

Council

Wednesday, 21st September, 2022, 6.00 pm

Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

Agenda

1 Minute's silence

2 Apologies for absence

3 Declarations of Interest

Members are requested to indicate at this stage in the proceedings any items on the agenda in which they intend to declare an interest. Members are reminded that if the interest is a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) they must leave the room for the whole of that item.

If the interest is not a Disclosable Pecuniary Interest, but is such that a member of the public could reasonably regard it as being so significant that it is likely that it would prejudice their judgment of the public interest (as explained in the Code of Conduct) then they may make representations, but then must leave the meeting for the remainder of the item.

4 Minutes of the last meeting

(Pages 5 - 16)

5 Mayors Announcements

6 Cabinet

(To Follow)

To receive and consider the report of the Cabinet held on 14 September.

7 Urgent Decisions

(Pages 17 - 22)

To receive and consider the report of the Director of Governance and Monitoring Officer.

8 Governance Committee

(Pages 23 - 26)

To receive and consider the report of the Governance Committee held on Tuesday 26 July.

- | | |
|---|------------------------|
| <p>9 Annual Performance Report 2021/2022</p> <p>To receive and consider the report of the Deputy Chief Executive.</p> | <p>(Pages 27 - 48)</p> |
| <p>10 Review of Members Code of Conduct</p> <p>To receive and consider the report of the Director of Governance and Monitoring Officer.</p> <p>The report is due to be considered by the Standards Committee on 15 September. The report can be viewed here and will form the basis of the report to Council which will be released as soon as possible:
https://southribble.moderngov.co.uk/mglIssueHistoryHome.aspx?IId=17068</p> | <p>(To Follow)</p> |
| <p>11 Centre for Governance and Public Scrutiny - Review</p> <p>To receive and consider the report of the Director of Governance and Monitoring Officer.</p> <p>The report was considered by the Governance Committee on 26 July and further considered at a workshop on 7 September. The report can be viewed here and will form the basis of the report to Council which will be released as soon as possible:
https://southribble.moderngov.co.uk/mglIssueHistoryHome.aspx?IId=17006</p> | <p>(To Follow)</p> |
| <p>12 Extension to Cafe Pavement Licences</p> <p>To receive and consider the report of the Director of Planning and Development.</p> | <p>(Pages 49 - 72)</p> |
| <p>13 Notice of Motion</p> <p>To receive and consider three Notice of Motion.</p> | <p>(Pages 73 - 78)</p> |
| <p>14 Questions to the Leader of the Council</p> | |
| <p>15 Questions to Cabinet Members</p> | |

16 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 1 of Part 1 of Schedule 12A to the Local Government Act 1972.

By Virtue of Paragraph 1: Information relating to any individual.

Condition:

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

17 Review of management capacity

(To Follow)

To receive and consider the report of the Deputy Chief Executive.

Gary Hall
Chief Executive

Electronic agendas sent to Members of the Council

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

Forthcoming Meetings

6.00 pm Wednesday, 23 November 2022 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

This page is intentionally left blank

Minutes of	Council
Meeting date	Wednesday, 20 July 2022
Committee members present:	Councillors David Howarth (Mayor), Chris Lomax (Deputy Mayor), Will Adams, Jacky Alty, Jane Bell, Renee Blow, Damian Bretherton, Aniela Bylinski Gelder, Matt Campbell, Carol Chisholm, Colin Coulton, Mal Donoghue, James Flannery, Paul Foster, Mary Green, Michael Green, Harry Hancock, Jon Hesketh, Mick Higgins, Clare Hunter, Lou Jackson, Susan Jones, Jim Marsh, Keith Martin, Jacqui Mort, Peter Mullineaux, Alan Ogilvie, John Rainsbury, David Shaw, Margaret Smith, Phil Smith, David Suthers, Stephen Thurlbourn, Mick Titherington, Caleb Tomlinson, Matthew Tomlinson, Matthew Trafford, Angela Turner, Kath Unsworth, Karen Walton, Ian Watkinson, Gareth Watson, Paul Wharton-Hardman and Carol Wooldridge
Committee members attended virtually (non-voting):	Councillor Derek Forrest
Officers present:	Gary Hall (Chief Executive), Chris Sinnott (Deputy Chief Executive), Chris Moister (Director of Governance), Jennifer Mullin (Director of Communities), Darren Cranshaw (Shared Services Lead - Democratic, Scrutiny & Electoral Services), Andrew Daniels (Shared Service Lead - Communications and Visitor Economy) and Ruth Rimmington (Democratic Services Team Leader)
Public:	2

A video recording of the public session of this meeting is available to view on [YouTube here](#)

17 Minute's silence

The Mayor invited Members to observe a minute's silence in memory of former councillor, Mayor and Freeman of the Borough, Jim Breakell.

Councillors Karen Walton, Margaret Smith, Paul Foster, Angela Turner, Derek Forrest, Jane Bell and the Mayor, David Howarth paid tribute and sent their condolences to the families.

Agenda Item 4

2

18 Apologies for absence

Apologies were received from Councillors Julie Buttery, Cliff Hughes, Caroline Moon, Colin Sharples and Barrie Yates.

Councillor Derek Forrest attended the meeting via Microsoft Teams and so was not able to participate in voting.

19 Declarations of Interest

Councillor Michael Titherington declared a personal interest in item 14. Investment in Leisure Local Facilities as a member of Fox Lane Sports and Social Club.

20 Minutes of the last meeting

Resolved: (Unanimously) That the minutes of the Council meeting held on Wednesday, 18 May 2022 be approved as a correct record, subject to an amendment on 16 Leyland Town Deal Land Acquisitions - the deletion of the numbers relating to the amendment as lost and substantive motion as carried by majority.

21 Mayors Announcements

The Mayor gave an update on his recent engagements, particularly a visit to Schleswig Flensburg to re-open lines of communication between the twin towns.

The Mayor congratulated Gary Hall, Chief Executive, and his Senior Leadership Team on winning the Municipal Journal Local Government Achievement Award for the Senior Leadership Team 2022.

22 Our plans and ambitions for the Lancashire and South Cumbria New Hospitals Programme

Jerry Hawker, Executive Director for the New Hospitals Programme, gave a short presentation, including the next steps.

Members thanked Mr Hawker for the presentation and supported the proposals for implementation as soon as practicable, including Councillors Paul Foster, Phil Smith, Alan Ogilvie, Will Adams, Renee Blow, Gareth Watson, Stephen Thurlbourn.

It was noted that NHS staff were vital, in addition to the facilities within the new hospital and excellent local services to prevent hospital admissions where possible. It was confirmed that no hospitals would be closed as part of the program and that future proofing was an important consideration, including parking / transport issues.

The Mayor thanked Mr Hawker for his presentation.

23 Cabinet

Members received a general report of the Cabinet meeting held on 20 June, 30 June and 13 July 2022.

Agenda Item 4

3

In response to a query from the Leader of the Opposition, Councillor Karen Walton the Leader clarified that Lancashire County Council, as the authority with responsibility for highways and transport, had not approved Midge Hall Railway Station as part of their Levelling Up Fund bid.

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

Resolved (unanimously) that the report be noted.

24 Urgent Decisions

The Mayor advised he had accepted this as an urgent item to ensure members were kept informed of urgent decisions in a timely manner. The item had been omitted from the agenda in error.

Members received a report setting out a number of urgent decisions taken in accordance with urgency procedures outlined in the Council's Constitution since the report to the last meeting of Council.

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

Resolved (unanimously) that the report be noted.

25 Governance Committee

Members received a general report of the Governance Committee meeting held on 24 May 2022.

It was proposed by the Vice Chair of the Governance Committee, Councillor Colin Sharples, seconded by Councillor Margaret Smith and subsequently

Resolved (unanimously) that the report be noted.

26 Scrutiny Committee

Members received a general report of the Scrutiny Committee held on 12 July and the Scrutiny Budget and Performance Panel held on 20 June.

Members discussed the purpose of Scrutiny was to pose questions and to constructively challenge the Executive. It was noted that there would be differences in opinion across political parties.

Councillors Karen Walton, Angela Turner, Paul Foster, Matt Trafford, Michael Green, Stephen Thurlbourn and Keith Martin contributed to the debate.

It was proposed by the Chair of the Scrutiny Committee, Councillor Angela Turner, seconded by Vice Chair of the Scrutiny Committee, Councillor Michael Green and subsequently

Resolved (unanimously) that the report be noted.

Agenda Item 4

4

27 Council Meetings: Implications for Local Government Association Report

The Director of Governance and Monitoring Officer, Chris Moister, presented his report which informed councillors of the content of the Local Government Association report “Debate not Hate”, to update on the progression of the consideration of the new model code of conduct and to remind members of their obligations under the Code.

It was acknowledged that members will not always agree with each other but should disagree respectfully. Member behaviours, governed by the Code of Conduct, and the impact and influence these behaviours had on the wider public perception of what was acceptable were considered.

At 7.50pm several members of the Standards Committee left the meeting, including Carol Chisholm, Jacqui Mort, David Suthers, Alan Ogilvie and Carol Wooldridge.

A number of members shared their thoughts on the report and their experiences as Councillors, including Councillors Karen Walton, Paul Foster, Jacky Alty, Keith Martin, Matthew Tomlinson, Caleb Tomlinson, Mary Green, Paul Wharton-Hardman, Jon Hesketh, Gareth Watson, Phil Smith, Margaret Smith, Stephen Thurlbourn, Matt Trafford and Will Adams.

Members thanked Chris Moister for the report and the useful discussion it had prompted.

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

Resolved (unanimously) That members consider their role as community leaders and the implications of their conduct on the public perception of the council and councillors.

Councillors Carol Chisholm, Jacqui Mort, David Suthers, Alan Ogilvie and Carol Wooldridge returned to the meeting at 8.15pm.

28 Committee appointments

It was proposed by the Leader of the Council, Councillor Paul Foster and seconded by the Deputy Leader of the Opposition Councillor Phil Smith and subsequently

Resolved (unanimously) to appoint

1. Councillors Julie Buttery and Alan Ogilvie as the Conservative group substitutes on the Standards Committee
2. Councillor Karen Walton as a 'top up' Conservative member for the Police and Crime Panel.

29 Peer Review Revisit

Members received a report from the Director of Change and Delivery which presented the outcome of the Local Government Association (LGA) peer review six-month revisit.

Agenda Item 4

5

The report highlighted the progress that been made in delivering the action plan in response to peer recommendations and encouraged the council to continue to focus on `key areas of improvement.

Members, including Councillors Karen Walton, Paul Foster, Phil Smith, Stephen Thurlbourn and Matthew Tomlinson contributed to the debate and noted the importance of staff surveys, regular 121's and meeting regularly with the staff forum.

It was noted that the political composition noted on page 52 of the report incorrectly stated there was a vacant seat on the council.

The Leader of the Council, Councillor Paul Foster proposed, the Deputy Leader of the Council, Councillor Mick Titherington seconded, and it was

Resolved (unanimously) that the report and progress to date be noted.

30 Climate Emergency Strategy and Action Plan Update, including Annual Green House Gas Update

The Deputy Leader of the Council, Councillor Mick Titherington, presented the report of the Director of Communities which provided members with an update on the work undertaken on the Climate Emergency Strategy and Action Plan.

In July 2019 the Council declared a Climate Emergency and set a goal of rendering the borough net-carbon neutral by the year 2030 and a cross-party Climate Emergency Task Group was formed to work with officers to achieve this goal.

Members congratulated the Task Group and officers on the progress made. A query was raised by Councillor Alan Ogilvie on page 97, Figure 11 - Carbon footprint reduction options for 2020 – 2030 as to where the council were at the current time and any initiatives that needed to be accelerated to meet the target set. It was acknowledged that the target was ambitious and challenging for the right reasons.

Members, including Councillors Keith Martin, Stephen Thurlbourn and Mick Titherington discussed the roll out programme for electric vehicle charging points and noted that there had been restrictions imposed. Details on when Electric Vehicle charging points would be installed will be shared with members as progress was made.

New areas where mobile air monitoring devices, potentially near the entrance to Leyland Motors and motorway junctions within the Borough were welcomed as suggestions. Air quality was a complex issue and a change in behaviour in people was required in addition to other measures.

