the end of twenty one days beginning on the date of the determination.

AIR QUALITY IMPLICATIONS

26. None

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

27. Whilst the changes will result in additional Council Tax being charged, collection of monies due on empty properties has historically proven to be more challenging and resource intensive. The projected collection rates would be monitored and may need to be revised.

ICT/TECHNOLOGY IMPLICATIONS

28. Our existing software is already capable of processing and administering the relevant proposed changes.

PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

29. None.

RISK MANAGEMENT

30. The keys risks are managing the Councils reputation associated with the proposed changes and collection rates. Detailed risk assessment will be completed further to agreement to the proposed changes.

EQUALITY AND DIVERSITY IMPACT

31. The relevant equality implications are ensuring the proposed changes do not have a detrimental impact on targeted groups. A detailed equality impact assessment will be completed further to agreement to the proposed changes.

RELEVANT DIRECTORS RECOMMENDATIONS

32. This report addresses the challenges for the council in relation to mitigating the risks associated with the changes to the Council Tax Support Scheme 2020/21 and bringing empty homes back in to use.

COMMENTS OF THE STATUTORY FINANCE OFFICER

33. As set out in the report, local authorities have been given powers to charge greater Council Tax premiums on homes that have been empty and unfurnished long-term. By applying these measures, the Council is encouraging property owners to bring these properties back into use. At the outset this will increase income and this has been modelled based on current data, although if the policy is successful then the additional income from charging these premiums will reduce over time. With regard to second homes, the removal of the 10% discount will also result in a further increase in income for the Council and the precepting authorities.

COMMENTS OF THE MONITORING OFFICER

34. There is a profusion of legislative provisions in this area. In particular the proposed premium for Long Term Empty properties is in line with the parameters set out in the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act. As ever when exercising our discretion we must do so in a reasonable way – our decisions should be informed by proper reasoning. In this instance it is considered that what is proposed here is reasonable. Members may consider it desirable to carry out a consultation exercise on these proposals – this is a matter for them.

BACKGROUND DOCUMENTS

Local Government Finance Act 1992 (as amended)
Local Government Act 2003 (as amended)
Local Government Finance Act 2012 (as amended)
The Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012
Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018
South Ribble Borough Council's Empty Homes Policy
Cabinet 10th July 2019: Council Tax Support Scheme 2020/21 Consultation

APPENDICES

Appendix A – Council Tax Local Empty Homes Discounts and Exemptions Policy
Appendix B – 2020-21 Projected Additional Revenue

Paul Hussey
Director of Customer & Digital

Report Author:	Telephone:	Date:
Andrew Bamber Council Tax Team Leader	01772 625346	24/09/2019



South Ribble Borough Council

Council Tax Local Empty Discounts and Exemptions Policy

Introduction

The Local Government Finance Act 2012 amended the Local Government Finance Act 1992 allowing local discretion over the implementation of certain discounts in place of statutory exemptions and also allows for the use of premiums for certain long term empty premises. In July 2018 an amendment to the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act has given local authorities powers from 1 April 2019 to charge greater Council Tax premiums on homes that have been empty and unfurnished for more than 2 years.

The intention of Central Government is to allow Councils the flexibility in raising additional Council Tax. In addition, Government is keen to ensure that premises do not remain unoccupied or unused for extensive periods and to encourage the maximum use of all available premises within Council areas.

Legislation

- The Local Government Finance Act 1992
- The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 as amended by The Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012; and
- The Council Tax (Exempt Dwellings) (England) (Amendment) Order 2012
- Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018

In addition to the above legislation, Central Government has provided a number of documents to assist local authorities in the implementation of the regulations:

- Technical Reforms of Council Tax - A consultation
- Technical Reforms for Council Tax - A summary of responses;
- Council Tax Information Letter: Council Tax - Definitions of Empty Homes and Second Homes;
- Council Tax - Empty Homes Premium - Guidance - for properties for sale and letting.

Purpose

South Ribble Borough Council (the Council) has approved the following changes to Council Tax exemptions, discounts, long term empty properties and second homes with effect from 1 April 2020 by:

- Removing the 10% discount on second homes (100% charge)
- Levying an increased additional premium on top of Council Tax due on properties that have been empty and unfurnished for at least two years, subject to any statutory or local exceptions

This policy sets out the factors that the Council will take into account when applying a discount, exemption or premium and deciding if any exception to charge of the premium can be granted. Each case will be treated strictly on its merits and all applicants will be treated equally and fairly through administration of the policy.

Council Tax charges in relation to Long Term Empty properties

Council Tax is charged at the full rate (100%) on all long term empty properties. In certain circumstances some dwellings will not be classed as being long term empty dwellings. The majority of these exemptions are determined by Central Government and Legislation.

Exempt Class	Type of Property	Period of Exemption	Class of Property after prescribed period
A (Former)	Property in need or undergoing major repairs	12 Months	Long Term Empty
B	Unoccupied, owned by a charity	6 Months	Long Term Empty
C (Former)	Empty and Unfurnished for up to 6 month	6 Months	Long Term Empty
D	Empty due to a person being in prison	Indefinite	N/A
E	Empty due to a person having gone to live in a care home	Indefinite	N/A
F	Council tax payer deceased	6 Months from Grant of Probate	Long Term Empty
G	Occupation prohibited by law	Indefinite	N/A
K	Dwelling left empty by a student	Indefinite	N/A
L	Unoccupied dwelling where a mortgagee is in possession	Indefinite	N/A
R	Caravan Pitches and Boat Moorings	Indefinite	N/A
W	Dependent Relative	Indefinite	N/A
H	Unoccupied dwelling held for a Minister of Religion	Indefinite	N/A
I	Person living elsewhere to receive personal care	Indefinite	N/A
J	Dwelling left empty by a person providing personal care	Indefinite	N/A
Q	Dwelling Left Empty by a Bankrupt	Indefinite	N/A

Second Homes

A second home is defined as a dwelling, which is no one's sole or main residence but which is furnished.

A charge of 100% is applied for second homes (0% discount). The charge applies to all cases except where the legislation determines otherwise and in those cases (as follows) a charge of 50% will apply (rather than the 100%):

- Dwellings which are furnished but unoccupied because the owner is liable to a Council Tax elsewhere in job-related accommodation;
- Empty but furnished dwellings of service personnel resident in accommodation provided by the Ministry of Defence;
- If the dwelling is a caravan or houseboat; or
- Where members of the clergy are required to live in accommodation provided by their employer to perform the duties of their office.

Council Tax Premium

A premium is charged for empty homes once a property has been empty for a period of two years and where the property is classed as a long term empty property. The follow types of property are excluded from these provisions:

- A dwelling which is the sole or main residence of a member of the armed forces who is absent due to service
- An annex treated as part of the main dwelling

The premium charges that apply are:

Effective Date	Empty Period	Premium	Total Charge
1 April 2020	2-5 years	100%	200%
	5 years+	200%	300%
1 April 2021	2-5 years	100%	200%
	5-10 years	200%	300%
	10 years+	300%	400%

Local Exceptions to the Council Tax Premium

The Council will consider waiving the Council Tax Premium for applicants who meet the qualifying criteria as specified in this policy. The Council will treat all applications on their individual merits, and will seek through the operation of this policy to grant exceptions to additional charge for the Council Tax Premium:

- For those owners who are genuinely attempting to sell or let their property which has been vacant for at least two years
- For those owners who are experiencing exceptional and/or unforeseen circumstances, and/or particular legal or technical issues which is preventing the sale or letting of the property
- Those owners who are in negotiation with the Council with a genuine view to letting the property under the Council's scheme(s).
- Cases where imposition of the Council Tax Premium would result in hardship and a reasonable person would regard the imposition as unfair.

