

# Public Document Pack



## Environment and Urban Renewal Policy and Performance Board

Wednesday, 27 June 2018 6.30 p.m.  
Council Chamber, Runcorn Town Hall

A handwritten signature in black ink that reads 'David WR'.

**Chief Executive**

### **BOARD MEMBERSHIP**

Councillor Bill Woolfall (Chair)	Labour
Councillor Mike Fry (Vice-Chair)	Labour
Councillor Marjorie Bradshaw	Conservative
Councillor Robert Gilligan	Labour
Councillor Harry Howard	Labour
Councillor Alan Lowe	Labour
Councillor Keith Morley	Labour
Councillor Paul Nolan	Labour
Councillor Joe Roberts	Labour
Councillor Pauline Sinnott	Labour
Councillor Angela Teeling	Labour

*Please contact Gill Ferguson on 0151 511 8059 or e-mail [gill.ferguson@halton.gov.uk](mailto:gill.ferguson@halton.gov.uk) for further information.*

*The next meeting of the Board is on Wednesday, 19 September 2018*

**ITEMS TO BE DEALT WITH  
IN THE PRESENCE OF THE PRESS AND PUBLIC**

**Part I**

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Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
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*In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.*

**ENVIRONMENT AND URBAN RENEWAL POLICY AND PERFORMANCE BOARD**

*At a meeting of the Environment and Urban Renewal Policy and Performance Board on Wednesday, 28 February 2018 at the Council Chamber, Runcorn Town Hall*

Present: Councillors Woolfall (Chair), Fry (Vice-Chair), V. Hill, Morley, Nolan, Sinnott and J. Stockton

Apologies for Absence: Councillor Howard, Joe Roberts and Wall

Absence declared on Council business: None

Officers present: G. Ferguson, W. Rourke and J. Unsworth

Also in attendance: Councillors Carlin and Wainwright and pupils and staff from Ormiston Bolingbroke Academy.

**ITEM DEALT WITH  
UNDER DUTIES  
EXERCISABLE BY THE BOARD**

*Action*

EUR22 MINUTES

The Minutes of the meeting held on 15<sup>th</sup> November 2017 having been circulated were signed as a correct record.

EUR23 PUBLIC QUESTION TIME

It was confirmed that no public questions had been received.

EUR24 EXECUTIVE BOARD MINUTES

The Board considered the Minutes of the meetings of the Executive Board relevant to the Environment and Urban Renewal Policy and Performance Board.

RESOLVED: That the Minutes be received.

N.B. Councillor Sinnott declared a disclosable other interest in the following item of business as her husband was employed as a centre assistant

EUR25 PERFORMANCE MANAGEMENT REPORTS FOR

QUARTER 2 OF 2017/18

The Board received a report from the Strategic Director, Enterprise, Community and Resources, which presented the Performance Monitoring Reports for Quarter 2 of 2017/18.

The reports related to the following functional areas which reported to the Board and detailed progress against service objectives and milestones, and performance targets and provided information relating to key developments and emerging issues that had arisen during the period:

- Development and Investment Services;
- Highways and Transportation, Logistics and Development Services;
- Waste and Environmental Improvement and Open Space Services; and
- Housing Strategy.

Arising from the discussion the following matters were raised by Councillor Stockton and a written response would be provided:

- PPTLI14 – average no of days to repair street lighting fault; and
- PPTLI16 - % of buses on time

RESOLVED: That the second quarter performance monitoring reports be received and noted.

EUR26 BUSINESS PLANNING 2018 -19

Members were provided with an update on Business Planning for the period 2018-19 and were asked to consider the Directorate objectives, milestones and measures for services for this period that fell within the remit of this Policy and Performance Board (PPB).

Key priorities for development or improvement for the various functional areas reporting to this PPB were outlined in a three year Business Plan presented to the Board in 2017. Given the remit of this Board, extracts from the Draft Plan were presented for consideration.

Members were informed that plans could only be finalised once budget decisions had been confirmed in March and that some target information may need to be reviewed as a result of final outturn data becoming available post March 2018.

RESOLVED: That the Draft Business Plan extract be received and forwarded to the Executive Board for approval.

#### EUR27 SKY LANTERN AND HELIUM BALLOON RELEASES

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which outlined the risks which had been identified in respect of the release of sky lanterns and helium balloons into the open air and the options available to control their use within the borough. It was proposed that in order to mitigate the risks associated with the use of sky lanterns and helium balloons, a Policy be adopted to prohibit the release of both on Council owned land.

It was noted that the Policy would only apply to Council owned land and would not prohibit the release from private land. However, following approval by the Executive Board, a communications campaign would raise awareness of the safety risks and environmental impacts and may discourage the use of such events on private land.

RESOLVED: That

1. the recommendation set out within paragraph 4.8 of the report be endorsed; and
2. a report be presented to the Executive Board recommending the adoption of a Policy to prohibit the release of sky lanterns and helium balloons on Council owned land.

#### EUR28 HOUSEHOLD WASTE RECYCLING CENTRES

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which requested Members to endorse proposed changes to current Policy and operating practices at Halton Household Waste Recycling Centres (HWRCs).

Due to increased costs associated with operating Halton's two HWRCs, together with the continuing financial pressures being felt by the Authority as a result of cuts to its funding by Central Government, a review of the Council's HWRCs operations had been undertaken. The purpose of the review was to identify options to reduce the overall costs associated with the operation of the Centres whilst maintaining a high level of customer service.

As part of the review, and in addition to looking at Halton's own current practices, research was undertaken into the operation of HWRCs across a number of other local authority areas; both regionally and nationally and four key options for change had been identified for Members' consideration. The four were as follows and were detailed in the report, together with the rationale behind each:

- To reduce the current opening hours at the Centres;
- To amend aspects of the current Vehicle Permit Scheme;
- To introduce a new "Halton Resident Only" Policy; and
- To introduce a new Policy of charging for the deposit of 'non household' waste items at the HWRCs.

Subject to the endorsement by the Board, it was proposed that a report would be submitted to the Executive Board in April and the proposals would be introduced on a phased basis throughout the new financial year.

Members of the Waste Topic Group were thanked for their contributions towards the review and subsequent report.

RESOLVED: That

1. the proposals set out in paragraph 4.30 of the report be endorsed; and
2. a report be presented to the Executive Board recommending the approval and implementation of the proposals set out in paragraph 4.30 of the report.

## EUR29 REGENERATION WORKING PARTY UPDATE

The Board considered a report which provided an update on the work of the Regeneration Working Party. Following a presentation to the Board in September 2017, a Working Party was established to enable Members to contribute to the design and development of future development regeneration schemes, with particular regard to the opportunities that would arise following the completion of the Mersey Gateway and handback of land that was no longer required for this project.

The Working Party had met and considered the following key impact areas and their initial comments on each to date were outlined in the report:

- Runcorn/Runcorn Station Quarter;
- The Widnes Waterfront;
- Astmoor Business Park;
- Ditton Corridor; and
- West Runcorn Employment Growth Area.

It was noted that once the following three remaining key impact areas were considered by the Working Party a further report would be presented to the Board:

- Halton Lea Healthy New Town;
- Southern Widnes; and
- West Bank

In addition to the customary consultation that would be required on individual projects, it was also proposed that the Board would receive an update report on a six monthly basis.

RESOLVED: That

1. Members welcome the work being undertaken by the Regeneration Working Party in contributing to the development of Halton's Regeneration Priorities; and
2. Members agree to the continuation of the Working Party in order to complete the assessment and review of the remaining regeneration priority areas.

#### EUR30 ENVIRONMENTAL STUDENT GROUP AT ORMISTON BOLINGBROKE RUNCORN

The Board received a presentation from pupils representing Ormiston Bolingbroke Academy School which outlined to Members the work of the Ormiston Citizenship Programme, how pupils would benefit from the Programme and the improvements they aimed to make for the wider community. In addition, pupils explained a variety of environmental improvements they aimed to achieve which would improve the local area and the range of activities they had undertaken to raise funds for a selection of different charities.

Pupils discussed with Members a poster campaign which would target Primary School children to encourage them to dispose of litter appropriately and a needle exchange programme.

On behalf of the Board the Chair thanked the pupils for their informative presentation and congratulated them for

innovative environmental improvement campaigns and their charity work. In addition, the Divisional Manager - Waste and Environmental Improvement, had forwarded his contact details to the School to see if the Waste Management Department could support the School with their work.

RESOLVED: That the presentation be received.

N.B Councillor J. Stockton declared a disclosable other interest in the following item of business as he was a board member of Merseytravel

EUR31 ROWIP 2 LIVERPOOL CITY REGION COMBINED RIGHTS OF WAY IMPROVEMENT PLAN.

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided information on the Liverpool City Region (LCR) joint Rights of Way Improvement Plan (ROWIP), a copy of which had been forwarded to Members for comment. Halton had produced its first statutory Public Rights of Way Improvement Plan in 2009. With the creation of the LCR joint ROWIP each authority had identified the successes of previous individual ROWIP whilst combining the ambitions of each member authority looking to the future.

Members noted that the ROWIP was a statutory document which dealt specifically with Rights of Way and traffic free corridors. The document was designed to give a forward looking vision as to how they would be used, promoted and upgraded over the next decade. The Plan aimed to bring Rights of Way in line with all other Highways and include them in the LCR's overall commitment to promote and encourage sustainable travel. It was not intended as a comprehensive guide to all future maintenance and capital schemes. Instead Halton would bring forward schemes which would then be evaluated. It was the ambition of the LCR to ensure that ROWIP enhancements were linked into the mainstream delivery of a range of schemes. At present, such committed schemes being taken forward through this programme were:

- Bridgewater Canal Pedestrian and Cycle Improvements
- Runcorn East Rail Station Access Improvements
- Jaguar Land Rover JLR-3MG Cycle Corridor
- A56 Sustainable Links to Sci-Tech Daresbury
- Astmoor Business Hub Corridor

One of the many advantages of a joint ROWIP



approach was the ability to coordinate funding bids toward common goals as well as working together to create successful, user friendly cross boundary links. It was hoped that this approach would progress economic and socio-economic targets (for example, walking and cycling strategies) whilst improving transport links and opening up sustainable travel choices across the region.

RESOLVED: That the Board supports the Rights of Way Improvement Plan and recommends that the Executive Board formally endorses it.

*Meeting ended at 7.45 p.m.*

**REPORT TO:** Environment and Urban Renewal Policy & Performance Board

**DATE:** 27<sup>th</sup> June 2018

**REPORTING OFFICER:** Strategic Director, Enterprise, Community and Resources

**SUBJECT:** Public Question Time

**WARD(s):** Borough-wide

### **1.0 PURPOSE OF REPORT**

- 1.1 To consider any questions submitted by the Public in accordance with Standing Order 34(9).
- 1.2 Details of any questions received will be circulated at the meeting.

### **2.0 RECOMMENDED: That any questions received be dealt with.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 Standing Order 34(9) states that Public Questions shall be dealt with as follows:-
- (i) A total of 30 minutes will be allocated for dealing with questions from members of the public who are residents of the Borough, to ask questions at meetings of the Policy and Performance Boards.
  - (ii) Members of the public can ask questions on any matter relating to the agenda.
  - (iii) Members of the public can ask questions. Written notice of questions must be given by 4.00 pm on the working day prior to the date of the meeting to the Committee Services Manager. At any one meeting no person/organisation may submit more than one question.
  - (iv) One supplementary question (relating to the original question) may be asked by the questioner, which may or may not be answered at the meeting.
  - (v) The Chair or proper officer may reject a question if it:-
    - Is not about a matter for which the local authority has a responsibility or which affects the Borough;
    - Is defamatory, frivolous, offensive, abusive or racist;

- Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
  - Requires the disclosure of confidential or exempt information.
- (vi) In the interests of natural justice, public questions cannot relate to a planning or licensing application or to any matter which is not dealt with in the public part of a meeting.
- (vii) The Chairperson will ask for people to indicate that they wish to ask a question.
- (viii) **PLEASE NOTE** that the maximum amount of time each questioner will be allowed is 3 minutes.
- (ix) If you do not receive a response at the meeting, a Council Officer will ask for your name and address and make sure that you receive a written response.

Please bear in mind that public question time lasts for a maximum of 30 minutes. To help in making the most of this opportunity to speak:-

- Please keep your questions as concise as possible.
- Please do not repeat or make statements on earlier questions as this reduces the time available for other issues to be raised.
- Please note public question time is not intended for debate – issues raised will be responded to either at the meeting or in writing at a later date.

#### **4.0 POLICY IMPLICATIONS**

None.

#### **5.0 OTHER IMPLICATIONS**

None.

#### **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 **Children and Young People in Halton** - none.

6.2 **Employment, Learning and Skills in Halton** - none.

6.3 **A Healthy Halton** – none.

6.4 **A Safer Halton** – none.

6.5 **Halton's Urban Renewal** – none.

**7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

**8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

8.1 There are no background papers under the meaning of the Act.

**REPORT TO:** Environment and Urban Renewal Policy and Performance Board

**DATE:** 27<sup>th</sup> June 2018

**REPORTING OFFICER:** Chief Executive

**SUBJECT:** Executive Board Minutes

**WARD(s):** Boroughwide

## **1.0 PURPOSE OF REPORT**

- 1.1 The Minutes relating to the relevant Portfolio which have been considered by the Executive Board are attached at Appendix 1 for information.
- 1.2 The Minutes are submitted to inform the Policy and Performance Board of decisions taken in their area.

## **2.0 RECOMMENDATION: That the Minutes be noted.**

## **3.0 POLICY IMPLICATIONS**

- 3.1 None.

## **4.0 OTHER IMPLICATIONS**

- 4.1 None.

## **5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **5.1 Children and Young People in Halton**

None

### **5.2 Employment, Learning and Skills in Halton**

None

### **5.3 A Healthy Halton**

None

### **5.4 A Safer Halton**

None

### **5.5 Halton's Urban Renewal**

None

**6.0 RISK ANALYSIS**

6.1 None.

**7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

**8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

8.1 There are no background papers under the meaning of the Act.

**APPENDIX 1**

**Extract of Executive Board Minutes Relevant to the Environment and Urban Renewal Policy and Performance Board**

**EXECUTIVE BOARD MEETING HELD ON 22 FEBRUARY 2018**

**TRANSPORTATION PORTFOLIO AND PHYSICAL ENVIRONMENT PORTFOLIO**

**EXB110 WIDNES LOOPS TO WEST BANK LINK ROAD - KEY DECISION**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which presented design options for a new link road between the Mersey Gateway Bridge and West Bank.

The Board was advised that the Mersey Gateway Regeneration Plan *Plus*, approved by the Board in March 2017, identified a new link road between the Mersey Gateway Bridge and West Bank Impact Area as a priority 'connectivity' infrastructure project. It was reported that construction of this new link road would contribute to regeneration and economic development objectives and provide a more resilient and connected transport network.

A feasibility study was commissioned in August 2017 to undertake initial design, traffic modelling and costing work of the potential scheme. A series of options had been considered for the configuration of the new link road and associated junction, and were summarised in Appendix B, attached to the report. A further technical review process led to some of the options being rejected, as detailed in the report. Therefore, it was noted that three options remained. The timetable for the delivery of the programme was set out in the report, with the next step to formally engage with the Mersey Gateway Crossings Board and Merseylink to agree the acceptability of Option 5b, in principle.

Reason(s) for Decision

Delivery of the Widnes Loops to West Bank Link Road would help maximise the regeneration, economic and transport benefits of the Mersey Gateway Project.

Alternative Options Considered and Rejected

These were outlined at paragraph 3.5 to 3.7 of the report.

Implementation Date

April 2018.

RESOLVED: That

- 1) the development of recommended Option 5b, as outlined in the report, be agreed;
- 2) the formal engagement of the Mersey Gateway Crossings Board and Merseylink to enable delivery of the Widnes Loops to West Bank Link Road, be approved;
- 3) Council be recommended to approve a variation to the capital programme to cover the costs, as outlined in paragraph 5.1 of the report;
- 4) the Strategic Director, Enterprise, Community and Resources be authorised, in conjunction with the Portfolio holders for Physical Environment and for Transportation, to take the necessary actions to ensure value for money through the appropriate procurement processes; and
- 5) the Strategic Director, Enterprise, Community and Resources, be authorised, in consultation with the portfolio holders for Physical Environment and for Transportation, to take any other actions necessary to enable timely delivery of the new link road.

Strategic Director  
- Enterprise,  
Community and  
Resources

**PHYSICAL ENVIRONMENT PORTFOLIO**

**EXB134 COMMUNITY SHOP**

The Board considered a report of the Chief Executive, which provided a progress report on the development of a Community Shop in Halton.

The Board was advised that the Community Shop model was a supermarket with a targeted membership which aimed to tackle food poverty. The concept was to provide quality branded food at discounted prices to reach people that needed help to achieve financial independence. This was achieved by redistributing food



that was surplus in the supply chain, which would otherwise end up in landfill.

It was reported that after undertaking a feasibility study, commissioned by Big Local and Well Halton in September 2017, a site in Windmill Hill was identified as a suitable location for the opening of a Community Shop in Halton. Regardless of its location, it was noted that all households that were eligible for membership within the Borough would have the opportunity to become members as part of a rolling programme that would target identified areas of need. Alongside this, Members were advised that a Community Shop would provide employment and training opportunities; provide financial and debt advice; reduce dependence on food banks; and offer two-course low cost lunches to its members.

RESOLVED: That the Board support the continued development of a Community Shop in Halton, as outlined in the report.

Chief Executive

**EXECUTIVE BOARD MEETING HELD ON 22 FEBRUARY 2018**

**RESOURCES PORTFOLIO AND PHYSICAL ENVIRONMENT PORTFOLIO**

EXB135 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- 1) Whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972; and
- 2) Whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public

interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed that in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following item of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

**EXB136 FRESENIUS KABI DEVELOPMENT, MANOR PARK**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, regarding a proposed development at Manor Park, Runcorn.

The report set out details of potential clawback of land receipt, should adjacent land at Manor Park be developed in the future.

RESOLVED: That Executive Board

- 1) agrees in principle to indemnify the current developers, should any clawback in respect of future development on adjacent land in the ownership of the Council be payable, as outlined in the report; and
- 2) delegates final signoff of any clawback agreements to the Chief Executive in consultation with the Leader, and Portfolio holders for Physical Environment and for Resources.

Strategic Director  
- Enterprise,  
Community and  
Resources

**EXECUTIVE BOARD MEETING HELD ON 15<sup>th</sup> MARCH 2018**

**PHYSICAL ENVIRONMENT PORTFOLIO**

**EXB135 COMMUNITY SHOP**

The Board considered a report of the Chief Executive, which provided a progress report on the development of a Community Shop in Halton.

The Board was advised that the Community Shop model was a supermarket with a targeted membership which aimed to tackle food poverty. The concept was to provide quality branded food at discounted prices to reach people that needed help to achieve financial independence. This was achieved by redistributing food that was surplus in the supply chain, which would otherwise end up in landfill.

It was reported that after undertaking a feasibility study, commissioned by Big Local and Well Halton in September 2017, a site in Windmill Hill was identified as a suitable location for the opening of a Community Shop in Halton. Regardless of its location, it was noted that all households that were eligible for membership within the Borough would have the opportunity to become members as part of a rolling programme that would target identified areas of need. Alongside this, Members were advised that a Community Shop would provide employment and training opportunities; provide financial and debt advice; reduce dependence on food banks; and offer two-course low cost lunches to its members.

RESOLVED: That the Board support the continued development of a Community Shop in Halton, as outlined in the report.

Chief Executive

## **RESOURCES PORTFOLIO AND PHYSICAL ENVIRONMENT PORTFOLIO**

EXB136 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- 3) Whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972; and
- 4) Whether the disclosure of information was in the public interest, whether any relevant exemptions

were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed that in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following item of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

#### EXB137 FRESENIUS KABI DEVELOPMENT, MANOR PARK

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, regarding a proposed development at Manor Park, Runcorn.

The report set out details of potential clawback of land receipt, should adjacent land at Manor Park be developed in the future.

RESOLVED: That Executive Board

- 3) agrees in principle to indemnify the current developers, should any clawback in respect of future development on adjacent land in the ownership of the Council be payable, as outlined in the report; and
- 4) delegates final signoff of any clawback agreements to the Chief Executive in consultation with the Leader, and Portfolio holders for Physical Environment and for Resources.

Strategic Director  
- Enterprise,  
Community and  
Resources

#### EXECUTIVE BOARD MEETING HELD ON 19<sup>TH</sup> APRIL

#### ENVIRONMENTAL SERVICES PORTFOLIO

#### EXB141 HOUSEHOLD WASTE RECYCLING CENTRES

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on

proposed changes to the policy and operating practices at Halton's Household Waste Recycling Centres (HWRCs).

The Board was advised that a review of HWRCs in Halton had been undertaken. Table 1 in the report set out details of the increase in annual operating costs since 2014/15. It was reported that the purpose of the review was to identify options to reduce the overall costs associated with each Centre whilst maintaining a high level of customer service. Research was undertaken into the operation of HWRCs across a number of other local authority areas, both regionally and nationally, and four key options for change had been identified for Members' consideration. The four were as follows and were detailed in the report, together with the rationale behind each:

- To reduce the current opening hours at the Centres;
- To amend aspects of the current Vehicle Permit Scheme;
- To introduce a new 'Halton Resident Only' Policy; and
- To introduce a new Policy of charging for the deposit of 'non household' waste items at the HWRCs.

It was noted that the Environment and Urban Renewal Policy and Performance Board (PPB) had considered a report on the proposals, recommending that Executive Board approve the introduction of a number of changes to the current Policy and operating practices at the Centres.

The Board wished to place on record their thanks to Members of the PPB for their work and contribution to the Policy. In addition, they also wished to record their thanks to the Waste Operatives who provided a consistent service across the Borough during the 2017/18 winter months.

RESOLVED: That

1) Members approve

- (i) that the current opening times for Halton's HWRCs be amended and new opening times of 9.00am to 5.00pm be introduced to operate all year round;
- (ii) that the current HWRC Vehicle Permit Scheme be amended and the number of Temporary Permits that each household is eligible to

Strategic Director  
- Enterprise,  
Community and  
Resources

receive be reduced from 12 per year to 6 per year;

(iii) a new 'Resident Only Policy' which limits access to the Council's HWRCs to Halton residents only and prohibits access to non-residents of the Borough;

(iv) a new Policy of charging for the deposit of 'non-household waste' items at Halton's HWRCs; and,

2) the Strategic Director - Enterprise, Community and Resources, be authorised, in consultation with the Executive Board Member for Environmental Services, to take all such actions and to make any decisions necessary to develop and implement the proposals set out in Recommendation (ii), including the implementation date for each individual proposal and the setting of the level of charge for depositing Hardcore within the range of £2.50 to £3.00 per standard sized 'rubble sack'.

## **PHYSICAL ENVIRONMENT PORTFOLIO AND ENVIRONMENTAL SERVICES PORTFOLIO**

### **EXB145 IMPROVEMENTS TO WORK FACILITIES AT CEMETERY SITES**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, regarding improvement works to facilities at Widnes Cemetery and Runcorn Cemetery.

The Board was advised that the current garage and storage facilities at both Widnes Cemetery and Runcorn Cemetery have reached the end of their useful life and had become unsightly and/or dangerous.

It was proposed to erect a new purpose built garage and hard standing at Widnes Cemetery along with new storage bays for soil and green waste. In addition, a new storage bay area and skip store was proposed for Runcorn Cemetery, split between the old cemetery and new cemetery extension, east of Langdale Road. The report set out details of the cost of the proposals and it was noted that the annual capital financing cost of the scheme would be met from the

existing Cemeteries revenue budget.

RESOLVED: That

- 1) the proposed capital scheme to erect a new storage garage and waste storage bays at Widnes Cemetery and new storage bays at Runcorn Cemetery be approved; and
- 2) Council be recommended to include the scheme in the 2018/19 Capital Programme, to be funded as set out in paragraph 5.1 of the report.

Strategic Director  
- Enterprise,  
Community and  
Resources

**PHYSICAL ENVIRONMENT PORTFOLIO AND  
COMMUNITY SAFETY PORTFOLIO**

**EXB146 SKY LANTERN AND HELIUM BALLOON RELEASES**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval to prohibit the release of sky lanterns and helium balloons from Council owned land.

The report outlined the risks which had been identified in respect of the release of sky lanterns and helium balloons into the open air and the options available to control their use within the Borough. It was proposed that in order to mitigate the risks associated with the use of sky lanterns and helium balloons, a Policy be adopted to prohibit the release of both from Council owned land.

It was noted that the Policy would only apply to Council owned land and would not prohibit the release from private land. The Environment and Urban Renewal Policy and Performance Board had considered the matter at its meeting on 28 February 2018, and recommended a communications campaign to raise awareness of the safety risks and environmental impacts so as to discourage the use of such events on private land.

RESOLVED: That the Board approve a Policy which prohibits the release of sky lanterns and helium balloons on Council owned land.

Strategic Director  
- Enterprise,  
Community and  
Resources

**EXB147 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT  
1972 AND THE LOCAL GOVERNMENT (ACCESS TO**

INFORMATION) ACT 1985

The Board considered:

- 5) Whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972; and
- 6) Whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed that in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

## **PHYSICAL ENVIRONMENT PORTFOLIO AND RESOURCES PORTFOLIO**

EXB148 ASSET DISPOSAL - THE OLD TRANSPORTER PUBLIC HOUSE

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the disposal of the Council's freehold interest in the site known as The Old Transporter Public House, Runcorn.

The report set out the details of a proposed redevelopment of the area, to include the public house and adjoining residential building by a local developer.



RESOLVED: That

- 1) the disposal of the site to the company and for the amount stated in the report, subject to contract be approved; and
- 2) the Operational Director, Economy, Enterprise and Property be authorised to arrange for all required documentation to be completed to the satisfaction of the Operational Director, Legal and Democratic Services.

Strategic Director  
- Enterprise,  
Community and  
Resources

**PHYSICAL ENVIRONMENT PORTFOLIO**

EXB149 THE HIVE - KEY DECISION

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on The Hive Leisure Complex, Widnes.

RESOLVED: That existing arrangements continue.