It was proposed by the Deputy Leader of the Council, Councillor Mick Titherington seconded by Councillor Stephen Thurlbourn, and subsequently Resolved (unanimously)

1. The work undertaken by the cross-party Climate Emergency Task Group be noted.
2. The current carbon footprint of both the Council and the borough be noted.
3. The actions and progress made towards the Climate Emergency and Air Quality Action Plans and wider agenda be noted.

Agenda Item 4

6

4. Approval granted to the updated Climate Emergency Strategy.

31 Biodiversity Strategy

The Deputy Leader of the Council, Councillor Mick Titherington, presented the report of the Director of Communities which sought approval and adoption of the draft Biodiversity Strategy and Interim Biodiversity Action Plan.

Members thanked the Task Group and officers for the work undertaken in the production of the report.

The rewilding of areas was considered, and points were raised by Councillors Damian Bretherton, Keith Martin, Chris Lomax, Phil Smith, Renee Blow and Gareth Watson. It was noted that discussions would take place with ward councillors prior to any future rewilding projects and how these were communicated with residents would also be reviewed. Changes were required within the Planning process from the government moving forwards.

It was proposed by the Deputy Leader of the Council, Councillor Mick Titherington seconded by the Leader of the Council, Councillor Paul Foster, and subsequently Resolved (unanimously)

1. That the report be noted.
2. Approval granted to the Biodiversity Strategy and Interim Action Plan.

32 Investment in Leisure Local Facilities

The Deputy Leader of the Council, Councillor Mick Titherington, declared a personal interest in this item as a member of the Fox Lane Sports and Social Club.

The Deputy Leader of the Council, Councillor Mick Titherington, presented the report of the Director of Communities which set out investment proposals for leisure local facilities, more specifically:

- Fox Lane Sports and Social Club, aiming to improve community and sporting facilities, whilst making the site more inclusive and accessible.
- Penwortham Priory Academy, providing refurbishment of currently run-down toilets and changing facilities.

Councillors Renee Blow and Jon Hesketh left the meeting at 9.05 pm.

Members debated the proposals, including Councillor Paul Foster, Alan Ogilvie, Karen Walton and Mick Titherington.

It was acknowledged that there were lots of benefits to the proposals for young people and also for the mental health of residents generally, and those residents who have already benefited from invested in Leisure Local, particularly at Vernon Carus.

The options to fund the proposals were under consideration and would ensure value for money and to for the community. Partnership agreements would be drawn up to ensure that community use of the facilities was effectively monitored.

Agenda Item 4

7

Proposals relating to Balshaws School had been initiated by the school and would continue, in addition to other schools across the Borough.

It was proposed by the Deputy Leader of the Council, Councillor Mick Titherington seconded by the Leader of the Council, Councillor Paul Foster, and subsequently Resolved (41:0:1)

1. Approval granted for the investment proposal for Fox Lane Sports and Social Club. This project is ready-to-go and funding can be provided immediately once grant agreements are in place.
2. Approval granted for the investment proposal for Penwortham Priory. Funding to be provided up to the proposed value, subject to final quotes from contractors.

For: Councillors Will Adams, Jacky Alty, Jane Bell, Damian Bretherton, Aniela Bylinski Gelder, Matt Campbell, Carol Chisholm, Colin Coulton, Mal Donoghue, James Flannery, Paul Foster, Mary Green, Michael Green, Harry Hancock, Mick Higgins, David Howarth (Mayor), Clare Hunter, Lou Jackson, Susan Jones, Chris Lomax (Deputy Mayor), Jim Marsh, Keith Martin, Jacqui Mort, Peter Mullineaux, Alan Ogilvie, John Rainsbury, David Shaw, Margaret Smith, Phil Smith, David Suthers, Stephen Thurlbourn, Caleb Tomlinson, Matthew Tomlinson, Matthew Trafford, Angela Turner, Kath Unsworth, Karen Walton, Ian Watkinson, Gareth Watson, Paul Wharton-Hardman and Carol Wooldridge.

Against: None.

Abstain: Councillor Mick Titherington.

33 Town Twinning Update

The Leader of the Council, Councillor Paul Foster, introduced the report of the Director of Governance and Monitoring Officer which updated members on the recent successful civic visit to the Borough's twin town, Schleswig Flensburg and to ratify an addendum to the partnership agreement.

The report also outlined the Council's commitment to strengthen the relationship with the twin town for the benefit of our communities and proposed the creation of a new cross party member working group.

Members supported the proposals, including Councillors Margaret Smith, Jane Bell and Gareth Watson.

The Leader of the Council, Councillor Paul Foster proposed, the Deputy Leader of the Council, Councillor Mick Titherington seconded, and it was Resolved (unanimously)

1. That the town twinning update be noted.
2. That the addendum to our town twinning partnership agreement be ratified.
3. That the creation of a town twinning cross-party member working group as outlined in the report be approved.

Agenda Item 4

8

The Leader of the Council, Councillor Paul Foster, presented the Mayor, Councillor David Howarth, with the framed addendum to the town twinning partnership agreement.

34 Music in the Park 2023

The Leader of the Council, Councillor Paul Foster, introduced the report of the Deputy Chief Executive which outlined plans for next year's Music in the Park event and requested a budget to allow officers to book the acts in advance.

The feedback received from the inaugural event this year was overwhelmingly positive and there was a desire to establish an event that attracts people to South Ribble from across the North West to support the local economy.

Members, including Councillor Karen Walton and Phil Smith, raised queries on the proposals. The specialised nature of the event and the need for a trusted provider was acknowledged.

Members discussed the timing of the event next year (May/June) but noted this could be led to some extent by the availability of the acts. The possibility of extending the event to a two-day event to take more advantage of the infrastructure while it was in place was noted. Unfortunately, it wouldn't be possible to tie in with the Leyland Festival next year as there were no four-day bank holidays planned which had facilitated this in June.

The Leader of the Council, Councillor Paul Foster proposed, the Deputy Leader of the Council, Councillor Mick Titherington seconded, and it was Resolved (unanimously)

1. Approval granted to create a new budget provision of £60,000 from directorate underspends and reserves to allow the council to secure the acts for next year's event.
2. The intention to seek a waiver of contract procedure rules for the event partner UK Media & Events Ltd was noted.
3. It was noted that a further paper would come to council with more detailed plans and a request for further budget to allow the necessary expenditure prior to receiving income from ticket sales.

35 Shared Services Future Development: Phase 3

The Leader of the Council, Councillor Paul Foster, presented the report of the Director of Change and Delivery which outlined the proposed approach for the delivery and implementation of phase 3 of shared services.

In line with agreements made by the two partners, the scope of the shared services arrangement between Chorley Council and South Ribble Borough Council had increased considerably in the last two years. From the longstanding shared financial and assurance services, shared services now included 47% of the workforce for the two councils.

It was proposed that the next phase of shared services consists of the Property and Asset functions. This had been determined by evaluating opportunities for sharing

Agenda Item 4

9

across the councils, alongside prioritising services for review based on the areas where sharing would have the most beneficial impact.

The report had been considered at Shared Services Joint Committee in June.

Members discussed the issues faced by local government in recruiting and retaining staff. Lessons had been learned from earlier phases of shared services and these would be taken forward. It was noted that the staff survey results within shared services had been more favourable than for those staff outside the sharing arrangements.

The Leader of the Council, Councillor Paul Foster proposed, the Deputy Leader of the Council, Councillor Mick Titherington seconded, and it was Resolved (unanimously)

1. Approval granted to commence the shared services review for the Property and Assets function including staff consultation and engagement in line with the process set out in the report.
2. Approval granted for the approach to reviewing further opportunities for sharing following the phase 3 service reviews, with any proposals to be considered by Full Councils prior to service reviews taking place.

36 Questions to the Leader of the Council

Councillor Michael Green, on behalf of some businesses in Leyland, raised some queries relating to events over the Jubilee weekend. How many businesses were invited to provide food and alcohol and was a tender exercise undertaken? Hough Lane was closed to traffic over the Jubilee weekend which impacted on businesses in the area. He queried the procurement undertaken and requested assurances for future events.

Councillor Foster advised that the event had been organised by the Leyland Town Team and that all businesses in Leyland were members of the Town Team. He requested that correspondence was forwarded to enable him to respond to the business directly. He noted that, following the event, a number of businesses had requested the road be closed on occasion in the future.

Councillor Kath Unsworth asked if the Leader was aware of the trainer tree, in aid of refugees who were in need of new and nearly new trainers. These could be left with Gateway. She also queried if the Leader was aware of Councillor Connect and if this was an effective method of communication with members.

Councillor Foster urged all members to support the trainer tree initiative. He undertook to review Councillor Connect as it was not available to access via iPads and ensure future effective communication with members.

Councillor Alan Ogilvie queried the council's support regarding rising energy bills, particularly those who lived in properties above Band D. A discretionary fund had been initiated by the government and queried how much had been allocated to South Ribble and how residents could access this.

Agenda Item 4

10

Councillor Foster advised he would confirm the detail of how much was allocated following the meeting. An urgent decision had been published outlining the details of the discretionary fund which could be found [here](#).

37 Questions to Cabinet Members

Deputy Leader and Cabinet Member (Health and Wellbeing) - Councillor Mick Titherington

Councillor Karen Walton requested assurance that ward Councillors would be consulted on the location of future rewilding initiatives.

Councillor Titherington agreed this would be positive as there was a desire to have everyone signed up to the initiative. He also invited members to get in touch to review areas where rewilding could take place.

Cabinet Member (Communities, Social Justice and Wealth Building) – Councillor Aniela Bylinski Gelder

There were no questions.

Cabinet Member (Finance, Property and Assets) – Councillor Matthew Tomlinson

Councillor Caleb Tomlinson noted the work undertaken in Holme Park, Bamber Bridge by the Neighbourhood Team and officers should be congratulated.

Councillor Tomlinson agreed and noted further work on play grounds scheduled.

Cabinet Member Planning, Business Support and Regeneration) – Councillor James Flannery

Councillor Karen Walton noted the numerous emails received objecting to the proposed development at Cuerdale and queried if this caused issues with the email system. She noted issues relating to biodiversity, erosion and the potential building of homes on green belt, not currently in the local plan.

Councillor Flannery noted the number of emails received. He acknowledged that the application would be considered by colleagues on the Planning Committee. The emerging Local Plan was under development and he agreed that proposed developments in the green belt should be considered in line with the policies within the Local Plan.

Councillor Michael Green thanked Councillor Flannery for his response to a previous question regarding takeaway establishments near schools. He inquired about the progress of the Local Plan and suggested a policy which promoted the building of bungalows and also a policy regarding climate change.

Councillor Flannery advised that the issue of takeaways and hot food near schools was required to be part of the Local Plan, rather than a Supplementary Planning Document, and acknowledged the frustration regarding this. A policy would be developed regarding bungalows and further work would be undertaken regarding a

Agenda Item 4

11

climate change policy as these were important issues where Planning Policy could positively impact.

Councillor Alan Ogilvie noted that changes had been made to the fees and charges for car parking in November 2020, but that this had not been implemented and signage not updated.

Councillor Foster advised this was due to supply issues with the ticket machines. Councillor Flannery undertook to review the signage and update it if possible.

Councillor Phil Smith requested that the report for the planning application at Cuerdale two weeks in advance of the meeting.

Councillor Flannery agreed this would be helpful and advised he would do his best to ensure the report was published two weeks in advance of the meeting.

Councillor Paul Wharton-Hardman left the meeting at 10.05pm.

Councillor Caleb Tomlinson noted a number of the emails received in objection to the planning application at Cuerdale appeared to be from one particular household?

Councillor Flannery speculated that the household in question was feeling frustrated by the proposals

Chair

Date

This page is intentionally left blank

Report of	Meeting	Date
Director of Governance and Monitoring Officer (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 21 September 2022
	Scrutiny Committee	Tuesday, 11 October 2022

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

Is this decision key?	Not applicable
-----------------------	----------------

Urgent Decisions

Purpose of the Report

1. This report informs Council of a number of urgent decisions taken in accordance with urgency procedures outlined in the Council's Constitution since they were last reported to Council on 20 July 2022.