Claiming a Local Exception to the Council Tax Premium

A claim must be made in writing to the Council and signed by the owner of the vacant property or their representative. The claimant must include any relevant supporting evidence.

A Council Officer may make an appointment to visit any applicant who for whatever reason is unable to confirm the details provided, which may necessitate being given access to the premises.

The Council may request any (reasonable) evidence in support of an application but the applicant will be asked to provide the evidence within one month of such a request although this will be extended in appropriate circumstances.

If the claimant is unable to, or does not provide the required evidence, the Council may still consider the application and will take into account any other available evidence including that held at the time on Council Tax records.

The Council reserves the right to verify any information or evidence provided by the applicant.

Payment of Council Tax (including the premium) may not be withheld whilst awaiting the outcome of an application or the review of a previous decision.

Period of Exception

In all cases, the Council will decide the length of time for which an exception will be awarded on the basis of the evidence supplied and the facts known.

The start date of an exception will normally be the date the application is received by the Council providing the Council is satisfied the reasons for the exception existed at that time and the exception will continue for a period of twelve months subject to those circumstances continuing.

The Council will at least annually review the award and request confirmation that the circumstances leading to the award of the exception remain applicable.

The Council will comply with any regulations issued by the Secretary of State in relation to any application and have regard to any related national policy guidance.

Awarding an Exception to the Council Tax Premium

In deciding whether to award an exception to payment of the Council Tax Premium, the Council will take into account the following criteria:

- Owners who are genuinely attempting to sell or let their property which has been vacant for at least two years:
 - Has professional advice and assistance been obtained?
 - It is expected that when a property has been vacant for two years a professional agent with specialist knowledge of the locality will have been engaged.
 - Have any offers to purchase or rent the property been received? If Yes – why were those offers refused?
 - Written confirmation of the reasons for refusal will be required from a professional agent
 - Is the sale price or rental in line with recent sale or rental prices for similar properties in the locality?
 - If no does this property have special features that reasonably warrants a higher value or rent?
 - Has the property been put up for sale by public auction?

- Cases where the dwelling has remained empty beyond a two year period due to exceptional and /or unforeseen circumstances and/or occasionally any other circumstances, proven to be beyond the control of the owner:

- Are the circumstances exceptional or unforeseen?
 - Is there a legal difficulty or issue which is preventing the sale or letting of the property?
 - A solicitor's or legal conveyancer's letter should be produced in evidence, detailing the reasons preventing sale or letting.
 - Is a sale or letting being delayed by the actions of a public body?
 - Full details must be provided, decision to be based on evidence
- Owners who are in negotiation with the Council with a genuine view to letting the property under the Council's Empty Homes policy:
 - Has there been a genuine expression of interest in transferring management of a property via the Council with a view to letting the property to local people with housing needs?
 - The Council's Housing Officer will be asked to confirm details of the expression.
 - The exception would only be applied from the date of signing the approval notice.
- Cases where imposition of the Council Tax Premium would result in hardship and a reasonable person would regard the imposition as unfair.
 - Will imposition of the Council Tax Premium result in the owner suffering hardship?
 - Granting an exception under this criterion is likely to be the exception rather than the rule as it is expected the majority of exceptions will have been granted under earlier criteria.

Changes of Circumstances

The Council may need to revise the decision to grant an exception to the premium if it becomes aware that the circumstances of an applicant have materially changed. Individuals must immediately advise the Council of any change in circumstances affecting the decision.

Notification

The Council will inform the applicant in writing of the outcome of their application within 28 days of receipt, or as soon as possible after. Where the application is unsuccessful, the Council will set out the reasons why this decision was made and explain the right of review.

The right to seek a review

As the exceptions to the premium in this policy are determined locally, any decisions are not subject to a statutory appeals mechanism. The Council will therefore operate its own procedures for dealing with appeals against a refusal to award an exception to the premium.

An applicant (or their appointee or agent) who disagrees with a decision not to award an exception may dispute the decision. A request for a review must be made in writing to the Revenues department within one calendar month of the written decision being issued.

A Revenues officer will review all the evidence held and may ask for further clarification to be provided. A decision will be made within 28 days of the request for a review. The decision will be notified to the claimant in writing, setting out the reasons for the decision.

Where the claimant is still not satisfied, they will be entitled to a further review, provided this is delivered in writing within one calendar month of the date on the decision letter giving reasons for the further review sent by the Revenues officer. This review will be carried out by a Director or Assistant Director of the Council. The decision made following the further review will be notified in writing within 28 days of the request for the review.

Policy effective from 1 April 2020.

This page is intentionally left blank

2020/21 2nd Home Discount %
 2020/21 2nd Home Discount Revenue

0%
£12,069.36

2020/21 Premium >2 yrs %
 Long Term Empty Premium Revenue

100%
£90,998.02

2020/21 Premium >5 yrs %
 Long Term Empty Premium Revenue

200%
£129,337.04

Discount Collection Rate
 Premium Collection Rate

98%	£11,767.63
98%	£214,826.68

Existing Long Term Empty Premium %
 Existing Long Term Empty Premium Revenue

50%
£85,372.30

Total Additional Revenue

£141,222.01

County	Police	Fire	SRBC
£104,504.29	£14,122.20	£5,648.88	£16,946.64
74%	10%	4%	12%

This page is intentionally left blank

REPORT TO	ON
COUNCIL	27 November 2019



TITLE	PORTFOLIO	REPORT OF
Amended Terms of Reference for the Climate Emergency Task Group	Cabinet Member (Environment)	Assistant Director of Scrutiny and Democratic Services

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? This should only be in exceptional circumstances.	Yes

PURPOSE OF THE REPORT

- To amend the Terms of Reference for the Membership of the Climate Emergency Task Group.

PORTFOLIO RECOMMENDATIONS

- That the amended Terms of Reference in terms of Membership outlined in the report be approved.

REASONS FOR THE DECISION

- To approve amendments to the Membership of the Climate Emergency Task Group.

CORPORATE OUTCOMES

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

Excellence, Investment and Financial Sustainability	
Health, Wellbeing and Safety	√
Place, Homes and Environment	√

Projects relating to People in the Corporate Plan:

Our People and Communities	√
----------------------------	---

BACKGROUND TO THE REPORT

5. At its meeting on 24 July 2019, Council considered the following notice of motion that was proposed by Councillor Ken Jones, seconded by Councillor Matthew Trafford and was subsequently unanimously resolved as follows:

This Council declares that the effect of climate change within the borough poses an immediate danger to the health and well-being of our residents and therefore proclaims a Climate Emergency with immediate effect.

To combat this threat, the borough sets a goal of rendering the borough carbon neutral by the year 2030. For avoidance of doubt, this goal means the borough shall produce no net carbon emissions by this date, taking into account of actions that have the effect of removing carbon from the environment.

In order to implement this decision, the borough shall create a Standing Working Group on the Climate Emergency. The Group shall be made up of the following:

- Cabinet Member responsible for the Environment (in the Chair);
- Chairs of each Neighbourhood Forum;
- Representatives of each political group represented on the council (2 Labour Members (including Air Quality Lead), 1 Liberal Democrat Member, 2 Conservative Members);
- Air Quality Lead;
- Such other Members, including co-opted members, as the working group shall consider appropriate.

The Standing Working Group on the Climate Emergency shall:

- Incorporate the Council's existing Air Quality Action Plan into its wider plans;
- Devise and propose further measures in pursuit of its goals;
- Monitor progress towards its goals;
- Report back to full Council at least four times per year on its progress in achieving its goals.