Strategic Director  
- Enterprise,  
Community and  
Resources

<b>REPORT TO:</b>	Environment and Urban Renewal Policy and Performance Board
<b>DATE:</b>	27 <sup>th</sup> June 2017
<b>REPORTING OFFICER:</b>	Strategic Director Economy, Community and Resources
<b>PORTFOLIO:</b>	Resources
<b>SUBJECT:</b>	Performance Management Reports for Quarter 3 and 4 of 2016/17
<b>WARDS:</b>	Borough-wide

## **1.0 PURPOSE OF REPORT**

- 1.1 To consider, and raise any questions or points of clarification, in respect of performance management for the third and fourth quarter periods to 31<sup>st</sup> March 2018.
- 1.2 Key priorities for development or improvement in 2017-18 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Environment and Urban Renewal Policy and Performance Board as detailed below:
  - Development and Investment Services
  - Highways and Transportation, Logistics and Development Services
  - Waste and Environmental Improvement and Open Space Services
  - Housing Strategy

The report details progress against service objectives and milestones, and performance targets and provides information relating to key developments and emerging issues that have arisen during the period. ***Please be aware that the Quarter 3 report has previously been circulated to Members of the Board at the time that this became available following period end***

## **2.0 RECOMMENDED: That the Policy and Performance Board**

- 1) Receive the third and fourth quarter performance management reports;**
- 2) Consider the progress and performance information and raise any questions or points for clarification; and**
- 3) Highlight any areas of interest and/or concern where further information is to be reported at a future meeting of the Board.**

**3.0 SUPPORTING INFORMATION**

3.1 Departmental objectives provide a clear statement on what services are planning to achieve and to show how they contribute to the Council's strategic priorities. Such information is central to the Council's performance management arrangements and the Policy and Performance Board has a key role in monitoring performance and strengthening accountability.

**4.0 POLICY IMPLICATIONS**

4.1 There are no policy implications associated with this report.

**5.0 OTHER IMPLICATIONS**

5.1 There are no other implications associated with this report.

**6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 Departmental service objectives and performance measures, both local and national are linked to the delivery of the Council's priorities. The introduction of a Thematic Priority Based Report and the identification of business critical objectives/ milestones and performance indicators will further support organisational improvement.

6.2 Although some objectives link specifically to one priority area, the nature of the cross - cutting activities being reported, means that to a greater or lesser extent a contribution is made to one or more of the Council priorities.

**7.0 RISK ANALYSIS**

7.1 Not applicable.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 Not applicable.

**9.0 LIST OF BACKGROUND PAPERS UNDER SECTIONS 100D OF THE LOCAL GOVERNMENT ACT 1972**

Not applicable

## Environment and Urban Renewal PPB – Priority Based Monitoring Report

Reporting Period: **Quarter 3 – 1<sup>st</sup> October 2017 – 31<sup>st</sup> December 2017**

### 1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the third quarter of 2017/18 for service areas within the remit of the Environment and Urban Renewal (E&UR) Policy and Performance Board.
- 1.2 Key priorities for development or improvement in 2015-18 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Environment & Urban Renewal Policy & Performance Board i.e.:
- Development & Investment Services
  - Open Spaces and Waste and Environmental Improvement
  - Highways, Transportation & Logistics and Physical Environment
  - Housing Strategy
- 1.3 The way in which traffic light symbols have been used to reflect progress to date is explained within Section 9 of this report.

### 2.0 Key Developments

- 2.1 There have been a number of developments within the Directorate during the period which include:-

#### *Development & Investment Services*

##### Sci-Tech Daresbury

- 2.2 The Joint Venture submitted a planning application for the next phase of development – a further 50,000sq ft, potentially to include the Skillspace facility subject to SIF Skills Capital funding.
- 2.3 Occupancy at Sci-Tech has increased to 75% and Vanguard House is now 100% occupied. Techspace One continues to perform well and there is strong interest from a number of companies which could result in a significant occupancy increase.

##### Castlefields

- 2.4 Lakeside Phase 2 is now substantially complete with the final property sale in December. There are outstanding highways issues to be resolved and final payments according to the Development Agreement due from Keepmoat. Keepmoat Homes received planning permission for 43 new homes at Lakeside Phase 3 in October 2017. The land value has been provisionally agreed with HBC and an Executive Board Report will be put forward in Q4.

##### 3MG

- 2.5 Alstom Transport Technology Centre and Training Academy was completed in October 2017.
- 2.6 Stobart commenced construction of the new office headquarters for Rail and Energy at Viking Park.

2.7 The Council agreed to sell 0.5 acres of the former Castaway site to Stoford to enable the Liberty Park development.

External Funding

2.7 In Quarter 3 2017-18 the External Funding Team received 23 new enquiries about funding support, bringing the total for the year to 93 (the total at this point last year was 96).

2.8 The Team helped to secure 8 grants totalling £852,799.

2.9 We are supporting around 18 bids with a value of £8.9 million.

2.10 We are currently monitoring 12 bids worth £19.8 million.

Investment Enquiries

2.11 The Business Improvement and Growth (BIG) Team managed 56 commercial property/inward investment enquiries in Quarter III 2017/18. The cumulative inward investment enquiries total (Quarter 1 – 4) is, therefore, 166 (64.4%) against a target of 250. 2 inward investment enquiries were ‘converted’ (inward investment enquiries ‘converted’ into actual investment projects) in Quarter 3. The cumulative conversions total (Quarter 1 + Quarter 3) is, therefore, 4% against a target of 10%.

Liverpool City Region Business Growth Programme

2.12 To date the Halton Business Growth Programme has engaged with 191 businesses. There are currently 113 Halton Businesses participating in the programme. The Halton Business Growth Programme has until December 2018 to meet a Company Assists target of 123 and a Jobs Created target of 108. To date 89 businesses have been assisted and 25 jobs created.

Business Growth Hub Brokerage Service

2.13 The following tables describe the performance of the Halton element of the Liverpool City Region Growth Hub Programme firstly, since its inception in October 2015 and secondly, in Quarter III 2017 - 2018

**Figure 1: Growth Hub Engagement: Lifetime of the Programme (October 2015 – December 2017)**

	Total
Unique Company Engagements	572
Total Engagements	1,469

**Figure 2: Growth Hub Engagement: Current Quarter (October 2017 – December 2017 inclusive)**

	Total
Unique Company Engagements	70
Total Engagements	101

Business Improvement District (BID) Programme

2.1 Halton Chamber of Commerce and Enterprise, as the BID Proposer, issued formal notification to Halton Borough Council in September 2017 to proceed with a re-ballot of all eligible businesses in Halebank and Astmoor to secure a further five year BID term.

2.15 The Council appointed Electoral Reform Services (ERS) to manage the ballot process.

2.16 The timetable for the ballot is as follows:

- 12<sup>th</sup> January 2018: BID3 Proposals mailed to all eligible businesses
- Week commencing 15<sup>th</sup> January 2018: 42 Day 'Notification of Intention to Ballot' by Halton Borough Council issued to all eligible businesses and DCLG by ERS
- Week commencing 22<sup>nd</sup> January 2018: Ballot Packs, including voting papers, issued by ERS to all eligible businesses. Ballots packs to be received by 28<sup>th</sup> January 2018
- 1<sup>st</sup> February 2018: Voting commences
- 28<sup>th</sup> February 2018: Voting closed
- 1<sup>st</sup> March 2018: Results announced.

*Open Spaces and Waste and Environmental Improvement*

Design and Development

- 2.17 The Peel House Cemetery enabling works first phase (earthworks) was completed in December 2017 and the second phase (drainage) was tendered in November 2017. Work will begin on the drainage in Q4.
- 2.18 The Thomas Mottershead Statue was completed by the artist/foundry, delivered and installed at Victoria Park at the end of October 2017. An unveiling ceremony will take place in Q4.
- 2.19 The Runcorn Town Hall Boston Avenue boundary improvements (Pillars and railings) were completed in December 2017.
- 2.20 New railings were installed at Runcorn Hill Park, Highlands Road in December 2017.
- 2.21 Prescott Road car park, boundary and changing room area improvement works commenced in November 2017.

*Highways, Transportation & Logistics and Physical Environment*

Planning and Development

- 2.22 Local Plan  
Preparation is underway to commence public consultation on the draft Local Plan (the Delivery and Allocations Local Plan) from 4th January to 15 February 2018. Press adverts will be placed and copies of the document will be available on the website and in libraries and HDLs.

Development Management

- 2.23 The council has been successful in its legal action over the Gypsy site at Ponderosa in Daresbury. Residential use of the site has ceased.
- 2.24 Planning fees will be increased nationally on the 17 Jan 18 by 20%.
- 2.25 Planning Application Statistics

Total Applications Received: 124 (Includes Those Withdrawn And Returned)			
Applications Decided	157	Applications On-Hand (Undecided)	139
Pre-Applications Received	17	Pre-Applications Closed	21

N.B. There are certain applications (such as tree preservation orders) that are not counted in the statutory CLG speed of processing statistics. This accounts for the difference between the figures reported above and the figures given for PPT LI 04.

The Major applications determined in Q3 are shown in Appendix 7.

Traffic Division

- 2.26 The LED street lighting conversion programme is continuing in the current financial year. A programme to convert traffic signals to LED is underway as funds permit. Both these initiatives will reduce energy and maintenance costs.
- 2.27 The coordination of the works for the Mersey Gateway is now complete and was generally successful in minimising disruption. The Silver Jubilee Bridge is now closed to vehicular traffic on for refurbishment, which will take about 18 months to complete (pedestrian access will be maintained except during working hours Monday - Friday).
- 2.28 A scheme to train older drivers is underway. This allows older drivers to receive training free of charge to help them deal with the challenges of driving with recent changes.
- 2.29 The Runcorn Site COMAH Operators Exercise took place in April 2017 and went well.
- 2.30 A new Contract for the Maintenance of Intelligent Transport Systems (ITS), which includes traffic signals, variable message signs (VMS), etc. will be commencing on 1st April 2018 and is for an initial period of 6 years with options to extend with four 1 year extensions. Halton was the lead procurement authority for the tender, which covers all the Liverpool City Region authorities.

Highway Development

- 2.31 Work is on-going on Major planning applications and site supervision for the Lead Local Flood Authority/Highways, and feeding into the Planning Authority's Delivery and Allocations Local Plan.
- 2.32 M56 junction 11A. Highways England have appointed new consultants. HBC are continuing to liaise/assist.
- 2.33 Work is ongoing on the feasibility for future delivery of West Bank – Widnes Loops link road – consultants have been commissioned by the Council to examine this further. Due to the need to develop some additional options due to traffic capacity concerns draft options are expected by February 2018.
- 2.34 Surveys of Highway Assets have been completed for this year for LTP PI16 and results are awaited. Self-Assessment Questionnaire for Highways Incentive fund has been submitted to DfT. Halton are a strong level 2 and working towards level 3. Work is ongoing on Halton's response to Highway Management Code of Practice, and ensuring continuous improvement on Self-Assessment for Incentive Funding, to deliver lifecycle planning and steady state maintenance.
- 2.35 Preliminary Flood Risk assessment has now been published by the Environment Agency (EA) in December 2017. Work is ongoing to prepare design and business case to deliver on next year's (2018/19) EA Flood Risk funding allocation at Windmill Hill, Runcorn.
- 2.36 Public Rights of Way Improvement Plan (joint Liverpool City Region document) consultation has now ended and a PPB report will follow in due course.

- 2.37 Halton are still working with both the Cheshire East and Cheshire West and Chester Authorities to produce a SUDS guide - this will need to go hand in hand with policy amendments as part of Land Allocations Plan. Highway Development also have transportation/highways advice input into this process.
- 2.38 Whilst it was reported last quarter that funding has recently been secured for a Prescott to Widnes cycle links, under LCR 'SUD' funding, this scheme is likely to be enhanced by LCR wide European Funding bid.

Schemes & Maintenance

- 2.39 Confirmation has been received granting Lottery Grant Funding (LGF) 3 funding for schemes at Widnes Fiddlers Ferry Rd gyratory, and design work has commenced on the gyratory element to ensure delivery.
- 2.40 LCR wide highways design guide and specification for new developments is in the process of being agreed for joint adoption by LCR authorities.
- 2.41 An agency senior engineer joined the team at the beginning of October 2018 with the purpose of assisting with the design of the capital improvement and maintenance programme.

Structures

- 2.42 The temporary closure of the Silver Jubilee Bridge (SJB) came into effect on 14th October 2017, at the same time as the Mersey Gateway opening. Since then, the Council's contractor, Balvac, has set up their site accommodation and commenced scaffolding works for the project to paint the SJB's steel arch superstructure. Part-time closures of the SJB footbridge (necessitated by the scaffolding works) have been in place since 6th November 2017, with a shuttle bus service enabling pedestrians and cyclists to cross the river via the new bridge.
- 2.43 On 8th December 2017 confirmation was received that the LCR CA Board had given final approval to the award of £2.2m to the project to paint the SJB arch superstructure under a variation to the Council's Year 2 LCR programme of major maintenance to SJB.
- 2.44 HBC Executive Board approval was given in December 2017 for the implementation of a programme of works for the de-linking of the Runcorn approaches to SJB, and the associated conversion of the Runcorn Approach Viaduct to 2-way traffic together with its connection to Bridgewater Expressway via a new roundabout.
- 2.45 The team has been in discussion with officers at Knowsley MBC regarding the transfer (at nominal cost) of a footbridge to Halton. The bridge has been earmarked to a development site off Norlands Lane. It is anticipated that the bridge will become available for installation during Q4.

**3.0 Emerging Issues**

- 3.1 A number of emerging issues have been identified during the period that will impact upon the work of the Directorate including:-

*Development & Investment Services*

- 3.2 3.1 Business Growth Programme and Place Marketing, Inward Investment Extension



- The LCR Combined Authority (CA) has indicated that a new Call under the European Regional Development Fund (ERDF) Programme Priority 3 (Business Support) will be issued in March 2018.
- The Call will seek partners to deliver a range of business support services across the Liverpool City Region (LCR) for a period of two years.
- Given the LCR Local Authorities and Chambers of Commerce currently deliver the 'Business Growth Programme' and 'Place Marketing, Inward Investment' projects under Priority 3 a collective decision needs to be made as to whether to develop new or modified projects or simply seek extensions of the current projects for a further two years.
- Halton Borough Council has undertaken detailed scenario planning with respect to the viability of the Borough Council continuing to participate in the projects for a further two year. That scenario planning has focused upon the likely outputs (jobs created) that can be realised from an extended programme balanced against the level of cash match the Council would have to contribute to the projects.

### 3.3 Growth Hub

- The government's 'Growth Hub' business brokerage service in Halton is currently delivered by Halton Borough Council and Halton Chamber of Commerce and Enterprise in partnership
- The contract for the current programme (administered by LCR LEP) expires in March 2018.
- While the LCR LEP has yet to receive confirmation from government regarding the level of funding for the next phase of Growth Hub it intends to issue an Invitation to Tender (ITT) in February 2018 and will award contracts 'subject to funding'
- Halton Borough Council and Halton Chamber of Commerce and Enterprise are currently discussing the response to that ITT and specifically potential modifications to the delivery model in Halton.

### *Highways, Transportation & Logistics and Physical Environment*

#### Highway Development

- 3.4 LTP PI16 - Highways Asset Management work and targets may be affected in the future by reporting of parts of the network for Combined Authority Key Route Network (KRN) and Mersey Gateway network by others.

#### Structures

- 3.5 The various projects planned for implementation on the SJB complex over the next 12-15 months will need significant co-ordination and management. The main works comprise painting the steel arch superstructure, reconfiguration to the carriageway on SJB and the Runcorn Approach Viaduct (RAV), replacement of a hanger cable on SJB, repairs to the RAV concrete deck, cycle upgrades to the SJB approaches and the associated parapets upgrades, demolition of structures including RAV West, and the installation of a new parapet detail at the interface of RAV and RAV West.

#### Traffic Division

- 3.6 The Traffic Regulation Orders throughout the Borough are in urgent need of review, whilst some are underway; the resources to carry out this work have been reduced. An Order is being made to amalgamate all speed limits and move to a map based and this will be advertised in February.
- 3.7 A new Upper Tier COMAH site has been designated in Widnes; it is the Emerald Kalama Ltd site in Dans Road. The site has moved to Upper Tier Status due to the increase in the inventory of two substances, which are already stored / involved in industrial processes on the Emerald Kalama site.

#### Planning and Development

- 3.8 Government will be consulting on new policy measures alongside a draft of the new National Planning Policy Framework (NPPF) early next year. Full guidance will be published at the same time that the revised NPPF is published before the end of the summer 2018.
- 3.9 [Regulations](#) under the Neighbourhood Planning Act 2017 were laid before Parliament on 13 December 2017, and, subject to parliamentary procedures will be brought into force in 2018. These will require all authorities to have up to date plans (and Statements of Community Involvement) and commence the statutory duty for authorities to identify their strategic priorities and the policies to address them. Additional powers are also provided for the Secretary of State to intervene in plan-making where authorities are not planning effectively for the needs of communities. Attention is drawn in particular to the following regulations:
- 3.10 Introduction of a requirement for review of Local Development Documents every five years, coming into force on 6 April. The regulations introduce a requirement to review Local Plans/ Statements of Community Involvement at least every 5 years from adoption. To comply with this authorities must, every five years from the adoption of the plan, carry out an assessment of whether it remains relevant and effectively addresses the needs of the local community, or whether policies need updating. Having carried out this assessment authorities must decide:
- that one or more policies do need updating, and update their Local Development Scheme to set out the timetable for updating their plan, and then update their plan; or
  - that their policies do not need updating, and publish their reasons for this decision.
- 3.11 Requirement to update content of Statements of Community Involvement (commencement regulations to be made January). The regulations also require authorities to set out in their Statements of Community Involvement their policies for giving advice or assistance to neighbourhood planning groups and their policies involving communities and other interested parties in the preliminary stages of plan-making: specifically in the exercise of their functions under sections 13 (survey) and 15 (Local Development Scheme) of the Planning and Compulsory Purchase Act 2004.

#### Housing Delivery Test

- 3.12 The Housing White Paper announced the Government's intention to introduce a new Housing Delivery Test (HDT). The Department will publish an illustrative HDT measurement covering the years 2014-15 to 2016-17 next year. To ensure we have an up-to-date record of local plan figures to measure delivery against, we will ask you in the first week of January 2018 to check our records through the Department's new web-based data collection system, DELTA.

#### Local Plan Interventions

- 3.13 On Thursday 16 November the Secretary of State commenced the formal Local Plan intervention process with 15 local authorities that have recently either failed the duty to cooperate or failed to meet the deadlines set out in their Local Development Schemes, the public timetable that all local planning authorities are required to put in place. The remaining authorities who are not making progress on their plan-making and fail to publish a plan for consultation, submit a plan to examination or to keep policies in plans up to date should be aware that this is an approach that Ministers have determined will be followed in future.

## Permitted development rights

- 3.14 The permitted development right for the change of use from light industrial (B1 (c)) to residential use (C3) came into effect on 1 October 2017. The right allows for the change of use of buildings up to 500sq m, subject to prior approval by the local planning authority. Applications for prior approval must be made on or before 30 September 2020, and the change of use must be completed within three years of the date of prior approval. Details of the legislation can be found [here](#).

## Brownfield land registers and permission in principle

- 3.15 The statutory deadline for LAs to publish their brownfield land register was 31 December. Halton published its draft register in December.

### 4.0 Risk Control Measures

- 4.1 Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. As such Directorate Risk Registers were updated in tandem with the development of the suite of 2017 – 187 Directorate Business Plans.

Progress concerning the implementation any relevant high-risk mitigation measures will be reported to the various Policy and performance Boards at Quarter 2.

### 5.0 High Priority Equality Actions

- 5.1 Equality issues continue to form a routine element of the Council's business planning and operational decision making processes. Additionally the Council must have evidence to demonstrate compliance with the Public Sector Equality Duty (PSED) which came into force in April 2011.

The Council's latest annual progress report in relation to the achievement of its equality objectives is published on the Council website and is available via:

[http://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/Equality - objectives progress report - April 2013.pdf](http://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/Equality_-_objectives_progress_report_-_April_2013.pdf)







### 6.0 Performance Overview

The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by the Directorate.

It should be noted that given the significant and unrelenting downward financial pressures faced by the Council there is a requirement for Departments to make continuous in-year adjustments to the allocation of resources in order to ensure that the Council maintains a balanced budget.

Whilst every effort continues to be made to minimise any negative impact of such arrangements upon service delivery they may inevitably result in a delay in the delivery of some of the objectives and targets contained within this report.

Policy, Planning and Transportation**Key Objectives / milestones**

Ref	Milestones	Q3 Progress
PPT 01	Review progress against Liverpool City Region (LCR) Silver Jubilee Bridge (SJB) maintenance strategy and deliver 2017/18 major bridge maintenance works programme.	
PPT 02	To deliver the 2017/18 LTP Capital Programme March 2018.	
PPT 03	Ensure continued unrestricted availability of the Highway network and to allow future maintenance to be delivered on a steady state, lifecycle planned basis.	
PPT 04	Continue to maintain the Highway Authorities statutory duties in accordance with Section 41 and 58 of the Highways Act.	
PPT 05	Consult on the draft Delivery and Site Allocations Local Plan (DALP) <b>November 2017</b>	
PPT 06	Ensure that at least one exercise is carried out each financial to test the COMAH plans <b>March 2018</b>	

**Supporting**PPT 01

Most tasks have progressed and been completed on programme, but a delay of several weeks to the site phase of Task 28 (hanger cable replacement on SJB) is anticipated in Q4 due to the demands of the specialist design and procurement processes.

PPT 02

Design work is nearing completion on works to improve Parking at Runcorn East Station. With the main body of construction planned for summer 2018.

Design work has commenced to provide improvements to cycling and walking from Runcorn Town Centre to Widnes Town centre across a reconfigured Silver Jubilee bridge deck with construction works planned to commence in the next quarter.

Design work is progressing on improvements to walking and cycling access to businesses along Astmoor busway including upgrading existing traffic signal junction equipment.

Works to provide for north/south cycle route is nearing completion on site for West Runcorn intended to replace the cycling provision on Central Expressway.

Design work is advancing on a project to improve walking and cycling on the route alongside Bridgewater canal from Runcorn Town centre to Murdishaw Marina and links to Runcorn East Station.

Phase 2 of reconstruction of the Kingsway central reserve has been completed in the period and Phase 3 is programmed to be completed February 2018.

**PPT 03**

Work is ongoing on Halton's response to the new Highway Management Code of Practice, and ensuring continuous improvement on Self-Assessment for Incentive Funding, to deliver lifecycle planning and steady state maintenance.

Footway reconstruction programme is progressing well with works programmed to be completed in Q4.

Site investigation work was undertaken in the period and this information is being used to develop the carriageway reconstruction and resurfacing programme going forward.

The annual programme of Bus Stop upgrades will continue although with ITB funding considerably reduced this year we will not be able to upgrade as many stops as in previous years.

**PPT 04**

Salt stocks at present stand at 1250t in readiness for the winter period. Funding bid has been submitted to enable a Salt Barn to be built at Depot at Picow Farm Road. This will help eliminate salt wastage and free up room at the depot.

The review of the Thermal map for the primary gritting route has enabled a Cold Route to be developed, which has the potential to reduce the amount of gritting undertaken on marginal nights when the forecast site is at 10C. Route is currently being finalised for use later in Q4.

City and Guilds Lantra training has been completed in the period for Highway Safety inspection.

**PPT 05**










Public consultation has been delayed until 4th Jan – 15th Feb 18 due to delays with document production and approval.















**PPT 06**

The Runcorn Site COMAH Operators Exercise took place in April 2017 and went well.

***Key Performance Indicators***

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q3 Actual	Q3 Progress	Direction of travel
PPT LI 01	Percentage of third party compensation claims due to alleged highway / footway defects successfully defended. Annual Calculation.	49.00%	N/A	49.00% (2016/17)	N / A	N / A
PPT LI 02	Net additional homes provided	700	552	N / A	N / A	N / A
PPT LI 03	Number of affordable homes delivered (gross)	138	138	N / A	N / A	N / A

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q3 Actual	Q3 Progress	Direction of travel
PPT LI 04	Processing of planning applications (%) as measured against targets for, a) 'major' applications b) 'minor' applications c) 'other' applications	77.8% 88.9% 100%	60% 80% 80%	100% 90.47% 89.60%	  	  
PPT LI 05	To ensure a rolling five year supply of housing land. Deliverable supply (units) as a % of rolling 5 year requirement.	105%	105%	151% (Draft)		N / A
PPT LI 06	No. of people killed or seriously injured (KSI) in road traffic collisions. (5 Year Av.)	N / A	N / A	N / A	N / A	N / A
PPT LI 07	No. of children (<16) killed or seriously injured (KSI) in road traffic collisions. (5 year Av.)	N / A	N / A	N / A	N / A	N / A
PPT LI 08	No. of people killed or seriously injured (KSI) in road traffic collisions. (5 Year Av.)	41.2	N / A	N / A	N / A	N / A
PPT LI 09	The percentage change in number of people killed or seriously injured during the calendar year compared to the previous year. Figures are based on a 3 year rolling average, up to the current year.	5.4	N / A	N / A	N / A	N / A
PPT LI 10	No. of people slightly injured in road traffic collisions.	77	N / A	N / A	N / A	N / A
PPT LI 11	The percentage change in number of children killed or seriously injured during the calendar year compared to the previous year. Figures are based on a 3 year rolling average, up to the current year.	-8.30%	N / A	N / A	N / A	N / A
PPT LI 12	Damage to roads and pavements (% above intervention levels) repaired within 24 hours.	100%	100	100%		

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q3 Actual	Q3 Progress	Direction of travel
PPT LI 13	Average number of days taken to repair street lighting fault: non-DNO (Street lights controlled by the authority). (Previously BVPI 215a).	5	5	5		
PPT LI 14	Average number of days taken to repair street lighting fault: DNO (Street lights controlled by the energy provider). (Previously BVPI 215b).	28	30	29		
PPT LI 15	% of network where structural maintenance should be considered:					
	A) Principal Roads	1.00%	2.00%	N / A	N / A	N / A
	B) Non-Principal Roads	1.00%	4.00%	N / A	N / A	N / A
	C) Unclassified Roads	3.00%	9.00%	N / A	N / A	N / A
PPT LI 16	Bus service punctuality, Part 1: The proportion of non-frequent scheduled services on time (%):					
	a) Percentage of buses starting route on time	96.22%	98.55%	96.42%		
	b) Percentage of buses on time at intermediate timing points	86.52%	95.00%	87.00%		
PPT LI 17	% of footpaths and Public Rights of Way (PROW) which are easy to use.	84%	82%	N / A	N / A	N / A
PPT LI 18	No. of passengers on community based accessible transport	177,146	182,000	126,987		
PPT LI 19	% of bus stops with Quality Corridor accessibility features. (No. of stops – 603)	73% (434 Bus stops)	78.00% (470 Bus Stops)	73% (434 Bus stops)		
PPT LI 20	Number of local bus passenger journeys originating in the authority area in one year (000's)	5,719	5,676	4,066		

### Supporting Commentary

#### PPT LI 01

Figure reported annually at year end. The Figures are reported for information only but an increase in the reported figure shows improved performance.