2. These urgent decisions include:-

'key' decisions taken by the Executive (i.e. Cabinet or Individual Executive Members) as defined in the Cabinet Forward Plan / Notice of Executive Decisions, including decisions which contain confidential or exempt information;

urgent reports taken to Cabinet;

urgent decisions taken outside the budget and policy framework;

and urgent decisions for which the Mayor agreed to waive scrutiny call-in; and

urgent decisions taken under Section 35 of the Council's Constitution.

Recommendations to Scrutiny Committee

3. Scrutiny Committee is asked to note the report; and

Agenda Item 7

4. To review the process to agree the urgent decision and waive scrutiny call-in in respect of a decision by the Leader of the Council and Cabinet Member (Strategy and Reform) on 6 September 2022.

Recommendations to Council

5. Council is asked to note the report.

Reasons for recommendations

6. In accordance with the Council's Constitution this report informs Council and the Scrutiny Committee of any decisions which have been taken under the following urgency procedures:

Part 4C - Reports on Special Urgency Decisions to Council & General Exceptions

- **19.1** The Leader must submit a report to the next available Council meeting setting out the details of any executive decision taken as a matter of special urgency under the procedure set out in Rule 18 (Key Decision - Special Urgency).
- **19.2** The Cabinet must prepare a report to the next available Council meeting setting out the details of any executive decision taken without giving 28 days' notice under the procedure set out in Rule 17 (Key Decision – General Exception).

Part 4F – Scrutiny Procedure Rules - Call In and Urgency

- **11.14.** All decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency. The next available meeting of the Scrutiny Committee will review the process for agreeing the urgent decision and make appropriate recommendations.

Part 4A Council Procedure Rules (Standing Orders)

35. Delegation of Urgent Decisions between Meetings of the Cabinet or a Committee

Where a need for urgent action arises between meetings of a committee, but it is not considered to be sufficient justification for calling a special meeting or calling such a meeting would not be possible for any reason, such decisions may be taken by the Chief Executive (or other designated officer). The Chief Executive (or other designated officer) shall first consult the chairman or vice chairman of the concerned committee and, if the concerned committee could not itself decide the matter under delegated powers, the Leader and Deputy Leader of the Council.

In circumstances where the offices of the chairman and vice-chairman of the concerned committee, or the Leader and Deputy Leader of the Council are unfilled, the Chief Executive (or other designated officer) shall first consult the Mayor before taking an urgent decision. Such consultation shall be in written form and the decision shall be reported to the next scheduled meeting of the Cabinet or committee as appropriate.

Agenda Item 7

Other options considered and rejected

7. None, for the reasons given above.

Corporate priorities

8. The report relates to the following corporate priorities:

An exemplary council	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

Background to the report

9. Following the meeting of Council 20 July 2022, the following decisions were taken under the Council's urgency procedures, as detailed below.

Details of urgent decisions taken in accordance with the Constitution

10. Key decisions *for which it was not possible to give 28 days' notice on the Cabinet Forward Plan but published at least 5 working days before the decision is taken* fall under Council Procedure Rule 17 – Key Decision – General Exception in Part 4C of the Council's Constitution, which requires the Chair of the Scrutiny Committee to be informed of the reasons for the urgency.
11. Key decisions *published less than 5 working days before the decision was taken* fall under Council Procedure Rule 18 - Key Decision – Special Urgency in Part 4C of the Council's Constitution, where the decision may only be made where agreement has been obtained from the Chair of the Scrutiny Committee.
12. Any urgent decision to waive scrutiny call-in must be agreed by the Mayor in accordance with paragraph 11.14 of Part 4F of the Constitution. A decision will be considered urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests.
13. Where a need for urgent action arises between meetings of a committee, but it is not considered to be sufficient justification for calling a special meeting or calling such a meeting would not be possible for any reason, such decisions may be taken by the Chief Executive (or other designated officer). The Chief Executive (or other designated officer) shall first consult the chairman or vice chairman of the concerned committee and, if the concerned committee could not itself decide the matter under delegated powers, the Leader and Deputy Leader of the Council.

Decision	Date and Decision Maker	Reasons for urgency
<ul style="list-style-type: none">Use of Standing Order 35 – Immediate revocation of a Hackney Carriage Driver's Licence	Chair of the Licensing and Public Safety Committee 16 August 2022	It was necessary to revoke two Hackney Carriage Driver's Licences with immediate effect in the interest of public safety.

Agenda Item 7

<ul style="list-style-type: none"> • Use of Standing Order 35 – Immediate revocation of a Hackney Carriage Driver’s Licence 		
<p>Leyland Town Deal, Site Investigation Procurement</p> <p>General Exception Procedure (less than 28 days’ notice)</p>	<p>Cabinet</p> <p>14 September 2022</p>	<p>The original estimate for the site investigation works as part of the Leyland Town Deal project was initially an intermediate value procurement under the Contract Procedure Rules.</p> <p>However the contract value was subsequently estimated at £106,000 given the Council will be undertaking the site investigation in two phases. Any contract over £100k is a key decision. Presenting the report and recommendations at a later date was not possible as it did not align with the pressing delivery programme associated with the Leyland Town Deal project.</p>
<p>Mutual Agreement</p> <p>General Exception Procedure</p> <p>and</p> <p>Waive of Scrutiny Call in</p>	<p>Leader of the Council and Cabinet Member (Strategy and Reform)</p> <p>6 September 2022</p>	<p>Notice was given under the General Exception Procedure because the report was confidential as it concerned an individual. It was not possible to wait 28 days for the reasons given below.</p> <p>The Mayor agreed to waive scrutiny call-in in respect of this decision as any delay was not in the public interest.</p> <p>The reasons for the urgency were as follows:</p> <p>To enable the employee to leave the Council on the mutually agreed date and to</p>

Agenda Item 7

		protect the Council from risk to the organisation.
--	--	--

Climate change and air quality

14. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

Equality and diversity

15. There are no Equality Impact Assessment (EIA) and Equality Act implications arising from this report.

Risk

16. None.

Comments of the Statutory Finance Officer

17. The Chief Finance Officer (s151) comments have been included on all the urgent decisions referenced in this report.

Comments of the Monitoring Officer

18. It is considered that the Council's Constitution has been followed in this regard. Monitoring Officer comments were included on all of the decisions. This report is just for information.

Background documents

Council Constitution

[Modern.gov link to Decisions page](#)

Appendices

None.

Report Author:	Email:	Telephone:	Date:
Clare Gornall (Democratic and Member Services Officer)	clare.gornall@southribble.gov.uk		9 September 2022

This page is intentionally left blank

Agenda Item 8

Report of Governance Committee

1. I am pleased to present the general report of the Governance Committee summarizing the business which was considered on 26 July 2022.
2. Please note that the report may not reflect the wording used in the minutes, as they have yet to be formally agreed.

Audit Progress Report and Sector Update

3. The committee considered a report of the Council's External Auditor, Grant Thornton who gave members an update on audit progress and the general sector.
4. A detailed audit plan had been issued in May and the External Auditors would be preparing to start the final audit Mid-August, with a view to reporting back to members by the deadline of 30 November, alongside the opinion on value for money.
5. We asked the External Auditor his view on having independent persons attending Governance Committee. In response, the External Auditor explained that an independent member would provide a different perspective and skill set.

Treasury Management – Annual Report (2021/22) & Quarter 1 Monitoring (2022/23)

6. The committee considered a report of the Director of Finance that sought to present the outturn for Treasury Management activity in the financial year 2021/22 and monitoring information in respect of the first quarter of 2022/23.
7. Overall, we noted that 2021/22 mirrored 2020/21 with high levels of cash balances due to COVID funding. The authority had seen an average daily balance of £58 million which was increased from last year.
8. We were advised that interest rates are increasing, with forecasts suggesting it will reach 2.75% by 2023. The average investment balance over the first quarter of the financial year was £54.017m, on which interest of £72k (0.54%) had been earned.

Draft Core Financial Statements 2021/22

9. The committee considered a report of the Director of Finance and Section 151 Officer that presented the Draft Core Financial Statements for 2021/22, together with key supporting notes, and to advise members in respect of the statutory requirements for signature, audit, inspection and publication of the statement.
10. We were advised that there had been significant movement against the net pension liability, with the long-term liability going from £37.3 million to £28.7

Agenda Item 8

million.

11. We sought clarification on the figure of £1.8 million which had been included for city deal and asked for the reasoning behind it.

CIPFA Resilience Index 2020/21

12. The Interim Deputy Director of Finance presented a report that provided information on the latest CIPFA resilience Index (2020/21) in comparison to the previous published index (2019/20).
13. The Interim Deputy Director of Finance explained the purpose of the Index was to provide assurance as to the financial health of the organisation by taking a number of key indicators and comparing them against comparative groups. The assessment would also be provided to the External Auditor's to assist them with their work on Value for Money.
14. We noted that South Ribble are paying low interest rates, which was expected as the authority has no long term debt. We were advised that some projects within the capital programme would need external funding, but that each case would be judged upon its own merits.
15. Overall we received the report positively and commented on the need to be careful when borrowing funds in order for the authority to remain in a strong position.

Strategic Risk Register

16. We considered a report of the Deputy Chief Executive that provided us with an updated Strategic Risk Register, which includes 16 strategic risks to the Council, including actions in progress as well as new actions planned to further mitigate identified risks.
17. The Director of Governance explained the purpose of the report is to provide information and assurance to members that the risk register was a living document and reviewed regularly and updated. Three risks had been updated with R1, R2 and R8 seeing a reduction in inherent risk and two risks; R6 and R16 had seen an increase in risk score.
18. We asked what was being done to encourage individuals to come and work for the authority. In response, the Director of Governance explained that Officers were looking at retention of staff, staff retention within the market was volatile and private sector were offering greater financial opportunities. The authority had developed a salary structure which is job evaluated in accordance with policies and processes which would be difficult to depart from. Internally, a

Agenda Item 8

People Strategy has just been developed and launched which focuses on ensuring current staff feel valued and are given development opportunities.

19. We advised that we would like to see an action on the Risk Register in relation to Climate Change and Air Quality.

Centre for Governance and Public Scrutiny – Review

20. The committee considered a report of the Director of Governance and Monitoring Officer that sought to present the report prepared by the Centre of Governance and Public Scrutiny following an independent review of the changes the Council has implemented to its governance environment.
21. We noted that the Centre had recommended a member workshop be held to enable members to give input into the recommendations and to gain background knowledge into the reasoning behind the recommendations.
22. We agreed with the recommendations from the Centre in relation to public participation and stated that public participation should happen prior to the debate by members and decisions being taken.
23. We asked if any work to refresh the joint protocol on Governance Committee and Scrutiny Committee was planned. The Director of Governance explained that the workshop would review the proposed recommendations from the Centre and members would be given the opportunity to feed into the recommendations and agree any appropriate actions.
24. We referred to the report in which concern was raised about the role of committee chairs and asked for further information on what committee the Centre was referring too and what discussion had ventured outside the remit of the committee.
25. I would like to recommend that Council note the report.

Councillor Colin Sharples
Vice-Chair of the Governance Committee

CA

This page is intentionally left blank

Report of	Meeting	Date
Deputy Chief Executive (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 21 September 2022

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

Is this decision key?	Not applicable
-----------------------	----------------

South Ribble Annual Performance Report 2021/2022

Purpose of the Report

1. To provide Cabinet with a summary of the council's achievements during 2021/22 and provide an overview of the challenges and opportunities facing the council in 2022/23.

Recommendations to Council

2. Council is asked to consider and note the report.

Reasons for recommendations

3. The Annual Report forms part of the council's performance management framework and supports the council in reflecting on its performance over the previous year.

Other options considered and rejected

4. N/A

Executive summary

5. Overall, the council has performed well against the Corporate Strategy 2021/22 with significant progress achieved against the key priorities. These include:
 - An exemplary council
 - Thriving communities
 - A fair local economy that works for everyone
 - Good homes, green spaces, healthy places
6. Despite the challenges and uncertainty resulting from the global pandemic (Covid-19) and other economic factors, the council has continued to deliver the priorities and projects set out in the 2021/22 Corporate Strategy successfully, whilst supporting businesses, leading community recovery, and maintaining high quality services.

