

## APPENDIX 1

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

#### EXECUTIVE BOARD MEETING HELD ON 15<sup>th</sup> NOVEMBER

##### PHYSICAL ENVIRONMENT PORTFOLIO

###### EXB56 COMMUNITY SHOP

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided an update following the appraisal options for the introduction of a Community Shop.

At its meeting on 20 September 2018, the Board had considered a report which set out a number of options to progress the delivery of a Community Shop in Halton. It was noted that since the previous report, there had been key developments on two of the options, and details of these were set out in the report for Members' information.

It was reported that following consultation and close working with Community Shop, the most viable option to achieve a Community Shop in the Borough would be to progress the Onward Homes Priory House office site. The Board was advised that the level of capital funding to deliver the project was reduced compared to other options, and there was an increased opportunity for the project to be secured within the desired timescales.

RESOLVED: That

- 1) Executive Board approve that the Council progresses the option of working with Community Shop, and other partners, to deliver a Community Shop at Onward Homes Priory House Office (the Onward Homes Option);
- 2) Council be recommended to approve an amendment to the Capital Programme and a £50k capital allocation be approved to provide a contribution towards the costs involved in

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- developing a Community Shop in Halton; and
- 3) the Strategic Director, Enterprise, Community and Resources, be authorised, in consultation with the Physical Environment Portfolio holder, to take all such actions and to make any decisions necessary in order to progress the Onward Homes Option.

#### EXB57 RUNCORN STATION QUARTER

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided an update on the Runcorn Station Quarter and Masterplan.

The Board was advised that the aim of the Masterplan and accompanying delivery strategy was to enable the regeneration of the Runcorn Station Quarter area. Recognising the importance of a rejuvenated Runcorn Station, the Masterplan also took account of the forthcoming HS2 and West Coast Mainline improvements. It was reported that in developing the Masterplan, key stakeholders had been advised of the emerging proposals and that responses to date had been extremely positive.

Members noted that there were some guiding principles around the redevelopment of the Station Quarter which had informed the production of the Masterplan document. These were detailed in the report. The Masterplan also presented options for the incremental and phased development of the area as well as some catalyst stages which would unlock further opportunities within the Station Quarter and beyond.

**RESOLVED:** That

- 1) the Runcorn Station Quarter Masterplan Guiding Principles methodology and approach, as outlined in sections 3.10 to 3.12 of the report, be approved and adopted;
- 2) the Board formally endorses the preferred road scheme for the Station Quarter as outlined in the recent planning application (October 2018), and as set out in paragraph 3.15 of the report; and

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- 3) a further report be brought to the Board, following the completion of the exercise to identify a development partner.

## **EXECUTIVE BOARD MINUTES – HELD ON 13<sup>TH</sup> DECEMBER 2018**

### **PHYSICAL ENVIRONMENT PORTFOLIO**

#### **EXB70 BUILDING CONTROL JOINT SERVICE - KEY DECISION**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on a Joint Building Control Service.

It was reported that a Collaboration Agreement had been in place between Halton and Knowsley Councils since July 2015, with the aim of exploring the potential for a shared Building Control service. In January 2018, the Leaders and Chief Executives of both Councils, endorsed the undertaking of work to examine the potential establishment of a Regulation 12 company, as detailed in the report, on the basis that the Company would be jointly and equally owned by both Councils.

The Board was advised that in order to complete the work, approval was required to formalise an interim shared service agreement until 31 March 2020 with Halton, for the provision of Building Control services.

#### Reason(s) for Decision

The Building Control Service required sufficient resource and capacity to continue to provide high quality advice to residents, developers and investors. Following the departure of all Building Control Officers in November 2017, temporary arrangements had been in place to provide service continuity. The reason for the decision was to place the Service on a sustainable footing for future service delivery.

#### Alternative Options Considered and Rejected

Do nothing – The current temporary arrangements (the use of an agency member of staff) were not cost effective, nor efficient, and the current team lacked capacity to offer a high quality service and generate income.

Outsourcing – A higher quality, more cost effective service could be offered through a joint shared service. An in-house service was far more responsive in terms of support for public services (for example, public safety at events) and did not rely upon commercial contracts as the basis for delivery. The preferred approach retained local control over service delivery.