The standing Working Group on Climate Emergency shall be resourced through the Council's annual budgets going forward.

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

6. At the first meeting of the Climate Emergency Working Group the Cabinet Member for the Environment proposed that the Chair of the new Group be the Lead Member for Air Quality, Councillor Ken Jones and that to foster better

cross party working relationships, Councillor Stephen Thurlbourn be appointed as Vice Chair of the Group.

7. The Cabinet Member for the Environment, Councillor Susan Jones will still continue to attend the meetings and provide regular updates to both Cabinet and Council.

8. The Terms of Reference will be amended as follows:

The standing Working Group shall be made up of the following:

- Air Quality Lead (in the Chair);
- Cabinet Member responsible for the Environment;
- Chairs of each Neighbourhood Forum;
- Representatives of each political group represented on the council (2 Labour Members (including Air Quality Lead), 1 Liberal Democrat Member, 2 Conservative Members);
- Air Quality Lead;
- Such other Members, including co-opted members, as the working group shall consider appropriate.
- Vice Chair to be appointed at the Committee

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

9. To continue with the existing membership allocations as approved by Council on 24 July 2019.

AIR QUALITY IMPLICATIONS

10. The Climate Emergency Working Group will be a standing Group of Council to look into ways of how the Council will meet its goal of rendering the borough carbon neutral by the year 2030, including Air Quality targets.

RISK MANAGEMENT

11. It is important to get the membership right so that the work of the Group is driven and focused to achieve results.

EQUALITY AND DIVERSITY IMPACT

12. The Group have taken the sensible approach to appoint a Conservative Group member to the role of Vice Chair.

COMMENTS OF THE STATUTORY FINANCE OFFICER

13. In July, the Council committed to invest and develop policy and plans to tackle climate change. In order to support this, an additional Environmental Health Officer post has been created and funded from existing budgets. Going forward, the budget

implications of any actions arising from the working group will need to be assessed and funding identified where they cannot be funded from existing budgets.

COMMENTS OF THE MONITORING OFFICER

14. There are no issues/concerns with this report from a legal perspective.

BACKGROUND DOCUMENTS

15. Council Agenda – 24 July 2019

APPENDICES (or There are no appendices to this report)

There are no appendices to the report.

Darren Cranshaw
Assistant Director of Scrutiny and Democratic Services

Report Author:	Telephone:	Date:
Dianne Scambler (Democratic and Member Services Team Leader)	01772 625309	6 November 2019

REPORT TO	ON
COUNCIL	27th November 2019



TITLE	PORTFOLIO	REPORT OF
Central Lancashire Memorandum of Understanding on Housing Provision and Distribution	Cabinet Member (Planning, Regeneration and City Deal)	Director of Planning and Property

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? This should only be in exceptional circumstances.	Yes
Is this report confidential?	No

PURPOSE OF THE REPORT

1. The purpose of the report is to provide Cabinet with an update on housing numbers in relation to the Central Lancashire Local Plan and to seek Cabinet approval to agree a Memorandum of Understanding on the approach across Central Lancashire.

PORTFOLIO RECOMMENDATIONS

2. That the principles of the Central Lancashire Memorandum of Understanding (MOU) on Housing Provision (Appendix A to this report) are approved.
3. That final approval of the revised MOU (minor nonmaterial changes) be delegated to the Director of Planning and Property in consultation with the Portfolio Holder for Planning, Regeneration and City Deal.
4. That the Council formally adopts the MOU upon formal approval by all three councils (in accordance with their respective scheme of delegation).
5. That at the point of adoption the MOU is used for Development Management purposes.

REASONS FOR THE DECISION

6. It is important that a revised and up to date position on housing requirements for the Central Lancashire area is established. Government challenges authorities to ensure a 5 years supply of deliverable homes and also ensure delivery matches the need. It is felt that the current provision and distribution in the Central Lancashire Core Strategy needs updating to reflect the most up to date circumstances prior to the adoption of a new Local Plan in 2022.

EXECUTIVE SUMMARY

7. Housing numbers are a keystone of the Planning system and will be one of the key issues for the new Central Lancashire Local Plan. The current housing requirement for Central Lancashire dates back to Regional Spatial Strategy of 2008 with evidence for that dating back to 2003. The recent Government Standard Method has provided a new approach and this has been developed further by new evidence. Given that the new Local Plan will not be adopted for at least 2 years it is imperative that a Memorandum of Understanding between the 3 Central Lancashire authorities is agreed to cover the interim period.

CORPORATE OUTCOMES

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

Excellence, Investment and Financial Sustainability	
Health, Wellbeing and Safety	
Place, Homes and Environment	✓

Projects relating to People in the Corporate Plan:

Our People and Communities	
----------------------------	--

BACKGROUND TO THE REPORT

9. Housing numbers are a keystone of the Local Plan process. The current housing number for South Ribble was established in the Central Lancashire Core Strategy which was adopted in 2012 and confirmed in a Memorandum of Understanding from September 2017. Since then there have been significant changes in national government policy through changes to the National Planning Policy Framework (NPPF) and Guidance (NPPG). There has also been the introduction of a Government standard method of calculation of housing need. The new Local Plan for Central Lancashire is, however, only at an early stage with Issues and Options being consulted upon from November 2019. The new Local Plan will take at least another 2 years to be adopted therefore it is imperative to establish an interim position on housing numbers across the Central Lancashire area. A short period of consultation with interested parties such as house builders, developers and planning agents was commenced on Friday 1st November 2019. The responses to this will be reported to Full Council on 27th November 2019.

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

10. The current Central Lancashire Core Strategy adopted in 2012 provides for the following distribution of housing across the three partner authorities:

Core Strategy 2012 Housing Requirement

Preston:	507 dwellings pa
South Ribble:	417 dwellings pa
Chorley:	417 dwellings pa

Total: 1,341 dwellings pa

11. It is worth highlighting that the above numbers are based on evidence which underpinned Policy L4 of the former North West Regional Spatial Strategy (RSS) to 2021, adopted in 2008. The plan period commencement for the RSS was 2003, and therefore the housing requirements set out in Policy 4 of the Central Lancashire Core Strategy are applicable from 2003 onwards. Given this it is clear that the housing figures in the current Core Strategy are dated and are now superseded by more recent more policy approaches.
12. The Central Lancashire Strategic Housing Market Assessment (SHMA) was published in August 2017 and identified that the Objectively Assessed Need (OAN) for new homes in Central Lancashire was 1,184 dwellings per annum, from a base date of April 2014, with a distribution as follows:

Central Lancashire SHMA 2017 Housing Requirement

Preston:	225 dwellings pa
South Ribble:	440 dwellings pa
Chorley:	519 dwellings pa
Total:	1,184 dwellings pa

13. Given that the above figures were not radically different to the adopted Core Strategy it was felt that continuing with the Core Strategy figures was the most appropriate way forward. On that basis a Memorandum of Understanding (MoU) was adopted by the 3 Councils in September 2017.
14. Subsequently there have been changes regarding identifying housing need which stem from a revised NPPF issued in February 2019. The basis of this is that the Government introduced a standard method of calculating housing need which would set the “minimum” requirement for new homes.
15. The standard formula uses the latest Office for National Statistics (ONS) household growth projections from 2014, and, applies an affordability adjustment, based on an authority’s median workplace-based affordability ratio. Using the standard method would provide for the following:

NPPF Standard Method of Housing Need 2019

Preston:	241 dwellings pa
South Ribble:	206 dwellings pa
Chorley:	579 dwellings pa
Total:	1,026 dwellings pa