PPT LI 02 & 03

Figures are reported annually.

PPT LI 04

At present, performance is on track to meet the target for the current financial year, as well as performing better than at the same period in the previous financial year. Minor applications determined on time shows an increase over the previous quarter and other applications determined on time shows little variance. All remain above target.

PPT LI 05, 06, 07, 08, 09, 10 & 11

Data is only currently available up to September 2017 due to staff shortages.

Collision data is used to both monitor performance locally, in comparison with neighbouring Authorities and against nationally set targets. We also use this data to prioritise both engineering work, traffic regulation orders and road safety education programmes.

PPT LI 12

Figures confirmed via monthly KPI results from Contractor.

PPT LI 13

Street lighting contractor repair time on track is currently performing as well as at the same period last year.

PPT LI 14

Scottish Power maintaining performance on fault repairs.

PPT LI 15

Annual surveys being undertaken at present and results will be reported as information becomes available. Performance is in-line with the Highways Asset Management Plan consideration needs to be given to further overall long term investment and highway condition.

PPT LI 16

Both indicators continue to show an improvement on last year's figures. It is anticipated that the performance will continue to improve through Q4 towards achieving the 2017/18 target.

PPT LI 17

Surveys & maintenance programme undertaken throughout the year, with results collated and reported in Q4.

PPT LI 18

There has been a significant reduction in the number of passenger journeys which is thought to be due to the Christmas period and a general downturn in community groups accessing the service.

PPT LI 19

It is anticipated that the target for the current financial year will not be met due to the reduction in funding allocation. 74% of bus stops will be completed by year end.

PPT LI 20

During Q3 industrial action by staff at one operator had a significant effect on passenger numbers. It is also suggested that this will also have a negative effect on the year-end outturn.



**Open Spaces and Waste and Environmental Improvement**

**Key Objectives / milestones**

Ref	Milestones	Q3 Progress
CE 03	Manage greenspace areas as per the agreed specification - <b>March 2018.</b>	<input checked="" type="checkbox"/>
CE 04a	Continue to deliver communications and awareness raising initiatives to ensure that participation with the Council's recycling services is maximised and that residents comply with the requirements of the Council's Household Waste Collection Policy - <b>March 2018.</b>	<input checked="" type="checkbox"/>
CE 04b	Undertake a review of the Council's Waste Management Strategy and associated Policies and update as necessary - <b>March 2018.</b>	<input checked="" type="checkbox"/>
CE 05a	Review, assess the effectiveness of, and update as necessary the Council's Environmental Enforcement Plans and Policies - <b>March 2018.</b>	<input checked="" type="checkbox"/>
CE 05b	Work in partnership with external organisations and enforcement agencies and deliver joint initiatives to tackle environmental crime and anti-social behaviour - <b>March 2018.</b>	<input checked="" type="checkbox"/>

**Supporting Commentary**

CE 03

The mowing season commenced on 20<sup>th</sup> March 2017. This mowing season will be the second since the implementation of the reduced frequency cutting (one cut every three weeks on amenity grass areas). The Q2 period is in the height of the mowing season. Over 95% of cuts were made within the scheduled time. Over the remaining 5% the cuts were made within 5 days of the schedule.

CE 04a

This work will remain on-going throughout the year. Actions in Q1 have included community engagement events being held in Widnes Town Centre, Runcorn Town Centre and Trident Retail Park with the aim of raising awareness of contamination in recycling services and to improve quality of the recycling material capture.

A new Recycling Guidelines document has been produced that will be used across Halton and Merseyside. The aim of this document is to reduce confusion for householders as to what they can and cannot recycle through the blue bin collection service to help improve material quality. This will help reduce contamination and save money.

CE 04b

This review is underway and Members will be provided with updates throughout the year





CE 05a

A review of the Council's Environmental Enforcement Plans and Policies has commenced and will remain on-going. Members will be provided with updates throughout the year.

CE 05b

This work will remain on-going throughout the year and Members will be provided with updates on joint initiatives delivered.

**Key Performance Indicators**

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q3 Actual	Q3 Progress	Direction of travel
CE LI 05	Residual household waste per household.	580kgs	575kgs	251kgs		
CE LI 06	Household waste recycled and composted.	43.63%	44%	50.32%		

**Supporting Commentary**CE LI 05 & CE LI 06

This is a cumulative figure. Estimated performance in Q3 is in better than corresponding period from last year and with initiatives planned to help reduce the amount of waste produced per household it is anticipated that this target will be met.

**Development and Investment Services****Key Objectives / milestones**

Ref	Milestones	Q3 Progress
EEP 01a	Develop Halton Inward Investment Prospectus – <b>April 2017</b>	
EEP 01b	Produce Local Economic Assessment – <b>September 2018</b>	
EEP 01c	Deliver Youth Employment Gateway – <b>December 2017</b>	
EEP 03a	Completion of Phase 1 of Alstom development – <b>November 2017</b>	
EEP 03b	Completion of Phase 1 of Crosville Development – <b>April 2017</b>	
EEP 03c	Completion of Phase 2 of Crosville Development – <b>June 2017</b>	
EEP 03d	Completion of Castlefields Lakeside Phase 2 – <b>September 2017</b>	
EEP 03e	(In partnership with JV) Development of Sci-Tech Daresbury Masterplan – <b>September 2017</b>	
EEP 03f	Commence remediation of Gorse Point – <b>September 2017</b>	

**Supporting Commentary**EEP 01a

The Halton Inward Investment prospectus is an integral part of the development of the 'Halton Tomorrow' visioning document and will provide a local accent to the Liverpool City Region prospectus detailing the specific sites and propositions that make up the 'Halton Offer'. The prospectus will be completed in Quarter 3 2017/18.

EEP 01b

A progress report was taken to ELS PPB on 25<sup>th</sup> September 2017 with details of timescales and likely outcomes. Interim findings will be reported to EEP PPB in February 2018.

EEP 01c

The Youth Employment Gateway contract ended 31<sup>st</sup> December 2017. All KPI's were exceeded/met in year 2 of the programme.

EEP 03a

Phase 1 completed in October 2017.

EEP 03b

Marston's pub opened on schedule.

EEP 03c

Practical completion October 2017. Snagging works on going and to be completed before final account is agreed.

EEP 03d

Final sale completed. Highways works still outstanding before final completion of scheme.

EEP 03e








JV partners are continuing to deliver the next phase of the overall masterplan (as described in the Science, Innovation & Growth Strategy). There is no current proposal to produce a detailed masterplan document – however the masterplan drawings are continually updated.

DCLG have asked for an updated Implementation Plan and this will be undertaken in the next quarter.

EEP 03f

Planning permission secured 9th November 17 and site works started shortly afterwards.

**Key Performance Indicators**

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q3 Actual	Q3 Progress	Direction of travel
EEP LI 02	Occupancy of HBC industrial Units	88%	90%	88.00%		N / A
EEP LI 03	Occupancy of Widnes Market Hall	84%	84%	82.00%		N / A
EEP LI 13	Number of Businesses Supported	N / A	TBC	689		N / A
EEP LI 14	Number of inward investment enquiries per annum.	221	250	166		
EEP LI 15	Inward investment enquiry conversion rate per annum (%)	9%	10%	4.00%		

**Supporting Commentary**EEP LI 02

The Council now owns only one industrial property Black Cat adjacent to Moor Lane having sold most of its industrial units in 2016/17.

EEP LI 03

Three businesses have left the market and two have downsized the number of stalls they trade from all citing declining trade for their business decision. Two new businesses have started trading and an existing business has expanded.

EEP LI 13

The business assists figure cited in the Q3 report was incorrect and has been revised accordingly. In total there have been 689 business assists in 2017/18, with 70 achieved in Q3.


EEP LI 14

Cumulative total at Q3 2017/18 is 166

EEP LI 15

Cumulative conversion rate at Q32017/18 is 4%

Housing Strategy





Ref	Milestones	Q3 Progress
1f	The Homelessness strategy be kept under annual review to determine if any changes or updates are required.	

**Supporting Commentary**

The annual homelessness strategy review is underway and a further consultation event is scheduled for February 2018. The action plan is presently being reviewed and will be updated to reflect key priorities.

The homelessness strategy is due to be fully reviewed 2017/2018 and consultation events with partners are ongoing. A five year strategy document report will be completed and passed to senior management for approval early 2018. The strategy will include a five year action plan, which will determine the LA priorities and key objectives, to ensure it reflects economical and legislative changes.

**Key Performance Indicators**

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q3 Actual	Q3 Progress	Direction of travel
ASC 16	Number of households living in Temporary Accommodation.	1	17	2		
ASC 17	Households who considered themselves as homeless, who approached the LA housing advice service, and for whom housing advice casework intervention resolved their situation (the number divided by the number of thousand households in the Borough)	6.62	6.00%	0.94%		

**Supporting Commentary**ASC 16

National and Local trends indicate a gradual Increase in homelessness, which will impact upon future service provision, including temporary accommodation placements.

The introduction of the Homelessness Reduction Act 2016 will have a big impact upon homelessness services, which will result in a vast increase in the use of the temporary accommodation provision.

The Housing Solutions Team are community focused and promote a proactive approach to preventing homelessness. There are established prevention measures in place which are fully utilised by the Housing Solutions team to ensure vulnerable clients are fully aware of the services and options available.

ASC 17

The Housing Solutions Team promotes a community focused service, with emphasis placed upon homeless prevention.

The officers now have a range of resources and options that are offered to vulnerable clients threatened with homelessness. The team strive to improve service provision across the district. Due to the early intervention and proactive approach, the officers have continued to successfully reduce homelessness within the district.

**7.0 Major Planning Applications Determined**

The Major applications determined in Q3 2017 / 2018 are as follows:

REFVAL	PROPOSAL
16/00320/OUT	Outline Application (with access reserved for future consideration) for a development comprising 30 bed hotel with function room and restaurant at
16/00475/FUL	Proposed erection of retail foodstore (Use Class A1), vehicular parking, servicing areas, access roads, landscaping and associated infrastructure at
17/00202/COU	Proposed Change of Use to a sports ground including the provision of a new grassed playing field, two tennis courts, a 3G football pitch and associated works at
17/00304/FUL	Proposed development of 45 no. dwellings together with associated access, landscaping and infrastructure at
17/00353/FUL	Proposed erection of one industrial unit with use Classes B1c, B2 and B8 at
17/00376/FULEIA	Retrospective application for rebuilding of facility to house a third alumina fibre production line with associated electrical switch room and process plant
17/00386/REM	Reserved matters application for approval of appearance, landscaping, layout and scale for outline application 14/00071/OUT for proposed lorry park, petrol filling station and cafe at

## 8.0 Financial Statement

## ECONOMY ENTERPRISE &amp; PROPERTY

Revenue Budget as at 31<sup>st</sup> December 2017

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
Employees	4,620	3,389	3,398	(9)
Repairs & Maintenance	2,294	1,412	1,380	32
Premises	43	43	42	1
Energy & Water Costs	658	424	347	77
NNDR	538	522	500	22
Rents	353	311	305	6
Economic Regeneration Activities	42	2	2	0
Supplies & Services	2,192	1,527	1,510	17
Grant to Non Vol Organisations	87	47	47	0
Agency Related	1	0	0	0
<b>Total Expenditure</b>	<b>10,828</b>	<b>7,677</b>	<b>7,531</b>	<b>146</b>
<b><u>Income</u></b>				
Fees & Charges	-289	-171	-169	(2)
Rent – Markets	-789	-591	-588	(3)
Rent – Investment Properties	-161	-122	-102	(20)
Rent – Commercial Properties	-879	-536	-528	(8)
Government Grant	-2,641	-1,197	-1,197	0
Reim & Other Income	-185	-147	-160	13
Recharges to Capital	-163	-76	-76	0
Transfer from Reserves	-447	-305	-305	0
Schools SLA Income	-535	-493	-491	(2)
<b>Total Income</b>	<b>-6,089</b>	<b>-3,638</b>	<b>-3,616</b>	<b>(22)</b>
<b>Net Operational Expenditure</b>	<b>4,739</b>	<b>4,039</b>	<b>3,915</b>	<b>124</b>
<b><u>Recharges</u></b>				
Asset Rental Support Costs	4	0	0	0
Premises Support Costs	1,746	874	874	0
Transport Support Costs	23	11	11	0
Central Support Service Costs	1,865	958	958	0
Repairs & Maintenance Recharge Income	-2,412	-1,206	-1,206	0
Accommodation Recharge Income	-2,624	-1,312	-1,312	0
Central Support Service Recharge Income	-1,890	-945	-945	0
<b>Net Total Recharges</b>	<b>-3,288</b>	<b>-1,620</b>	<b>-1,620</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>1,451</b>	<b>2,419</b>	<b>2,295</b>	<b>124</b>

**Comments on the above figures**

Economy Enterprise & Property Departmental budget is projected to be under budget profile at year end. The significant budget variances are listed below.

The negative variance on employee costs is lower than was reported in quarter 2 due to the Department delaying the recruitment of vacant positions. However the targets against staff turnover savings are still not being met due to the low number of vacancies held within the Department.

Delays in repair and maintenance work have resulted in the repairs and maintenance expenditure being lower than budget profile at Quarter 3.

Following reconciliation by the energy providers, we have received a number of refunds relating to previous years utility charges.

NNDR expenditure is below budget due to the revaluation of a number of council properties.

Every effort has been made to ensure that expenditure on controllable budgets is kept to a minimum within the Department and this is reflected in the Supplies and Services budget in Quarter 3.

Schools SLA income will not be achieved this financial year. Due to the increase of staffing costs this means that the SLA charges have increased, which in term has meant that not as many schools are buying back the service.

The commercial property income target will not be met due to the courts relocation to Rutland House taking longer than anticipated.

A delay in the construction of the investment property in Runcorn has resulted in the Department not achieving the projected investment income.

It is forecast net spend at year end will be below the annual budget.

**Capital Projects as at 31<sup>st</sup> December 2017**

<b>Capital Expenditure</b>	<b>2017/18 Capital Allocation £'000</b>	<b>Allocation to Date £'000</b>	<b>Actual Spend £'000</b>	<b>Total Allocation Remaining £'000</b>
3MG	4,966	4,496	4,496	470
Sci Tech Daresbury – EZ Grant	483	0	0	483
Johnsons Lane Infrastructure	66	0	0	66
Decontamination of Land	50	4	4	46
Venture Fields	6,000	5,959	5,959	41
Former Crossville Site	1,150	926	926	224
Signage at The Hive	87	87	87	0
Widnes Market Refurbishment	100	80	80	20
Equality Act Improvement Works	120	107	107	13
Linnets Club House	1,173	1,126	1,126	47
Milton Road (Former Simms Cross Caretakers House)	14	7	7	7
Widnes Road Car Park, 29-31 Moor Lane & Land at Halebank	235	235	235	0
The Croft	30	0	0	30
Solar Farm – Golf Course	60	1	1	59
Broseley House	690	0	0	690
Murdishaw Regeneration	46	0	0	46
<b>Total Capital Expenditure</b>	<b>15,270</b>	<b>13,028</b>	<b>13,028</b>	<b>2,242</b>

**Comments on the above figures.**

**3MG** - Alstom's landscape contractor has completed tree planting on site. Some small scale works are continuing in and around the HBC Field in line with a tenancy agreement and to maintain an area of land for sky larks and barn owls.

**Solar Panels – Golf Course** - The procurement progress for a planning consultant is now complete and the contract has been awarded. A detailed planning application is expected by the end of January.

**Sci Tech Daresbury EZ Grant** - Grant to be drawn down over this financial year to pay for JV design and planning fees for the next phase of the EZ – Project Violet (3 new buildings). Works have been commissioned by the JV and are underway with a submission date for planning anticipated in the October 2017.

**Widnes Market Refurbishment** - Due to the project having to go back out to tender the work on the roof has been delayed until Financial Year 18-19. All other works will be complete in the next few weeks.

**Equality Act Improvement Works** - Work at Norton Priory is now complete. Projects in the forthcoming months relate to Linnets Club House, Crow Wood Park Pavilion and the Vine Street Centre.

**Johnsons Lane** – Project reached practical completion Autumn 17.

**Decontamination of Land** – Phase 2 sampling due to commence February 2018 to allow validation of design.



## COMMUNITY &amp; ENVIRONMENT DEPARTMENT

Revenue Budget as at 31<sup>st</sup> December 2017

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
<b><u>Expenditure</u></b>				
Employees	13,240	10,285	10,625	(340)
Other Premises	1,965	1,526	1,521	5
Supplies & Services	1,651	1,254	1,128	126
Book Fund	167	125	121	4
Hired & Contracted Services	1,193	870	861	9
Food Provisions	548	425	479	(54)
School Meals Food	1,983	1,223	1,215	8
Transport	55	45	32	13
Other Agency Costs	442	235	217	18
Waste Disposal Contracts	5,775	3,449	3,541	(92)
Grants To Voluntary Organisations	67	35	2	33
Grant To Norton Priory	172	172	174	(2)
Rolling Projects	55	53	53	0
Capital Financing	77	7	7	0
<b>Total Expenditure</b>	<b>27,390</b>	<b>19,704</b>	<b>19,976</b>	<b>(272)</b>
<b><u>Income</u></b>				
Sales Income	-2,105	-1,654	-1,551	(103)
School Meals Sales	-2,324	-1,510	-1,543	33
Fees & Charges Income	-5,363	-4,161	-4,034	(127)
Rents Income	-297	-190	-87	(103)
Government Grant Income	-1,246	-1,227	-1,227	0
Reimbursements & Other Grant Income	-716	-595	-595	0
Schools SLA Income	-99	-92	-91	(1)
Internal Fees Income	-191	-117	-95	(22)
School Meals Other Income	-2,096	-1,741	-1,723	(18)
Catering Fees	-179	-134	-57	(77)
Capital Salaries	-123	-61	-61	0
Rolling Projects Income	-55	62	62	0
Transfers From Reserves	-173	-175	-175	0
<b>Total Income</b>	<b>-14,967</b>	<b>-11,595</b>	<b>-11,177</b>	<b>(418)</b>
<b>Net Operational Expenditure</b>	<b>12,423</b>	<b>8,109</b>	<b>8,799</b>	<b>(690)</b>
<b><u>Recharges</u></b>				
Premises Support	1,760	1,320	1,320	0
Transport Recharges	2,072	1,433	1,406	27
Departmental Support Services	9	0	0	0
Central Support Services	3,467	2,616	2,616	0
Asset Charges	85	0	0	0
HBC Support Costs Income	-449	-369	-369	0
<b>Net Total Recharges</b>	<b>6,944</b>	<b>5,000</b>	<b>4,973</b>	<b>27</b>
<b>Net Department Expenditure</b>	<b>19,367</b>	<b>13,109</b>	<b>13,772</b>	<b>(663)</b>

**Comments on the above figures**

The net Department spend is £663,000 over budget profile at the end of the third quarter of the 2017/18 financial year.

Employee spend is over budget mainly due to staff turnover saving targets not being achieved as well as casual and some agency usage. Casual staff spending is higher than the budget to date by £177,000, and is £35,000 higher than at the same point last year. Agency spend has reduced this year and is £64,000 less than the same stage last year.

Food and bar provisions are currently overspent by £54,000 to date. This is mainly due to spend at stadium catering and bars related to events which took place over the summer months.

The new waste contracts have now started and it is expected costs will increase estimated on Halton's share of overall waste across the city region. It has the potential to affect the outturn position on a large scale pending a reconciliation of Halton's share of overall waste.

As reported over previous quarters sources of income for the Department continue to struggle to meet targets, further details on specific items are included below.

Sales income had a better performance in quarter three though is still considerably short of the target to date by £103,000. This is mainly food and drink related and evident within Commercial Catering and the Stadium.

Fees and charges are still struggling to meet increased targets and the cancellation of the Vintage Rally has impacted in quarter three. Currently this heading is underachieved by £127,000 across the Department. The main items causing this are burials, architect fees, Open Spaces chargeable works, stadium pitch bookings, events income and fines for depositing litter.

Rental incomes are under budget target so far mainly due to shortfall in income at the Stadium. Catering and internal fees actual income is also below the budget target to date and this is expected to be the case for the outturn position. These budgets have been reviewed in terms of setting the 2018/19 base budget and have been realigned to expected actual income levels.

**Capital Projects as at 31<sup>st</sup> December 2017**

	2017-18 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Works	30	10	10	20
Peel House Cemetery Works	383	150	110	273
Runcorn Cemetery Extension	9	9	11	-2
Open Space Schemes	602	400	315	287
Childrens Playground Equipment	100	50	77	23
Playground – The Glen	25	0	0	25
Playground – Runcorn Hill Park	233	100	106	127
Playground – Crow Wood Park	450	150	21	429
Landfill Tax Credit Scheme	160	20	5	155
Phoenix Park	110	10	2	108
Sandymoor Playing Fields	600	300	102	498
Victoria Park Glass House	150	0	0	0
Widnes Recreation	0	0	10	-10
Litter Bins	20	10	10	10
Norton Priory Project	455	100	65	390
Brindley Café Extension	80	0	0	80
<b>Total</b>	<b>3,407</b>	<b>1,309</b>	<b>844</b>	<b>2,413</b>

**Comments on the above figures.**

The Runcorn Hill project has committed another 130k of works to be completed before the end of March in line with the agreement we have with the Heritage Lottery Fund.

Other parks projects have completed the tendering stage and have begun and are expected to be fully spent by year end.

The Glasshouse and Brindley Café projects are expected to start during quarter 4 of 17/18.

**Policy, Planning & Transportation****Revenue Budget as at 31<sup>st</sup> December 2017**

	Annual Budget  £'000	Budget To Date  £'000	Actual To Date  £'000	Variance to Date (Overspend) £'000
<b><u>Expenditure</u></b>				
Employees	4,303	3,227	3,194	33
Other Premises	171	109	71	38
Contracted Services	244	183	107	76
Supplies & Services	172	145	160	(15)
Street Lighting	1,608	1,184	1,184	0
Highways Maintenance	2,365	1,216	1,216	0
Fleet Transport	1,071	716	716	0
Lease Car Contracts	40	30	31	(1)
Bus Support	639	480	517	(37)
Finance Charges	83	47	47	0
Grants to Vol. Organisations	68	68	68	0
LCR Levy	754	566	566	0
NRA Levy	63	63	63	0
Contribution to Reserves	500	500	500	0
<b>Total Expenditure</b>	<b>12,081</b>	<b>8,534</b>	<b>8,440</b>	<b>94</b>
<b><u>Income</u></b>				
Sales	-316	-237	-223	-14
Planning Fees	-562	-422	-440	18
Building Control Fees	-209	-157	-107	-50
Other Fees & Charges	-592	-454	-476	22
Rent	-8	-6	0	-6
Grants & Reimbursements	-230	-153	-188	35
Government Grant Income	-129	-72	-72	0
Efficiency Savings	-60	0	0	0
Schools SLAs	-42	-42	-44	2
Capital Salaries	-317	-25	-23	-2
LCR Levy Reimbursement	-754	-566	-566	0
Transfers from Reserves	-566	0	0	0
<b>Total Income</b>	<b>-3,785</b>	<b>-2,134</b>	<b>-2,139</b>	<b>5</b>
<b>Net Operational Expenditure</b>	<b>8,296</b>	<b>6,400</b>	<b>6,301</b>	<b>99</b>
<b><u>Recharges</u></b>				
Premises Recharges	579	435	435	0
Transport Recharges	484	363	301	62
Asset Charges	358	77	77	0
Central Recharges	1,333	1,000	1,000	0
Transport Recharge Income	-2,736	-2,052	-1,892	(160)
Central Recharge Income	-1,391	-1,044	-1,044	0
<b>Net Total Recharges</b>	<b>-1,373</b>	<b>-1,221</b>	<b>-1,123</b>	<b>(98)</b>
<b>Net Department Expenditure</b>	<b>6,923</b>	<b>5,179</b>	<b>5,178</b>	<b>1</b>

**Comments on the above figures**

In overall terms revenue spending at the end of quarter 1 is just within budget, due to a number of expenditure and income budget areas.

Salaries are currently underspent due to vacancies within the building control area this expected to continue until the end of the financial year.

Other premises and contracted services are currently underspent due to tighter control from managers within the department. Supplies are currently overspent but this expected to be brought within budget by the year end.

Street lighting expenditure is expected to be close to budget by the end of the year due to surplus budget being given up as savings in previous years.

Bus support is currently overspent due to certain routes being continued with no funding in place, although the unfunded routes are gradually being terminated.

Planning is now in a better position than the beginning of the year, this is down to some high value applications the council has received it is envisioned to be just over the income target by year end. Building control continues to be a problem generating income this trend is not likely to recover by the end of quarter 4.

Capital salaries will not achieve its target by the end of the year, although the capital programme of works is increasing for the highways area, agency staff are being employed to fulfil the works due to staff cuts in recent in years.

Transport recharge income appears to be underachieving due to the actual transport recharge budgets being lower than anticipated. Savings that may be generated in the logistics area relating to procurement of transport contracts and consumables will be used to fund the fleet replacement capital scheme and its associated financing costs.

**Capital Projects as at 31<sup>st</sup> December 2017**

<b>Capital Expenditure</b>	<b>2017/18 Capital Allocation £'000</b>	<b>Allocation to Date £'000</b>	<b>Actual Spend £'000</b>	<b>Total Allocation Remaining £'000</b>
<b><u>Local Transport Plan</u></b>				
<b>Bridges &amp; Highway Maintenance</b>				
Bridge Assess, Strength & Maintenance	3,917	800	863	3,054
Road Maintenance	1,596	350	336	1,260
<b>Total Bridge &amp; Highway Maintenance</b>	<b>5,513</b>	<b>1,150</b>	<b>1,199</b>	<b>4,314</b>
<b>Integrated Transport</b>	<b>460</b>	<b>200</b>	<b>165</b>	<b>295</b>
<b>STEP Schemes</b>	<b>978</b>	<b>350</b>	<b>353</b>	<b>625</b>
<b>SJB MM – Arch Painting</b>	<b>2,440</b>	<b>800</b>	<b>763</b>	<b>1,677</b>
<b>Total Local Transport Plan</b>	<b>9,931</b>	<b>2,500</b>	<b>2,480</b>	<b>6,911</b>
<b>Halton Borough Council</b>				
Street Lighting	200	50	45	155
Lighting Upgrades	300	100	64	236
Risk Management	155	20	17	138
Fleet Vehicles	1,500	500	339	1,161
<b>Total Halton Borough Council</b>	<b>2,155</b>	<b>670</b>	<b>465</b>	<b>1,690</b>
<b>Total Capital Expenditure</b>	<b>11,546</b>	<b>3,170</b>	<b>2,945</b>	<b>8,601</b>

**Comments on the above figures.**

The third year of the STEP (Sustainable Transport Enhancement Package) programme has begun with carry forwards of grant allocation being agreed by the LCR for projects affected by the Mersey Gateway programme and one new project has begun relating to Runcorn East Station Access. The majority of the spending for these projects is due to show from quarter 4 onwards. Two projects have now been completed and early works have begun relating to projects due to commence formally during 19/20 and 20/21.