Agenda Item 9

7. Looking ahead, challenges for the council include continuing to support residents and businesses to recover following the pandemic, responding to anticipated increase inflation and the cost of living, increased demand for local services, and continuing to tackle climate change.

Corporate priorities

8. The report relates to the following corporate priorities:

An exemplary council	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

Background to the report

9. At Council on 24th November 2021, the Corporate Strategy was updated and refreshed to ensure that the Council can continue to meet the needs of the borough.
10. The Annual Report is a key mechanism for presenting information about the Council's performance to residents, partners, and key stakeholders. The report provides information regarding the activities which have been delivered over the last year to meet our vision and corporate priorities.

Summary of the Report

11. The South Ribble Annual Report for 2021/22 is available at Appendix A. The key headlines from the report are as follows:

Residents Survey

12. In 2021, a residents' survey was undertaken to better understand the views on what communities within the borough think about their local area, the way in which the council delivers services, and support following the pandemic (Covid-19).
13. Findings from the survey show overall resident satisfaction has increased compared to the previous survey conducted in 2020.
 - 85% of residents said they are satisfied with their local area as a place to live,
 - 75% of residents are satisfied with the way the council runs things,
 - 83% were satisfied with waste and recycling services,
 - 79% were satisfied with parks and green open spaces,
 - 90% of residents felt safe when outside in their local area during the day.
14. When benchmarked against the Local Government Association (LGA) polling, South Ribble performed above the average in the three main areas of satisfaction:
 - as a place to live,
 - the way in which the council runs things,
 - providing value for money.

Agenda Item 9

Key Achievements

An exemplary council

15. The council continues to strengthen partnership working by bringing together partners from across South Ribble and Chorley to form a single strategic partnership with greater impact. The partnership has developed its strategy and an action plan to drive change and influence strategic decision making on key areas of the economy, how we share and better use data and intelligence, and a model for joined up working that makes public services more straightforward and cost effective.
16. The Chorley and South Ribble Partnership hosted the first ever Economic Summit event, where local partners came together to discuss the future of the local economy following the pandemic. The outcomes from the summit event will contribute to future economic interventions and support.
17. The council took part in the Local Government Association (LGA) Peer Challenge in July 2021 as part of the council's commitment to improvement and received feedback on the council current strengths and any areas to embed further improvements. The peer team recognised the positive work and outcomes in relation to governance, delivering effective services throughout the pandemic and continuing to change ways of working.
18. Following the review, a report was published along with an action plan setting out how the council would respond to the recommendations. In April 2022, the peer team visited South Ribble to complete a six month review of progress against the initial action plan from their virtual visit in 2021. The feedback was very positive, and the LGA Peer team acknowledged the progress made and commended the council' approach to engaging with communities via the Community Hubs.

Thriving communities

19. As part of the council's commitment to supporting resident's positive mental health and wellbeing, Lancashire Youth Challenge was commissioned to deliver a 24-week programme to up to 20 young people, which focused on raising young peoples' aspirations, confidence building, and the development of emotional resilience.
20. To mark the Queens Platinum Jubilee, the council hosted a weekend of entertainment over the long bank holiday in June 2022. The planned celebrations held in Worden Park, included a Great British themed Leyland Festival, and was followed by an 80's themed Music in the Park event. The events provided a great opportunity to celebrate the Queens Jubilee marking 70 years of service to the people and bring local communities together, helping to boost the local economy following the pandemic and government restrictions. The extended bank holiday weekend was a major success with attendance for the events between 15,000 and 20,000 people.
21. The council continues to deliver projects within the action plans for each Community Hub area. Example of activities delivered include disabled access improvements to the Eagle and Child Bowling Club, delivery of South Ribble in Bloom, resocialisation/social isolation interventions such as chatty cafes, installation of happy to chat benches, and invested more than £25,000 to install Automated External Defibrillators (AEDs) at 14 different sites across the borough.

Agenda Item 9

22. The Council has awarded over £14k to a range of community projects across the borough through the councils Community Boost Fund. The projects that received funding include the 'Love Where you Live' campaigns, working with local schools to design banners and posters to prevent dog fouling and littering, Penwortham Welcome (Deer Monument) and Coach House Christmas event, and Garden Angels (DBS checked volunteers support vulnerable residents to maintain their gardens).
23. In March 2022, the council working with the Football Foundation commenced works to the 'Bamber Bridge Sports Hub' as part of the council's commitment to investing in high quality community facilities and supporting residents to become more active through participation in sport. The development includes the creation of two new 3G artificial sports pitches, a fully-accessible single-story pavilion, and the extension of the existing car park at Bamber Bridge Leisure Centre.

A fair local economy that works for everyone

24. The Leyland Town Deal has progressed with land acquisitions taking place and business cases have been submitted to central government for the delivery of two key projects which aim to rejuvenate the town centre. The project includes, the Town Centre Transformation (including Market Regeneration) and the Business Advice, Skills and Enterprise Hub (BASE 2).
25. Businesses have continued to be supported to recover from the impacts of the pandemic to help maintain a strong business sector and support the local economy. The council have supported over 3,208 business and processed Covid-19 support grants totalling over £9.5 million. In addition to the grant support, the council has supported over 350 businesses with access to other available support services.
26. The first round of the Household Support Fund (HSF) was delivered to support the most vulnerable residents from the economic pressures facing communities and the recovery from the pandemic. Over 3,000 residents were able to benefit from the £270k fund, which provided support with adaptations to make homes more energy efficient, fresh food vouchers, school uniform, access to white goods and support with utility bills.

Good homes, green spaces, healthy places

27. As part of the council commitment to providing high quality affordable homes, work has progressed to deliver the McKenzie Arms and Jubilee Gardens Extra Care schemes. Construction work has commenced onsite to deliver the McKenzie Arms scheme. The development is set to be completed at the end of 2022 and will provide a mix of 15 new affordable townhouses and apartments in Bamber Bridge. The Jubilee Gardens Extra Care Scheme which will provide self-contained homes with support services to the over 55's to support independent living has progressed with design work and the appointment of a main contractor to deliver the scheme.
28. The programme to transform the historic Worden Hall building at the heart of Worden Park into a community and events venue is largely complete and it was partially opened ahead of the Leyland Festival in June 2022. The development work to the hall included the relocation of Folly Café to inside the hall and include upgrades to the foyer, refurbishment of the Marsden Room and first floor rooms into a flexible event space, demolition of the conservatory, works to the Courtyard Hall, extension of the car park and improvements to surrounding landscape. The Hall will be fully open to the public from mid-September 2022, with bookings for events taking place from spring.

Agenda Item 9

29. The council has delivered a number of key activities to help address climate change and to protect the local environment, these include:

- The installation of solar panels at the Civic Centre providing renewable energy,
- A home energy saving schemes promoted through the Council's website to encourage residents to consider their own energy consumption,
- The installation of four new electric vehicle charging points at Leyland, Bamber Bridge, Lostock Hall, and Penwortham improving the green infrastructure of the borough,
- Delivered 8km of improvements to footpaths across the green links network.

Council Spending

30. The Council has invested in improvements across the borough, which have helped to secure better long-term outcomes for residents in 2021/22. Examples of investments that respond to resident priorities include:

- £2 million invested to progress the delivery of affordable homes,
- £500k to deliver a programme of improvements to community facilities,
- £250k invested to support action on the green agenda,
- £150k to deliver an extended programme of support for businesses

Future Challenges 2022/23

31. Looking ahead to 2022/23, we have a number of challenges that we will face as a local authority. As public spending continues to face pressure and the potential for impact across the economy it is essential that the Council continues to have a clear plan to deliver support for those who need it most while maintaining high quality public services.

32. As part of our Corporate Strategy, we will continue to invest in our communities to support a strong post-pandemic recovery. This includes in the progression and delivery of key development projects, such as the McKenzie Arms, Extra Care Scheme and Town Deal, which will provide essential facilities both for residents as well as businesses, building local assets. We will also continue with our ambition to deliver sustainable, efficient, and value for money services through delivery of phase two of shared services, finding new ways to deliver services through a single strategic partnership, and progression of our Green Agenda. This will ensure that we continue to foster thriving communities and deliver high quality services for our residents.

Climate change and air quality

33. The work noted in this report impacts on the following areas of climate change and sustainability targets of the Councils Green Agenda: net carbon zero by 2030, reducing waste production, limiting non sustainable forms of transport, working with sustainable and green accredited companies, limiting or improving air quality, limiting water waste and flooding risks, improving green areas and biodiversity.

Equality and diversity

34. Equality and Diversity is embedded within the Corporate Strategy and how the council acts. An equality impact assessment was undertaken as part of the corporate plan refresh and each individual project will have its own equality impact assessment.

Agenda Item 9

Risk

35. Each corporate project delivered in 2021/22 had a risk register established on the GRACE risk management system to ensure the effective identification, monitoring, and mitigation of risks to the Corporate Strategy and its delivery. Risks to service level projects were also captured through service and business plan risk registers.

Comments of the Statutory Finance Officer

36. There are no direct financial implications of this report. Financial performance reporting is done via quarterly reporting and budget setting reports.

Comments of the Monitoring Officer

37. There are no concerns from a Monitoring Officer perspective. The report is for noting. It is part of our commitment to act in an open and transparent manner

Background documents

- [South Ribble Annual Report 2020/21](#)
- [Quarter One Performance Monitoring Report 2021/22](#)
- [Quarter Two Performance Monitoring Report 2021/22](#)
- [Quarter Three Performance Monitoring Report 2021/22](#)
- [Quarter Four Performance Monitoring Report 2021/22](#)
- [Corporate Strategy Update 2021](#)

Appendices

- Appendix A – South Ribble Council Annual Report 2021/22

Report Author:	Email:	Telephone:	Date:
Howard Anthony, Michael Johnson (Interim Shared Services Lead - Transformation and Partnerships, Policy Officer (Engagement))	howard.anthony@southribble.gov.uk , mjohnson@southribble.gov.uk	01772 625546	15/08/2022

ANNUAL REPORT

2021/22



Welcome

This report presents South Ribble Council's annual report for 2021/22. It provides an overview of activities and achievements over the last 12 months, outlining the key steps that we have taken to ensure that we continue to deliver our vision and priorities as outlined below:

Our vision:

A healthy and happy community, flourishing together in a safer and fairer borough that is led by a council recognised for being innovative, financially sustainable and accountable.

An exemplary council

A council that:

- Delivers high performing services that represent value for money
- Understands the community and works with partners to make things better
- Is open and transparent in its activities

Good homes, green spaces, healthy places

A borough with:

- A choice of decent, affordable housing
- Commitment to protecting the local environment
- A choice of quality recreational activities

Thriving communities

Places where:

- Residents have positive mental health
- People get involved and have a sense of belonging
- Communities can access services and support when they need them

A fair local economy that works for everyone

A council that:

- Increases access to training and jobs
 - Grows and supports sustainable businesses
- Invests in improving the borough





Introduction

From Councillor Paul Foster, Leader of the Council, Cabinet Member (Strategy and Reform)

I am proud to present this report which highlights how much we have achieved over the last twelve months. We have worked hard to help our borough recover from the pandemic and continue to offer vital support through the South Ribble

Together Community Hub, our holiday hunger initiatives and through support to our local businesses.

We are committed to better outcomes for our residents, communities and businesses, investing over £14k to fund community projects through the Community Boost Fund. Additionally, we have taken advantage of £270k government funding through the Household Support Fund to support those most in need. Overall through the council, £9.5 million has been delivered in Covid-19 business support grants. Looking to the future, the council has committed over £500k as part of the 'Boost Fund Plus' to support local communities to thrive and the 'Leisure Local Community Fund' focused on making recreation, leisure, and sport opportunities accessible to everyone. As a community leader, we have continued to lead the way to address climate change by planting over 34,000 trees this year and overall the council has planted a total of 96,671 trees across the borough.

We continue to work closely with our partners, communities, and businesses to make South Ribble the great place to live for everyone, as we move forward with ambition for the future.



Overview of Resources

From Councillor Matthew Tomlinson, Cabinet Member (Finance, Property and Assets)

Despite a challenging year for both our colleagues and communities, we have continued to deliver our key corporate priorities and provided high quality services to our residents.