16. All three authorities have considered the above standard method approach through the Central Lancashire Joint Advisory Committee. All three authorities are concerned that the standard method does not truly reflect their needs moving forward. For example, in South Ribble's case the long term housing delivery trend is around 347 units per annum since 2003 therefore the standard method is around 140 units short and is largely influenced by under delivery in recent years.
17. Given the concern over the standard method the Central Lancashire authorities commissioned a study on housing requirements from the consultancy IcenI. A draft study has now been issued and this looks at the overall Central Lancashire picture and a more rational distribution of housing within it. IcenI's starting point is the 1,026 Central Lancashire need and then they look to distribute that figure between the authorities on a more evidential basis. The method of distribution looks at the following factors:
- *Population Distribution:* With Preston accounting for 38% of the Central Lancashire population.
 - *Workforce Distribution:* Proportionally, the distribution of workforce replicates that of the population.
 - *Jobs Distribution:* Almost half (48%) of jobs are located in Preston, less than a quarter (22%) are located in Chorley.
 - *Affordability:* Preston is the most affordable place to live of the three authorities.
 - *Constraints:* Chorley has the highest proportion of land covered by significant constraints, such as Green Belt.
 - *Urban Capacity:* Taking account of land and site availability across Central Lancashire, there is potentially capacity for over 77,000 homes, with the highest proportions being in Preston and South Ribble.
18. Using the methodology outlined above provides the following distribution.

IcenI Proposed Distribution of Housing Across the Central Lancashire Area

	CBC	PCC	SRBC	Total
Local Housing Need (Standard Method)	579	241	206	1,026
% of Local Housing Need (Standard Method)	57%	23%	20%	100%
Recommended Distribution (%)	27.5%	40%	32.5%	100%
Local Housing Need (IcenI Analysis)	282	410	334	1,026

19. Officers consider that the IcenI approach to redistribution provides for a more refined and realistic approach to identifying housing requirements in each of the three authorities whilst also ensuring the total provision across the Central Lancashire area is aligned to the standard method.
20. It is also worth highlighting that the adoption of the above approach would wipe out any under-delivery of housing from previous years as this has already been taken account of in the calculation. For South Ribble the under-delivery from 2003 using the current Local Plan figure would equate to 1,110 homes.
21. It is therefore proposed to adopt a Memorandum of Understanding between the three authorities (Appendix A) with a new housing need figure for each authority using the IcenI approach. This would therefore provide a new minimum housing need figure for

South Ribble of 334 homes per annum as opposed to the current 417 homes per annum.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

22. The issue has been considered by the Central Lancashire Joint Advisory Committee which met on 28th October 2019.

23. A short period of consultation with interested parties such as house builders, developers and planning agents was commenced on Friday 1st November 2019. The responses to this will be reported to Full Council on 27th November 2019.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

24. The only other alternative option considered was to continue with the current Local Plan figure of 417 homes per annum. This would however put South Ribble at risk against measures on supply and delivery and it is felt does not reflect the housing needs arising in the Borough.

FINANCIAL IMPLICATIONS

25. Work on the Central Lancashire Local Plan is catered for within existing budgets.

LEGAL IMPLICATIONS

26. Arguments over housing requirement and housing supply can be quite common in planning appeals. By adopting this Memorandum of Understanding that will help to bring some clarity and certitude to these issues. That hopefully should strengthen our hand when it comes to contesting planning appeals. Ultimately it will be for full Council to approve this document.

AIR QUALITY IMPLICATIONS

27. There are no air quality implications to this report.

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

28. None.

ICT/TECHNOLOGY IMPLICATIONS

29. None.

PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

30. None.

RISK MANAGEMENT

31. The key risks to the authority are continuing without establishing an up to date position on housing numbers. The supply and delivery of new homes is a key government

measure and if South Ribble is not meeting those targets then Government policy is in favour of developers in planning appeal situations. This could lead to developments happening in locations where South Ribble does not want housing.

EQUALITY AND DIVERSITY IMPACT

32. The provision of housing is a key requirement of the Local Plan process. Housing provision is aimed at all in society. The Local Plan itself will go through a full detailed combined impact assessment which will assess equality and diversity in more detail.

RELEVANT DIRECTORS RECOMMENDATIONS

33. Housing requirements are a keystone to the Local Plan process and an important measure for both supply and delivery. It is critical that the housing requirement used is the right figure for South Ribble and that we meet that figure. Failure to meet the figures adopted can lead to sanctions from Central Government. The proposed approach in the Memorandum of Understanding provides for a fairer and evidence based approach between the three authorities. For South Ribble the proposed figure of 334 reflects the long term housing delivery trends for the Borough. Given that the adoption of a new Local Plan will be around 2 years away it is important that we establish a revised figure for the interim period.

COMMENTS OF THE STATUTORY FINANCE OFFICER

34. There are no direct budgetary implications of this proposal, however establishing a more realistic and deliverable target will provide a basis for forecasting future income streams which derive from housing growth in the borough.

COMMENTS OF THE MONITORING OFFICER

35. There are a number of very good reasons why we should adopt this Memorandum of Understanding – please see the Legal Implications above.

BACKGROUND DOCUMENTS

None.

APPENDICES

Appendix A – Draft Central Lancashire Memorandum of Understanding on Housing Provision

Jonathan Noad
Director of Planning and Property

Report Author:	Telephone:	Date:
Jonathan Noad Director of Planning and Property	01772 625206	18 th November 2019

Central Lancashire Local Plan

DRAFT Memorandum of Understanding and Statement of Co-Operation:

Relating to the Provision and Distribution of
Housing Land

December 2019



**Joint Memorandum of Understanding & Statement of Co-operation
Relating to the Provision and Distribution of Housing Land**

December 2019

Parties to the Memorandum

Preston City Council

South Ribble Borough Council

Chorley Council

Signed on behalf of Preston City Council

Chris Hayward (Director of Development)

Date:

Signed on behalf of South Ribble Borough Council

Jonathan Noad (Director of Planning and Property)

Date:

Signed on behalf of Chorley Council

Chris Sinnott ()

Date:

1. Background

- 1.1 Central Lancashire is defined as the area covered by the following three Local Planning Authorities ('the Council's'):
- Preston City Council
 - South Ribble Borough Council
 - Chorley Council.
- 1.2 The Council's, together with Lancashire County Council (which provides strategic planning functions in relation to highways, minerals and waste), have a history of joint working which reflects the compact nature of this part of Lancashire, focussed on the urban core. Joint working is formally constituted in a Joint Advisory Committee of the Councils, which was established in 2008.
- 1.3 Overall, the Councils cover an area of some 458km² (177 square miles) with a combined population of 367,518. Importantly, in this context, the area functions as one integrated local economy and travel to work area and is a single Housing Market Area. Containment levels approach 80% for travel to work and exceed 80% for housing moves when long distance moves are excluded.
- 1.4 Journey times by rail from Preston to Leyland are 6 minutes and to Chorley 14 minutes. Rail journey times between Chorley and Leyland are 8 minutes. Both Chorley and Leyland are within 20 minutes journey time by road from Preston and 15 minutes between the two.