The painting programme has commenced on the SJB and now ad-hoc issues (such as the weight of the platforms for the cranes) have been resolved the works are expected to continue with no further delays. The Council has been successful in securing another £1.277m to be used in the final quarter of 17/18 with another 1.114m during 18/19 from the LCR. Some works that were to be funded from DfT monies are now to being reallocated to the LCR stream of grant.

Works have commenced for the lighting upgrade programme and is expected to fully spent by the end of the year.

**ADULT SOCIAL CARE DEPARTMENT****Revenue Budget as at 31<sup>st</sup> December 2017**

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (Overspend) £'000
	£'000	£'000	£'000	
<i>Expenditure</i>				
Employees	13,862	10,300	10,059	241
Other Premises	354	250	253	(3)
Supplies & Services	1,249	896	895	1
Aids & Adaptations	113	67	64	3
Transport	201	132	128	4
Food Provision	195	126	106	20
Contracts & SLAs	495	383	388	(5)
Emergency Duty Team	95	71	74	(3)
Other Agency	624	450	449	1
Payments To Providers	1,443	1,164	1,177	(13)
Contribution to Complex Care Pool	20,646	11,459	12,420	(961)
<b>Total Expenditure</b>	<b>39,277</b>	<b>25,298</b>	<b>26,013</b>	<b>(715)</b>
<i>Income</i>				
Sales & Rents Income	-307	-260	-284	24
Fees & Charges	-741	-555	-483	(72)
Reimbursements & Grant Income	-1,102	-558	-553	(5)
Transfer From Reserves	-631	0	0	0
Capitalised Salaries	-111	-83	-83	0
Government Grant Income	-854	-801	-811	10
<b>Total Income</b>	<b>-3,746</b>	<b>-2,257</b>	<b>-2,214</b>	<b>(43)</b>
<b>Net Operational Expenditure</b>	<b>35,531</b>	<b>23,041</b>	<b>23,799</b>	<b>(758)</b>
<b>Recharges</b>				
Premises Support	517	388	388	0
Asset Charges	83	0	0	0
Central Support Services	3,352	2,424	2,424	0
Internal Recharge Income	-1,795	-1,255	-1,255	0
Transport Recharges	497	282	282	0
<b>Net Total Recharges</b>	<b>2,654</b>	<b>1,839</b>	<b>1,839</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>38,185</b>	<b>24,880</b>	<b>25,638</b>	<b>(758)</b>

**Comments on the above figures:**

In overall terms, the Net Department Expenditure for the third quarter of the financial year is £203,000 under budget profile, excluding the Complex Care Pool.

Employee costs are currently £241,000 below budget profile. This is due to savings being made on vacancies within the department. The bulk of the staff savings are currently being made in the Care Management and Initial Assessment teams. These services have undergone a review, and a permanent savings target of £100,000 resulting from the deletion of a number of currently vacant posts has been agreed for the 2018/19 budget.

Fees & Charges income will struggle to achieve agreed budgets for the year. This is due to the Community Meals income target applied in 2016/17, and built into the 2017-18 base budget, which is not projected to be achieved. Estimates based on the third quarter's income indicate a net shortfall in the region of £90,000 for the full year. The impact of the shortfall in budgeted income has been reviewed as part of the process in setting the 2018/19 base budget position.

The above figures exclude the revenue budgets and costs for the recently purchased residential care homes, Madeline McKenna (purchased November 2017) and Millbrow (purchased December 2017). Funding has been identified to cover costs for the remainder of this financial year, and work is ongoing to ensure that the revenue costs are correctly budgeted for from the 2018/19 financial year onwards.



**Capital Projects as at 31<sup>st</sup> December 2017**

	2017-18 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Total Allocation Remaining £'000
Upgrade PNC	6	6	6	0
ALD Bungalows	199	0	0	199
Bredon Reconfiguration	56	56	56	0
Vine Street Development	100	10	9	91
Purchase of 2 Adapted Properties	520	0	0	520
<b>Total</b>	<b>881</b>	<b>72</b>	<b>71</b>	<b>810</b>

**Comments on the above figures:**

The £6,000 funding relating to the upgrading of the PNC represents the unspent capital allocation carried forward from the previous financial year to enable the scheme's completion. The scheme has now completed, with residual payments to match this allocation.

Building work on the ALD Bungalows is expected to be completed within the 2017/18 budget year with spend to match allocation.

The Bredon Reconfiguration project is funded from previous year's Adult Social Care capital grant. The scheme, which commenced in 2016/17 with a total project budget of £343,000 has now been completed. The final cost was £34,000 below the budget allocation. This saving has been used as a contribution towards the capital costs of the purchase of Millbrow residential home




The Vine Street Development project relates to the adaptation of the Mental Health Resource Centre in Widnes in order to better meet service user's needs. Construction is currently underway, with completion expected within the current financial year.

The £520,000 capital allocation for the purchase of 2 adapted properties relates to funding received from the Department Of Health under the Housing & Technology for People with Learning Disabilities Capital Fund. The funding is to be used for the purchase and adaptation of two properties to meet the particularly complex and unique needs of two service users. The scheme is anticipated to be completed in the final quarter of this financial year.




## 9.0 Application of Symbols

Symbols are used in the following manner:

### Progress Symbols

<u>Symbol</u>	<u>Objective</u>	<u>Performance Indicator</u>
Green 	Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber 	Indicates that it is <u>uncertain or too early to say at this stage</u> whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved</i>
Red 	Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an intervention or remedial action taken.</i>

### Direction of Travel Indicator

Green 	Indicates that performance <i>is better</i> as compared to the same period last year.
Amber 	Indicates that performance <i>is the same</i> as compared to the same period last year.
Red 	Indicates that performance <i>is worse</i> as compared to the same period last year.
N / A	N / A
	Indicates that the measure cannot be compared to the same period last year.

## Environment and Urban Renewal PPB – Priority Based Monitoring Report

Reporting Period: **Quarter 4 – 1<sup>st</sup> January 2018 – 31<sup>st</sup> March 2018**

### 1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the fourth quarter of 2017/18 for service areas within the remit of the Environment and Urban Renewal (E&UR) Policy and Performance Board.
- 1.2 Key priorities for development or improvement in 2015-18 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Environment & Urban Renewal Policy & Performance Board i.e.:
- Development & Investment Services
  - Open Spaces and Waste and Environmental Improvement
  - Highways, Transportation & Logistics and Physical Environment
  - Housing Strategy
- 1.3 The way in which traffic light symbols have been used to reflect progress to date is explained within Section 9 of this report.

### 2.0 Key Developments

- 2.1 There have been a number of developments within the Directorate during the period which include:-

#### *Development & Investment Services*

##### Sci-Tech Daresbury

- 2.2 Planning permission granted for next phase of delivery – Project Violet (3 new office buildings, 42,000 sq ft). The JV is currently exploring funding options for the delivery of all three buildings. SkillsSPACE proposals are being refined with a view to continuing with an offer on campus using the LCR SIF Skills Capital. This will no longer be housed within Project Violet but more likely on the STFC campus. The Joint Venture Board has established a new Skills sub-group, formalising existing arrangements. The Skills Group will look at an ongoing skills strategy and skills brokerage delivery.

##### Castlefields

- 2.3 Lakeside Phase 2 is reaching completion with a number of outstanding highways and landscaping issues being resolved on site. Lakeside Phase 3 has received both planning permission and Executive Board approval for the land sale. Following the completion of Phase 2, Keepmoat are expected to start on site on Phase 3 under license.

##### Murdishaw Estate Regeneration

- 2.4 A Murdishaw Regeneration Steering Group has been established to take forward the estate regeneration outlined in the Vision Framework. The Group will commission a masterplan in the first quarter of 2018-19.

3MG

2.5 Alstom are in the process of relocation the Preston facility to Widnes and are in discussions with the planning department. Stobart are making good progress on their new Widnes Head Quarters for Stobart's Energy and Rail divisions.

External Funding

2.6 In Quarter 4 of 2017/2018, the External Funding Team:

- Received 27 new enquiries for funding support, bringing the total for the year to 122
- Secured £413,952 in external funding in this quarter; the total for the year is £1.45 million.
- Has or is currently drafting 20 bids with a value of £10.7 million and has 26 pipeline enquiries with a value of £35m
- Currently monitoring 12 projects with a value of £20m

Investment Enquiries

2.7 The Business Improvement and Growth (BIG) Team managed 45 commercial property\inward investment enquiries in Quarter 4 2017/18.

2.8 The cumulative inward investment enquiries total (Quarter 1 – 4) is, therefore, 213 (85.2%) against a target of 250. 3 inward investment enquiries were 'converted' (inward investment enquiries 'converted' into actual investment projects) in Quarter 4. The cumulative conversions total (Quarter 1 + Quarter 4) is, therefore, 6% against a target of 10%.

Liverpool City Region Business Growth Programme

2.9 The Halton Business Growth Programme continues to progress well. The programme has engaged with 214 businesses. To date 101 businesses have been assisted and 19 jobs created. There are currently an additional 41 businesses participating in the Halton Business Growth Programme. The Halton Business Growth Programme has until December 2018 to meet a Company Assists target of 123 and a Jobs Created target of 108.

Halton Growth Hub

2.10 The following tables describe the performance of the Halton element of the Liverpool City Region Growth Hub Programme firstly, since its inception in October 2015 and secondly, in Quarter 4 2017-2018:

Figure 1 : Growth Hub Engagement : Lifetime of the Programme (October 2015 – March 2018)

	<b>Total</b>
Unique Company Engagements	<b>658</b>
Total Engagements	<b>3,128</b>

Figure 2 : Growth Hub Engagement : Current Quarter (January 2018 – March 2018 inclusive)

	<b>Total</b>
Unique Company Engagements	<b>87</b>
Total Engagements	<b>206</b>

- 2.11 The original Growth Hub contract between Halton Growth Hub Partnership, made up of Halton Borough Council and Halton Chamber of Commerce and Enterprise, and the Liverpool City Region Local Enterprise Partnership ended on 31<sup>st</sup> March 2018. Halton Growth Hub Partnership subsequently tendered to deliver the Growth Hub for a further three years.
- 2.12 That tender was successful and the Growth Hub will continue to be delivered by Halton Growth Hub Partnership. However, for the next Growth Hub contract period Halton Chamber of Commerce and Enterprise will be the accountable body, on behalf of the Halton Growth Hub Partnership, rather than the Council. The Chamber will, therefore, recruit a dedicated Halton Growth Hub Broker to manage the programme.

#### Business Improvement District (BID) Programme

- 2.13 Halton Chamber of Commerce and Enterprise, as the BID Proposer, issued formal notification to Halton Borough Council in September 2017 to proceed with a ballot of all eligible businesses in Halebank and Astmoor to secure a further five year BID term
- 2.14 On February 01 2018 voting commenced and subsequently closed on 1<sup>st</sup> February 2018. On 1st March 2018 the result of the ballot was announced. Of those businesses eligible to vote 79.16% voted in favour of a further five year BID Programme at Astmoor Industrial Estate while 80.77% voted in favour at Halebank Industrial Estate. The Council has subsequently managed a handover of BID responsibilities to the new 'BID Body', Halton Chamber of Commerce and Enterprise.
- 2.15 For example, all BID electronic folders, covering the last ten years BID activity, have been copied to the Chamber's shared drive, a detailed handover file completed and new, dedicated, BID email and telephone numbers created. The Council have also audited all assets and liabilities associated with the operation of the BID Programme which, from 1<sup>st</sup> April 2018, become the responsibility of Halton Chamber of Commerce and Enterprise.

#### *Open Spaces and Waste and Environmental Improvement*

##### Design and Development

- 2.16 A scheme of landscape enhancements was completed at Prescott Road Playing Fields in Q4. The scheme included boundary protection, improved car parking, enhancements to the changing rooms area and landscape works. The Runcorn Hill Park Heritage Lottery Fund (HLF) Project officially came to an end in Q4. An inspection by officers from HLF resulted in a very positive report for the project which is deemed to be an exemplar of what can be done to improve public open spaces. Runcorn Hill Park has seen over £2 Million invested in it over the last 5 years.

##### Cemeteries & Crematorium

- 2.17 Tenders went out in Q4 to secure a partner to help the council to deliver its 'Halton Residents' Funeral' package. The contract will be awarded in Q1 of 2018/19 with an anticipated start date of 1 August 2018.
- 2.18 The Crematorium underwent an internal refurbishment during Q4. As well as receiving a coat of paint the crematorium has been fitted with new lights, new carpets and new curtains. The Q4 period was the busiest ever for Widnes Crematorium. This was due to a general rise in the death rates (a national phenomena brought about by the aging 'baby boomer' generation) and through additional business that has been secured.

## Parks

- 2.19 Q4 was an extremely wet period which created a number of difficulties within the Borough's parks and open spaces. Areas of flooding caused additional expense and stopped some winter works going ahead. The wet period also hindered the start of the mowing season (which starts towards the end of Q4).

## Household Waste Recycling Centres (HWRC)

- 2.20 In February, a report was presented to the Environment & Urban Renewal Policy and Performance Board which set out proposals to introduce a number of changes to current Policy and operating practices at the Council's Household Waste Recycling Centres. The changes were being proposed to help deliver financial savings whilst maintaining valued facilities and services for the public. The proposals were endorsed by the PPB Members who agreed that they be presented to the Executive Board for consideration. At the time of writing this report it can be confirmed that the Executive Board has approved the proposals and the following changes are to be introduced:
- The current opening hours for Halton's HWRCs are to be reduced and new opening times of 9.00am to 5.00pm are to be introduced and will operate all year round.
  - The current Vehicle Permit Scheme is to be amended and the number of Temporary Permits that each household is eligible to receive will reduce from the current 12 per year to 6 per year.
  - A new 'Halton Resident Only' scheme is to be introduced which will limit access to the Council's HWRCs to Halton residents only and prohibit access to non-residents of the borough.
  - A new Policy of charging for the deposit of 'non-household waste' items is to be introduced at Halton's HWRCs.
- 2.21 The changes are to be introduced on a phased basis throughout the financial year and Members will be kept updated on progress with each particular element.

## *Highways, Transportation & Logistics and Physical Environment*

### Planning and Development

#### Local Plan

- 2.22 Public consultation was undertaken on the draft Local Plan (the Delivery and Allocations Local Plan) from 4th January to 15 February 2018. The representations received are currently being analysed. A revised draft plan is expected to be consulted on in the second half of 2018, however this is dependent on the Government publishing its updated national guidance (as the Local Plan must conform to this), however that national guidance is currently in draft form and on consultation until 10 May, expected to be finalised by Ministry of Housing and Local Government in the summer.
- 2.23 [Regulations](#) under the Neighbourhood Planning Act 2017 were laid before Parliament on 13 December 2017 and have now been brought into force. These require all authorities to have up to date plans (and Statements of Community Involvement) and commence the statutory duty for authorities to identify their strategic priorities and the policies to address them. Additional powers are provided for the Secretary of State (So) to intervene in plan-making where authorities are not planning effectively for the needs of communities. Wirral is one such authority where the SoS has signaled that intervention is likely. A requirement for review of Local Development Documents every five years, coming into force on 6 April The regulations introduce a requirement to review Local Plans/ Statements of Community Involvement at least every 5 years from adoption.

Development Management

2.24 Planning fees were increased nationally on the 17 Jan 18 by 20%.

2.25 Planning Application Statistics

Total Applications Received: 146 (Includes Those Withdrawn And Returned)			
Applications Decided	129	Applications On-Hand (Undecided)	120
Pre-Applications Received	18	Pre-Applications Closed	15

N.B. There are certain applications (such as tree preservation orders) that are not counted in the statutory CLG speed of processing statistics. This accounts for the difference between the figures reported above and the figures given for PPT LI 04.

The Major applications determined in Q4 are shown in Appendix 7.

Traffic Division

2.26 The LED street lighting conversion programme is continuing in the current financial year. A programme to convert traffic signals to LED is underway as funds permit. Both these initiatives will reduce energy and maintenance costs.

2.27 The Silver Jubilee Bridge is now closed to vehicular traffic on for refurbishment, which will take about 18 months to complete (pedestrian access will be maintained except during working hours Monday - Friday).

2.28 The Runcorn Site COMAH Operators Exercise took place in March 2018 and went well.

2.29 A new Contract for the Maintenance of Intelligent Transport Systems (ITS), which includes traffic signals, variable message signs (VMS), etc. will be commencing on 1st April 2018 and is for an initial period of 6 years with options to extend with four 1 year extensions. Halton was the lead procurement authority for the tender, which covers all the Liverpool City Region authorities.

2.30 The Streetworks Permit scheme has now been in operation for two years and has improved the performance of statutory undertakers works and given the Council better control.

2.31 The licencing of A boards has commenced and is resulting in better control over the location of such boards.

2.32 A Traffic Regulation Order (TRO) to amalgamate all speed limits and move to a map based was advertised in February 2018 and the Order was made on 3rd April 2018

Highway Development

2.33 Work ongoing on Major planning applications and site supervision for Lead Local Flood Authority/Highways, and feeding into the Planning Authority's Delivery and Allocations Local Plan.

2.34 M56 junction 11A. HE have appointed new consultants, CH2M. HBC are continuing to liaise/assist.

2.35 Following feasibility work for future delivery of West Bank – Widnes Loops link road a report was taken to executive board to secure funding for implementation Feb 18. This has now progressed to detailed design and liaison regarding Mersey Gateway Crossing Board process. The programme anticipates commencement of works December 2018.

- 2.36 Surveys of Highway Assets have been completed for this year for LTP PI16. Results are presented for Q4. Self Assessment Questionnaire for Highways Incentive fund has been submitted to DfT. Halton are a strong level 2 and working towards level 3. Work is ongoing on Halton's response to Highway Management Code of Practice, and ensuring continuous improvement on Self Assessment for Incentive Funding, to deliver lifecycle planning and steady state maintenance. This will include further consideration of long term highway investment requirements.
- 2.37 Preliminary Flood Risk assessment has now been published by EA. Work is ongoing to prepare design and business case to deliver on next years EA Flood Risk funding allocation at Windmill Hill.
- 2.38 Public Rights of Way Improvement Plan (joint LCR document) consultation has now ended and reported to PPB.
- 2.39 Halton are still working with Cheshire East and Cheshire West and Chester to produce a SUDS guide - this will need to go hand in hand with policy amendments as part of Land Allocations Plan. Highway Development also have transportation/highways advice input into this process.
- 2.40 Work is ongoing on LCR wide European Funding bid for green cycle links – Halton element includes Prescott to Silver Jubilee Bridge area.
- 2.41 Bid submission to LGF 3 was successful - schemes at Widnes Fiddlers Ferry Rd gyratory. Design work has commenced on the gyratory element to ensure delivery during next financial year.

#### Structures

- 2.42 Site work on the Silver Jubilee Bridge (SJB) arch superstructure painting scheme has continued, with Phase 1 scaffold installed and steelwork painting operations commenced. High winds during January, February and March have affected progress with scaffold and sheeting works, which is likely to delay the overall completion by several weeks.
- 2.43 On 9<sup>th</sup> March, the Combined Authority approved the Council's bid for £3.1m of LGF3 KRN funding towards the SJB arch painting scheme.
- 2.44 Contract and scheme preparation work for the Runcorn Approach Viaduct (RAV) concrete deck refurbishment scheme (Task 16 within Year 3 of the LCR major maintenance programme) was completed in Q4, ready for the commencement of site works on 9<sup>th</sup> April.
- 2.45 The design process has commenced for the RAV western cantilever and parapet modification scheme which is required to enable the demolition of RAV West under the Runcorn de-linking scheme.

#### Logistics

- 2.46 The Department for Transport (DfT) has written to bus operators to clarify the rules for those claiming Bus Service Operators Grant (BSOG) for services serving schools and other educational establishments in order to determine whether a service is eligible for BSOG or not. They have clarified that from 1<sup>st</sup> September 2018 the following advice should be observed: normal stopping services that happen to serve schools and that are open to the general public are eligible for BSOG, however "closed" services which only the pupils and staff of schools are able to board are not eligible for claiming BSOG.



### 3.0 Emerging Issues

3.1 A number of emerging issues have been identified during the period that will impact upon the work of the Directorate including:-

#### *Development & Investment Services*

3.2 Charging Policy

- Charging Policy for bid-writing and monitoring to be piloted for one year from July 1st 2018
- New funding frameworks being introduced by Big Lottery Fund and Heritage Lottery Fund resulting in fewer grant programmes and reduced budgets.
- Managing ESIF funding in relation to Brexit and the Government's replacement fund Shared Prosperity

3.3 ERDF Business Growth Programme and Place Marketing Programme Extension

The Liverpool City Region Combined Authority (CA) issued a 'Call' under ERDF Programme Priority 3 (Business Support) in March 2018. The Call sought partnerships or agencies to deliver a range of business support services across the Liverpool City Region for a period of three years.

A partnership of City Region Local Authorities and Chambers of Commerce have delivered the 'Business Growth Programme' for a period of six years and 'Place Marketing, Inward Investment' project for a period of three years utilising ERDF Priority 3 funding. An extension to both projects was, therefore, sought by the partnership for a further three years.

3.4 Business Growth Programme (BGP)

A number of scenarios were modelled by the Council to identify the optimal Halton BGP delivery model for a further three years. The various scenarios were based upon, not only, the experience and learning associated with delivering a similar programme for a period of six years but also the necessity for the Council to provide match funding to deliver the programme locally.

The Halton delivery model will be based upon achieving 95 company assist over a three year period and each assist will be of 24 hours (four days) intensive expert support, rather than the minimum 12 hours support required to achieve an ERDF output and typically delivered elsewhere in the City Region.

The following table describes the costs associated with delivering programme:

Element	Cost
Assists (95 Assists @ 24 Hours)	£114,000.00
Estimated Salaries	£175,840.07
Estimated Overheads	£26,376.01
Marketing	£2,000.00
<b>Total Expenditure</b>	<b>£332,912.94</b>
<b>Match Requirement @ 50%</b>	<b>£166,456.47</b>

### 3.5 Place Marketing, Inward Investment

The Liverpool City Region Place Marketing for Investment project commenced on January 13 2016 with the express purpose of promoting the City Region offer to the international SME community. Outputs associated with the programme are restricted to eligible non-UK SME's who set up in the City Region as a direct consequence of the support provided through the programme.

To date the programme has undertaken a comprehensive programme of overseas visits and attendance at UK and global events, appointed UK and international PR consultants, appointed 'International Relocation Consultants' active in the US, Asia and Northern Europe and developed a range of sector focused marketing collateral.

Halton Borough Council contributes cash match, over a three year period, of **£73,122.00** to support the current programme.

### *Highways, Transportation & Logistics and Physical Environment*

#### Highway Development

- 3.6 LTP PI16 - Highways Asset Management work and targets may be affected in the future by reporting of parts of the network for Combined Authority Key Route Network (KRN) and Mersey Gateway network by others. Traffic patterns following Mersey Gateway opening may also have a bearing.
- 3.7 LCR wide highways design guide and specification for new developments is in the process of being agreed for joint adoption by LCR authorities.
- 3.8 Further consideration is being given to the delivery of Flood Risk elements and impacts of Liverpool City Region Combined Authority aspirations.

#### Structures

- 3.9 Scheme preparation for a package of general maintenance works to the Council's highway structures has progressed and orders placed with Tarmac. Several schemes have been commenced and completed, with the remainder due for site completion in Q1.
- 3.10 The SJB cable replacement scheme within Year 2 of the LCR programme is now scheduled to be carried out in the summer. The revised timescale has been agreed with Merseytravel and the Combined Authority..

#### Traffic Division

- 3.11 The Traffic Regulation Orders throughout the Borough are in urgent need of review, whilst some are underway; the resources to carry out this work have been reduced. A review of Widnes TROs is underway funded by Section 106 funds
- 3.12 A new Upper Tier COMAH site has been designated in Widnes; it is the Emerald Kalama Ltd site in Dans Road. The site has moved to Upper Tier Status due to the increase in the inventory of two substances, which are already stored / involved in industrial processes on the Emerald Kalama site. The first table top exercise took place in December 2017.

## Planning and Development

### 3.13 Government is currently consulting on new policy measures:

- 1) A draft revised National Planning Policy Framework (NPPF).
- 2) Supporting housing delivery through developer contributions - Reforming developer contributions to affordable housing and infrastructure. Government is seeking to reform developer contributions make the system of developer contributions more transparent and accountable by:
  - Reducing complexity and increasing certainty for local authorities and developers, which will give confidence to communities that infrastructure can be funded.
  - Supporting swifter development through focusing viability assessment on plan making rather than decision making (when planning applications are submitted). This speeds up the planning process by reducing scope for delays caused by renegotiation of developer contributions.
  - Increasing market responsiveness so that local authorities can better target increases in value, while reducing the risks for developers in an economic downturn.
  - Improving transparency for communities and developers over where contributions are spent and expecting all viability assessments to be publicly available subject to some very limited circumstances. This will increase accountability and confidence that sufficient infrastructure will be provided.
  - Allowing local authorities to introduce a Strategic Infrastructure Tariff to help fund or mitigate strategic infrastructure, ensuring existing and new communities can benefit.
- 3) Draft planning practice guidance covering the following:
  - Viability
  - Housing Delivery
  - Local Housing Need Assessment
  - Neighbourhood Plans
  - Plan-Making
  - Build to rent
- 4) Housing Delivery Test: Draft Measurement Rule Book  
Further details can be found here:

<https://www.gov.uk/government/consultations/draft-revised-national-planning-policy-framework>

## 4.0 Risk Control Measures

- 4.1 Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. As such Directorate Risk Registers were updated in tandem with the development of the suite of 2017 – 187 Directorate Business Plans.

Progress concerning the implementation any relevant high-risk mitigation measures will be reported to the various Policy and performance Boards at Quarter 2.

## 5.0 High Priority Equality Actions

5.1 Equality issues continue to form a routine element of the Council's business planning and operational decision making processes. Additionally the Council must have evidence to demonstrate compliance with the Public Sector Equality Duty (PSED) which came into force in April 2011.

The Council's latest annual progress report in relation to the achievement of its equality objectives is published on the Council website and is available via:

[http://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/Equality\\_-\\_objectives\\_progress\\_report\\_-\\_April\\_2013.pdf](http://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/Equality_-_objectives_progress_report_-_April_2013.pdf)

## 6.0 Performance Overview







The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by the Directorate.