Looking forward, there is a huge amount of uncertainty regarding future Government funding and the cost of living, however we have plans in place to meet the financial challenges and will continue to transform services to deliver efficiencies as well as investing in capital expenditure projects throughout the borough.

Over the next year we will be delivering a programme of early intervention to support positive mental health for young people, deliver neighbourhood improvement projects and a programme of improvements to community facilities. In addition, we will be focusing on the completion of major developments such as the McKenzie Arms scheme delivering good quality affordable homes, investing in our leisure centres and Worden Hall, and progressing the Leyland Town Deal to renovate the town centre, providing essential facilities for our residents and businesses.

We will continue to make the best use of resources to deliver the priorities of the Council in response to the needs and expectations of our residents.

“We continue to work closely with our partners, communities, and businesses to make South Ribble the great place to live for everyone, as we move forward with ambition for the future.”

Over the year in 2021/22 we...

Answered **1704** calls each week through the council's contact centre



Received **730** requests each week via our online self-serve

Recycled **378** tonnes each week of household waste



Planted **664** trees each week across the borough

Delivered **over £14k** each week of Disabled Facilities Grants



Prevented **24** people each month from potentially becoming homeless

Processed **89** planning applications each month



Received over **2368** visits each week to the council's website

Processed **61** Covid-19 business support grant each week



Processed **£184k** each week in Covid-19 grants

Resident's Survey

In 2021, we conducted a survey which asked residents about the local area and the impact of the pandemic. The survey received a total of 1,191 responses.

The responses and findings from the residents' survey help us improve services and shape future priorities. We are investing in existing leisure facilities, community facilities, and open space and play areas.

Your local area

85%

said that overall they are satisfied with their local area as a place to live



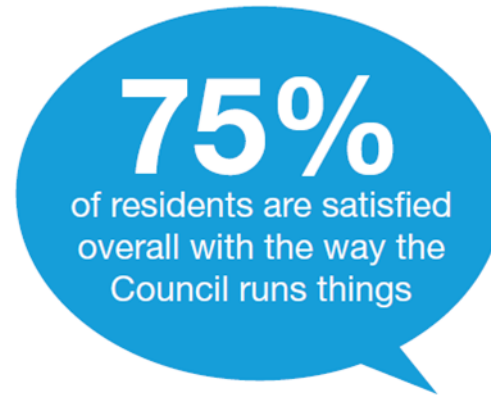
70%

of residents felt that they belong to their local area

Perceptions of the Council

75%

of residents are satisfied overall with the way the Council runs things



47%

of residents agree that the Council provides



for money



AN EXEMPLARY COUNCIL

Delivers high performing services that represent value for money

Understand the community and work with partners to make things better

Is open and transparent in its activities



Key Achievements 2021/22

- **16%** increase in the number of service requests received via self-serve channels
- **85%** of people satisfied with South Ribble as a place to live



The Chorley and South Ribble Partnership hosted its first Economic Summit in November 2021,

where local businesses and partners were invited to discuss the future of the local economy following the impacts of the pandemic. The event involved over 100 stakeholders and a range of key leaders and organisations, including Runshaw College, Lancashire Enterprise Partnership and BAE Systems. The outcomes from the summit will shape future economy interventions as part of an ongoing dialogue with local businesses.



We have completed phase two of shared services with Chorley Council, which has involved the sharing of ICT and Customer Services. This will increase resilience, share expertise, create opportunities for staff and reduce operating costs as part of continuously improving our operations and service delivery. It will ensure that our customers received better value for money and efficient services, with £179k saved over 2021/22.



We completed a residents' survey to find out how satisfied residents are with the services the council provides and the borough as a place to live. 85% of residents said they are satisfied with their local area as a place to live, and satisfaction with the way the council runs things has improved since the last survey in 2020.

Satisfaction with council services has increased with improved responses on waste and recycling collection (83%), keeping land clear of litter and refuse (65%), and park and open spaces (79%) in their area. Overall, the response from residents has been very positive despite recent challenges of financial pressure and the impact from the pandemic.



As part of the council's continued commitment to improvement, a virtual Corporate Peer Challenge from the Local Government Association (LGA) was undertaken in July 2021. The peer team recognised the positive work and outcomes in relation to governance, delivering effective services throughout the pandemic and continuing to change ways of working. Following the review, a report was published along with an action plan setting out how the council would respond to the recommendations. The action plan was implemented, and key actions successfully delivered ahead of the peer team six-month revisit to check up on progress in April 2022.

The peer team found that the council responded positively and made fundamental improvements across the areas of governance, performance improvement and people management. The peer team commended the council's relationship with communities and highlighted the Community Hub model as a positive approach that should continue to be taken forward and developed further.



Thriving Communities

Residents have positive mental health

People get involved and have a sense of belonging

Communities can access services and support when they need them



Key Achievements 2021/22

- **11,046** residents participated in activities delivered by the Council
- Over **£14k** spent on community projects through the Boost Fund



As part of the council's commitment to supporting resident's positive mental health and wellbeing, Lancashire Youth Challenge was commissioned to deliver a 24-week programme to up to 20 young people, and focused on raising young peoples' aspirations, confidence building, and the development of emotional resilience.



To mark the Queen's Platinum Jubilee, the council hosted a weekend of entertainment over the extended Bank Holiday in June 2022. Events were held at Worden Park, and included a Great British themed Leyland Festival, followed by the 80's themed 'Music in The Park' concert, attended by 3,000 people. The extended bank holiday weekend was a major success with overall attendance for the events estimated to be between 15,000 and 20,000 combined. In addition, the council supported local communities to celebrate with grants of over £9,300 to support community groups and street parties across the borough. The events provided a great opportunity to celebrate the Queen's Jubilee marking 70 years of service to the people and brought local communities together, as well as supporting the local economy following the pandemic and restrictions placed on everyone during that period.



The review of the Community Hubs provided a positive outlook with over 85% of members reacting favorably to questions regarding the support and engagement in relation to the Community Hubs.

Action plans for each of the community hub areas were agreed earlier in the year and progress made against delivery. Examples of some projects being delivered include disabled access improvements to the Eagle and Child Bowling Club, delivery of South Ribble in Bloom, resocialisation/social isolation interventions such as chatty cafes, installation of happy to chat benches, and invested more than £25,000 to install Automated External Defibrillators (AEDs) across the borough.

As part of the council's commitment to developing communities, an investment of over £14k has been made to fund a number of projects through the Community Boost Fund. These include the 'Love Where you Live' campaigns, working with local schools to design banners and posters to prevent dog fouling and littering, 'Penwortham Welcome' (Deer Monument) and Coach House Christmas event, and Garden Angels (DBS checked volunteers support vulnerable residents to maintain their gardens).



The council working with the Football Foundation has invested in the creation of two new 3G artificial sports pitches at Bamber Bridge Leisure Centre. The pitches will be complimented by a fully-accessible single-story pavilion that will include four new changing rooms with showers, a separate disability accessible changing facility and changing rooms for officials. Additionally, the existing Leisure Centre car park will be extended to provide a total of 206 spaces. The development of these much needed facilities will support residents to become more active though participation in sport.



A FAIR LOCAL ECONOMY THAT WORKS FOR EVERYONE

Increases access to training and jobs

Grows and supports sustainable businesses

Invests in improving the borough

Key Achievements 2021/22

- **351** businesses were referred/supported by the council
- **£9,578,526** was paid out in 2021/22 for Covid-19 business support grants



Plans have taken shape for Leyland's £25 million Town Deal, with the scheme reaching its final planning stage. Land acquisitions have commenced, and business cases submitted to central government for two key projects.



The projects which aim to renovate the town centre include the Town Centre Transformation (including Market Regeneration), and the Business Advice, Skills and Enterprise Hub (BASE 2). Consultations have taken place with stakeholder to support delivery of the scheme, with more planned over 2022. The project is subject to the approval of the business cases, with the aim to deliver the Town Deal scheme by the year 2026.



The first round of the Household Support Fund (HSF) was delivered to support the most vulnerable residents from the economic pressures facing communities as they recovery from the pandemic.

Over 3,000 residents were able to benefit from the £270k fund, which provided support with adaptations to make homes more energy efficient, fresh food vouchers, school uniforms, access to white goods, and financial support with utility bills.



The council received an additional £706k of funding from Central Government, as a result of its performance in meeting key targets on advancing covid support grants to businesses. This additional funding was combined with the councils existing commitment to invest £150k to support businesses.

Overall through the council, £9.5 million has been delivered in Covid-19 business support grants to over 3,000 businesses. The additional support provided through the funding from the council enabled 351 businesses to be referred/supported with a range of interventions such as business start-up and growth advice, information on available commercial space and council land/premises, support with planning issues, business rates information, environmental health advice, mental health support, digital support and coronavirus business support.



GOOD HOMES GREEN SPACES HEALTHY PLACES

A choice of decent, affordable housing

Commitment to protecting the local environment

A choice of quality recreational activities



Key Achievements 2021/22

- **290** people were prevented from being/becoming homeless
- **34,504** trees were planted across the borough
- **86** affordable homes delivered



The council continues to tackle climate change. A significant achievement was completion of the installation of solar panels at the Civic Centre enabling the council to contribute to generation of clean renewable energy, whilst reducing the council's energy costs and importantly lowering our carbon footprint. Across the borough we have continued to expand the green infrastructure with the installation of four electric vehicle charging points across Leyland, Bamber Bridge, Lostock Hall, and Penwortham, the planting of 34,504 trees across the borough, and improvements to 8km of footpaths across the green links network.



The development of the McKenzie Arms and Jubilee Gardens Extra Care schemes have come forward to increase the access to high quality affordable, safe homes. Construction commenced onsite at the McKenzie Arms and will be completed at the end of 2022, providing a mix of 15 affordable townhouses and apartments in Bamber Bridge. The Jubilee Gardens Extra Care Scheme has progressed to planning approval stage and will provide self-contained homes with support services to the over 55's to support independent living. The scheme is currently being brought forward with design works and the appointment of a contractor to deliver the scheme.



Investment in Worden Hall at the heart of Worden Park, has seen the space transformed and will soon be open to the public, bringing back into use once more a well-loved facility as an accessible flexible community and event space.



The development work to the hall has included the expansion of the Folly Café, which moved to its new home in the heart of the hall in May 2022. This move enhances the catering and hospitality offer at the hall. Other works completed include upgrades to the foyer, refurbishment of the Marsden Room and first floor rooms into a flexible event space, demolition of the conservatory, works to the Courtyard Hall, extension of the car park and improvements to surrounding landscape.



Refurbishment works to the hall are largely complete and was partially opened ahead of the Leyland Festival in June 2022. It is expected that the Hall will be fully open to the public from mid-September 2022, with bookings for events taking place from spring.

Investment

The council has continued to invest in improvements right across the borough that have helped deliver better long-term outcomes for residents in 2021/22.

An exemplary council



£500,000 over the next two years to deliver a programme of improvements to community facilities providing quality amenities for residents, encouraging positive mental and physical health as part of an active community



£50,000 to support positive mental health for young people through officer resource to deliver a programme of early intervention activity

Thriving communities



£60,000 to support vulnerable families and children by providing access to food during the school holidays over the next four years



£117,000 invested to create a network of community hubs, providing services & support that meet the needs of local neighbourhoods



£50,000 to support access to advice services and information by working in partnership with the Citizens Advice Bureau



£150,000 to develop a Credit Union that will enable access to safe and ethical banking options for all residents

Good homes, green spaces, well places



£2,000,000 invested to deliver affordable housing.



£50,000 to undertake work to plan for an Extra Care scheme that will provide high quality accommodation to meet the future needs our residents.



£250,000 to support action on the green agenda including tree planting (in addition to A Tree for Every Resident), becoming a green employer by 2022 and installing car charging points as part of infrastructure improvements

A fair local economy that works for everyone



£500,000 to deliver neighbourhood improvement projects including: - Development of a nature reserve at Pickering's Farm - Tidy up of community areas in Pope Lane area - Improvements to Kingsfold Community Centre and playing fields - More dog bins and relevant signage



£150,000 to implement a plan to retain wealth and grow the local economy through a progressive procurement framework and social value policies.



£150,000 to deliver an extended programme of support for businesses beyond government grants to ensure that the council is doing as much as possible to help businesses get back on their feet.