2. The Current Development Plan

- 2.1 The history and depth of joint working by the Councils is reflected in the current development plan. The principal spatial plan is the Central Lancashire Core Strategy, adopted by the Councils in July 2012. The plan covers the administrative areas of all three Councils.
- 2.2 Beneath that plan are three individual Local Plans (or Site Allocation Plans), all adopted in July 2015, as well as Area Action Plans and Neighbourhood Plans (all listed in **Appendix 1**).
- 2.3 Central Lancashire Core Strategy Policies 1 and 4 are of particular relevance to the provision of housing land. Policy 1 sets out the overall spatial pattern of development, being concerned with locating growth across Centre Lancashire. Policy 4 contains the housing requirements for each of the Councils:

Preston:	507 dwellings pa
South Ribble:	417 dwellings pa
Chorley:	417 dwellings pa
Total:	1,341 dwellings pa

2.4 The Council's consider that maintaining the use of the housing requirements set out in Policy 4, which is now out of date, until such a time as the review of the Local Plan is complete, is not appropriate and has been superseded by the standard housing methodology, as explained below.

3. The 2017 Memorandum of Understanding

3.1 In September 2017, following the completion of the Central Lancashire Strategic Housing Market Assessment (undertaken by consultants on behalf of the three Councils), a Memorandum of Understanding (MOU) was entered into in relation to the distribution of housing prior to the adoption of new Local Plan.

3.2 The Central Lancashire Strategic Housing Market Assessment (SHMA) was published in August 2017 and identified that the Objectively Assessed Need (OAN) for new homes in Central Lancashire as 1,184 dwellings per annum, from a base date of April 2014, distributed as follows:

Preston:	225 dwellings pa
South Ribble:	440 dwellings pa
Chorley:	519 dwellings pa
Total:	1,184 dwellings pa

3.3 The above figures represent the OAN for each Council taking account of economic growth forecasts at that time. The SHMA also produced a slightly lower Central Lancashire OAN figure based only on demographic growth, albeit with a different distribution across the three Councils.

3.4 Given the Central Lancashire yearly OAN overall was not found to be radically dissimilar to the housing requirements of Policy 4 (albeit with the exclusion of any historic under or over delivery), the 2017 MOU agreed to a continuation of the use of the Policy 4 housing requirement and distribution. This decision was based on the need to continue to prioritise a pattern of development which supported the growth of strategic sites and locations, namely Cottam and North West Preston.

3.5 Furthermore, at the time, it was considered that a continuation of the application of Policy 4 would help to address net out-migration from Preston to other parts of the Housing Market Area.

3.6 In November 2017 the MOU process was subject to assessment on appeal in relation to a development at Pear Tree Lane, Euxton, Chorley (Appeal Ref: APP/D2320/W/17/3173275). Although national policy has moved on substantively since this time (covered in Section 4 of this document), the fundamental principles of this decision remain pertinent.

3.7 In this case the Inspector deliberated the legitimacy of the MOU in apportioning dwellings from one part of the Central Lancashire Housing Market Area (HMA) to another, given this would be outwith the development plan process. In conclusion

the Inspector sited the '*proven track record of joint working across the HMA*' (Paragraph 27) and concluded an apportionment of OAN to elsewhere in the HMA, in accordance with the principles of the MOU, would be acceptable (Paragraph 32 and 33).

4. Changes to the National Planning Policy Context

- 4.1 The changes to the National Planning Policy Framework (the Framework) since the 2017 MOU have been significant.
- 4.2 In February 2019, the Ministry of Housing, Communities & Local Government (MHCLG) published the revised Framework. From the date of its publication, the revised Framework, and the policies and guidance contained therein, are material considerations to be taken into account in determining planning applications and guide the content of new Local Plans.
- 4.3 Paragraph 60 of the revised Framework states that in order to determine the minimum number of homes needed, policies should be informed by a local housing need assessment conducted using the standard method in national planning guidance. This approach ought to be used, unless exceptional circumstances justify an alternative approach. Paragraph 60 also states that any needs which cannot be met in neighbouring authorities should also be taken into account.
- 4.4 National Planning Practice Guidance (PPG) prescribes the standard method formula, which calculates the minimum number of homes which must be planned for. The formula establishes a baseline, by taking the latest Office for National Statistics (ONS) household growth projections, and, applying an affordability adjustment, based on an authority's median workplace-based affordability ratio (PPG Para 2a-004-20190220).
- 4.5 Until such a time as Government produces revised PPG, Local Planning Authorities (LPAs) must use the 2014 based ONS household projections in calculating the minimum number of homes which need to be planned for (PPG Para 2a-005-20190220).
- 4.6 PPG provides scenarios whereby planning for higher levels of housing need in a particular authority may be appropriate. Paragraph 2a-010-20190220 of PPG states that in circumstances where actual housing need may exceed an authority's standard method calculation, entering into a statement of common ground with neighbouring authorities to agree to take unmet need would be an appropriate course of action to take.
- 4.7 PPG states that in circumstances where local housing needs assessments cover more than one area, for example where LPAs are working jointly on strategic plans, the housing need for the defined area should at least be equal to the sum of the minimum number of homes needed in each LPA. Furthermore, PPG advises that it is a matter for the relevant LPAs to determine the distribution of the total minimum number of homes needed across the plan area (PPG Para 2a-013-20190220).

4.8 Paragraph 73 of the Framework states that:

'Local planning authorities should identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing against their housing requirement set out in adopted strategic policies, or against their local housing need where the strategic policies are more than five years old.'

4.9 Footnote 37 to Paragraph 73 of the Framework states that:

'Unless these strategic policies have been reviewed and found not to require updating. Where a local housing need is used as the basis for assessing whether a five year supply of specific deliverable sites exist, it should be calculated using the standard method set out in national planning guidance.'

4.10 The above approach is clarified further in PPG (PPG Para 68-005-20190722).

5. Standard Method & Central Lancashire

5.1 Whilst the Central Lancashire Core Strategy was adopted in July 2012 (hence is now over seven years old), the Councils have collectively continued to use the housing requirements contained within Policy 4 in order to ensure the OAN across Central Lancashire continued to be met, as established in the SHMA.

5.2 The approach set out in paragraph 5.1 was agreed in the 2017 MOU. This revised MOU is necessitated as a result of the significant shift in national policy since 2017.

5.3 Adopting the standard method formula to Central Lancashire, the following shows a breakdown of the minimum number of homes (in accordance with the formula at the time of adoption) which need to be planned for currently:

Preston:	241 dwellings pa (23%)
South Ribble:	206 dwellings pa (20%)
Chorley:	579 dwellings pa (57%)
Total:	1,026 dwellings pa (100%)

5.4 The standard method formula would therefore suggest that the minimum number of homes which need to be delivered in Central Lancashire is currently 1,026 every year. A figure, in overall terms, which is similar to the 1,184 OAN figure from the 2017 SHMA.

5.5 The current standard method formula is predicated on ONS based household projections, which are published every two years, the resultant minimum number of homes needed is a fluctuating amount.

5.6 The next ONS household projections are scheduled for publication in Summer 2020. These will have a base date of April 2018.