It should be noted that given the significant and unrelenting downward financial pressures faced by the Council there is a requirement for Departments to make continuous in-year adjustments to the allocation of resources in order to ensure that the Council maintains a balanced budget.

Whilst every effort continues to be made to minimise any negative impact of such arrangements upon service delivery they may inevitably result in a delay in the delivery of some of the objectives and targets contained within this report.

### Policy, Planning and Transportation

#### Key Objectives / milestones

Ref	Milestones	Q4 Progress
PPT 01	Review progress against Liverpool City Region (LCR) Silver Jubilee Bridge (SJB) maintenance strategy and deliver 2017/18 major bridge maintenance works programme.	
PPT 02	To deliver the 2017/18 LTP Capital Programme March 2018.	
PPT 03	Ensure continued unrestricted availability of the Highway network and to allow future maintenance to be delivered on a steady state, lifecycle planned basis.	
PPT 04	Continue to maintain the Highway Authorities statutory duties in accordance with Section 41 and 58 of the Highways Act.	
PPT 05	Consult on the draft Delivery and Site Allocations Local Plan (DALP) <b>November 2017</b>	
PPT 06	Ensure that at least one exercise is carried out each financial to test the COMAH plans <b>March 2018</b>	

## **Supporting**

### PPT 01

All activities with the Year 2 programme have been completed, with the exception of the cable replacement scheme (Task 16), which will be undertaken during the 2018/19 financial year. Works within the arch painting scheme identified under 'Variation 1' to the LCR Year 2 programme have been completed.

### PPT 02

Planned activities to SJB and several other structures have been completed, with various ongoing schemes continuing in 2018/19.

Design works is progressing well as part of Year 3 STEP programme to improve parking and access to Runcorn East Rail station, improvements to cycling and walking from Runcorn Town Centre to Widnes Town centre across a reconfigured Silver Jubilee bridge deck, improvements to Bridgewater Canal toe path from Runcorn town centre to Murdishaw and walking and cycling improvements along Astmoor Busway.

Works to provide for north/south cycle route has been completed for West Runcorn to replace the cycling provision on Central Expressway

### PPT 03

Work is ongoing on Halton's response to the new Highway Management Code of Practice, and ensuring continuous improvement on Self Assessment for Incentive Funding, to deliver lifecycle planning and steady state maintenance. This is being done in conjunction with LCR CA. However further consideration needs to be given to long term investment in highway condition.

Footway reconstruction programme is progressing well with works programmed for Clincton View, Kenneth Road, Cross Street, Thornton and Cradley.

Design works have been completed for the carriageway maintenance programme enabling a prompt commencement in the early part of the new financial year.

The annual programme of Bus Stop upgrades will continue although with ITB funding considerably reduced this year we will not be able to upgrade as many stops as in previous years.

### PPT 04

61 gritting operations were undertaken in the 2017/18 winter maintenance season and current salt stocks totals 697t.

City and Guilds Lantra training has been completed in the period for Highway Safety inspection and basic tree survey and inspection training for trees on highway land or adjacent to the highway.






### PPT 05

























Public consultation was been delayed until 4th Jan – 15th Feb 18 due to delays with document production and approval.





### PPT 06

Exercises carried out in April, July and December 2017 and March 2018 due to additional Top Tier COMAH sites.

**Key Performance Indicators**

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q4 Actual	Q4 Progress	Direction of travel
PPT LI 01	Percentage of third party compensation claims due to alleged highway / footway defects successfully defended. Annual Calculation.	49.00%	N/A	49%	N / A	N / A
PPT LI 02	Net additional homes provided	700	552	N / A	N / A	N / A
PPT LI 03	Number of affordable homes delivered (gross)	138	138	N / A	N / A	N / A
PPT LI 04	Processing of planning applications (%) as measured against targets for, a) 'major' applications b) 'minor' applications c) 'other' applications	77.8% 88.9% 100%	60% 80% 80%	83% 95% 96%	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	  
PPT LI 05	To ensure a rolling five year supply of housing land. Deliverable supply (units) as a % of rolling 5 year requirement.	105%	105%	151%	<input checked="" type="checkbox"/>	
PPT LI 06	No. of people killed or seriously injured (KSI) in road traffic collisions. (5 Year Av.)	N / A	N / A	40.4	<input checked="" type="checkbox"/>	
PPT LI 07	No. of children (<16) killed or seriously injured (KSI) in road traffic collisions. (5 year Av.)	N / A	N / A	4.6	<input checked="" type="checkbox"/>	
PPT LI 08	No. of people killed or seriously injured (KSI) in road traffic collisions. (5 Year Av.)	41.2	N / A	296	<input checked="" type="checkbox"/>	
PPT LI 09	The percentage change in number of people killed or seriously injured during the calendar year compared to the previous year. Figures are based on a 3 year rolling average, up to the current year.	5.4	N / A	-0%	<input type="checkbox"/>	

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q4 Actual	Q4 Progress	Direction of travel
PPT LI 10	No. of people slightly injured in road traffic collisions.	77	N / A	54		
PPT LI 11	The percentage change in number of children killed or seriously injured during the calendar year compared to the previous year. Figures are based on a 3 year rolling average, up to the current year.	-8.30%	N / A	+23%		
PPT LI 12	Damage to roads and pavements (% above intervention levels) repaired within 24 hours.	100%	100	100%		
PPT LI 13	Average number of days taken to repair street lighting fault: non-DNO (Street lights controlled by the authority). (Previously BVPI 215a).	5	5	5 (Days)		
PPT LI 14	Average number of days taken to repair street lighting fault: DNO (Street lights controlled by the energy provider). (Previously BVPI 215b).	28	30	24 (Days)		
PPT LI 15	% of network where structural maintenance should be considered:					
	A) Principal Roads	1.00%	2.00%	0.3%		
	B) Non-Principal Roads	1.00%	4.00%	1.00%		
	C) Unclassified Roads	3.00%	9.00%	3.46%		
PPT LI 16	Bus service punctuality, Part 1: The proportion of non-frequent scheduled services on time (%):					
	a) Percentage of buses starting route on time	96.22%	98.55%	97.67%		
	b) Percentage of buses on time at intermediate timing points	86.52%	95.00%	84.83%		
PPT LI 17	% of footpaths and Public Rights of Way (PROW) which are easy to use.	84%	82%	80%		
PPT LI 18	No. of passengers on community based accessible transport	177,146	182,000	169,324		

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q4 Actual	Q4 Progress	Direction of travel
PPT LI 19	% of bus stops with Quality Corridor accessibility features. (No. of stops – 603)	73% (434 Bus stops)	78.00% (470 Bus Stops)	76.84% (438 Bus stops)		
PPT LI 20	Number of local bus passenger journeys originating in the authority area in one year (000's)	5,719	5,676	5,356		

### Supporting Commentary

#### PPT LI 01

Figure reported annually at year end. The Figures are reported for information only but an increase in the reported figure shows improved performance.

#### PPT LI 02 & 03

Figures are reported annually and are current being collated.

#### PPT LI 04

All remain above target.

Due to the specific nature of planning applications being determined on a case by case basis (different sites, with different proposed developments from different applicants with different ambitions) it will be difficult to achieve 100% for each category every quarter.

#### PPT LI 05, 06, 07, 08, 09, 10 & 11

Collision data is used to both monitor performance locally, in comparison with neighbouring Authorities and against nationally set targets. We also use this data to prioritise both engineering work, traffic regulation orders and road safety education programmes. Overall Killed or Seriously Injured figures are down but the recent upturn in Child KSIs is a cause of concern and will continue to be monitored.

#### PPT LI 12

Figures confirmed via monthly KPI results from Contractor.

#### PPT LI 13

Street lighting contractor repair time on track is currently performing as well as at the same period last year.

#### PPT LI 14

DNO repair time met yearly target and similar to the same period last year.

#### PPT LI 15

Annual surveys have been undertaken and collated annual results have been reported for Q4.

In line with the Highways Asset Management Plan consideration needs to be given to further overall long term investment and highway condition. Note that this figure doesn't measure those highways which are starting to deteriorate, where works may be required to prevent failure and more costly repairs.

#### PPT LI 16a & b

Although the target the percentage of busses stating their routes on time has not been met, the continued improvement has been achieved with an increase 1.45% on last year. The performance level of busses on time at intermediate timing points has dropped and the target has not been achieved. This is due to delays affecting cross boundary services.



PPT LI 17

This figure is based on a smaller than usual sample, as voluntary organisation/interest group survey information has not been forthcoming this year. Had this been included it is likely the target would be met/exceeded, as the paths in question have not been the subject of complaints.

PPT LI 18

Passenger figures are slightly down over the year due to a continued decline in accessible group bookings, all other service areas have remained fairly constant.

PPT LI 19






A total of 438 bus stops have now completed. It is anticipated that further funding will be available 2018/19 to continue with the remaining upgrades. However, the level of funding has not yet been agreed.

PPT LI 20

Patronage figures have been affected by industrial action earlier in the year and have struggled to recover in the final quarter of this year. Operators are also reporting that the reduction is also caused by the re-routing of the services due to the SJB closure and the longer journey times involved.

### Open Spaces and Waste and Environmental Improvement

#### Key Objectives / milestones

Ref	Milestones	Q4 Progress
CE 03	Manage greenspace areas as per the agreed specification - <b>March 2018.</b>	
CE 04a	Continue to deliver communications and awareness raising initiatives to ensure that participation with the Council's recycling services is maximised and that residents comply with the requirements of the Council's Household Waste Collection Policy - <b>March 2018.</b>	
CE 04b	Undertake a review of the Council's Waste Management Strategy and associated Policies and update as necessary - <b>March 2018.</b>	
CE 05a	Review, assess the effectiveness of, and update as necessary the Council's Environmental Enforcement Plans and Policies - <b>March 2018.</b>	
CE 05b	Work in partnership with external organisations and enforcement agencies and deliver joint initiatives to tackle environmental crime and anti-social behaviour - <b>March 2018.</b>	

#### Supporting Commentary

CE 03

Winter pruning works were completed on time and the first grass cut of the season was made within Q4.

CE 04a

This work remained on-going throughout the year. Activities included;

A Recycling Guidelines booklet was produced to provide detailed information about the Council's kerbside recycling service. The aim was to help remove any confusion and ensure that householders know clearly what items can be placed into their blue bin or box and those that cannot. Helping householders to understand this, and also how items should be presented for collection, is intended to increase recycling

levels, improve the quality of the recyclable materials collected and help save money. At the time of writing this report a copy of the booklet had been provided to the majority of homes across the borough with arrangements being made for all remaining homes to receive it.

The introduction of a weekly programme of 'Walk In Days' at Halton Direct Link shops and Community Centres where Waste Management Officers attend to promote the Council's recycling services and provide detailed advice on recycling related enquiries to members of the public.

Community engagement activities and promotions to encourage increased recycling during National Recycle Week.

#### CE 04b

Following this on-going review, and as reported in Key Developments, changes to current Policy and operating practices at the Council's Household Waste Recycling Centres have been agreed. A review of the Council's Household Waste Collection Policy is planned to be undertaken in 2018/19.

#### CE 05a

A review of the Council's Environmental Enforcement Plans and Policies was on-going throughout the year. This included a review of the Council's powers to tackle irresponsible dog owners which will result in the presentation of a report to Members of this Board in June.





Officers made use of new Powers to issue Fixed Penalty Notices for fly-tipping offences which resulted in 3 being issued as well as a further 6 Fixed Penalty Notices for small scale fly-tipping incidents.

#### CE 05b

This work has remained on-going throughout the year and examples include:

- Officers working very closely local Housing Associations to tackle fly-tipping problems. This has resulted in the issuing of warning letters and some residents being invited to attend formal investigatory interviews.
- Following on from the success of a previous pilot initiative, agreement was reached with Cheshire Constabulary for further joint HBC/Police enforcement patrols to be carried out in areas suffering from littering, dog fouling, fly-tipping and anti-social behaviour problems. In addition to reducing problems, the initiative seeks to offer reassurance to those residents who suffer as a result of the irresponsible actions and behaviour of others that the Council and Police are taking steps to deal with those individuals.

### **Key Performance Indicators**

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q4 Actual	Q4 Progress	Direction of travel
CE LI 05	Residual household waste per household.	580kgs	575kgs	551kgs (Estimated)		
CE LI 06	Household waste recycled and composted.	43.63%	44.00%	43.80% (Estimated)		

### **Supporting Commentary**

#### CE LI 05

This is an estimated figure but indications are that this target will be achieved.

**CE LI 06**

This is an estimated figure which indicates that performance may fall marginally short of target, but equally, it may be achieved.

**Development and Investment Services****Key Objectives / milestones**

Ref	Milestones	Q4 Progress
EEP 01a	Develop Halton Inward Investment Prospectus – <b>April 2017</b>	
EEP 01b	Produce Local Economic Assessment – <b>September 2018</b>	
EEP 01c	Deliver Youth Employment Gateway – <b>December 2017</b>	
EEP 03a	Completion of Phase 1 of Alstom development – <b>November 2017</b>	
EEP 03b	Completion of Phase 1 of Crosville Development – <b>April 2017</b>	
EEP 03c	Completion of Phase 2 of Crosville Development – <b>June 2017</b>	
EEP 03d	Completion of Castlefields Lakeside Phase 2 – <b>September 2017</b>	
EEP 03e	(In partnership with JV) Development of Sci-Tech Daresbury Masterplan – <b>September 2017</b>	
EEP 03f	Commence remediation of Gorse Point – <b>September 2017</b>	

**Supporting Commentary****EEP 01a**

The Halton Inward Investment prospectus is an integral part of the development of the 'Halton Tomorrow' visioning document and will provide a local accent to the Liverpool City Region prospectus detailing the specific sites and propositions that make up the 'Halton Offer'. The 'Halton Tomorrow' visioning document is now complete and details a number of outcomes (measures) to be achieved over the coming decade.

**EEP 01b**

A progress report was taken to ELS PPB on September 25 2017 with details of timescales and likely outcomes. Interim findings were reported to EEP PPB in February 2018. In order to ensure that the local business community is fully engaged with the development of a local LEA the Interim Report will be presented to Halton Chamber of Commerce and Enterprise in June 2018.

**EEP 01c**

The Youth Employment Gateway contract ended 31st December 2017. All KPI's were exceeded/met in year 2 of the programme.

**EEP 03a**

Completed Transported Technology Centre June 2017 and the Training Academy September 2017.

EEP 03b

Completed.

EEP 03c

Practical completion October 2017. Snagging works on going and to be completed before final account is agreed.

EEP 03d

Lakeside phase 2 is substantially complete, later than the original target date of September 2017.

EEP 03e









The Implementation Plan has been updated and further detailed planning for the next phases of delivery is underway however there is no current proposal to produce a detailed masterplan document.

The Science, Innovation & Growth Plan and the Implementation Programme and Funding Strategy together form the basis of the masterplan.

EEP 03f

Site works are on track for completion in summer 2018.

**Key Performance Indicators**

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q4 Actual	Q4 Progress	Direction of travel
EEP LI 02	Occupancy of HBC industrial Units	88%	90%	88.00%		N / A
EEP LI 03	Occupancy of Widnes Market Hall	84%	84%	83%		
EEP LI 13	Number of Businesses Supported	N / A	TBC	658		N / A
EEP LI 14	Number of inward investment enquiries per annum.	221	250	213		
EEP LI 15	Inward investment enquiry conversion rate per annum (%)	9%	10%	6%		

**Supporting Commentary**EEP LI 02

The Council now owns only one industrial property Black Cat adjacent to Moor Lane having sold most of its industrial units in 2016/17.

EEP LI 03

Widnes Market continues to defy the national retail trend of low retail occupancy rates. The occupancy of the market has remained relatively unchanged during the current financial year. This is despite experiencing a decline in footfall figures and the unseasonably cold weather which has further impacted upon visitor numbers to the market and town centres.

EEP LI 13

Note: 'Current Progress' refers to 'unique company engagements' through the Growth Hub since the inception of the Growth Hub contract in October 2015 rather than a 2017/18 total.


**EEP LI 14**

45 commercial property\inward investment enquiries were managed in Q4 2017/18. The cumulative inward investment enquiries total (Quarter 1 – 4) is, therefore, 213 (85.2%) against a target of 250.

**EEP LI 15**

3 inward investment enquiries were 'converted' (inward investment enquiries 'converted' into actual investment projects) in Q4. The cumulative conversions total (Quarter 1 + Quarter 4) is, therefore, 6% against a target of 10%.

***Housing Strategy***





Ref	Milestones	Q4 Progress
1f	The Homelessness strategy be kept under annual review to determine if any changes or updates are required.	

**Supporting Commentary**

The annual homelessness strategy review is underway and a consultation event with providers was conducted early March 2018, which proved very successful. The strategy and action plan is presently being reviewed and will be updated to reflect key priorities.

The homelessness strategy is due to be fully reviewed and a five year strategy document report will be completed for approval mid 2018. The strategy will include a five year action plan, which will determine the LA priorities and key objectives, to ensure it reflects economical and legislative changes.

**Key Performance Indicators**

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q4 Actual	Q4 Progress	Direction of travel
ASC 17	Number of households living in Temporary Accommodation.	1	17	6		
ASC 18	Households who considered themselves as homeless, who approached the LA housing advice service, and for whom housing advice casework intervention resolved their situation (the number divided by the number of thousand households in the Borough)	6.62	6.00%	1.64%		

**Supporting Commentary****ASC 16**

National and Local trends indicate a gradual Increase in homelessness, which will impact upon future service provision, including temporary accommodation placements. The introduction of the Homelessness Reduction Act 2017 will have a big impact upon homelessness services, which will result in a vast increase in the use of the temporary accommodation.

ASC 17

The Housing Solutions Team promotes a community focused service, with emphasis placed upon homeless prevention.

The officers have a range of resources and options that are offered to vulnerable clients threatened with homelessness. The tea strives to improve service provision across the district. Due to the early intervention and proactive approach, the officers have continued to successfully reduce homelessness within the district.

**7.0 Major Planning Applications Determined**

The Major applications determined in Q4 2017 / 2018 are as follows:

REFVAL	PROPOSAL
13/00303/S73	Application under S73 of the Town & Country Planning Act to remove Condition 11 from Planning Permission 12/00511/FUL in relation to the retaining wall at Vestric House West Lane, Runcorn, Cheshire, WA7 2PE.
17/00441/FUL	Proposed development of unit for general industrial ( B2 use class ) and warehousing ( B8 use class ) with ancillary offices ( B1a use class ) extension to access road, parking provision and ancillary development at Fresenius Kabi, Cestrian Court, Eastgate Way, Runcorn, Cheshire, WA7 1NT.
17/00455/FUL	Proposed residential development comprising 67 no. dwellings ( 3 no. 2 bed bungalows, 19 no. 2 bed houses, 41 no. 3 bed houses, 4 no. 4 bed houses ) with associated infrastructure and new access from Picow Farm Road at Former Playing Fields And Car Park, Picow Farm Road, Runcorn, Cheshire.
17/00504/FUL	Proposed development of 118 dwellings (including affordable housing) together with associated works including access and landscaping at Former BPI Site Off Warrington Road, Widnes, Cheshire, WA8 0SX.
17/00556/FUL	Proposed erection of 3 no. office buildings each with 3 floors plus plant level, with associated parking, access, landscaping, substation and ancillary developments at Daresbury Science Park, Keckwick Lane, Daresbury, Runcorn, WA4 4FS.
17/00565/FUL	Proposed construction of extension to the existing production facility and warehouse at Teva Pharmaceuticals, Aston Lane North, Runcorn, Cheshire, WA7 3FA.
13/00303/S73	Application under S73 of the Town & Country Planning Act to remove Condition 11 from Planning Permission 12/00511/FUL in relation to the retaining wall at Vestric House, West Lane, Runcorn, Cheshire, WA7 2PE.




**8.0 Financial Statement**

The Council's 2017/18 year-end accounts are currently being finalised. The year-end position for each Department will therefore be made available via the Intranet by 30th June 2018





**9.0 Application of Symbols**

Symbols are used in the following manner:

**Progress Symbols**

<u>Symbol</u>	<u>Objective</u>	<u>Performance Indicator</u>
Green 	Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber 	Indicates that it is <u>uncertain or too early to say</u> at this stage whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved</i>
Red 	Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an intervention or remedial action taken.</i>

**Direction of Travel Indicator**

Green 	Indicates that performance <b>is better</b> as compared to the same period last year.
Amber 	Indicates that performance <b>is the same</b> as compared to the same period last year.
Red 	Indicates that performance <b>is worse</b> as compared to the same period last year.
N / A 	Indicates that the measure cannot be compared to the same period last year.

<b>REPORT TO:</b>	Environment and Urban Renewal Policy and Performance Board
<b>DATE:</b>	27 June 2018
<b>REPORTING OFFICER:</b>	Strategic Director Enterprise, Community & Resources
<b>PORTFOLIO:</b>	Transportation, Leader, Economic Development, Physical Environment, Environmental Services
<b>SUBJECT:</b>	Annual Report
<b>WARDS:</b>	All

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To provide the Environment and Urban Renewal Policy and Performance Board with an annual overview of the 2017-18 series of meetings and issues scrutinised by the Board.

## **2.0 RECOMMENDATION: That the Annual Report is accepted.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 The Environment and Urban Renewal Policy and Performance Board's primary function is to focus on the work of the Council (and its partners) in seeking to bring about the Environmental and Regeneration of the Borough. It is also charged with scrutinising progress against the Corporate Plan in relation to the Environment and Urban Renewal Priority.
- 3.2 During the 2017/18 Municipal Year, the Board met on four occasions and considered a number of reports on a diverse range of subjects pertinent to Halton's Environment and Urban Renewal. A summary of these reports together with a message from the Chair of the Board is attached to this report for information.
- 3.3 During the year, the PPB received regular updates on progress towards meeting its performance targets at 2017-2018 financial year-end.

## **4.0 POLICY IMPLICATIONS**

- 4.1 None at this stage.

## **5.0 FINANCIAL IMPLICATIONS**

- 5.1 None at this stage.



## **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **6.1 Children and Young People in Halton**

The work of the PPB supports future generations in Halton by ensuring a clean and safe environment.

### **6.2 Employment, Learning and Skills in Halton**

This PPB supports the infrastructure in Halton that helps with job creation and sustainable transport links to employment.

### **6.3 A Healthy Halton**

The work of the PPB contributes towards a less polluted environment and helps to create a green infrastructure.

### **6.4 A Safer Halton**

The PPB supports designing out crime and developing safer communities.

### **6.5 Halton's Urban Renewal**

This PPB has previously scrutinised the work undertaken in bringing forward regeneration projects. The Mersey Gateway Plus Regeneration Strategy is one such example.

## **7.0 RISK ANALYSIS**

**N/A**

## **8.0 EQUALITY AND DIVERSITY ISSUES**

**N/A**

## **9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

**Document**  
**N/A**

**Place of Inspection**

**Contact Officer**

## **FOREWORD**

“This is my fourth year as Chair of the Environment and Urban Renewal Policy Performance Board PPB.

The role and remit of the PPB is wide ranging and we have covered a variety of specialist themes and topics during the last 12 months.

I hope that the short summary outlined in this annual report adequately reflects this. I'm grateful to PPB Members for their continued support and valuable contributions at meetings. The quality of the discussions is always impressive and ensures that the PPB not only plays a role in informing and improving the Council's policies and procedures, but also helps with the design and delivery of the valuable services we provide to our residents, employees and businesses in the borough.

To illustrate this, during 2017/18 The PPB concluded its Household Waste Topic Group and the recommendations of the group have been submitted to the Executive Board for consideration.

The PPB is midway through a scrutiny topic group which provides a proactive input into the Council's future regeneration projects and priorities.

Councillor Bill Woolfall  
Chair, Environment and Urban Renewal Policy and Performance Board

## **MEMBERSHIP AND RESPONSIBILITIES**

During 17/18 the Board comprised eleven Councillors:-

Councillor Bill Woolfall (Chairman)

Councillor Mike Fry (Vice-Chairman)

Councillor Harry

Howard

Councillor Valerie Hill

Councillor Keith Morley

Councillor Paul Nolan

Councillor Joe Roberts

Councillor Pauline Sinnott

Councillor John Stockton

Councillor Andrea Wall

Councillor Geoff Zygadllo

The Environment and Urban Renewal Policy and Performance Board's primary function is to focus on the work of the Council (and its partners) in seeking to bring about the Environmental and Urban Renewal of the Borough. It is also charged with scrutinising progress against the Corporate Plan in relation to the Urban Renewal Priority. The Board is responsible for scrutinising performance and formulating policy in relation to the following areas:

- Highways, Transportation and Logistics (including road maintenance, street, lighting, road safety, traffic management, supported bus services and flood risk management)
- Landscape Services, Parks & Countryside, Cemeteries & Crematoria
- Environmental and Regulatory Services
- Major Projects
- Economic Regeneration and Business Development
- Waste Management and Waste Strategy
- Derelict and contaminated Land
- Housing Strategic Policy
- Sustainability, Climate Change and Biodiversity
- Physical Environment and Planning policies

### **REVIEW OF THE YEAR**

The Board met 4 times during the Municipal Year 2017/18. As well as considering Executive Board decisions relevant to the work of the Environment and Urban Renewal Board, agreeing the Service Plans of the relevant Departments and monitoring their general activities and performance against them.

Some of the main activities and issues which have come before the Board during the year are set out below.

The Board has reviewed the minutes of meetings of the Executive Board and considered questions from the public on relevant matters. It also received, considered reports, agreed decisions and put forward relevant actions on the following issues:

#### **Installation of Bus Shelters**

This item related to a request from the public for the installation of bus stops on Clifton Road with the junction of Malpas Road. As a result of the request a period of consultation was undertaken and a subsequent request was submitted for an additional bus shelter.

#### **Delivery and Allocations Local Plan**

The Board considered a report which provided an overview of the next key document to be produced in Halton's Local Plan. It also provided an opportunity to view the proposed draft policies to be included within the Revised Core Strategy policies and Delivery and Allocations Local Plan.

#### **Preliminary Flood Risk Assessment Update**

The Board considered a report which advised that as part of its new duties as a Lead Local Flood Authority (LLFA), the Council must undertake a Preliminary Flood Risk Assessment (PFRA). This was a high level screening exercise, to determine whether there was a local flood risk within the LLFA boundary based on historic and potential future flood risk data.

## **Air Quality Forum**

The Board considered an update report on the progress of the Air Quality Forum since its first meeting in July 2016. It was noted that the Air Quality Forum membership and independent Chair had been appointed. In addition, terms of reference for the group which included a number of objectives had also been agreed.