Implementation Date

1 January 2019.

RESOLVED: That

- 1) a shared service arrangement for Building Control services for Halton and Knowsley Councils be approved on the basis set out in the report and with a joint structure to be hosted by Knowsley Council for a period until March 2020;
- 2) the Strategic Director, Enterprise, Community and Resources be authorised to execute all relevant documentation required for the establishment of a shared service agreement for Building Control services for Knowsley and Halton Council, as set out in the report; and
- 3) the proposal to explore the establishment of a Building Control Regulation 12 company be endorsed, which would be the subject of a future report to Executive Board.

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EXB71 A STRATEGY FOR HALTON'S TREES AND WOODLANDS

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the adoption of a policy for Halton's Trees and Woodlands.

In March 2016, the Environment and Urban Renewal Policy and Performance Board considered a report of the Tree and Woodlands Working Group which had proposed the development of a Tree Strategy for Halton. Attached to the report at Appendix 1, was a proposed Strategy which followed the principles developed by the Member-led Tree

and Woodland Working Group, as detailed in the report.

The Board was advised that the intention of the Strategy was to clearly articulate how the Council managed its trees and woodlands and help to identify priorities for its work programme.

**RESOLVED:** That Executive Board adopt the document '*A Strategy for Halton's Trees and Woodlands*', attached to the report at Appendix 1, as the Council's policy with regards to the management of its trees and woodland assets.

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#### EXB72 MASTERPLAN STRATEGY FOR IMPROVEMENTS AT TOWN PARK, RUNCORN

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on a proposed Masterplan Strategy for improvements to Town Park, Runcorn.

The Board was advised that Town Park was created as an integral part of the original Runcorn New Town development. The Park currently fulfilled the original concept as a substantial continuous open space central to the New Town character and retained many features of the original layout and design.

It was reported that the aim of the Town Park Masterplan was to preserve a strong landscape identity for the future as well as to provide a setting for sustainable leisure and recreational needs for Halton residents. A key element of the proposals were noted as being the development of three visitor/ activity hubs, as detailed in the report. The Masterplan approach allowed for the proposed infrastructure improvements to the wider park area and hub facilities to be undertaken either separately or in combination with each other.

**RESOLVED:** That the Board

- 1) approves the Masterplan; and

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- 2) gives delegated authority to the Strategic Director, Enterprise, Community and Resources, in consultation with the Executive Board Member for Physical Environment, to progress the Town Park project and prepare all necessary information for suitable grant applications.

**EXB73 STATEMENT OF COMMUNITY INVOLVEMENT (SCI) LOCAL PLAN DOCUMENT**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval to publish the Statement of Community involvement (SCI) Local Development Document.

The Board was advised that the SCI document set out how councils would engage with local communities and other interested parties in producing their Local Plan and determining planning applications. It was reported that the Council's first SCI was adopted in 2007, revised in 2013, and was now being updated due to legislative changes in the way that planning documents were prepared.

It was noted that at its meeting on 14 November 2018, the Environment and Urban Renewal Policy and Performance Board had considered the document and recommended that it be adopted by the Executive Board for public consultation. A final version of the SCI would then be presented to the Board for formal adoption by the Council.

**RESOLVED:** That the draft Statement of Community Involvement, attached to the report at Appendix A, be approved for the purposes of a six week public consultation.

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**EXB74 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 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.

## **TRANSPORTATION PORTFOLIO**

### **EXB75 STREET LIGHTING CONTRACT – KEY DECISION**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the Street Lighting Maintenance Contract for the Borough.

It was reported that the current contractor had given notice that they would not extend the existing contract, which ended on 24 November 2018. Therefore, it was necessary to procure an alternative provider to ensure service continuity and to comply with the Council's legal duty to deal with damaged and dangerous equipment on the highway.

#### Reason(s) For Decision

It was necessary to take this decision at this stage in order to ensure continuity for this important service. It was unlikely that the Council would be able to reach a satisfactory

conclusion with the existing contract and therefore, a new arrangement was necessary.