6. Distribution of Housing Provision in Central Lancashire

- 6.1 In order to embrace the requirements of national policy, the Councils have embarked on a review of the development plan. The aspiration of the Council's is to have a new Central Lancashire Local Plan in place by the end of 2022. The first formal consultation, an 'Issues and Options' document, will be subject to public consultation from November 2019.
- 6.2 In order to inform the new Central Lancashire Local Plan the Councils have, over the last two years, commissioned a significant amount of evidence to underpin the policies and proposal which will form part of the new plan. A key part of the evidence base is an update to the 2017 SHMA, in order to account for changes to national policy in the intervening period.
- 6.3 In April 2019, the Council's commissioned consultants IcenI to advise on the implications of the standard method on the housing need, provision and distribution in Central Lancashire. This evidence was required in order to inform the preparation of new planning policy, but also to inform a new interim arrangement, as outlined in this MOU.
- 6.4 The Central Lancashire Housing Study (the Study) produced by IcenI has been completed and is available to view [here](#).
- 6.5 In accordance with the Framework and PPG, the Study concludes that the relevant minimum number of homes needed in Central Lancashire every year is currently 1,026. This revised MOU therefore redistributes the minimum local housing need figures generated by the standard method.
- 6.6 Section 4 of the Study specifically deals with the matter of housing distribution in Central Lancashire. Paragraphs 4.1 to 4.43, along with the associated tables and figures (Page 13 to 20), assess various factors influencing the most appropriate distribution of housing need, namely:
- *Population Distribution*: With Preston accounting for 38% of the Central Lancashire population.
 - *Workforce Distribution*: Proportionally, the distribution of workforce replicates that of the population.
 - *Jobs Distribution*: Almost half (48%) of jobs are located in Preston, less than a quarter (22%) are located in Chorley.
 - *Affordability*: Preston is the most affordable place to live of the three authorities.
 - *Constraints*: Chorley has the highest proportion of land covered by significant constraints, such as Green Belt.
 - *Urban Capacity*: Taking account of land and site availability across Central Lancashire, there is potentially capacity for over 77,000 homes, with the highest proportions being in Preston and South Ribble.
- 6.7 The Study demonstrates that applying the standard method figure to each individual authority, as calculated, would be significantly at odds with the distribution of people, jobs and services. However, further than that, applying the

standard method figure to each individual authority, as calculated, would serve to undermine the key principles underpinning the Preston, South Ribble and Lancashire City Deal (the City Deal). The City Deal, agreed in 2013, is a growth deal with Government, securing investment in infrastructure to support housing an economic growth.

- 6.8 To date, the City Deal has unlocked the development potential of land in Preston and South Ribble and will continue to support significant housing growth in both authority areas. A distribution of housing in Central Lancashire which is more reflective of City Deal aspirations is therefore a key outcome of this revised MOU.
- 6.9 With regards housing distribution, the findings of the above analysis are presented in tabular form within the Study as follows:

Table 1: Recommended Housing Distribution

Variable	CBC	PCC	SRBC
Jobs Distribution	22%	48%	30%
Population Distribution	32%	38%	34%
Affordability Distribution	36%	28%	36%
Workforce Distribution	32%	38%	30%
Nominal Urban Capacity	18%	42%	40%
Existing Spatial Strategy	30%	40%	30%
Land not Subject to National Constraints	20%	86%	33%
Recommended Distribution (%)	27.5%	40%	32.5%

- 6.10 The Study therefore makes robust recommendations on the distribution of housing need, and concludes, at paragraphs 4.44 to 4.53 (Page 23 to 25), that an evidence-based distribution of housing need would recommend that 40% of need is met in Preston, 32.5% in South Ribble and 27.5% in Chorley, as shown in **Table 1** (above).
- 6.11 Reflective of the above analysis, the overall purpose and effect, in planning terms, of this revised MOU is clear. The Central Lancashire authorities have aggregated the minimum annual local housing need figure calculated using the standard method and redistributed this to reflect the most sustainable pattern of development in the sub-region, as well as to align with City Deal growth aspirations in Preston and South Ribble specifically.

7. Current Requirements

- 7.1 The implications of applying the recommended distribution to the local housing need within Central Lancashire (at April 2019) is set out in **Table 2**, alongside the original distribution as calculated through the application of the standard methodology.

Table 2: Implications of Recommended Distribution

	CBC	PCC	SRBC	Total
Local Housing Need (Standard Method)	579	241	206	1,026
% of Local Housing Need (Standard Method)	57%	23%	20%	100%
Recommended Distribution (%)	27.5%	40%	32.5%	100%
Local Housing Need (Iceni Analysis)	282	410	334	1,026

- 7.2 The actual minimum local housing need figures shown in Table 2 (above) provide a snapshot for the current monitoring year (2019/20). Given the standard method formula relies on ONS household growth projections, the actual figures are subject to change on an annual basis.
- 7.3 In taking the decision through this MOU to adopt the minimum number of homes (albeit redistributed in accordance with the evidence), PPG is clear that past under delivery of new homes should not be taken into account, as the relevant affordability adjustment specifically addresses that point (PPG Para 2a-011-20190220).

8. Agreement

- 8.1 Preston City Council, South Ribble Borough Council and Chorley Council hereby agree:

(a) to adopt the use of the standard method formula to calculate the minimum number of homes needed in Central Lancashire (1,026 pa as at April 2019), in accordance with national policy, in replacement of the out-of-date housing requirements set out in Policy 4 of the Central Lancashire Core Strategy.

(b) to apply the recommended distribution of homes as follows:

Preston:	40%
South Ribble:	32.5%
Chorley:	27.5%
Total:	100%

(c) to review the recommended distribution of homes set out in (b) no less than every three years or upon the adoption of a new Central Lancashire Local Plan,

whichever is sooner, unless new evidence that renders this document out of date emerges.

(d) to produce a Statement of Common Ground annually to update the actual minimum housing requirements across Central Lancashire, in accordance with the agreed distribution set out in (b) until adoption of a new Central Lancashire Local Plan. At April 2019, these requirements are as follows:

Preston:	410 dwellings pa
South Ribble:	334 dwellings pa
Chorley:	282 dwellings pa
Total:	1,026 dwellings pa

(e) to co-operate in the performance and monitoring of the MOU generally and to monitor housing completions and each Council's respective five-year housing land supply position against the requirements set out in (d) (or subsequent Statements of Common Ground) with immediate effect.

REPORT TO	ON
COUNCIL	Wednesday, 27 November 2019



TITLE	PORTFOLIO	REPORT OF
Leyland Town Deal	Cabinet Member (Planning, Regeneration and City Deal)	Director of Planning and Property

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

PURPOSE OF THE REPORT

1. The purpose of this report is to update Council on the recent issuing of a prospectus by Central Government (MHCLG) regarding the Towns' Fund and Leyland being named as one of 100 towns nationally to be part of this programme. Furthermore, the report seeks authority for officers to progress work on the Leyland Town Deal and create a Leyland Town Board.

PORTFOLIO RECOMMENDATIONS

It is recommended that Council:

2. Note the contents of the report
3. Approve the proposed boundary for the Leyland Town Deal as attached at Appendix A to this report
4. Give delegated authority to the Director of Planning and Property in consultation with the Leader, and Portfolio Holder for Planning, Regeneration and City Deal to create a Leyland Town Board
5. Give delegated authority to the Director of Planning and Property in consultation with the Leader, and Portfolio Holder for Planning, Regeneration and City Deal and the Leyland Town Board (once established) to progress work on developing

the Leyland Town Deal and Investment Plan using the £162,019 allotted capacity funding given to the Authority by MHCLG. The work will include:

- Organising and conducting consultation events
 - Commissioning of consultants and technical studies
 - Preparing a draft Town Investment Plan
6. That the submission Town Investment Plan be reported back to Council in summer 2020.

REASONS FOR THE DECISION

7. The Towns' Fund announcement could provide a once in a lifetime opportunity for investment in Leyland. The issuing of the Towns' Fund prospectus by MHCLG requires urgent action to form the Town Board and prepare an Investment Plan.

EXECUTIVE SUMMARY

8. The report provides a summary of the Towns' Fund Prospectus and outlines the requirements and timetable for Leyland to bid in to the programme.