With regard to other recommendations which were included in the air quality report, previously adopted by the Executive Board in 2015, it was noted that:

- A methodology for engagement and consultation had been explored and resources were being identified which would enable the engagement work to proceed;
- Whilst the forum would continue to work to identify opportunities for improvements across all sectors, the Council would also continue to develop initiatives across departments and with stakeholders that would contribute to improved air quality across the area; and
- A Joint Needs Assessment for air quality was scheduled in the work plan for the forthcoming year.

In addition, Members received updates on the Council response to the National Air Quality Plan and the work that had taken place around Air Quality Management Areas and the application to the Environment Fund Board for additional air quality monitoring across the Weston Point area.

Arising from the discussion, Members requested clarification on the number of charging points in the Borough for electric vehicles.

## **Mersey Gateway Regeneration**

The Board received a presentation on the Mersey Gateway Regeneration Plan (Plus) document. The document identified a number of Key Impact Areas and Regeneration Opportunities which would arise following the completion of the Mersey Gateway. There are three distinct elements to the Plan:

- provides the strategic context for growth and recognises the Mersey Gateway Project as a catalyst for change; and
- sets out a cohesive package of development and investment opportunities, identifies the key infrastructure and enabling projects that will be brought forward to complement and support economic growth; and
- outlines the approach to implementation and delivery.

It was reported that the Plan would facilitate the development of a steady pipeline of regeneration and development opportunities over a 10-15 year period, and that it would be the first in a suite of documents that would form Halton's Economic Growth Strategy.

It was agreed that a working party to develop the Mersey Gateway Regeneration Plan would be established.

### **Sci-Tech Daresbury Presentation**

The Board received a presentation regarding existing and proposed developments at Sci-Tech Daresbury, including an overview of the Sci-Tech Daresbury Enterprise Zone, achievements to date and details of an emerging Master Plan for the area.

The presentation highlighted the progress made in the first five years of Sci Tech Daresbury Enterprise Zone Status.

Members were also advised on the 25 year masterplan for expanding the campus, the immediate proposals for the next 4 years which would focus on the delivery on the corner plot of the A56 and Daresbury Expressway and an outline of the proposal for a 'Skills Factory'

### **Review of Primary Gritting Routes for Marginal Nights**

The Board considered a report which sought support for the proposed introduction of a Cold Route to the winter gritting routes for the marginal nights and the rationalisation of the existing primary gritting routes as a result of the updating of Halton's thermal map for highways.

### **Annual Road Traffic Collision and Accident Report**

The Board considered a report which set out full details of the numbers of road traffic collision and casualty numbers in the year 2016, and recommended a continuance of road traffic collision reduction work.

### **E-Petition – Colvend Way**

The Board received a report of the Strategic Director, Enterprise, Community and Resources which provided an update on action taken relating to an ePetition regarding traffic calming measures installed by Morris Homes at Colvend Way, Widnes as part of the residential development. The petition contained 71 signatures.

### **Petition – Request for Zebra Crossing facilities and 20 MPH speed limit on Beechwood Avenue, Runcorn**

The Board considered a report of the Strategic Director Enterprise, Community and Resources, which advised that a petition containing 82 signatures had been received requesting the installation of zebra crossing facilities near Beechwood and Hillview School (the latter also mentioned the new park) and a 20 mph speed limit on Beechwood Avenue.

With regard to the request for a 20 mph speed limit on Beechwood Avenue it was noted that in 2015 a proposal to make the whole of Beechwood including a 20 mph zone was advertised. A number of objections were received and following consideration by the Board in June 2015 and subsequently the Executive Board in September 2015, the Traffic Regulation Order was made to make the whole of Beechwood a 20 mph zone excluding Beechwood Avenue. Given the process only took place two years ago it was not the best use of resources to rerun it again as the same outcome was likely.

### **Sky Lanterns and Helium Balloons Releases**

The Board considered a report which outlined the risks which had been identified in respect of the release of sky lanterns and helium balloons into the open air and the options available to control their use within the borough. It was proposed that in order to mitigate the risks associated with the use of sky lanterns and helium balloons, a Policy be adopted to prohibit the release of both on Council owned land.

### **Household Recycling Centres in Halton**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which requested Members to endorse proposed changes to current Policy and operating practices at Halton Household Waste Recycling Centres (HWRCs).

Due to increased costs associated with operating Halton's two HWRCs, together with the continuing financial pressures being felt by the Authority as a result of cuts to its funding by Central Government, a review of the Council's HWRCs operations had been undertaken. The purpose of the review was to identify options to reduce the overall costs associated with the operation of the Centres whilst maintaining a high level of customer service.

As part of the review, and in addition to looking at Halton's own current practices, research was undertaken into the operation of HWRCs across a number of other local authority areas; both regionally and nationally and four key options for change had been identified for Members' consideration. The four were as follows and were detailed in the report, together with the rationale behind each:

- To reduce the current opening hours at the Centres;
- To amend aspects of the current Vehicle Permit Scheme;
- To introduce a new "Halton Resident Only" Policy; and
- To introduce a new Policy of charging for the deposit of 'non household' waste items at the HWRCs.

### **Liverpool City Region (LCR) joint Rights of Way Improvement Plan (ROWIP)**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided information on the Liverpool City Region (LCR) joint Rights of Way Improvement Plan (ROWIP), a copy of which had been forwarded to Members for comment. Halton had produced its first statutory Public Rights of Way Improvement Plan in 2009. With the creation of the LCR joint ROWIP each authority had identified the successes of previous individual ROWIP whilst combining the ambitions of each member authority looking to the future.

Members noted that the ROWIP was a statutory document which dealt specifically with Rights of Way and traffic free corridors. The document was designed to give a forward looking vision as to how they would be used

### **Environment Student Group Ormiston Bolingbroke Academy, Runcorn**

The Board received a presentation from pupils representing Ormiston Bolingbroke Academy School which outlined to Members the work of the Ormiston Citizenship Programme, how pupils would benefit from the Programme and the improvements they aimed to make for the wider community. In addition, pupils explained a variety of environmental improvements they aimed to achieve which would improve the local area and the range of activities they had undertaken to raise funds for a selection of different charities.

Pupils discussed with Members a poster campaign which would target Primary School children to encourage them to dispose of litter appropriately and a needle exchange programme. The presentation was very well received by Members and congratulations were given to the students for their informative presentation.

### **Contact Person for this Committee**

Members of the Public are welcome at the meetings of the Board. If you would like to know where and when meetings are to be held or if you would like any more information about the Board or its work please contact Wesley Rourke, Operational Director 0151 511 8645.

**REPORT TO:** Environment & Urban Renewal Policy and Performance Board

**DATE:** 27<sup>th</sup> June 2018

**REPORTING OFFICER:** Strategic Director – Enterprise, Community and Resources

**PORTFOLIO:** Physical Environment, Environmental Service and Community Safety

**SUBJECT:** Public Spaces Protection Order – Dog Control

**WARD(S):** Borough-wide

## **1. PURPOSE OF REPORT**

- 1.1 To provide Members with details of a proposal to introduce a new Public Spaces Protection Order to provide enhanced powers to tackle dog fouling and other forms of irresponsible dog ownership. Members are asked to consider and endorse the control measures that would be contained within the proposed PSPO and endorse a public consultation exercise that would be carried out as part of its introduction.

## **2. RECOMMENDED: That**

- 1) Members receive and comment upon the report;**
- 2) Members endorse the control measures proposed to be included in a new Dog Control Public Spaces Protection Order as set out in the report;**
- 3) Members endorse the proposed approach to public consultation as set out in the questionnaire attached as Appendix 1 to this report, and;**
- 4) A further report be presented to Members of the Board providing details of the results of the public consultation exercise.**

## **3. BACKGROUND**

- 3.1 Dog owners have the right to enjoy their pets and to exercise them. Similarly, members of the local community have a right to be able to enjoy a clean and safe environment. Unfortunately, dog fouling continues to be a widespread nuisance in parks, open spaces and on footpaths and is the source of complaints from members of the public. If ingested, dog faeces containing the round worm parasite *Toxicara* can cause illness or even blindness. The parasite can also lay dormant within the ground for a number of weeks; long after the faeces have disappeared, meaning that young children who play on the ground are particularly at risk.



- 3.2 In October 2010, the Council introduced a number of Dog Control Orders to help tackle dog fouling and other forms of irresponsible dog ownership. The four Orders were;
- The Fouling of Land By Dogs Order
  - The Dogs Exclusion Order
  - The Dogs on Lead Order
  - The Dogs on Lead By Direction Order
- 3.3 The Council's Orders made it an offence to;
- Fail to pick up after your dog had fouled
  - Allow your dog into a designated children's play area
  - Fail to keep your dog on a lead on specified land
  - Fail to put a dog on a lead when directed to do so by a Council Officer
- 3.4 The Anti-social Behaviour, Crime and Policing Act 2014 provided Council's with new tools and powers to tackle a range of anti-social behaviour through the creation of Public Spaces Protection Orders (PSPOs). Any Dog Control Orders still in force as at October 2017 were automatically treated as if they were provisions of a PSPO from that date. The transitioned Orders then remain in force up to a maximum of three years from the point of transition i.e. 2020.
- 3.5 Local authorities can extend, vary or discharge a transitioned Public Spaces Protection Order at any time. Officers have reviewed the provisions of the Council's existing Orders and are recommending that these four Orders are discharged and a new PSPO be introduced to provide more defined controls to deal with dog fouling and other forms of anti-social behaviour associated with irresponsible dog ownership. The new PSPO will be in the form of a single Order that would include the controls contained within the existing Orders, as well as a wider range of prohibited behaviours and requirements that dog owners must comply with. The specified locations where 2 existing Orders apply will also be extended to include additional locations under the proposed new PSPO.
- 3.6 The Council recognises that the vast majority of dog owners are responsible, pick up after their dogs and keep them under proper control. However, there is a minority of people who do not. The Council's approach is always that prevention is better than cure and, whilst the introduction of a new PSPO would provide enhanced enforcement powers that will be used use if necessary, the primary aim of introducing the new control measures is to deter irresponsible behaviour by dog owners and encourage them to adhere to the Council's requirements.

#### **4. PUBLIC SPACES PROTECTION ORDER – DOG CONTROL**

4.1 The following four controls are included in the Council's transitioned Orders and are proposed to remain in the new Dog Control PSPO.

##### **4.1.1 Dog Fouling**

If a dog defecates at any time on land to which the Order applies and a person who is in charge of the dog at that time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence. This control will apply borough-wide on land to which the public has access.

##### **4.1.2 Exclusion of Dogs**

It will be an offence for any person in charge of a dog to take the dog onto or permit the dog to enter or remain on land within a dog exclusion zone. This control will apply to the specified locations as set out in Appendix 1.

##### **4.1.3 Dogs on Leads**

A person in charge of a dog shall be guilty of an offence if at any time he/she does not keep the dog on a lead of not more than 2 metres in length. This control will apply to the specified locations as set out in Appendix 1.

##### **4.1.4 Dogs on Leads by Direction**

A person in charge of a dog shall be guilty of an offence if at any time he/she does not comply with a direction given by an authorised officer to put and keep the dog on a lead of not more than 2 metres in length. This control will apply borough-wide on land to which the public has access.

4.2 Below are two new controls being proposed to be included in a new PSPO;

##### **4.2.1 Restriction on Number of Dogs Walked at a Time**

Officers believe that it would be difficult for any single person to control numerous dogs at the same time and that this lack of control could result in nuisance and increase the likelihood of dog fouling going unnoticed and not being cleared up. To this end, it is being proposed to introduce a maximum number of dogs that can be walked by one person at any one time. This control will apply borough-wide on land to which the public has access.

Many authorities have gone down the route of restricting the number of dogs that can be walked by a single person, but there is a variation in the number; ranging from prohibiting more than four to prohibiting more than six. Guidance from the Department for Environment, Food and Rural Affairs published in October 2014 suggests that the maximum number of dogs which a person could control should not exceed six. Subject to Members endorsement of this proposal, it is suggested that the public be asked what number they think is reasonable in the public consultation.

#### 4.2.2 Evidence of the Means to Pick Up Dog Faeces

Dog owners should be aware of the requirement to pick up after their dog has fouled and should understand the importance of always carrying sufficient numbers of bags as a means to do so. Even a responsible dog owner, whose intent would always be to clear up after their dog, would be unable to do so if they failed to carry sufficient means to clear up after all incidents of fouling.

Many authorities have started to introduce Orders that include a requirement for persons in charge of a dog to provide evidence that they have with them an appropriate means to pick up dog faeces that may be deposited by their dog. The consultation results from a sample of those authorities where such measures have been introduced show that a high percentage of respondents supported the Council's proposals.

The proposal is to include in the new PSPO a requirement that any person in control of a dog must carry with them bags as an appropriate means of collecting foul and must provide evidence of this if requested to do so by an authorised officer. This control will apply borough-wide on land to which the public has access.

Although this proposal may be seen as controversial by some, it is intended to be a proactive approach to tackling dog fouling problems. The consultation process will give the public and other statutory consultees an opportunity to provide their views on whether they would be in support or against such a proposal.

- 4.3 Members are advised that the controls proposed in paras 4.1 and 4.2 do not apply to those with impaired vision who require the use of assistance dogs or to persons registered as disabled who lack the physical ability to comply with the requirements of a PSPO.
- 4.4 Once in place, the new PSPO can be enforced by council officers, police officers and police community support officers. Breach of an order is a criminal offence for which Enforcement Officers can issue fixed penalty notices. It is proposed that the FPN amount for any breach of the new PSPO will remain at the current level of £100.

### Public Consultation

- 4.5 There is no requirement for councils to undertake a consultation process where Dog Control Orders have been automatically transitioned after October 2017. However, any proposed variation to an existing Public Spaces Protection Order or introduction of a new Order would require the council to undertake the necessary consultation.
- 4.6 When consulting on a proposed PSPO, local authorities are obliged to consult with the local Chief Police Officer, the Police and Crime Commissioner; owners or occupiers of land within the affected area(s) and appropriate community representatives. Parish councils that are in the proposed area to be covered by a PSPO must also be notified.
- 4.7 Individuals will be asked to share their views on the Council's proposals by completing an on-line survey. Paper copies of a consultation questionnaire will also be available at the Council's Halton Direct Link shops and libraries for those who do not have access to the internet or would prefer to complete a written survey. A copy of the proposed public consultation questionnaire is attached as Appendix 1.
- 4.8 There are no statutory requirements about the length of any consultation process relating to a PSPO. In order to ensure sufficient time is allowed to meaningfully engage with all those who may be impacted by the PSPO, or who may wish to share their views on the Council's proposals, the consultation will take place over a 12 week period. Once completed, a further report will be presented to Members of the Board who will be asked to consider the results and make recommendations to be presented to the Executive Board.

### Publicity and Communication

- 4.9 Legislation sets out a number of requirements in respect of publicity and communications. Draft proposals for a new PSPO must be published as part of the consultation process. The area covered by the proposals must be well defined; with lists or maps of the affected areas being provided to clarify where behaviours are controlled. Regulations also set out additional requirements regarding the publication of details of PSPOs that have been made. To ensure that the Council complies with its legal obligations, both during the consultation process and following the making of a new PSPO, Officers will ensure that information is well communicated to members of the public.
- 4.10 A variety of means will be used to help publicise the Dog Control PSPO; including information being available on the Council's web site and at libraries and public buildings, the use of social media and publications in the local press. Furthermore, legislation requires that signs be erected on or adjacent to the place where a PSPO is in place to publicise the Order. These signs do not necessarily need to set out all the provisions of the Order, but rather state where this information can be found. In order to comply with the legal obligations, multiple signs will be required to be erected across the borough.

- 4.11 Effective communication will help people to be aware and understand what behaviours are expected in particular areas of the borough. This will give people the opportunity to comply and reduce the need for enforcement measures. While all dog walkers should be aware of their requirement to pick up after their dog, and be aware of requirements for their dog to be on a lead in certain locations, the proposed limit on the number of dogs an individual can walk at any one time, and the “means to clear up measure”, will be unfamiliar to dog walkers. Subject to the outcome of the public consultation exercise and any subsequent inclusion of these measures in a new PSPO, communication of these controls will be particularly important to explain to dog walkers the requirements expected of them.

### Recommendations

- 4.12 Members are asked to comment upon the report and endorse the measures proposed within the report to enhance the Council’s Dog Control powers. Members are also asked to comment upon and endorse the questionnaire attached as Appendix 1 which shall be used as the basis for the public consultation.

## **5.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 5.1 There will be financial implications as a result of the need to erect new or amended signage following the introduction of a PSPO but the level of expenditure needed is not known at this stage.

## **6.0. POLICY IMPLICATIONS**

- 6.1 Introducing the proposed new control measures as set out in the report would represent changes to the Council’s existing Policy on dog control.

## **7.0 IMPLICATIONS FOR THE COUNCIL’S PRIORITIES**

### **7.1 Children and Young People in Halton**

None identified.

### **7.2 Employment, Learning and Skills in Halton**

None identified

### **7.3 A Healthy Halton**

By enhancing its ability to deter irresponsible behaviour by dog owners, the Council will be making a positive contribution towards improving the safety and the appearance of the local environment, which shall in turn have an overall beneficial effect on health and wellbeing.

#### **7.4 A Safer Halton**

Effective use of its regulatory powers will demonstrate that the Council is committed to dealing with anti-social behaviour caused by irresponsible dog owners. This will have a positive impact upon the Safer Halton Priority, and contribute towards the 'Cleaner, Greener, Safer' agenda.

#### **7.5 Halton's Urban Renewal**

No direct impact, but improving the safety and attractiveness of local neighbourhoods should make the borough a more attractive location for investment.

#### **8.0 RISK ANALYSIS**

If the Council fails to put in place control measures to effectively tackle anti-social behaviour caused by irresponsible dog owners, the risks of nuisance or harm to the public would be significantly increased.

Furthermore, failure to make best use of legislative powers available to deal with such anti-social behaviour may lead to criticism of the Council; thereby damaging its reputation

#### **9.0 EQUALITY AND DIVERSITY ISSUES**

The Council aims to be consistent and evenhanded in all regards. Taking enforcement action to help control anti-social behaviour caused by irresponsible dog owners is not intended to have either a positive or negative impact upon equality and diversity or apply differently to any particular group.

#### **10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

None

## **Control of Dogs Orders Review Consultation Questionnaire**

### **Background to Consultation**

In October 2014, the Anti-Social Behaviour, Crime and Policing Act 2014 introduced new powers for local authorities to help tackle Anti-Social Behaviour. In addition, the Act made changes to existing legislation and councils were required to review existing Dog Control Orders and replace them with Public Space Protection Orders (PSPOs). PSPOs can be used to regulate activities in particular public places that can have a detrimental effect on the local community. They can help by giving local councils and local police additional powers to tackle anti-social behaviour in specific locations.

### **Reasons for change**

There have been many changes and improvements to our 'green spaces' since the original Dog Control Orders were introduced. There are now a number of new play areas and many examples where the landscape of an area has changed. Furthermore, in response to complaints and concerns raised by members of the public and continuing incidents of anti-social behaviour caused by irresponsible dog owners, the Council has taken the opportunity to review existing Orders and proposes to replace these Orders with a new PSPO; which will be in the form of a single Order that would include the current control measures and introduce a range of additional ones.

For any proposals that are approved and where a location becomes the subject of a PSPO, signs will be clearly displayed in sufficient numbers in the immediate area describing the restrictions and the consequences if restrictions are ignored.

### **How your views will be used**

The outcome of the public consultation will be considered by the Council's Executive Board in autumn 2018.

### **How to share your views**

Complete this survey form or go online at [www.halton.gov.uk/dogcontrol](http://www.halton.gov.uk/dogcontrol). The 12 week consultation period closes on 28 September 2018.

### **How to complete this questionnaire**

Please use a black or blue pen. Read the questions carefully as sometimes you are asked to cross (X) one box and sometimes you can choose more than one. If there are any questions that you do not wish to answer, please feel free to leave them blank. Please note that you need to be aged 16 or over to take part in this survey.

Completing the questionnaire is voluntary and all the information you provide will be treated in the strictest of confidence. No information will be released that could identify an individual or organisation.

## **Section A: Dog Exclusion**

### Issue 1 – Exclusion of Dogs

The Council recognises the role that outdoor play and activity has in contributing towards health and wellbeing and in the interests of members of the local community, and in particular children, we believe that dogs should not be allowed in certain locations; such as play areas. The Council also believes that it is inappropriate for dogs to be taken into cemeteries. We are therefore proposing that dogs are excluded from the specified areas below.

The following sites are included as 'Dog Exclusion Zones' in the Council's existing Orders and are proposed to remain included in the new PSPO;

Site	Typology
Victoria Park - Interactive Water Feature	Play Area
Victoria Park - Junior Area	Play Area
Victoria Park - Toddler Area	Play Area
Victoria Park (MS) - Basketball	Ball Games
Victoria Park (MS) - Tennis	Ball Games
Victoria Park (MS) - Wheel Play	Wheel Play
Upton Rocks Park	Play Area
Upton Rocks Park (MS) - MUGA	Ball Games
Derwent Road - Royal Avenue (MS) - Ball Play	Ball Games
Castlefields Skateboard Park	Wheel Play
Castlefields Youth Activity Park	Play Area
Coronation Road	Play Area
Newmoore Lane	Play Area
Pitts Heath Lane	Play Area
Six Acre Lane	Play Area
Walsingham Drive	Play Area
Halebank Recreation Ground	Play Area
Halebank Recreation Ground (MS) - MUGA	Ball Games
Hough Green Park (MS) - Tennis	Ball Games
Hough Green Park	Play Area
Town Hall Grounds	Play Area
Hale Park inc. Hale Park (MS) - Wheel Play	Play Area
Crow Wood Park	Play Area
Crow Wood Park (MS) - Ball Play	Ball Games
Castle Rise	Play Area
Rock Park	Play Area
Rock Park (MS) - Ball Play	Ball Games
Castner Avenue	Play Area
Runcorn Hill Park (Park Road)	Play Area



Plumbley Gardens	Play Area
Caldwell Road	Play Area
King Georges Park	Play Area
Cavendish Street	Play Area
Egerton Street (MS) - Ball Play	Ball Games
Hale View - Beaconsfield	Play Area
Leinster Gardens	Play Area
Trinity - Parker Street	Play Area
Weaver Road	Play Area
Murdishaw Play Centre (1 - Old)	Play Area
Murdishaw Play Centre (2 - New)	Play Area
Norton Cross	Play Area
St. Marie's Community Park	Play Area
St. Marie's Community Park (MS) - MUGA	Ball Games
West Bank Promenade	Play
Hale Park Ball Court	Ball Games
Russel Road	Ball Games
Upton Rocks Park	Playground
Runcorn Town Hall Chinese Friendship Garden	Gardens
Runcorn Cemetery	Cemetery
Halton Cemetery	Cemetery
Widnes Cemetery	Cemetery
Grizedale - Ball Play	Ball Games
Castle Rise - Ball Play	Ball Games

The following are additional sites to be included as 'Dog Exclusion Zones' in the new PSPO;

Site	Typology
Town Park	Play Area
Spike Island Catalyst	Playground
Upton Playground	Playground
Upton MUGA	Playground
Spike Island MUGA	Playground
Windmill Hill Avenue South - Ball Play	Ball Games
The Glen - MUGA	Ball Games
The Glen - Palacefields Avenue	Wheel Play
Frank Myler Recreation - MUGA	Ball Games
Town Hall Grounds Formal Gardens	Gardens
Town Hall Grounds - MUGA	Ball Games
Runcorn Cemetery Extension	Cemetery
Runcorn Hill Park - Tennis Courts	Ball Games
Hill View	Playground
Kingsway CRMZ - MUGA	Ball Games
Peel House Cemetery	Cemetery

*Note: MUGA = Multi Use Games Area*

Some sites have more than one dog control measure. These sites include Runcorn Town Hall, Runcorn Hill Park and Spike Island. Maps are available which show the defined areas where the particular control measures apply. These maps can be viewed on line at [www.halton.gov.uk/dogcontrol](http://www.halton.gov.uk/dogcontrol) or are available upon request at one of the Council's Direct Link shops.

(Please note that there will be some exemptions to the exclusions, e.g. registered assistance dogs).

Q1. It is proposed that a Public Space Protection Order is introduced that excludes dogs (apart from certain exemptions) from the areas listed above.

**Do you agree with the proposal to exclude dogs from the areas listed above?**

Yes I agree

No I don't agree

Don't know

**If you do not agree, please tell us why in the box below**

Issue 2 – Exclusion of dogs from defined recreation areas

We also propose that dogs are excluded from all marked and maintained sports areas; such as football and rugby pitches.

**Q2. Do you agree that dogs should be excluded from the playing areas of marked and maintained sports pitches?**

Yes I agree

No I don't agree

Don't know

**If you do not agree, please tell us why in the box below**

**Section B: Dogs on Leads**

Issue 3 – Dogs to be placed on leads if requested by an authorised officer

The council recognises that the vast majority of dog owners are responsible and keep their dogs under control while they are out. However, if they are not properly supervised and kept under control, dogs that are allowed off a lead in public areas can cause nuisance or even injury to members of the public or other animals and may cause road traffic accidents.

We believe that, for animal welfare reasons, it is advantageous for dog owners to be able to exercise their dogs off lead in open spaces. We do, however, recognise that on certain occasions or in certain circumstances, the option should exist for authorised officers to require a dog to be put on a lead. Dogs that are considered to be not under proper control will become subject to this part of the Order.

The proposal is therefore that all public land in the borough, or land to which the public has access, will be subject to a Public Spaces Protection Order which would require the person in control of a dog to put the dog on a lead if requested to do so by an authorised officer. Authorised officers will carry appropriate identification.

This means we can deal with any behaviour by a dog that is likely to cause annoyance or disturbance without introducing overly restrictive measures on all dogs and dog owners at all times. This flexible approach will also allow officers to address issues that arise in any area at any time during the lifetime of the Order. (Please note that there is a small number of specific sites where dogs must be kept on a lead at all times - see issue 4).

**Q3. Do you agree with the proposed requirement that dogs must be placed on a lead if requested by an authorised officer?**

Yes I agree

No I don't agree

Don't know

**If you do not agree, please tell us why in the box below**

Issue 4 – Dogs to always be on a lead in specific sites

The second proposal in relation to dogs being on a lead is that dogs must always be placed on a lead at some specified sites. The sites identified will be those where the Council believes that there are specific issues in allowing dogs to run free at any time. We are proposing that dogs must be on a lead at all times when in the following locations;

The following sites are included as 'Dogs on Leads Zones' in the Council's existing Orders and are proposed to remain included in the new PSPO;

Site	Typology
Upton Rocks Park (MS) - Wheel Play	Wheel Play
Palacefields (MS) - Ball Play	Ball Games
Crow Wood Park (MS) - Wheel Play	Wheel Play
Rock Park (MS) - Wheel Play	Wheel Play
King Georges Park (MS) - 5 a-side	Ball Games
King Georges Park (MS) – Multi Use Games Area	Ball Games
Norton Priory (MS) - Ball Play	Ball Games
Crow Wood Park	Formal Park
Hough Green Park	Formal Park
Victoria Park	Formal Park
Birchfield Gardens	Gardens
West Bank Promenade	Gardens
Halebank Allotments	Allotment
Hale Road Allotments	Allotment
Deansway Allotments	Allotment
Cunningham Road Allotments Plots 10-18	Allotment
Cunningham Road Allotments Plots 1-9	Allotment
Avondale Allotments	Allotment
Lancaster Road Allotments Plots 1-6	Allotment
Lancaster Road Allotments Plots 7-9	Allotment
Derby Road Allotments	Allotment
Dykin Road Allotments	Allotment
Halton View Allotments	Allotment
Dukesfield Allotments	Allotment
Heath Road Allotments	Allotment
Oak Drive Allotments	Allotment
Weston Road Allotments	Allotment
Clifton Road Allotments	Allotment
Haddocks Wood Allotments	Allotment

The following are additional sites to be included as 'Dogs on Leads Zones' in the new PSPO;

Site	Typology
Wellington Street	Play Area
Roehampton Drive (MS) - Ball Play	Ball Games
Roehampton Drive	Playground
Spike Island (in part)*	Park
Town Hall Park (in part)*	Park
Hale Park	Park
Rock Park	Formal Park
Runcorn Hill Park (in part)*	Park
Upton Green Playground	Park
Ridding Lane Ball Court	Ball Games

\*Some sites have more than one dog control measure. These sites include Runcorn Town Hall, Runcorn Hill Park and Spike Island. Maps are available which show the defined areas where the particular control measures apply. These maps can be viewed on line at [www.halton.gov.uk/dogcontrol](http://www.halton.gov.uk/dogcontrol) or are available upon request at one of the Council's Direct Link shops.

**Q4a. Do you agree that dogs should always be on a lead in the areas listed above?**

Yes I agree

No I don't agree

Don't know

**If you do not agree, please tell us why in the box below**

**Q4b. Are there any other specific areas where you feel that dogs should always be required to be on a lead? If so, in the box below please identify any sites as accurately as possible by name, address and postcode and give reasons for your suggestion(s).**

Issue 5 – Length of lead to be specified in the Order

The Countryside and Rights of Way Act 2000 requires a short lead to be used in certain circumstances. A short lead is defined as less than 2m and of fixed length. The proposal is that when there is a requirement in the Order for a dog to be on a lead, a lead shall be defined as being of fixed length and of not more than 2 metres. We believe that the use of extendable leads in excess of 2 metres does not represent effective control in relation to proposals made above.

**Q5. Do you agree with the proposal to define the length and type of lead to be used when there is a requirement for a dog to be on a lead?**

Yes I agree                       No I don't agree                       Don't know

**If you do not agree, please tell us why in the box below**

Issue 6 – Clearing up dog-faeces

Unfortunately, the Council continues to receive complaints about dog fouling across many areas. In order to deter dog owners from failing to clear up after their dog has fouled the Council is proposing that under the new PSPO it shall continue to be an offence if any individual fails to do so. This Order will cover all land in the borough to which the public has access.

**Q6 Would you like to see the continuation of the existing power which makes it an offence if a person in charge of a dog fails to clean up its faeces?**

Yes I agree                       No I don't agree                       Don't know

**If you do not agree, please tell us why in the box below**

Issue 7 – Dog walkers to carry with them bags as an appropriate means to pick up foul

Dog owners should know the importance of carrying sufficient numbers of bags as a means to clear up any foul. Even a responsible dog owner whose intent would always be to clear up after their dog would be unable to do so if they failed to carry sufficient means to clear up after all incidents of fouling. Carrying multiple poo bags is an easy way to ensure that all incidents of fouling can be dealt with.

The proposal is to introduce a borough-wide requirement that any person in control of a dog must carry with them bags as an appropriate means of collecting foul and must provide evidence of this if requested to do so by an authorised officer.

**Q7. Do you agree with this proposal to require dog walkers to carry with them bags as an appropriate means to collect dog foul and to be required to provide evidence of this if asked to do so by an authorised officer?**

Yes I agree

No I don't agree

Don't know

**If you do not agree, please tell us why in the box below**

**Section D: Number of dogs walked by an individual**

Issue 8 – Restriction on the number of dogs to be walked at any one time

The council often receives complaints about large numbers of dogs being walked or exercised in public spaces. We believe that it is difficult for any single person to be able to keep control of numerous dogs at the same time. This lack of control could result in nuisance or disturbance to other users in public spaces and increases the likelihood of dog foul going unnoticed.

The council believes that it is appropriate to introduce a maximum number of dogs that can be walked by one person at any one time in an area to which the public have access. Although we recognise that different dogs may present different challenges in large numbers due to training, breed and other factors, we believe that if we try to regulate this using more subjective measures, it will be impractical and cause confusion.

The proposal is to introduce a borough-wide restriction on the number of dogs that can be walked by one person at any one time, whether on behalf of a business or themselves.

**Q8a. Do you agree with this proposal to restrict the number of dogs that can be walked by one person at any one time, whether on behalf of a business or themselves? (Q8b asks you what the maximum number should be).**

Yes I agree                       No I don't agree                       Don't know

**If you do not agree, please tell us why in the box below**

**Q8b. If you agree with the proposal, what do you think the maximum number of dogs per person should be?**

3                       4

**Section E: Fixed Penalty Notice Level**

The current Fixed Penalty Notice (FPN) amount for a breach of a PSPO in Halton is £100. The Council is proposing to keep the FPN amount at that level.

**Q9. Do you agree that the level of fine for committing an offence under a Public Space Protection Order be set at £100?**

Yes I agree                       No I don't agree                       Don't know

**If you do not agree, please tell us why in the box below and indicate what amount you think it should be set at.**



**Additional Information**

**Q10. Is there any land which you believe should not be the subject of any of the proposed control measures? (Please give details and location of land and reasons why it should be excluded from such controls).**

**Q11. Please tell us are you.....?**

- Male                       Female                       Prefer not to say

**Q12. Which age group do you belong to?**

- 16 - 24       25 - 34       35 - 44       45 - 54       55 - 64  
 65 - 74       75+               Prefer not to say

**Q13. In what respect are you completing this questionnaire? Please select all that apply.**

- I am a resident of Halton  
 I am an elected Member of Halton Borough Council  
 I am a local Parish Councillor  
 I own/manage land to which the public has access  
 I am a representative of a voluntary or community organisation – please state below  
 Other – please state below

**Q14. Please tell us your postcode**

**Q15. Thinking about the last 12 months, which of the following, if any, applies to you in Halton? Please select all that apply.**

- I regularly walk dogs
- I regularly visit parks or play areas with children
- I've experienced a problem with dog fouling
- I've experienced a problem with dogs in public spaces or play areas

Thank you for completing this questionnaire. Please return this form to the following address;

Customer Intelligence Unit  
Halton Borough Council  
Kingsway  
Widnes  
WA8 7QF

Please ensure we receive your response no later than 28 September 2018.

<b>REPORT TO:</b>	Environment and Urban Renewal Policy and Performance Board
<b>DATE:</b>	27 June 2018
<b>REPORTING OFFICER:</b>	Strategic Director Enterprise, Community & Resources
<b>PORTFOLIO:</b>	Transportation
<b>SUBJECT:</b>	Liverpool City Region Highway Safety Inspection Framework
<b>WARDS:</b>	All

### **1.0 PURPOSE OF THE REPORT**

- 1.1 The Highways Act 1980 (Section 41) places a statutory duty on all Highway Authorities to maintain the highway network under their control.
- 1.2 Given this duty, this report seeks endorsement of the proposal for the Council to adopt the Liverpool City Region Highway Safety Inspection Framework (LCR Framework) (Appendix A). This is based on a revised UK code of practice for highways authorities, '*Well-Managed Highway Infrastructure*', published by the UK Roads Liaison Group (UKRLG), and local authorities have until October 2018 to adopt the risk-based approach. The Code represents best practice in the industry.

### **2.0 RECOMMENDATION: That**

- 1. The Board endorse the adoption of the principles set out in Liverpool City Region Highway Safety Inspection Framework which has been written to reflect the Well-Managed Highway Infrastructure Code of Practice.**
- 2. The Board recommend the Executive Board adopt a revised Council Highways Safety Inspection Policy based on the LCR Framework.**

### **3.0 BACKGROUND AND SUPPORTING INFORMATION**

- 3.1 The LCR Framework is based on the recommendations set out in the Well Managed Highway Infrastructure Code of Practice 2016. This is relevant to highway safety inspections and introduces a move to a risk based approach with regard to the safe use of the highway. This Code represents best practice in the sector.
- 3.2 Section 41 of the Highways Act 1980 places a statutory duty on all Highway Authorities to maintain the highway network under their control.

For there to be a breach of section 41 there must have been a failure to maintain or a failure to repair.

- 3.3 Highway Authorities need to prove that they have taken such care in all circumstances reasonably required to ensure that a part of the highway is not hazardous or potentially hazardous. This is usually proved by the Council having a reasonable system of routine scheduled highway safety inspections in place having regard to various factors set out within section 58 of the Highways Act 1980
- 3.4 This framework has been developed with the primary aim of providing direction to those officers involved in undertaking highways safety inspections that they may carry out their duties with consistency and to clear recognised and understood criteria.
- 3.5 The information contained within this framework sets out the practices in terms of network hierarchy, investigatory levels, frequency of inspection and response times to repair defects identified on a risk based approach.
- 3.6 In practical terms, the reason for adopting the LCR Framework is to demonstrate that Halton, alongside all of the other LCR Councils, can meet the requirements of the new Code of Practice. This gives the benefits of consistency in inspection between neighbouring highway authorities, and also a legal defence against claim for damages for non-repair of highway through adherence to the latest Code of Practice. From a resident's point of view, as the investigatory levels in the new policy are in line with the existing policy, it is unlikely that the public in Halton will notice any difference in the day to day provision of the Highway service within our boundary. As high frequency routes are prioritised, the cross boundary travel experience for users may be improved as all routes should be maintained to the same level.
- 3.7 The Authorities listed below have collaboratively contributed to this framework of principles in order to provide a regionally consistent special defence by virtue of Section 58 of the Highways Act 1980 in an action against the Council for an alleged breach of Section 41.
  - Halton Borough Council
  - Knowsley Borough Council
  - Liverpool City Council
  - St Helens Borough Council
  - Wirral Borough Council
  - Sefton Borough Council
  - Warrington Borough Council
  - Lancashire County Council

## **4.0 POLICY IMPLICATIONS**

- 4.1 Currently, Halton's Highway Safety Inspection Policy is based on the guidance contained in the 2005 Well Maintained Highways Code of Practice. However, a revised UK code of practice for highways authorities, '*Well-Managed Highway Infrastructure*' (the 'Code'), published by the UK Roads Liaison Group (UKRLG) gives Local authorities until 28 October 2018 to adopt the risk-based approach.
- 4.2 The Code is designed to promote integrated asset management for highway infrastructure, based on a risk-based approach to local service levels. The Code states that 'a risk-based approach should be adopted for all aspects of highway infrastructure maintenance, including setting levels of service, inspections, responses, resilience, priorities and programmes'. To back this up, authorities are encouraged to develop appropriate records and make a detailed inventory of highways assets and keep the quality, currency, appropriateness and completeness of all data supporting asset management under regular review.
- 4.3 'A network hierarchy, or a series of related hierarchies, should be defined which include all elements of the highway network, including carriageways, footways, cycle routes, structures, lighting and rights of way. The hierarchy should take into account current and expected use, resilience, and local economic and social factors such as industry, schools, hospitals and similar, as well as the desirability of continuity and of a consistent approach for walking and cycling,' the Code states.
- 4.4 Therefore, the current Halton Borough Council Highway Safety Inspection Policy (based on the 2005 code) will require revision to adopt the principles in '*Well-Managed Highway Infrastructure*' which are now reflected in the Liverpool City Region Highway Safety Inspection Framework (Appendix A).
- 4.5 A revised Halton Highway Safety Inspection Policy will therefore reflect a move to a risk based approach, which takes into consideration network hierarchy, network condition, claims history in reviewing frequency of inspection, and take cognisance of response times and investigatory levels. This therefore represents a change from reliance on specific guidance and recommendations in the previous Codes

## **5.0 FINANCIAL IMPLICATIONS**

- 5.1 Transition to the new framework will be met within existing budgets and primarily represents a change in working practices.

## **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **6.1 Children and Young People in Halton**

The safe condition of the Highway affects all service users alike. There are no specific issues applicable to children and young people.

## **6.2 Employment, Learning and Skills in Halton**

The safe condition of the Highway affects all service users alike. There are no specific issues applicable to Employment, Learning and Skills.

## **6.3 A Safer Halton**

There are no specific implications

## **6.4 Halton's Urban Renewal**

There are no specific implications.

## **7.0 RISK ANALYSIS**

7.1 The Council has a duty to meet its legal obligations. Failure to provide such would breach this duty and place the Council liable to legal sanction. Not following the principles set out in the Code or the LCR Framework would put the Council in a position where it was not following industry best practice and would therefore potentially increase exposure to claims under Section 41 of the Highways Act 1980.

7.2 This proposal introduces a policy to ensure as far as practicable, the safety of the public and reduces potential damage to infrastructure and property.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

There are no equality and diversity implications.

## **9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

Well-Managed Highway Infrastructure  
Office location 5<sup>th</sup> Floor Municipal Building  
Contact Officer: John Gill

# **Liverpool City Region Highway Safety Inspection Framework**

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## 1. Introduction

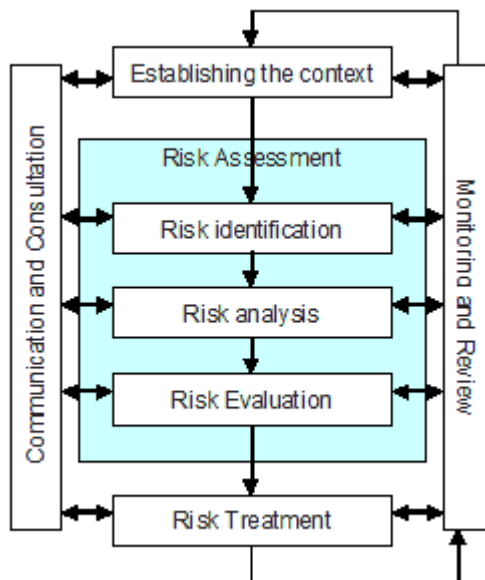
- 1.1 Section 41 of the Highways Act 1980 places a statutory duty on all Highway Authorities (HA) to maintain the highway network under their control. For there to be a breach of section 41 there must have been a failure to maintain or a failure to repair.
- 1.2 All councils listed in appendix A have collaboratively contributed to this framework of principles in order to provide a special defence by virtue of Section 58 of the Highways Act 1980 in an action against the Council for an alleged breach of Section 41.
- 1.3 Highway Authorities (HA) need to prove that they have taken such care as in all the circumstances was reasonably required to secure that the part of the highway was not hazardous or potentially hazardous. This is usually proved by the Council having a reasonable system of routine scheduled highway safety inspections in place having regard to various factors set out within section 58 of the Highways Act 1980

## 2. Overview

- 2.1 This framework has been developed with the primary aim of providing direction to those officers involved in undertaking highways safety inspections that they may carry out their duties with consistency and to clear recognised and understood criteria.
- 2.2 The information contained within this framework sets out the practices in terms of network hierarchy, investigatory levels, frequency of inspection and response times to repair for defects identified on a Risk Based Approach (RBA).
- 2.3 This framework has been developed through a collaborative working group of officers from a number of authorities listed at Appendix A who are directly involved at varying levels of responsibility in the function of highway maintenance, inspections, and claims management. The new Code of Practice, Well Managed Highway Infrastructure (WmHi), published on 28 October 2016 recommends.  
  
*'In the interest of route consistency for highway users, all authorities, including strategic, local, combined and those in alliances, are encouraged to collaborate in determining levels of service, especially across boundaries with neighbours responsible for strategic and local highway networks'.*
- 2.4 This framework gives due regard to all the Council highway duties and has adopted the guidance that reflects the recommendations from the new WmHi.

- 2.5 The new WmHi recommends '*Changing from reliance on specific guidance and recommendations in the previous Codes to a risk-based approach determined by each Highway Authority*'. The council's frequency of inspection and specific investigatory levels are based on the appropriate risk, functionality or usage of the highway'. It further recommends adopting standards set by ISO 31000.
- 2.6 ISO 31000 is a family of standards relating to risk management codified by the International Organization for Standardization. The purpose of ISO 31000:2009 is to provide principles and generic guidelines on risk management through a systematic approach to deliver continuous improvement.
- 2.7 Figure 1 below shows an example risk management process, based on ISO 31000

**Figure 1**



### **3. Types of Highway Inspections**

#### **3.1 SCOPE**

- 3.1.1 The scope of this framework document is limited to Safety Inspections of the adopted highway maintainable at public expense.
- 3.1.2 Safety Inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network or the wider community. The risk of danger is assessed on site, and the defect identified and assigned an appropriate priority and response period
- 3.2 The methodology is to undertake safety inspections as one process to enable inspectors to focus specifically on defects which if not repaired, are or may become a potential danger to road users and pedestrians
- 3.3 Highway safety Inspections are derived from two main sources:
- Planned cyclic safety inspections to identify potential dangers; and
  - Ad-hoc Reactive safety inspections following reports in respect of the condition of the highway
- 3.4 Records of cyclic safety inspections and safety inspections following enquiries are maintained on the authorities Highway Management Information System.

#### **4. Hierarchy and Frequency**

##### **4.1 Hierarchy**

- 4.1.1 The adopted highway has been classified by type of carriageway, footway and cycleway within the hierarchy in accordance with WmHi
- 4.1.2 The council's frequency of inspections is based on the appropriate, functionality or usage of the highway and the subsequent hierarchy assigned see tables 1 and 2 below.

Table 1

Category	Category Name	Short Description	Long Description	Frequency
1	Motorway	Limited access motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.	
2	Strategic Route	Trunk and some Principal 'A' roads between Primary Destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.	1 month
3a	Main Distributor	Major Urban Network and Inter-Primary Links. Short - medium distance traffic	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.	1 month
3b	Secondary Distributor	Classified Road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions	In rural areas these roads link the larger villages and HGV generators to the Strategic and Main Distributor Network. In built up areas these roads have 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On street parking is generally unrestricted except for safety reasons	1 month
4a	Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two way traffic. In urban areas they are residential or industrial interconnecting roads with 30 mph speed limits random pedestrian movements and uncontrolled parking	3 monthly
4b	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.	12 monthly

***Category 1 is not normally the responsibility of the Highway Authority and for this reason no frequency has been included within this table***

Table 2

Category	Category Name	Short Description	Long Description	Frequency
1(a)	Footway	Prestige Walking Zone	Very busy areas of towns and cities with high public space and street scene contribution	1 month
1	Footway	Primary Walking Route	Busy urban shopping and business areas and main pedestrian routes.	1 month
2	Footway	Secondary Walking Route	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.	3 monthly
3	Footway	Link Footway	Linking local access footways through urban areas and busy rural footways	6 monthly
4	Footway	Local Access Footway	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.	12 monthly
A	Cycleway		Cycle lane forming part of the carriageway, commonly 1.5 metre strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entries allowing cycle access).	As for Roads
B	Cycleway		Cycle track, a highway route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.	6 monthly
C	Cycleway		Cycle trails, leisure routes through open spaces. These are not necessarily the responsibility of the highway authority, but may be maintained by an authority under other powers or duties.	12 monthly

## 4.2 Inspection Frequency

- 4.2.1 The road category within the hierarchy, in combination with traffic use, will be the main determinant of inspection frequency.
- 4.2.2 Site specific factors are then assessed to temporarily or permanently increase or reduce the frequency to mitigate any significant increase/reduction in risk. The factors that may be taken in to consideration are listed below in table 3 but is not an exhaustive list
- 4.2.3 Table 3 details the possible determining factors for increasing or decreasing inspection frequencies, although the road will maintain its original hierarchy status.

**Table 3**

Characteristics of street	Schools, shops, hospitals, areas of large employment located adjacent to the highway
Characteristics of adjoining network elements	Hierarchy of streets adjoining
Condition data	Visual Assessments Defect numbers including minor repairs
Accident rates	Claim statistics recorded on street, numbers and trends derived from claims
Wider policy or operational considerations.	Enquiries, complaints data

- 4.2.4 Whilst the hierarchy is the initial determinant of the inspection frequency the final inspection frequency will adopt a risk based approach through the individual assessment of the Carriageway, Footway and Cycleway to determine the required inspection frequency
- 4.2.5 This approach means that whilst the hierarchy determines the initial inspection frequency the final frequency of inspection will depend on the final risk based assessment.
- 4.2.6 Reviews of appropriate inspection frequencies will be undertaken on a regular basis with a recommendation of 5 year intervals or when the need is specifically identified during an inspection.

## 4.3 Additional Inspections and Exceptional Circumstances

- 4.3.1 Additional inspections may be necessary in response to user or community concern, as a result of incidents, extreme weather conditions or monitoring

information. A reduction in inspections or the reprioritisation may additionally be necessary when circumstances dictate. These have been identified through the risk assessment process and have been summarised below in section 4.4 to 4.8. The occurrence of any additional inspection and its outcome is recorded in the same format as a programmed Safety Inspection but is recorded as being an additional inspection. (For reduced inspection see below)

#### **4.4 Reduced Inspection Due to Exceptional Circumstances**

4.4.1 In exceptional circumstances, inspections may not be able to be carried out, e.g. during periods of extreme weather. In these circumstances, the Safety Inspection policy may be suspended and/or temporary measures put in place. The decision and action taken is to be documented.

#### **4.5 Reactive Inspections**

4.5.1 An appropriate person with the relevant experience and knowledge responds to user or community concerns and requests for service. The defects are assessed with the same criteria and investigatory levels as those within the programmed Safety Inspection process.

#### **4.6 Adverse/Extreme Weather Conditions**

4.6.1 *Ice/snow* – These types of inspection should be contained within the authorities Winter Maintenance Policy.

4.6.2 *Floods/flood damage/storm damage* - These types of inspection should be contained within the authorities Flood Management or Gully/Drainage Cleansing Policy.

#### **4.7 Amendment to Inspection Frequency**

4.7.1 It is recognised that some locations due to their condition and other circumstances may require more frequent safety inspections than set in this framework.

4.7.2 In these circumstances the inspection frequency can be increased following an assessment and will be documented. Once the additional risk has been reduced and reassessed an additional variation in the inspection frequency can be documented to change the inspection frequency back to its original or appropriate frequency.

#### **4.8 Resources**

4.8.1 The authority in common with other highway authorities has limited resources with which to maintain the network and must balance the resource available with the risk to the safety of road users and therefore has adopted a risk based approach to the inspection and repair of its highway network

## 5. Highway Safety Inspections

**5.1 The purpose of these carriageway safety inspections is to identify defects that are likely to pose a risk or serious inconvenience to users of the network or the wider community and to arrange for their remedy.**

5.2 Highway safety inspections are carried out to specified frequencies. During the inspection a Risk Based Approach is taken to identify defects and will be recorded and processed for repair within the Highways Management Information System

## 6.0 Inspection Methodology

6.1 When footways have a walked inspection at the assigned frequency determined taking in to account the hierarchy, the carriageway will also be inspected during these walked inspections.

6.2 When, in accordance with the hierarchy a RBA may be taken to determine the appropriateness for carriageways and footways to be inspected by means of a driven inspection with one of the determining factors being the safety of those carrying out the inspection.

6.3 Before commencing the walked safety inspection the inspector shall note the; following information:

- The street name
- Inspection frequency
- Current date
- Weather conditions (Ground conditions)

## 6.4 Walked Highway Safety Inspections

6.4.1 The inspector shall position themselves in a safe location on the footway, in such a position that it enables him/her to view the full width of the area to be inspected.

6.4.2 When the inspector encounters parked motor vehicles etc. they shall take reasonable steps where appropriate so as to view the area obstructed by the vehicle without endangering themselves.

6.4.3 The inspector shall proceed along the footway identifying defects that meet the investigatory levels set out in table 4. All defects at investigatory level will be Risk Assessed and have the appropriate repair period applied to it

6.4.4 All defects meeting the investigatory level shall be recorded on their handheld device, or by any other means operated by the highway authority. On completing the inspection of one side of the street the inspector shall apply the same process to the opposite side of the road.



## 6.5 Driven Carriageway Safety Inspection

6.5.1 Before commencing the Driven Safety Inspection the inspector shall note the; following information:

- The street name
- Inspection frequency
- Current date
- Weather conditions (Ground conditions)

6.5.2 Driven carriageway inspections shall be carried out utilising a driver (albeit more often than not they will be a trained highway inspector) and a highway inspector. The driver shall be responsible for driving and the highway inspector will be responsible for carrying out the safety inspection.

6.534 The Inspector and vehicle driver shall have due regard to their personal safety and in particular from moving traffic either on the main highway or at junctions and crossings. On no account must he/she put himself/herself in any hazardous situation.

## 6.6 Inspection Vehicle

6.5.1 The inspection vehicle used for the driven highway safety inspections will be an appropriate vehicle for the task complying with relevant standards for vehicle signage (“chapter 8”).

## 7. Defect Investigatory Levels

7.1 The investigatory level is the level at which a risk assessment takes place to determine the action or non-action to be taken.

7.2 The action or non-action will be recorded and processed within the Highways Management Information System

7.3 The Investigatory levels for footways and carriageways adopted are detailed in table 4 below;

Table 4 Investigatory Levels

Footway investigatory level	25mm
Carriageway Investigatory level	40mm
Carriageway investigatory level at pedestrian crossing points	25mm

<i>Kerb defects</i>	<i>50mm horizontal displacement</i>

## 8. Repair Response Times

8.1 During safety inspections, all observed defects that meet the investigatory level are risk assessed and the level of response determined with all information being recorded at the time of the inspection.

8.2 This Policy defines defects by priority:

- Priority 1 those that require prompt attention because they represent an immediate or imminent hazard;
- Priority 2 to 5 - all other defects.

### 8.3 Priority 1

8.3.1 These defects should be corrected or made safe at the time of the inspection, if reasonably practicable. In this context, making safe may constitute displaying warning notices, coning-off or fencing-off to protect the public from the defect or other suitable action. If the inspection team cannot make safe the defect at the time of inspection then they will instigate the relevant procedures to ensure appropriate resources are mobilised to make the defect safe.

### 8.4 Priority 2 to 5

8.4.1 These defects are those which are deemed not to represent an immediate or imminent hazard and which can be repaired within longer timescales. Priority 2 to 5 defects are categorised according to priority with response times defined within Table 6.

## 9. Defect Risk Assessment

9.1 The principles of a system of defect risk assessment for application to safety inspections are set out below. Any item that meets the investigatory level is to be assessed using the risk assessment matrix in table 5

### 9.2 Risk Factor

9.2.1 The risk factor for a particular risk is

Risk Factor = Likelihood score x Consequence score.

- **Likelihood of Event Occurring** is the inspector's assessment of likelihood of the defect **to pose a risk or serious inconvenience to users of the network or the wider community and to arrange for their remedy.** It

follows an assessment of the road Hierarchy and the location of the defect within the road.

- **Consequence of Event Occurring** – The impact/severity is quantified by assessing the extent of damage likely to be caused should the risk be realised. The main consideration of impact/severity is the magnitude or dimension of the defect. However, other variables such as road speed may also affect the likely impact, its location to vulnerable users and other hazards within the immediate environment

9.2.2 It is this Risk Factor that identifies the overall risk rating and consequently the appropriateness of the speed of response to remedy the defect.

9.2.3 Having identified a particular risk, assessed its likely impact and probability and calculated the risk factor, the priority and the timescale to rectify the defect is allocated to it.

9.2.3 The risk assessment matrix detailed below will be the prime document used by the Highway Inspectors during the course of their inspections. The matrix will be used to assess the risk associated with the defect and the appropriate response.

**Table 5 – Risk Matrix**

		Consequence			
		Low (1)	Medium (2)	High (3)	V High (4)
Likelihood	Low (1)	1	2	3	4
	Medium (2)	2	4	6	8
	High (3)	3	6	9	12
	V High (4)	4	8	12	16

**Table 6 Priority Responses**

Priority	Response Period	Scores
P1	2 hours	16
P2	24 Hours	8-15
P3	14 days Calendar	5-7
P4	28 days Calendar	2-4
P5	As Programmed	1

### 9.3 Inspector Discretion

9.3.1 Inspectors may use discretion in arranging and prioritising repairs where the defects identified combined with additional factors represent either an existing or potential future hazard.

9.3.2 The inspector in his final assessment of the risk takes account of other on site local factors. Local factors may include the close proximity of a school, hospital or other establishment which attracts increased activity. The location of the defect relative to other features such as junctions and bends, proximity to other defects are to be taken in to account. The final on site risk assessment by the inspector allows the appropriate response to be applied.

## **9.4 Minor Defects**

9.4.1 It is recognised that on any highway network, a multitude of minor defects will exist which do not pose any risk and do not meet the Investigatory Level and may result in no action being taken.

## **10. Enquiries**

10.1 Enquiries will be dealt with in accordance with each individual Highway Authority as set out in their highway safety inspection policy

## **11. Training**

11.1 It is recommended that all staff that are employed to undertake Safety Inspections are trained to Highway Safety Inspection Qualification City and Guilds 6033 – Units 301 and 311 or equivalent and lasts 5-years.

11.2 It is also recommended that any new highway inspector shadows a colleague within the inspection team for a period of time prior to being formally authorised and documented to undertake inspections.

11.3 Induction training will be undertaken for any new employees.

11.4 All highways inspectors will be subject to the authority's performance management & skills development process which should be a documented

11.5 Each team member is provided with this framework.

11.6 Regular Team Meetings and Tool Box Talks will be undertaken to discuss issues in relation to the inspection process therefore allowing it to be continually reviewed.

## **11.7 Competency**

11.7.1 Competence is the ability to perform activities to a recognised standard on a regular basis. It combines practical and thinking skills, knowledge and experience and will be enhanced by the following elements:

- Manager Introduction & Briefing
- Work shadowing;
- Highway related training modules contained within the City & Guilds training scheme; Units 301 and 311 or equivalent.
- On-site staff appraisals/work monitoring (line supervisor);
- Regular team meetings;
- Staff Development Reviews (Annually)
- Any other external courses of relevance to post
- Documents relating to relevant CoP

## **Consultees**

## **Appendix A**

Halton Borough Council

Knowsely Borough Council

Liverpool City Council

St Helens Borough Council

Wirral Borough Council

Sefton Borough Council

Warrington Borough Council

Lancashire County Council

**REPORT TO:** Environment & Urban Renewal Policy and Performance Board

**DATE:** 27<sup>th</sup> June 2018

**REPORTING OFFICER:** Strategic Director – Enterprise, Community and Resources

**PORTFOLIO:** Environmental Services, Physical Environment

**SUBJECT:** Fixed Penalty Notices

**WARD(S):** Borough-wide

## **1. PURPOSE OF REPORT**

- 1.1 To provide Members with details, and make proposals in respect of new Regulations relating to Fixed Penalty Notices for a range of environmental offences.

## **2. RECOMMENDED: That:**

- 1) Members receive and comment upon the report;**
- 2) Members endorse the proposed Fixed Penalty Notice amounts and discounts for early payment as set out in the report; and,**
- 3) A report be presented to the Executive Board recommending that;**
  - a. The Fixed Penalty Notice amount for offences relating to littering, graffiti, fly-posting and distribution of printed matter be retained at the default amount of £100;**
  - b. The Fixed Penalty Notice amount discounted for early payment be retained at the current amount of £75; and,**
  - c. The time period for early payment discount is approved as being within ten days.**

## **3. BACKGROUND**

- 3.1 Members are advised of two new Regulations that came into force on 1st April 2018. These Regulations provide local authorities with the ability to increase the Fixed Penalty Notice (FPN) amounts for a range of environmental offences and also give local authorities increased powers to tackle littering from a vehicle.

The Environmental Offences (Fixed Penalties) (England) Regulations 2017

- 3.2 The Environmental Offences (Fixed Penalties) (England) Regulations 2017 increase amounts payable for FPNs in respect of certain offences relating to the environment. They replace a number of regulations contained within the Environmental Offences (Fixed Penalties) (Miscellaneous Provisions) Regulations 2007.
- 3.3 The change in legislation means that local authorities can set the amount payable for some fixed penalty notices for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 to a maximum of £150 and a minimum of £50. From 1<sup>st</sup> April 2019 onwards, the maximum, amount stays at £150, however, the minimum amount increases to £65.
- 3.4 Members are advised that the new legislation sets a default level of £100 for offences relating to littering, graffiti, fly-posting and the distribution of printed matter. This means that should the Council not specify its FPN levels for these offences, the default penalty of £100 is automatically applied.
- 3.5 Proposals in respect of Halton's FPN amounts are contained in paragraph 4.2 of this report.

The Littering From Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018

- 3.6 These Regulations enable Councils (outside of London) to issue a 'civil penalty notice' to a person who is the keeper of a vehicle from which litter is thrown. This removes the need to identify precisely who threw the litter before you can take enforcement action however, in the first instance, Officers will always look to exhaust all lines of enquiry to positively identify the actual person responsible. Having the ability to issue a civil penalty to the keeper of a vehicle does provide a new tool for the Council to use to encourage the keeper of a vehicle to provide details of the individual responsible for littering if it was not them. A civil penalty is a civil fine which, unlike a Fixed Penalty Notice, does not carry the risk of a criminal prosecution.
- 3.7 Where a civil penalty is issued to the keeper of a vehicle but, before it is paid, evidence is established to either begin prosecution proceedings against another individual or issue a fixed penalty notice in lieu of prosecution in respect of the same offence, the vehicle keeper's liability to pay the civil penalty notice will be discharged.
- 3.8 If the penalty is not paid within the penalty payment period of 28 days, as defined in the regulations, it will double. The Council would then need to begin recovery proceedings for unpaid amounts as a civil debt or via county court order.

- 3.9 In order to encourage prompt payment, the Regulations also make provision for an early-payment discount to be offered if the penalty is paid within 14 days. Payment of this 'lesser amount' within 14 days discharges the person's liability to pay the full penalty amount. The 'lesser amount' must not be less than £50.
- 3.10 Before the Council can use these new powers it needs to set the civil penalty level. The amount of a penalty for littering from a vehicle will be the same as the amount specified by the authority for Fixed Penalty Notices for littering and this is covered in the following section of the report.

#### **4. SUPPORTING INFORMATION**

- 4.1 In setting FPN levels and discounted amounts for early payment, consideration must be given to the deterrent effect of different levels and also people's readiness to pay, together with the likely fines that would be imposed in the Magistrates' Court for non-payment. Fixed penalties that are too high for local conditions will be counter-productive, as they will lead to substantial non-payment rates, as will penalties that are higher than the likely fine in the event of non-payment.
- 4.2 The Council's current FPN level for the offences referred to in paragraph 3.4 is £80; which is the highest amount allowable under previous legislation. The new Regulations allow the Council to set this level at £150. However, it is being recommended that the Council continues with the default level of £100 set by the new legislation. It is considered that this level of increase on current rates is sufficient to send a strong deterrent message that environmental crime is wholly unacceptable and will not be tolerated in Halton. It will also allow the Council scope to review and increase the amount in future should even stronger deterrent messages be deemed necessary.
- 4.3 Legislation sets a standard FPN payment period of fourteen days. The Council has the discretion to offer a discount for early payment of an FPN. The Council has previously approved the time period for early payment discount as being within ten days. The amount payable for early payment of an FPN in Halton is £75. This is above the current legislation default level of £50. It is proposed that the Council continues with the £75 amount. It is considered that the increase in the FPN amount to £100 and the creation of a larger differential incentive for early payment could increase payment rates.
- 4.4 Members are asked to consider and endorse the proposed FPN and early payment amounts set out in paragraphs 4.2 and 4.3, and that, the discount period should continue as being 10 days from the point of an FPN being issued. Subject to Members endorsement of these proposals a report will be presented to Executive Board making recommendations on the same.



- 4.5 In considering the FPN amount that should be set for littering offences, Members' attention is drawn to the current FPN levels for dog fouling offences; which is £100 and which is the maximum amount allowable under legislation. Therefore, maintaining FPN levels for a range of environmental offences at the default level of £100 will ensure that a consistent level of penalty charge is applied to both littering and dog fouling offences.

## **5.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 5.1 As stated in the report, increasing the FPN amount could increase payment rates by creating a larger differential incentive for early payment. This could help avoid the considerable resource implications and costs involved in prosecuting individuals who fail to pay FPNs issued for environmental offences.

## **6.0 POLICY IMPLICATIONS**

- 6.1 Adopting the new provisions can be accommodated within existing Policy

## **7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **7.1 Children and Young People in Halton**

No direct impact.

### **7.2 Employment, Learning and Skills in Halton**

No direct impact.

### **7.3 A Healthy Halton**

By enhancing its ability to deter incidents of environmental crime through increased FPN amounts, and by making use of new powers to tackle those responsible, the Council will be making a positive contribution towards improving the local environment and the appearance of the borough, which shall in turn have an overall beneficial effect on health and wellbeing.

### **7.4 A Safer Halton**

Effective use of its regulatory powers will demonstrate that the Council is committed to dealing with environmental crime. The Council's efforts to improve environmental standards and reduce environmental crime will have a positive impact upon the Safer Halton Priority, and contribute towards the 'Cleaner, Greener, Safer' agenda.

**7.5 Halton's Urban Renewal**

No direct impact, but overall environmental benefits should make the borough a more attractive location for investment.

**8.0 RISK ANALYSIS**

8.1 Failure to make full use of legislative powers available to deal with environmental crime to help improve the local environment may lead to criticism of the Council, thereby damaging its reputation

**9.0 EQUALITY AND DIVERSITY ISSUES**

9.1 The Council aims to be consistent and even-handed in all regards. Taking enforcement action to deal with environmental crime is not intended to have either a positive or negative impact upon equality and diversity or apply differently to any particular group.

**10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

10.1 There are no background papers within the meaning of the Act.

<b>REPORT:</b>	Environment & Urban Renewal Policy & Performance Board
<b>DATE:</b>	27 June 2018
<b>REPORTING OFFICER:</b>	Strategic Director - Enterprise, Community & Resources
<b>PORTFOLIO:</b>	Transportation
<b>SUBJECT:</b>	Proposed Waiting Restriction Order – Holloway, Runcorn
<b>WARDS:</b>	Mersey

## 1.0 PURPOSE OF REPORT

1.1 To report on the outcome of a public consultation on the introduction of waiting restrictions along Holloway in Runcorn. Local residents and their ward Councillors originally raised the proposal in order to address rail commuter parking issues.

**2.0 RECOMMENDATION: That the proposal to introduce waiting restrictions on Holloway, Runcorn is not supported on the grounds of the public objections received.**

## 3.0 SUPPORTING INFORMATION

3.1 The Council, local MP, and local ward councillors have all received complaints about parking on the roads around Runcorn station. The primary cause of the issue is rail commuters parking on the adjacent roads, rather than using the station car parks.

3.2 Options to overcome the parking issues have been considered and have included:

- Double yellow line parking restrictions
- Residents permit scheme
- Waiting Restriction Order

3.3 Double yellow lines would restrict parking for everyone at all times and this is not desirable. Residents parking schemes were considered by this Policy & Performance Board in September 2009 and were discounted as an option (a summary of the current situation is included in Appendix B). There are currently no plans to introduce Residents Only Parking schemes within Halton. A Waiting Restriction Order under the Road Traffic Regulation Act 1984 was therefore considered to be the most appropriate option.

3.4 The proposal to prohibit parking for an hour on each side of Holloway during the working week (Monday – Friday) (Appendix A) was advertised on 22<sup>nd</sup> February 2018, with a four week consultation period ending on 23<sup>rd</sup> March 2018.

3.5 The consultation consisted of an advert in the local newspaper and letters were delivered to the properties fronting the areas to be affected by the proposed restrictions. During the consultation period 17 objections were received from residents. The objections are summarised below, but the general view is that the proposal of

prohibiting parking for an hour on each side of Holloway during the working week (Monday – Friday) is not workable due to the necessity for residents to move their own vehicles during the day to avoid the waiting restrictions.

3.6 As specific objections contained personal data they are not included in this report. A summary of objections is as follows:

- Some residents are shift workers and therefore they could be sleeping when the car needs moving
- Problem due to commuters avoiding the parking; can Virgin trains not reduce charges?
- What happens if someone is away on holiday, in hospital, unwell, car sharing, walking to work, etc. and they cannot move their car?
- The mobility impaired feel they cannot safely cross the road, especially during periods of icy weather
- The proposal will devalue properties
- Residents parking is required or exempt residents from the restrictions
- Insurance premiums could increase by not being able to park outside their homes
- Previously suggested and rejected at residents meeting
- None of the houses have off street parking
- Lack of enforcement for existing restrictions
- Limited alternative parking in the area
- Delamere Place residents do not use their off street parking areas, exacerbating the problems
- Cost of scheme, when residents previously told schemes could not be implemented due to cost; what has changed?

3.7 In view of the objections received, the conclusion is that the restrictions should not be implemented, as although they would prevent commuter parking in the area, they would also have a disproportionate impact on local residents.

#### **4.0 POLICY IMPLICATIONS**

4.1 There are no direct social inclusion, sustainability, value for money, legal or crime and disorder implications resulting from this report.

#### **5.0 FINANCIAL IMPLICATIONS**

5.1 There are currently no financial implications resulting from this report.

#### **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES.**

##### **6.1 Children & Young People in Halton**

There are no direct implications on the Council's 'Children & Young People in Halton' priority.

##### **6.2 Employment, Learning & Skills in Halton**

There are no direct implications on the Council's 'Employment, Learning & Skills in Halton' priority.

**6.3 A Healthy Halton**

There are no direct implications on the Council's 'A Healthy Halton' priority.

**6.4 A Safer Halton**

There are no direct implications on the Council's 'A Safer Halton' priority.

**6.5 Halton's Urban Renewal**

There are no direct implications on the Council's 'Halton's Urban Renewal'.

**7.0 RISK ANALYSIS**

7.1 There is a variable and uncertain road safety risk associated with not introducing these proposed waiting restrictions. The degree of risk relates to potential obstruction of the highway, desire lines and sight lines at this location.

**8.0 EQUALITY & DIVERSITY ISSUES**

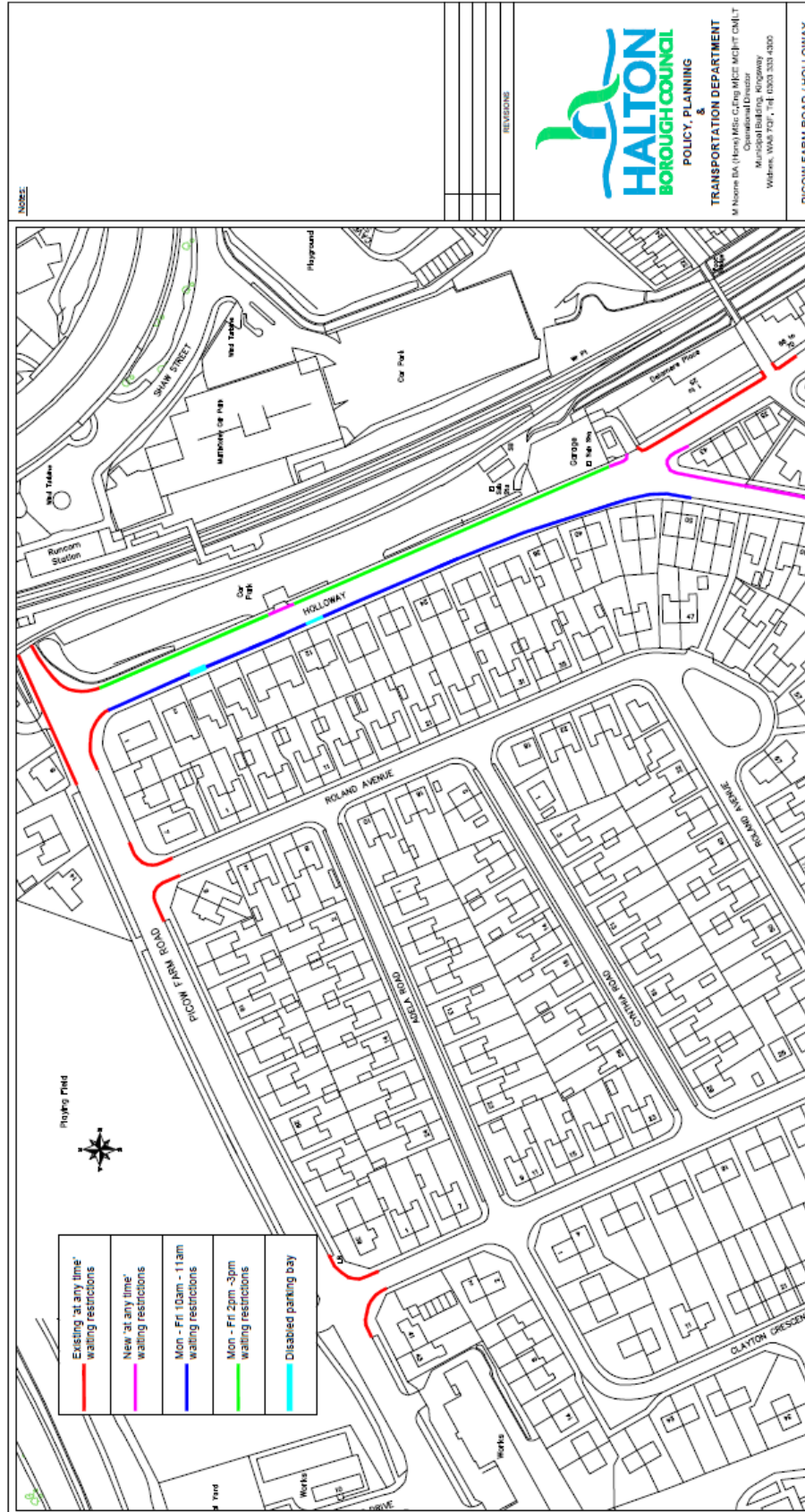
8.1 There are no direct equality and diversity issues associated with this report.

**9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

9.1 Report to Urban Renewal Policy & Performance Board on 16 September 2009

APPENDIX A

Details of Proposed Orders:



## Residents Only Parking Summary

### Parking in Halton – Practical Considerations (March 2009)

The increasing numbers of vehicles on our roads is creating more and more pressure on parking space on the highway. The problems are at their worst adjacent to schools, shops, transport hubs and other key destinations, but there is also a growing problem within residential areas, partly due to multiple car ownership in some households. In other towns and cities where there is pressure on parking space in residential areas this has been compounded by commuter or shopping parking, but these situations are rare in Halton being limited to the areas around Runcorn and Widnes North (Farnworth) rail stations. In Victoria Avenue (Widnes North rail station), where most residents have off-road parking facilities, the problem has been largely solved by the use of parking restrictions.

Parking on Halton's roads is free and open to all highway users on an equal basis, provided their vehicles are street legal. It is an uncomfortable truth that nobody has an absolute right to expect to park on the highway directly outside or even near their own home. Owning and running a car is a lifestyle choice that residents make and, therefore, it is their responsibility to ensure they can legally park their vehicle when not in use. The highway is for the passing and re-passing of traffic and not for parking.

In Halton, there is no charge levied for the use of the limited number of Council owned car parks and thus there is no income from these facilities: indeed they are a financial liability to the Council, due to their ongoing maintenance costs. Most parking provision associated with the town centre and supermarket shopping is in private ownership and again carries no charge, currently. However, there is charging by the owners of car parks at some locations such as the hospital and at Runcorn mainline railway station. It should be noted, however, that the Council has commissioned parking studies in Runcorn and Widnes Town Centres and in Halton Lea.

Enforcement of on-highway parking restrictions is the responsibility of Cheshire Police.

### Civil Parking Enforcement

Cheshire Police have been consulted to ascertain if they would be prepared to enforce a Residents Only Parking (ROPS) scheme in Halton, if one were introduced. This request has been declined as the Police have indicated that the "Force's position on residents only parking is that it is solely a local authority issue....." Extensive internet research and contact with other local authorities confirms that this Force's view is consistent with those of other Forces in the country. The Police were also not prepared to enforce ROPS, even if the funding was provided by the Council to enable officers to work overtime.

Using powers introduced by the Road Traffic Act 2004, it would be possible for Halton to take on responsibility for enforcing on-street parking restrictions instead of the Police, including any ROPS. These Civil Parking Enforcement (CPE) powers would mean that the majority of parking offences, including parking on yellow lines and misusing disabled person parking bays, would no longer be criminal offences. A total of 247 local authorities have taken on CPE powers to March 2009, freeing some Police resources to tackle more serious crime.

Should Halton subsequently decide to adopt CPE powers it would be able to keep the income from any parking tickets issued under the initiative. This income would then have to be used to cover all operational costs including funding parking attendants (called Civil Enforcement Officers), who would replace police staff for enforcement, and also the management and administrative systems associated with collecting fines and pursuing defaulters. The operational costs would be dependent on the areas covered and the times of operation. If the income from any parking charges issued did not cover operational costs, any shortfall

would have to be met from other Council resources. It follows that there is a direct relationship between the number of parking tickets issued and the level of parking enforcement that could be resourced.

Previous requirements for CPE to be self-financing were lifted by the Road Traffic Act 2004, but any extra income after the costs of administration and enforcement have been deducted must be used specifically for improving local transport. This includes improving parking, traffic management, better public transport and facilities for pedestrians or cyclists.

As indicated above, there is no charging regime in place either 'on street' or in the limited number of 'off street' car parks, which are operated by the Council. Therefore the Council has no parking income against which it could offset the cost of a ROPS within a CPE regime.

## **Residents Only Parking Schemes**

Within Halton, there have been intermittent requests over the years for ROPS to be introduced in individual streets in the Borough; usually triggered by residents being unable to park immediately outside their homes. However, even taking into consideration the town centres and other areas subject to high levels of often transitory demand for parking space, it is clear that the area around Runcorn mainline rail station is the one most under pressure, with Holloway being the main focus of attention. This is due to the 'on-street' parking by rail users, who wish to avoid paying the daily parking charges at the station's car parks and the practical difficulties facing householders in constructing 'off- road' parking, due to the height of their front gardens relative to the carriageway of Holloway.

The situation has been much worse over the past few months as construction of a new multi-storey car park at the station required the temporary closure of the main car park. A large proportion of the usual parking demand was displaced onto the surrounding streets and following the opening of the multi storey car park, drivers are now reluctant to pay for parking. Instead, they are continuing to park in surrounding roads, wherever possible, with some leaving cars outside resident's homes for days on end.

Many of Holloway's residents see the introduction of ROPS as a simple solution provided that the restrictions are enforced robustly. However, based on the reported experiences of other local authorities available via the internet, such schemes have a number of associated problems and impacts that must be considered:

- Permits to park would only be supplied to residents and essential visitors, at a cost, and would be vehicle-specific. When a vehicle is changed, a new licence would have to be issued indicating the correct registration number, as permits would not be transferable. In addition, licences could not be provided for relatives or friends, due to the limited road space available. The whole process would therefore require a high degree of administrative support;
- Parking would still be on a first come, first served basis between permit holders, as a permit would neither reserve a specific space nor guarantee a space within the designated parking zone;
- Parking problems can merely be displaced into adjoining areas, requiring the ROP scheme to be extended further to protect a wider area of residential properties;
- Casual visitors would not be allowed to park in the area, though essential visitors such as carers could be provided with licences if arranged in advance, though such arrangements would have to be fairly rigid to avoid abuse;
- Introduction of ROPS requires the Council to take responsibility for the safe siting of parking spaces to ensure that access can be maintained. Therefore, amongst other things, consideration



would have to be given to the access requirements for ambulances and fire vehicles, meaning that for many terraced or estate roads, parking could only be permitted on one side of the road, due to the width needed for 'official' parking places. This could lead to ROPS reducing parking capacity and causing a worsening of the parking problems; and

- Due to Cheshire Police's refusal to enforce ROPS, any scheme in Halton could only operate under the umbrella of a wider CPE regime. As indicated above, the cost implications and enforcement advantages of Halton adopting CPE powers are currently in the process of being evaluated, but given the potential cost implications to the Council, it is likely that the cost of implementing, administrating and enforcing a ROPS would have to be borne by the holders of the parking permits.

### **CONCLUSION**

It can be seen from the above that the Council's ability to introduce Residents Only Parking Schemes within the Borough is dependent on the viability of it adopting Civil Parking Enforcement powers. However, notwithstanding this fundamental issue, there remains a substantial number of disadvantages to agreeing to the introduction of Residents Only Parking Schemes within the Borough associated with: inflexibility in the provision of licenses and parking spaces; inability to guarantee parking spaces for individual residents; inconvenience to residents and visitors; displacement of parking problems; potential reductions in the availability of parking space; and costs. It is therefore considered inappropriate to introduce Residents Only Parking Schemes in the Borough at this time.