#### Alternative Options Considered and Rejected

Two alternative arrangements had been considered. One to remain with the existing contractor, which had been rejected for the reasons outlined in the report. The second was to go out to a full tender exercise, which had been rejected for the following reasons:

- The need for continuity of service;
- The time and resources it would take; and
- The fact that a recently tendered contract existed that the Council could utilise.

#### Implementation Date

This would be determined by the Strategic Director, Enterprise, Community and Resources, in consultation with the Transportation Portfolio Holder, following the process outlined in the report.

**RESOLVED:** That the Strategic Director, Enterprise, Community and Resources, be authorised, in consultation with the Portfolio Holder for Transportation, to take the necessary actions to ensure value for money through an appropriate procurement route for the Council.

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## **PHYSICAL ENVIRONMENT PORTFOLIO**

### **EXB76 3MG HBC FIELD**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which updated Members on the disposal of part of HBC Field.

It was reported that the Chief Executive had used his delegated powers, in consultation with the Leader and the Portfolio Holders for Physical Environment, Transportation and Resources, as detailed in the report.

**RESOLVED:** That Executive Board endorses the use of delegated powers by the Chief Executive.

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## **EXECUTIVE BOARD MINUTES – HELD ON 17<sup>th</sup> JANUARY 2019**

### **PHYSICAL ENVIRONMENT PORTFOLIO**

#### **EXB79 HALTON HOUSING TRUST (HHT) ANNUAL REPORT**

The Board received the annual report of Halton Housing Trust (HHT), which provided an update on progress in the past twelve months.

A verbal update was provided for the Board by Nick Atkin, Chief Executive of HHT, and Ingrid Fife, Chair of HHT Board. They reported on progress to date in delivering some key achievements, partnerships and strategic priorities.

The Board noted some of the key organisational achievements which included continued investment to improve homes and neighbourhoods; completion of the construction of new homes; secured funding to deliver a growth strategy to build an additional 1,200 homes for rent, shared ownership or sale over the next five years; achieved 88% of all customer generated transactions delivered through on-line self-serve routes; and retained the highest possible regulatory rating. It was noted that the roll out of Universal Credit and Welfare Reform in general, continued to be one of the most significant risks for the Trust. The Digital First Programme had freed up resources to focus on debt recovery and provided support to those customers who were most vulnerable.

Members had the opportunity to ask questions and clarify information contained in the presentation before Mr Atkin and Ms Fife were thanked for attending. As this was the final meeting which Mr Atkin would attend, the Board wished him well in his new position at Yorkshire Housing.

**RESOLVED:** That the progress report be noted.

#### **EXB86 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 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 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.

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### **EXB87 THE HIVE LEISURE COMPLEX - KEY DECISION**

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

The report set out details of a proposal to develop and invest in the site for Members' consideration.

#### Reason(s) for Decision

To consider the proposal set out in the report.

#### Alternative Options Considered and Rejected

There were effectively four options available to the Council

in relation to The Hive development, as detailed in the report.

Implementation Date

January 2019.

RESOLVED: That, having considered all of the options set out in the report, the Board decline the proposal.

Chief Executive

**EXB88 RUNCORN STATION QUARTER - APPOINTMENT OF PREFERRED DEVELOPMENT PARTNER**

The Board considered a report of the Strategic Director, Enterprise, Community and Development on the appointment of the preferred Development Partner for the Runcorn Station Quarter Masterplan.

In November 2018, the Board approved a Runcorn Station Quarter Masterplan with an accompanying Delivery Strategy. It was proposed that a private sector developer be appointed to increase capacity and support to the Council, so as to take forward the development as quickly as possible.

The report set out details of the process undertaken to identify a suitable Development Partner, following advice and guidance from the Council's Procurement Team.

RESOLVED: That

- 1) Members approve the appointment of the preferred Development Partner, as outlined in section 3.8 of the report; and
- 2) the completion of the final terms of a contract to appoint a developer, is delegated to the Operational Director, Legal and Democratic Services and the Operational Director, Economy, Enterprise and Property, in consultation with the Portfolio Holder for Physical Environment.

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