CORPORATE OUTCOMES

9. The report relates to the following corporate priorities:

Excellence, Investment and Financial Sustainability	
Health, Wellbeing and Safety	✓
Place, Homes and Environment	✓

Projects relating to People in the Corporate Plan:

Our People and Communities	✓
----------------------------	---

BACKGROUND TO THE REPORT

10. On 6th September 2019 MHCLG announced that 100 towns would be invited to develop proposals to form new town deals and share £3.6 billion of investment from central Government. At this time Leyland was named as one of the towns being invited to bid.
11. On 1st November 2019 MHCLG issued its Town Fund prospectus providing further detail on the Towns Fund and how towns could bid for their Town Deal with the potential to lever in up to £25 million in to each town. The prospectus provides for a two-stage approach as outlined below:

Stage 1:

- Respond to a 47 question “readiness” questionnaire by 19th December 2019
- Form a Town Deal Board and meet by January 2020
- Prepare a Town Investment Plan by end of Summer 2020

Stage 2:

- Agreeing the Town Deal through a business case

12. Furthermore, the Government has provided £162,019 in capacity funding for South Ribble to undertake the following:

- Convening the Town Deal Board
- Running business and wider community engagement events
- Developing Town Investment Plans
- Providing technical expertise for business case development

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

13. The Towns’ Fund prospectus allows South Ribble a unique opportunity to understand Leyland as a town and how the town would like to be shaped in the future. The provision of the capacity funding to convene a Town Board, run consultations, provide technical input and prepare a Town Investment Plan is welcomed.

14. The Towns’ Fund prospectus highlights that the Town Deal is about the town as a whole and not just the town centre. MHCLG refer authorities to an Office of National Statistics (ONS) dataset which defines towns by population density. The ONS dataset for Leyland provides for a **town boundary** that is a good starting point but due to the factors that are used to assess it misses out key bits of Leyland’s geography such as Worden Park, Test Track, Croston Road, Farington and Cuerden Strategic Site. Officers therefore have proposed a slightly amended boundary as illustrated at Appendix A to this report.

15. For the Town Deal to function the prospectus requires that a **Town Board** be set up to be the vehicle through which the vision and strategy for the town is defined. It will produce a Town Investment Plan and inform the Town Deal, including the amount of investment secured through the Towns Fund. The role of the Board is to:

- Develop and agree an evidenced based Town Investment Plan
- Develop a clear programme of interventions
- Coordinate resources and influence stakeholders

16. The Towns Fund prospectus suggests that the Town Board should be made up of the following:

- Town and Parish Councils
- Upper Tier Councils

- The local MP
 - Local Business and Investors
 - Local Enterprise Partnership
 - Education
 - Community representation
 - Business Improvement District (For Leyland representatives from the Town team)
 - Job Centre Plus
 - Anchor Institutions (for Leyland Runshaw College)
 - Arm's length and Government Agencies such as Homes England; Environment Agency
 - Other Investors and Developers
17. Furthermore, the prospectus requires that the Board should be chaired by the private sector. Officers are seeking delegated authority to progress the formation of the Town Board to mirror the requirements of the Towns' Fund Prospectus.
18. Once the proposed Leyland boundary has been fixed, the questionnaire completed and the Town Board has been set up, work will then be undertaken to prepare a **Town Investment Plan**. The Investment Plan should provide a clear understanding of the Leyland area, focusing on its assets, opportunities and challenges. The prospectus requires that the Town Investment Plan should cover the following areas.
- Urban regeneration, planning and land use
 - Skills and enterprise infrastructure
 - Connectivity
19. The Town Investment Plan should set out investment priorities that could drive economic growth, supported by clear evidence and targeting investment into the economic infrastructure listed around the objectives of the fund, as well as making full use of existing powers, particularly in planning.
20. Town Investment Plans should complement other pre-existing strategy documents that have been developed with local partners to avoid duplicating efforts, and where necessary build on these to meet the expectations set out in this prospectus. For instance, it will be important to align with Local Industrial Strategies, Skills Advisory Panel analysis, local environmental strategies, Local Master Plans and Spatial Development Strategies, and Local Transport Plans.
21. The prospectus also requires that Investment Plans should be cognisant of the wider strategic approach being taken through the Northern Powerhouse. The prospectus suggests that the plans should include the following as a minimum:
- Background, context and evidence of need for suggested interventions
 - A vision and clearly linked narrative for the town going forward, complementing agreed or emerging local economic strategies
 - A high-level description of priority areas for the short, medium and long term, including:
 - Activity that can be locally funded

- Projects that could be supported by public investment (including through the Towns Fund), with high level cost estimates
 - Ambitions for private sector investment and community involvement
22. The recently adopted SRBC Corporate Plan and its inherent projects provide an excellent grounding for creating a vision for Leyland - it is therefore important to identify that we are not starting from scratch.
23. In terms of the capacity funding officers advise that the funding will be used for the purposes identified at paragraph 11. Consultants have already been engaged to provide a socio-economic analysis of the town and act as a critical friend to the area which will help us understand Leyland going forward. Other commissions have also been identified.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

24. The preparation of the Town Deal bid and Town Investment Plan will include significant levels of consultation and the Town Board itself will include many key stakeholders.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

25. The only other alternative to consider is to not participate in the bid. Whilst there is no guarantee of securing the end offer of £25 million the capacity funding provided by MHCLG means that SRBC can prepare its bid risk free and the only commitment would be in officer time spent on the bid.

AIR QUALITY IMPLICATIONS

26. The Town Investment Plan will need to ensure that Air Quality is a priority and there could be significant air quality outcomes from the arising projects. Environmental Health Officers will be part of the ongoing project team.

RISK MANAGEMENT

27. The main risk is that the work may not lead to the eventual injection of funding due to either being unsuccessful or change in Government direction due to the upcoming general election. The capacity funding will however offset that risk and indeed the work to be undertaken will be useful beyond this bidding process in any event.

EQUALITY AND DIVERSITY IMPACT

28. This will be fully assessed as part of the development of the Town Investment Plan.

COMMENTS OF THE STATUTORY FINANCE OFFICER

29. The council has been allocated capacity funding from government via a s31 grant to support the development of a Town Deal Board and Investment Plan for the

area. Therefore, for this first phase of the process there are no budgetary implications as the costs will be funded from this grant.

30. It is proposed that the Town Investment Plan will be considered by the Council in the summer of 2020. This will provide indications of the costs of the plans and projects identified. However, there is currently no detail regarding how Town Deals will be agreed, the amount of capital and revenue funding which will be available, any match funding requirements or which interventions will be supported through the fund. The Towns Fund prospectus states that the second stage of agreeing a Town Deal with the government will include completing a business case based on the content of Town Investment Plans.

COMMENTS OF THE MONITORING OFFICER

31. Clearly this is very exciting opportunity for the council. We must do what we can to attract this potential large investment into Leyland. Clearly though careful thought is required as to the governance arrangements that need to be in force once the Leyland Town Board is established. If need be specialist external advice will be accessed. We are talking about a significant amount of public money here – robust governance arrangements will be essential.