Over the next year we will need to consider:

Cost of Living

The economy of the borough has been impacted by the increased cost of living and the rising UK inflation rate. Over the coming months it is expected that these costs will increase even further.

In collaboration with our partners, we will make sure that every available method of support is utilised to help the local community deal with these rising costs. Further discussions will take place around how we can best support our local economy and the communities and businesses which are most in need of additional support.

Resources and Capacity

To enable the Council to continue to respond to the changing needs of our borough, it is essential that as an organisation we continue to improve and transform the way we work.

Progress will continue to be made in the way technology is used as well as investment in our staff and workplaces, making South Ribble an attractive place to work in a highly competitive employment environment. We will continue to develop shared services with South Ribble to build in additional capacity and resilience.

Partnership Working

The Council is committed to building strong relationships with partners and key local organisations. These relationships are more important than ever to continue to develop how we work together to deliver sustainable services by sharing resources, intelligence and making better use of technology.

Over the next twelve months we will continue to work through the Chorley and South Ribble Partnership to join up public services and deliver improved outcomes for communities.

Uncertainty

Financial and political uncertainty at a local and national level, including the impact of the pandemic, the cost of living and war in Ukraine means that the council will need to plan for a range of scenarios so that we can sustain high quality services for our residents.

We will continue to work towards a balanced budget, delivering the Medium-Term Financial Strategy and driving forward our programme of transformation to ensure the organisation remains in a strong position to respond to future challenges.

Looking ahead

Going forward, we will continue to focus on delivering positive outcomes for residents. Some of the key projects that we will be delivering over 2022/23 include

Thriving Communities



Develop the Youth Council to make sure the views of young people are represented

This project will take forward the work of the Youth Council with a programme of meetings and an action plan to increase democratic participation across young people.



Deliver Music in the Park 2022 and Queens Jubilee Celebrations

This project will deliver the celebration events in 2022.



Review and enhance the community hubs as a primary way to work closely with residents

This project will deliver the community hub action plans and 'boost' fund to enable more to be achieved to meet local priorities and a review and evaluation of community hubs.



Develop the visitor offer in South Ribble

We are going to create a tourism strategy for South Ribble with a new campaign to promote the borough as we recover from the pandemic.

An exemplary council



Deliver the peer challenge action plan to ensure continued improvement

This project will put in place actions to respond to the recommendations made by the Local Government Association Corporate Peer Review.



Deliver the shared services development plan to build a more resilient organisation

This project will deliver each shared service development plan to establish strong processes and a positive working culture.



Implement more efficient and effective working practices at the council through the WorkPlace Strategy

This project will deliver the Workplace Strategy and year one actions to improve the office environment and the way that staff work.



Deliver more joined up public services through working with our partners

This project will work with partners to join up services so that they make more sense for residents through better sharing of intelligence, more integrated structures. and reduced duplication.

 **Good homes, green spaces, well places**



Green Agenda: Lead action to address climate change for South Ribble

The council will lead activity to address climate change and encourage residents to make positive changes with specific actions including the decarbonisation of council assets, electrification of the council vehicle fleet, and improving recycling.



Improve leisure facilities in South Ribble to improve wellbeing

This project will improve the current leisure services to provide a better offer and user experience to increase overall wellbeing.




Deliver affordable homes

This project will deliver the affordable homes project at the McKenzie Arms and progress the development of the Extra Care facility.



Deliver the new Worden Hall complex as a flagship venue

The new Worden Hall complex will be completed and opened at the end of 2022.

 **A fair local economy that works for everyone**



Deliver transformational regeneration projects including the Town Deal

This project will deliver the Town Deal but also include other regeneration plans for other local service centres.



Support communities to access community cooperatives in South Ribble as part of growing a fair local economy

As part of Community Wealth Building, this project will identify with communities and test a community-led approach to accessing goods or services such as a food sharing network or an energy collective.



Support residents to recover from the pandemic with advice, support, and key services

This project will provide a 'One Front Door' response for residents in need of support with debt, employability or housing by providing a single point of access to a range of council and partner services so that they don't have to go to lots of different places for help.

Appendix A - Trade Union Facilities time for 2021/22 South Ribble Borough Council

The trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on 1 April 2017. These regulations place a legislative requirement on relevant public sector employers to collate and publish, on an annual basis a range of data on the amount and cost of facility time within their organisation. The facility time data for South Ribble Borough Council for the period of 2020/21 is shown below. We have included the tables to illustrate the information required, and it is published alongside the Annual Report for the period 2020/21.

Table 1 - Relevant Union Officials

What was the total number of your employees who were relevant union officials during the relevant period?

Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number
9	6

Table 2 - Percentage of time spent on facility time

How many of your employees who were relevant union officials employed during the relevant period spent a) 0%, b) 1%-50%, c) 51%-99% or d) 100% of their working hours on facility time?

Percentage of time	Number of Employees
0%	0
1-50%	9
51-99%	0
100%	0

Table 3 - Percentage of pay bill spent on facility time

Provide the figures requested in the first column of the table below to determine the percentage of your total pay bill spent on paying employees who were relevant union officials for facility time during the relevant period.

	Figures
Provide the total cost of facility time (including oncosts)	£6,699
Provide the total pay bill	£12,374,997
Provide the percentage of the total bill spent on facilities time	0.05%

Table 4 - Paid trade union activities

As a percentage of total paid facility time hours, how many hours were spent by employees who were relevant union officials during the relevant period on paid trade union activities?

Time spent on paid trade union activities as a percentage of the total paid facilities time hours	0
---	---



This page is intentionally left blank

Report of	Meeting	Date
Director of Planning and Development (Introduced by Cabinet Member (Planning, Business Support and Regeneration))	Council	Wednesday, 21 September 2022

Extension to Cafe Pavement Licences

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

Is this decision key?	Not applicable
-----------------------	----------------

Purpose of the Report

1. To seek approval to extend the current Café pavement licensing scheme until 30th September 2023 in line with The Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2022.

Recommendations to Council

2. To note the changes to the Business & Planning Act 2020 introduced by The Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2022.
3. To agree to extend the proposed duration of granting of pavement licences until 30th September 2023 as per The Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2022.
4. To confirm the level of fee charged in respect of applications for pavement licences issued under the Business & Planning Act 2020.
5. To extend the delegated authority given to Officers.

Reasons for recommendations

6. It is a statutory requirement to extend the current Café Pavement Licensing Scheme until 30th September 2023 in line with The Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2022.

Other options considered and rejected

7. There are no other options available. It is a statutory requirement to extend the current Café Pavement Licensing Scheme until 30th September 2023.

Agenda Item 12

Corporate priorities

8. The report relates to the following corporate priorities:

An exemplary council	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

Background to the report

9. The Covid-19 pandemic has affected businesses across the economy causing many to cease trading for several months while others have had to significantly modify their operations.
10. The Business and Planning Act 2020 obtained Royal Assent on 22 July 2020. The Act introduced several powers and requirements on local authorities that affect how they deal with a variety of issues, with the aim of supporting local businesses and helping economic recovery as the COVID-19 restrictions put in place by Government continue to be eased.
11. The Act introduced a temporary fast-track process for these businesses to obtain permission, in the form of a "pavement licence", from the Local Authority for the placement of furniture such as tables and chairs on the pavement outside their premise which will enable them to maximize their capacity whilst adhering to social distancing guidelines.
12. Any business selling and/or serving food or drink may apply for a pavement licence to have tables and chairs and other street furniture placed on the highway adjacent to their premises for the benefit of their customers.
13. The new powers are temporary, and were originally placed until 30 September 2021, however, The Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2021, extended the temporary outdoor furniture provision until 30th September 2022.
14. This has now been extended for a further year until 30th September 2023.
15. Under the Business and Planning Act 2020, pavement licences are currently handled by the Licensing Authority, as an alternative to the previous regime which was the responsibility of the Highways Authority.
16. Due to the Covid 19 pandemic, an urgent decision was made in July 2021 under Standing Order 35 of the council's constitution, to adopt a Pavement Licensing Policy by virtue of the Business and Planning Act 2020.

Agenda Item 12

Licensing & Public Safety Committee 06/09/2022

17. On 06/09/2022 a report was taken to the Licensing & Public Safety Committee, with a proposal asking members to agree to extend the pavement café licensing regime for another 12 months in line with the legislation.
18. At the meeting member unanimously voted to approve the report and as a result this report is before of members of the council for final approval.

Recommended approach

19. As the pavement licence regime was originally time limited to run through to 30th September 2021, all licences issued under the scheme where to expire on this date.
20. An amendment was then made to extend until 30th September 2022. However, the new regime allows us to extend this further 12 months, to the 30th September 2023.
21. As such, if these premises wish to maintain their outside areas currently covered by a licence, they will need to re-apply.
22. As the application process is designed to be as burden free and expedited as possible, this should not cause any delay in re-issuing licences to premises and not be subject to a lengthy process.
23. The legislation does enable the Council to issue a pavement licence for a shorter duration than the length of the scheme, however guidance issued by the Local Government Association indicates that the Council should only consider issuing for a shorter duration than the length of the scheme where there is reasonable reason to do so e.g. where the application is linked to a time limited road closure.
24. In 2020 and 2021 the fee for pavement licences was set to £100. It is recommended that Council confirms to retain the same fee of £100 for each new pavement licence in line with the maximum amount specified by Government.
25. The Policy and application form have been updated to reflect the extension of Pavement Licences until the 30th September 2023 and can be found at Appendix 1 and 2 respectively.
26. The policy seeks to extend authority to delegate decisions to officers in the following way;

Function		Decision Delegated to
Grant of Pavement Licence	Where, during the public consultation period, no representations have been received.	Licensing Officers.
	Where, during the public consultation period, representations have been received.	Licensing Manager with Chair/Vice Chair of Licensing/Portfolio holder

Agenda Item 12

Revocation of Pavement Licence	In line with Paragraph 5 of the Policy above	Licensing Manager with Chair/Vice Chair of Licensing/Portfolio holder
--------------------------------	--	---

27. Members are now asked to approve to extend the current Café pavement licensing scheme until 30th September 2023 in line with The Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2022, adopting the policy attached to this report as appendix 1.

Climate change and air quality

28. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

Equality and diversity

29. South Ribble Borough Council is responsible for licensing of all Café Pavement Licences within the Borough.

30. This policy applies to all proprietors of Premises requiring a Café Pavement Licence regardless of gender, age, disability, religious belief, race, ethnic minority or sexual orientation. No overriding impact have been identified around the protected characteristic within the report.

Risk

31. The implementation of the Regulations and being in a position to accept and determine applications is a legal duty placed upon South Ribble Borough Council.

32. If the Council fails to implement the Regulations, it may be challenged when exercising its functions through several routes, e.g. service complaints to the Local Government and Social Care Ombudsman and judicial review. Conversely, by implementing the requirements of the Regulations, the Council is complying with its legal obligation.

Comments of the Statutory Finance Officer

33. There are no significant financial implications arising from this report, as whilst there is a charge for pavement licences, overall income is relatively low.

Comments of the Monitoring Officer

34. The legal implications have been identified within the body of the report.

Background documents

Background document 1 - Report to The [Licensing & Public Safety Committee](#) 06/09/2022

Appendices

Appendix 1 - New proposed policy wording

Appendix 2 - New application form

Agenda Item 12

Report Author:	Email:	Telephone:	Date:
Chris Ward (Licensing Manager)	christopher.ward@southribble.gov.uk	01772 625330	07/09/2022

This page is intentionally left blank

Pavement Licensing Policy

The Business and Planning Act 2020 (Pavement Licences)
(Coronavirus) (Amendment) Regulations 2022



Effective: (date)
Version 1 – First Policy Draft
Sept 2021

Updated September 2022 to cover 2022 - 2023

Contents

Section	Title	Page
1	Introduction	3
2	Scope	3
3	Application and Determination of Pavement Licences	4
4	Conditions	8
5	Enforcement	8
6	Review Procedures	9
Appendix 1	Site Notice Template	10
Appendix 2	Standard Pavement Licence Conditions	11
Appendix 3	National Conditions	13
Appendix 4	Scheme of Delegation	

1. Introduction

The Covid-19 pandemic has affected businesses across the economy causing many to cease trading for several months while others have had to significantly modify their operations.

As the economy starts to re-open, on 25 June 2020 the Government announced a further and urgent relaxation to planning and licensing laws to help the hospitality industry recover from the coronavirus lockdown by removing short term obstacles that could get in their way.

The Business and Planning Act makes it easier for premises serving food and drink such as bars, restaurants and pubs, as lockdown restrictions are lifted but social distancing guidelines remain in place to seat and serve customers outdoors through temporary changes to planning procedures and alcohol licensing.

The measures included in the Act modify provisions in the Licensing Act 2003 to provide automatic extensions to the terms of on-sales alcohol licences to allow for off-sales. It will be a temporary measure to boost the economy, with provisions lasting until the end of September 2023.

The Act also introduces a temporary fast-track process for these businesses to obtain permission, in the form of a “pavement licence”, from the South Ribble Council for the placement of furniture such as tables and chairs on the pavement outside their premise which will enable them to maximise their capacity whilst adhering to social distancing guidelines.

Currently, tables and chairs permissions are granted as Pavement licences by Lancashire County Council, the Highways Authority, under Part 7A of the Highways Act 1980. The fee varies between local authorities and there is a time consuming 28-day consultation period.

The new temporary measure places a cap on the application fee for businesses, and introduces a new 14-day determination period, ensuring that businesses can obtain licences in a timely and cost-effective manner aiding to their financial recovery.

2. Scope

2.1 Definition of pavement licence

A pavement licence is a licence granted by the local authority, or deemed to have been granted, which allows the licence-holder to place removable furniture over certain highways adjacent to the premises in relation to which the application was made, for certain purposes.

2.2 Eligible Businesses

A business which uses (or proposes to use) premises for the sale of food or drink (alcohol or non alcohol) for consumption (on or off the premises) can apply for a licence. Businesses that are eligible include: public houses, cafes, bars, restaurants, snack bars, coffee shops, and ice cream parlours.

A licence permits the business to use furniture placed on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises.

2.3 Eligible Locations

Licences can only be granted in respect of highways listed in section 115A(1) Highways Act 1980.

Generally, these are footpaths restricted to pedestrians or are roads and places to which vehicle access is restricted or prohibited. Highways maintained by Network Rail or over the Crown land are exempt (so a licence cannot be granted).

2.3 Type of furniture permitted

The furniture which may be used is:

- counters or stalls for selling or serving food or drink;
- tables, counters or shelves on which food or drink can be placed;
- chairs, benches or other forms of seating; and
- umbrellas, barriers, heaters and other articles used in connection with the outdoor consumption of food or drink.

This furniture is required to be removable, which in principle this means it is not a permanent fixed structure, and is able to be moved easily, and stored away of an evening.

The Council would also expect the type of furniture to be 'in keeping' with the local area.

2.4 Planning Permission

Once a licence is granted, or deemed to be granted, the applicant will also benefit from deemed planning permission to use the land for anything done pursuant to the licence while the licence is valid.

3. Application and Determination of Pavement Licences

3.1 Submission of the Application

An application for a Pavement Licence must be made to the Council, and the following will be required to be submitted with the application:

- a completed Application Form submitted electronically and sent to licensing@southribble.gov.uk.
- the required fee of £100, paid by credit or debit card
- a plan showing the location of the premises shown by a red line, so the application site can be clearly identified
- a plan clearly showing the proposed area covered by the licence in relation to the highway, if not to scale, with measurements clearly shown. The plan must show the positions and number of the proposed tables and chairs, together with any other items that they wish to place on the highway. The plan shall include clear measurements of, for example, pathway width/length, building width and any other fixed item in the proposed area.
- the proposed days of the week on which, and the times of day between which, it is proposed to put furniture on the highway,
- the proposed duration of the licence (for e.g. 3 months, 6 months, or a year);
- evidence of the right to occupy the premises (e.g. the lease);

- photos or brochures showing the proposed type of furniture and information on potential siting of it within the area applied;
- (if applicable) reference to any existing pavement licence currently under consideration by the local authority;
- evidence that the applicant has met the requirement to give notice of the application (for example photographs of the notice outside the premises and of the notice itself);
- a copy of a current certificate of insurance that covers the activity for third party and public liability risks, to a minimum value of £5 million,
- a declaration as to the truth of the contents of the application and accompanying documents and an acknowledgement that the pavement licence is liable to revocation if the application contains false or misleading statements and
- any other evidence needed to demonstrate how the Council's local conditions, and any national conditions will be satisfied.

3.2 Fees

The fee for applying for a licence under the new process are set local but are capped at £100. The Council has determined that the fee for applications will be £100.

3.3 Consultation

Applications are consulted upon for 7 days, starting with the day on which a valid application was made to the Council.

The Council will publish details of the application on its website at www.southribble.gov.uk.

The Council is required by law to consult with the Highways Authority. In addition, to ensure that there are not detrimental effects to the application the Council will consult with:

- South Ribble Council Town Centre Management
- South Ribble Council Environmental Health Service (including Environmental Control and Food and Safety Teams)
- South Ribble Council Planning Department
- Lancashire Fire & Rescue Service
- Lancashire Police

Members of the public and others listed above can contact the Council to make representations.

The Council must take into account representations received during the public consultation period and consider these when determining the application.

3.4 Site Notice

An applicant for a pavement licence must on the day the application is made, fix a notice of the application to the premises so that the notice is readily visible to, and can be read easily by, members of the public who are not on the premises. The notice must be constructed and secured so that it remains in place until the end of the public consultation period.

Evidence of the site notice requirement must be supplied to the Council.

The Site Notice must:

- state that the application has been made and the date on which it was made;
- state the statutory provisions under which the application is made;
- state the address of the premises and name of the business;
- describe the proposed use of the furniture;
- indicate that representations relating to the application may be made to the Council during the public consultation period and when that period comes to an end;
- state the Council's website where the application and any accompanying material can be viewed during the consultation period;
- state the address to which representations should be sent during the consultation period; and
- the end date of the consultation (5 working days starting the day after the application is submitted to the authority).

A template Site Notice is shown as Appendix 1.

3.5 Site Assessment

The following matters will be used by the Council and consultees in considering the suitability of the proposed application:

- public health and safety – for example, ensuring that uses conform with latest guidance on social distancing and any reasonable crowd management measures needed as a result of a licence being granted and businesses reopening;
- public amenity – will the proposed use create nuisance to neighbouring occupiers by generating anti-social behaviour and litter; and
- accessibility – taking a proportionate approach to considering the nature of the site in relation to which the application for a licence is made, its surroundings and its users, taking account of:
 - any other temporary measures in place that may be relevant to the proposal, for example, the reallocation of road space. This could include pedestrianised streets and any subsequent reallocation of this space to vehicles;
 - whether there are other permanent street furniture or structures in place on the footway that already reduce access;
 - the impact on any neighbouring premises
 - the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired people as set out in Section 3.1 of [Inclusive Mobility](#), and
 - other users of the space, for example if there are high levels of pedestrian or cycle movements.

Applicants are strongly encouraged to talk to neighbouring businesses and occupiers prior to applying to the local authority, and so take any issues around noise, and nuisance into consideration as part of the proposal.

3.6 Determination

Once the application is submitted the Council has 14 days from the day after the application is made (excluding public holidays) to consult on and determine the application. This consists of 7 days for public consultation, and then 7 days to consider and determine the application after the consultation.

If the local authority determines the application before the end of the determination period the local authority can:

- grant the licence in respect of any or all of the purposes specified in the application,

- grant the licence for some or all of the part of the highway specified in the application, and impose conditions, or
- refuse the application.

If the local authority does not determine the application within the 14- day period, the application will be deemed to have been granted.

3.7 Approval of Applications

The Council may approve applications meeting the criteria contained within these guidelines.

On approving the application, the Council will issue a Pavement Licence to which conditions will be attached. The licence will also contain specific terms such as days and hours when tables and chairs are permitted and appearance and location of the furniture corresponding to the application.

A copy of the Council's standard conditions, which will be attached to all Pavement Licences are shown at Appendix 2. Additional conditions may be attached if the Council considers it appropriate in the circumstances of any particular case.

The Council generally will only permit Pavement Licences between 09:00 and 21:00.

Applications outside these hours will be assessed in terms of the criteria detailed above. The Council however retains the right to specify permitted hours of trading that are less than those specified above in appropriate circumstances.

3.8 Licence Duration

If the Council determines an application before the end of the determination period (which is 7days, beginning with the first day after the public consultation period, excluding public holidays) they can specify the duration of the licence, subject to a minimum duration of 3 months.

The expectation from the Government is that local authorities will grant licences for 12 months or more unless there are good reasons for granting a licence for a shorter period such as plans for future changes in use of road space. As such, the Council will normally grant applications until 30 September 2023.

If a licence is 'deemed' granted because the authority does not make a decision on an application before the end of the determination period, then the licence will be valid for a year.

A licence granted or deemed to be granted will not be valid beyond 30 September 2023.

3.9 Refusal of Applications

If the site is deemed unsuitable for a Pavement Licence, or if relevant representations are made which cannot be mitigated by conditions then the application may be refused.

There is no statutory appeal process against decision to refuse an application.

4. Conditions

The Council's standard conditions are set out at Appendix 2. In some cases, extra measures may be required. This will be determined when assessing any application, on a case by case basis.

Where a local authority sets a local condition that covers the same matter as set out in national published conditions, then the locally set condition takes precedence over the national condition where there is reasonable justification to do so.

However, this is not the case for the statutory no-obstruction condition which is as applies to all Licences. The National 'no obstruction' condition is shown in Appendix 3.

5. Enforcement

The Council aims to work closely with other enforcement authorities to enforce the provisions of all appropriate legislation. The case remains that an obstruction of the Highway is an offence under The Highways Act 1980 and will be dealt with by the Highways Authority or the Police.

Obtaining a licence does not confer the holder immunity in regard to other legislation that may apply, e.g. Public Liability, Health & Safety at Work, Food Hygiene and Safety, Alcohol and Entertainment Licensing, Social distancing controls, and applicants must ensure all such permissions, etc. are in place prior to applying.

If a condition imposed on a licence either by the Council or via a National Condition is breached the Council will be able to issue a notice requiring the breach to be remedied and the authority can take action to cover any costs.

The authority may revoke a licence in the following circumstances:

1. For breach of condition, (whether or not a remediation notice has been issued) or
2. Where:
 - There are risks to public health or safety – for example by encouraging users to breach government guidance on social distancing by placing tables and chairs too close together;
 - the highway is being obstructed (other than by anything permitted by the licence);
 - there is anti-social behaviour or public nuisance – for example, the use is increasing the amount of noise generated late at night and litter is not being cleaned up;
 - it comes to light that the applicant provided false or misleading statements in their application – for example they are operating a stall selling hot food and had applied for tables and chairs on which drinks could be consumed; or
 - the applicant did not comply with the requirement to affix the notice to notify the public for the relevant period.
3. The Council may also revoke the licence where all or any part of the area of the relevant highway to which the licence relates has become unsuitable for any purpose for which the licence was granted or deemed to be granted. For example, the licensed area (or

road adjacent) is no longer to be pedestrianised. The Council will give reasons where these powers are used.

6. Review Procedures

This Policy covers the Temporary Permission for Pavement Licences, The Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations which are scheduled to expire on 30 September 2023.

This Policy will be reviewed from time to time should changes occur in relevant legislation, the nature of Pavement Licence's generally, relevant social distancing measures or as a result of local considerations within the South Ribble Borough.

The Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2022

Application for a Pavement Licence

[NAME OF PREMISES]
[FULL ADDRESS OF PREMISES]

TAKE NOTICE, **[applicant name]**, has made an application on **[DATE]**, pursuant to Section 1(1) of The Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2021, for a Pavement Licence to be granted in respect of the premises detailed above.

[Days and times during which it is proposed to place street furniture on the highway]

A copy of the application can be viewed at the Civic Centre, West Paddock, Leyland, PR25 1DH, or online at www.southribble.gov.uk

Any person who wishes to make representations in relation to this application must do so in writing to Licensing, Civic Centre, West Paddock, Leyland, PR25 1DH, info@southribble.gov.uk or by the online portal. Representations must be made within the public consultation period which ends **[DATE which is 8 days after the day on which the application is made]**.

Standard Pavement Licence Conditions

1. Being the licence holder of a Pavement Licence does not imply an exclusive right to the area of public highway. The licence holder must be aware that South Ribble Council and others (e.g. police, highways authority, statutory undertakers) will need access at various times (including emergencies) for maintenance, installation, special events, improvements etc or any other reasonable cause. This may mean that the pavement licence will need to cease operating and/or be removed for a period of time. On these occasions there would be no compensation for loss of business.
2. South Ribble Council requires evidence that the licence holder has Public Liability Insurance for the operation of the Pavement Licence. This must indemnify South Ribble Council and Lancashire County Council against all claims for injury, damage or loss to users of the public highway, arising from the use of the highway for the permitted purpose. The minimum level of indemnity must be £5 million in respect of any one incident.
3. Tables and chairs must not be placed in position outside of permitted times. When the licence is not in use, all tables and chairs and other furniture must be stored securely inside a premises away from the highway.
4. South Ribble Council and/or Lancashire County Council are empowered to remove and store or dispose of furniture from the highway, at the cost of the licensee, if it is left there outside the permitted hours, or should any conditions of the licence be ignored. The Council will not be responsible for its safekeeping.
5. The licence holder is not to make or cause to be made any claim South Ribble Council in the event of any property of the licence holder becoming lost or damaged in any way from whatever cause.
6. An unimpeded pedestrian route must be maintained at all times for people wishing to use the footway as per the National Licence Conditions.
7. The method of marking the boundary of the licensed area must be agreed between the licence holder and the Licensing Department. Whatever method is agreed a 2 metre clear walkway must be maintained for the use of pedestrians.
8. Emergency routes to the premises and adjacent buildings must not be obstructed by the pavement furniture, which should not, in normal circumstances, extend beyond the width of the premises frontage.
9. Tables and chairs should be of an approved type and should be kept in a good state of repair. Furniture should be placed so as not to obstruct driver sightlines, or road traffic signs. Placement of tables and chairs must allow pedestrians to use the footway parallel to the frontage of the premises. Care should be taken in the use of hanging baskets, awnings, protruding umbrellas etc. Alternative items may not be used without first seeking the written authority of the Council. Patio heaters must not be used.
10. All potential obstructions must be removed from the public highway when the premises are closed to prevent a safety hazard to pedestrians, particularly during the hours of darkness.

11. The licensee should ensure that the area operates in a safe and orderly manner, thereby ensuring that any safety risk or nuisance to customers, other users of the public highway or any adjacent land or premises, is minimised.
12. The operation of the area must not interfere with highway drainage arrangements.
13. During the hours of darkness suitable and sufficient lighting must be provided to ensure safe use of the area. Any proposals to provide additional lighting to the licensed areas must be agreed with the Highway Authority, Lancashire County Council and evidence of such agreement produced to South Ribble Council by the licence holder on demand.
14. All detritus (food and drink remnants, spillages, bottles, cans, wrappers, cigarette ends etc) be regularly removed from the footway surface to reduce hazards to pedestrians. The licence holder must make arrangements to regularly check for and to remove litter and rubbish on pedestrian walkways, caused by persons using the designated area benefitting from the pavement licence, for a distance of up to 10 metres from the boundary of the designated area benefitting from the pavement licence. The licence holder must ensure that any tables are cleared in an efficient manner during the hours of operation. The licence holder must ensure the licensed area and surrounding highway is to be washed down at the completion of each day's usage using a method sufficient to remove food debris, grease and other spillages that may occur.
15. The licence holder is not permitted to make any fixtures, or excavations of any kind, to the surface of the highway without prior written approval. Any costs incurred as a result of damage to the highway, due to the positioning of tables and chairs etc, will be recovered in full from the licence holder by South Ribble Council or the Highway Authority.
16. The Licensee of a premises not licensed under the Licensing Act 2003 or any modification or re-enactment thereof, must not allow the consumption of alcohol within licensed area.
17. The Licensee of a premises licensed under the Licensing Act 2003 or any modification or re-enactment thereof, must not allow the consumption of alcohol within the designated area benefitting from the pavement licence outside the hours in force for the premises itself.
18. The licence must be displayed on the premises with a plan of the agreed layout in clear view.
19. The licensee is responsible for ensuring that the conditions of the licence and any other necessary permissions and regulations are adhered to. The Licence holder is to use the highway solely for the purpose of the licence in line with the provisions of this licence and for no other purpose whatsoever.
20. Without prejudice to the obligation contained in Condition 3 The licence holder must cease to place remove any tables, chairs and other furniture immediately at the end of the licence period or on revocation of the licence.
21. There must be adequate provision made for the collection and containment of litter and, where directed, the Licensee must provide suitable litter bins.

22. The Licensee will ensure that the designated area is maintained in a clean and tidy condition. The Licensee shall also take appropriate precautions to prevent the immediate highway from becoming littered as a result of trading activities.
23. The Licensee shall at all times when the pavement cafe is in operation make available for customers toilets and hand washing facilities, to wheelchair accessible standards where it is practicable and reasonable to do so.
24. The Licensee will be responsible for the conduct of customers. They must not be a nuisance or annoy users of the highway or tenants of adjoining premises.
25. No speakers or playing of music shall be permitted.
26. No electrical cables shall be run along the ground in such a way that they create a trip hazard or are susceptible to mechanical damage.
27. South Ribble Council reserves the right to revoke this licence at any time if any of the above conditions are not fulfilled and maintained.

National Conditions

The Secretary of State publishes this condition in exercise of his powers under [clause 5(6)] of The Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2022

Condition relating to clear routes of access:

It is a condition that clear routes of access along the highway must be maintained, taking into account the needs of disabled people, and the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired people as set out in Section 3.1 of [Inclusive Mobility](#).

Guidance on the effect of this condition

1. To the extent that conditions imposed or deemed to be imposed on a pavement licence do not require the licence holder to require clear routes of access to be maintained, taking into account the needs of disabled people and the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired people as set out in Section 3.1 of [Inclusive Mobility](#), the licence is granted subject to those requirements.
2. To the extent that a licence is granted subject to a condition which imposes requirements to maintain clear routes of access that are inconsistent with the requirements set out in this condition this condition is not imposed on the licence.

Function		Decision Delegated to
Grant of Pavement Licence	Where, during the public consultation period, no representations have been received.	Licensing Officers.
	Where, during the public consultation period, representations have been received.	Shared Services Lead – Legal & Deputy Monitoring Officer or Senior Solicitor in consultation with Chair/Vice Chair of Licensing/Portfolio holder
Revocation of Pavement Licence	In line with Paragraph 5 of the Policy above	Shared Services Lead – Legal & Deputy Monitoring Officer or Senior Solicitor in consultation with Chair/Vice Chair of Licensing/Portfolio holder
Remedial Notices	Breach of condition (case by case basis)	Licensing Officers

FOR OFFICE USE

Application No...

Date...

Fee Paid...

Receipt No...

**Application for a Licence to use the Highway for a Street Café.
The Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2022.**

Please read the notes and answer all the following questions

Question 1

Your Name and Address

Postcode

Tel. No.

Question 2

Name and address of any person acting for you

Question 3

Describe the proposed location for the street café and address if different from the address in Q1 above.

Question 4

Please state the main proposed materials (for example: furniture, umbrellas, boundary markers, colour, type, styles) and show them on your detailed layout plan.

Question 5

Do you intend to alter any of the building and/or building frontage to accommodate the proposal? If YES, please show details of the alterations on your plan.

YES/NO

Question 6

Are there any lighting columns, litter bins, road signs, public seating, trees, etc. on the site within the boundary of the area proposed for the street café?

If YES, please show them on your plan.

YES/NO

Question 7

Is proper sanitary accommodation available within the building to be used to service the Street café?

YES/NO

Question 8

Is it intended to seek a licence to serve alcohol within the street café area?

If YES, please answer Q9 below.

YES/NO

Question 9

What range of drinks (alcoholic and non-alcoholic) is it intended will be served within the street café area?

Give details below.

The applicant should be aware that the granting of a licence does not permit the sale of alcohol within the outdoor café area. Separate licensing arrangements apply for the sale of alcohol and the applicant should check the conditions on the Premises Licence or consult the Licensing Authority.

Question 10

Please read and sign the following statement.

I wish to apply for a licence to use the highway fronting the above-named property for the purpose of a street café as described in this application and the accompanying plans and enclose the required fee.

Signed.....

Date.....

Notes

Applications should be made to the , Licensing Section, South Ribble Borough Council, Civic Centre, West Paddock, Leyland, PR25 1DH, licensing@southribble.gov.uk

1. A location plans to Ordnance Survey quality to show the proposed area for the street café at 1:1250 scale.
2. A detailed plan (to show the proposed street café) at a scale of 1:50 or 1:100
3. Full manufacturers literature/details of the furniture/equipment to be used.
4. Details of the management arrangements for the street café.
5. The standard fee.
6. Proof of indemnification against all claims, injuries or accidents, with cover up to £5 million.

You will need two types of plans:

Location plan – to show where your proposal is situated in relationship to the surrounding area. You must clearly edge the site boundary in red. The plan should be of 1:1250, to Ordnance Survey quality.

Detailed plan (with elevations) – to show the proposed street café and its relationship to existing buildings and features. The plan should be a metric scale of 1:50 or 1:100 and the main dimensions should be clearly stated. It should include all the information required by the questions above.

Additional Notes:

Once an application has been submitted there will be a 7day consultation period. You must place a notice on your premise setting out what has been applied for and the date by which a representation should be submitted to the licensing authority.

Agenda Item 13

Motion to Council

Balloons and sky lanterns

That this Council recognises and identifies the harmful impact of balloons and sky lanterns have on the environment in terms of carbon emissions and biodiversity.

To combat this threat, the borough bans the use, sale and distribution of balloons and sky lanterns on all council owned, operated and controlled land and at all Council events.

To implement this decision Council departments will be instructed not to use balloons or Sky Lanterns at any event and the estates department instructed to add a clause to all and any agreement to prohibit the use of balloons and sky lanterns.

Proposed by Cllr. M Titherington

Seconded by Cllr. K Martin

This page is intentionally left blank

Motion to Council, 21st September, 2022

Warm Spaces for South Ribble

This Council notes that there is a cost-of-living crisis in the UK resulting in unprecedented financial pressures on our residents from all walks of life within our community this winter.

Council further notes that many of our residents are deeply concerned about whether they can afford to heat their homes as a result of this cost-of-living crisis.

As a result, Council resolves to review the use of all of our public buildings, and to work with partner organisations and community groups to do likewise, in order to establish and create free of charge “Warm Spaces” to be made available within South Ribble.

To give our residents the opportunity to utilise our buildings and community facilities to stay warm, and to be able to use such facilities with dignity and respect.

Council therefore resolves to establish a cross party working group to generate a plan for the provision of ‘Warm Spaces for South Ribble’ and its delivery in preparation for the ensuing winter.

Proposed- Councillor Angela Turner.

Seconded- Councillor Harry Hancock.

This page is intentionally left blank

Motion to Council, 21st September, 2022

Amendment to the constitution.

Council resolves to amend the constitution as follows-

2E Planning Committee

2. Membership

- (a) **Political Balance.** The committee is required to have proportional political balance in accordance with the requirements of the Local Government & Housing Act 1989.
- (b) **Membership.** 13 members **of the council who are not members of the cabinet.**
- (c) **Chairing the Committee.** Chairman appointed by the Council at the first business meeting of the new municipal year.
- (d) **Guidance.** Members need to have regard to the 'Guidance on Member involvement in Planning Procedures' to be found in Appendix 3 to the Constitution.

Terms of reference for the planning committee.

5. To consider any application which, within 3 weeks of its validation, **a member from the ward in which the application has been made, or member from an adjacent ward which the application directly affects,** has requested the Director of Development, Enterprise and Communities in consultation with the Chair of Planning Committee to refer to the Committee. Any request must be accompanied by appropriate planning reasons for the referral to the satisfaction of the said Director and Chair.

Proposed- Councillor Angela Turner

Seconded- Councillor David Shaw

This page is intentionally left blank