BACKGROUND DOCUMENTS

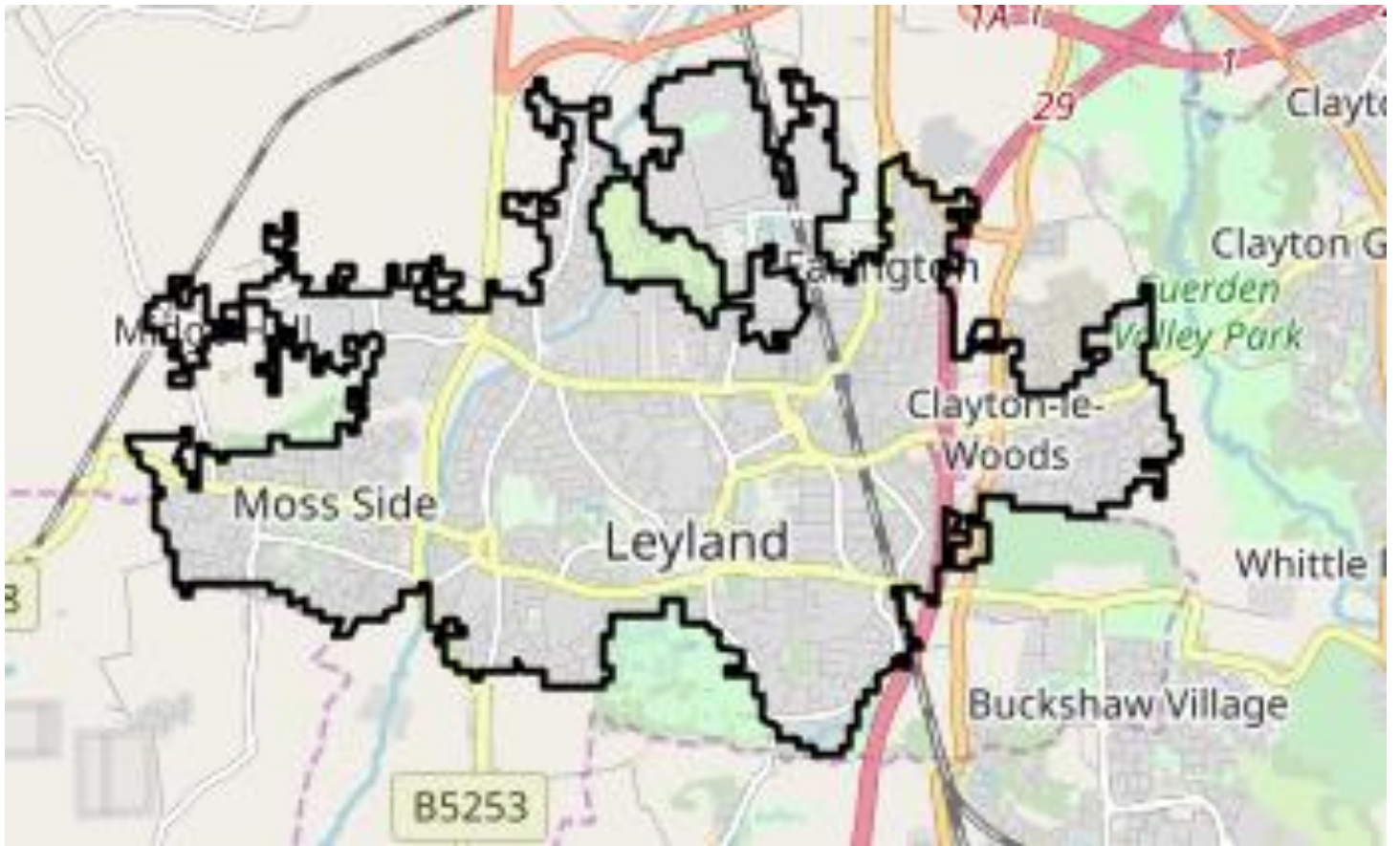
MHCLG Towns Fund Prospectus 1st November 2019.

APPENDICES

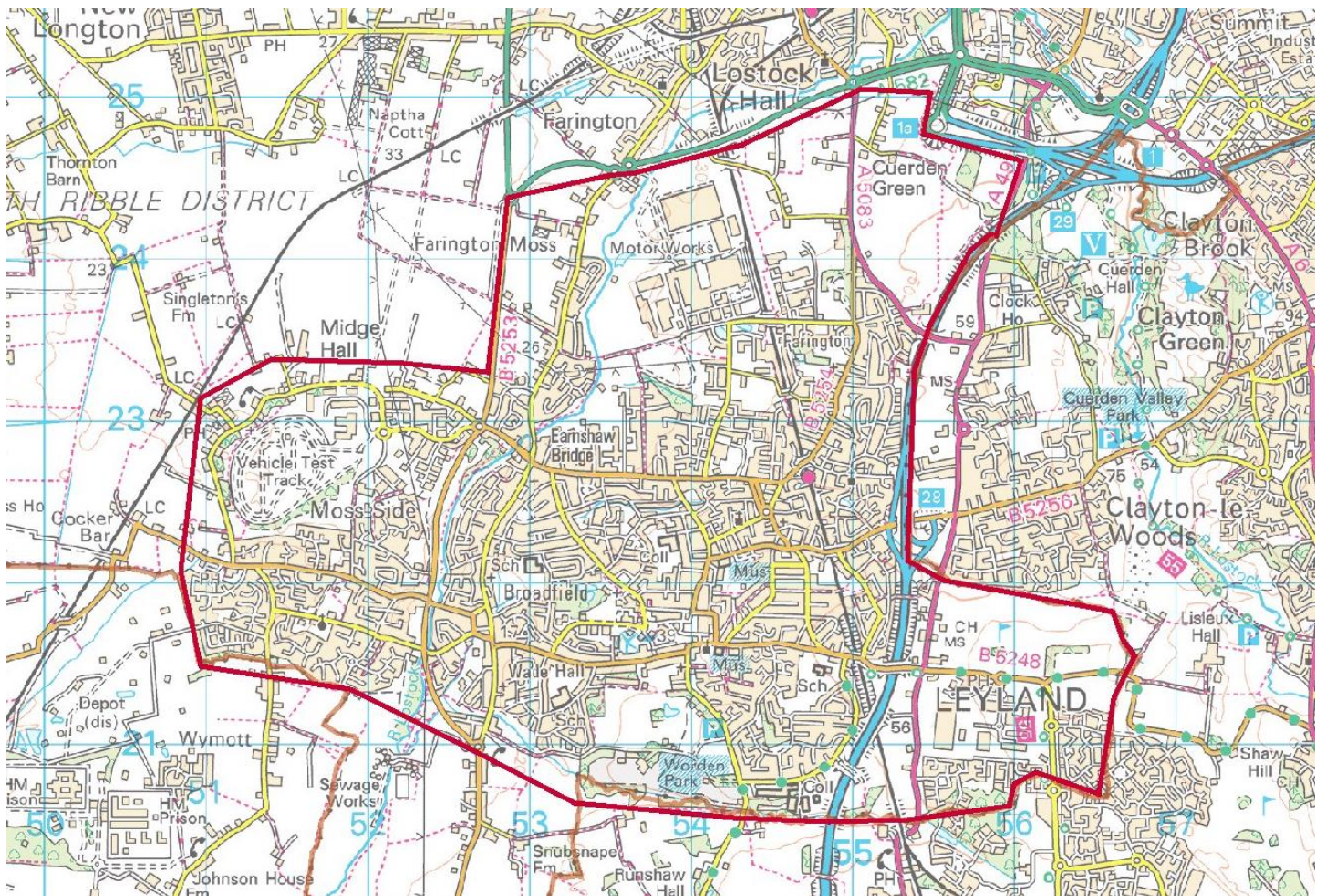
Appendix A – Leyland Town Deal Working Boundary

Jonathan Noad
Director of Planning and Property

Report Author:	Telephone:	Date:
Jonathan Noad (Director of Planning and Property)	01772 625206	15 th November 2019



Leyland BUASD – as described by ONS statistics



Proposed boundary to inc – Test track, Cierden/woodcock, Worden

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank