

Public Document Pack



Environment and Urban Renewal Policy and Performance Board

Wednesday, 23 June 2021 6.30 p.m.
Council Chamber - Town Hall, Runcorn

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 Angela Ball	Labour
Councillor Dave Cargill	Labour
Councillor Andrew Dyer	Green Party
Councillor Robert Gilligan	Labour
Councillor Stan Hill	Labour
Councillor Harry Howard	Labour
Councillor Geoffrey Logan	Labour
Councillor Tony McDermott	Labour
Councillor Tom Stretch	Labour

Please contact Gill Ferguson on 0151 511 8059 or e-mail gill.ferguson@halton.gov.uk for further information.

The next meeting of the Board is on Wednesday, 22 September 2021

**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, 24 February 2021 held remotely

Present: Councillors Woolfall (Chair), Fry (Vice-Chair), Gilligan, Howard, A. Lowe, Nolan, Joe Roberts, Rowe, Sinnott and Teeling

Apologies for Absence: None

Absence declared on Council business: None

Officers present: G. Ferguson, T. Gibbs, J. Farmer and A. Plant

Also in attendance: One member of the press

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

	<i>Action</i>
<p>EUR21 MINUTES</p> <p>The Minutes of the meeting held on 9 December 2020 having been circulated were signed as a correct record.</p>	
<p>EUR22 PUBLIC QUESTION TIME</p> <p>It was confirmed that no public questions had been received.</p>	
<p>EUR23 EXECUTIVE BOARD MINUTES</p> <p>The Board considered the Minutes of the meetings of the Executive Board relevant to the Environment and Urban Renewal Policy and Performance Board.</p> <p>RESOLVED: That the Minutes be received.</p>	
<p>EUR24 PROBLEM PAVEMENT PARKING</p> <p>The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided an update on the progress of the Working Party (WP), which was established to review the current position and issues associated with pavement parking in Halton. The WP had met virtually on 3 February and considered</p>	

legislative framework for parking enforcement and tackling highway obstruction. The WP also debated the merits and likely consequences of the DfT consultation, before moving on to discuss the areas of the Borough where pavement parking problems had been reported.

It was noted that the WP had considered:

- parking on grassed verges were properties had driveways. The WP agreed this was an area for scrutiny and had potential for a new policy to prevent parking on verges where damage was occurring;
- enforcement of parking issues. It was felt that the viability and vitality of town centres continued to be supported through free parking. The strong collaboration with the local Policing teams should be continued and targeted action taken where parking was considered dangerous or causing an obstruction of the pavement or highway; and
- Town Planning policies and the changes to the National Planning Policy Framework. It was agreed that the Development Control Committee remained the body for assessing the parking requirements for new developments and the impact on the surrounding area.

The WP agreed an action plan to cover the following:

- recommend the Board endorse a decision not to seek CPE powers at the present time;
- draft a letter to the Police and Crime Commissioner requesting their continued support in taking targeted enforcement action where pavement parking presents an ongoing problem; and
- produce a draft policy to tackle parking on the Council's verges.

RESOLVED: That the Board notes the update and endorses the recommendations set out in the report.

EUR25 ACTIVE TRAVEL SCHEMES UPDATE

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which set out an update on the following two active travel schemes within the Local Cycling and Walking Infrastructure Plan (LCWIP):

LCWIP Phase 2 – Runcorn to Daresbury

Would provide a dedicated cycle route connecting Runcorn

to Sci-Tech Daresbury. The final design of the route would be consulted upon during March 21. The draft consultation leaflet and route map was detailed in Appendix 1.

LCWIP Phase 3 – Runcorn Busway (Halton Lea to Murdishaw)

Funding recently allocated to and received by the Liverpool City Region from the Department for Transport (DfT) for 'active travel'. Halton's allocation would allow the busway cycle route between Halton Lea and Murdishaw to become permanent. This was an important link and essentially formed a second project that eventually aimed to see the whole busway transformed into an active travel corridor. Halton had initially been awarded £2.2m of the £7.896m to make the temporary Active Travel Corridor permanent. Consultation had begun on 18 January 2021 and would close on 22 February 2021. A map of the route was detailed in Appendix 2.

RESOLVED: That the Board endorses the two schemes and recognises the important of consultation in measuring project success.

EUR26 ENVIRONMENT FUND UPDATE

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided an update on the expenditure of the Environmental Fund. Planning permission for the Runcorn Energy from Waste (EfW) Plant was granted in September 2008. The Plant was subject to a legal agreement entered into under Section 106 of the Town and Country Planning Act 1990. The legal agreement contained a provision that the owner of the Plant agreed to pay the Council an annual lump sum payment for every tonne of fuel received and processed.

The Fund had been in operation since 2015 and over that period had generated £3,471,740. Consequently, a number of projects had been funded and implemented and these were set out in Appendix 1.

Arising from the discussion it was agreed that a breakdown of the Environmental Fund spend for each Ward would be provided to Board Members. It was also suggested that where the Fund had been used to support local projects, appropriate signage could be used to advise that the improvements had been supported by the Fund. It was agreed that this would be looked into.

RESOLVED: That the wide range of projects that had benefitted from the fund as set out in Appendix 1 be noted.

EUR27 IMPLICATIONS OF THE ENVIRONMENT BILL

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided an overview of the forthcoming Environment Bill and its implications for planning and regeneration. The Environment Bill sets out the new environmental governance framework as the UK leaves the EU. The implications of the Bill for the planning system were as follows:

- The requirement for all development to achieve a minimum of 10% Biodiversity Net Gain; and
- The update of the NERC Biodiversity duty on all public bodies to both conserve and enhance biodiversity.

The Bill was currently at the reporting stage of its passage through the House of Commons was expected to gain Royal Assent in Spring 2021. It was currently unclear what requirements there would be on local authorities to implement biodiversity net gain during the transition period.

RESOLVED: That

1. the likely implications of the Environment Bill be noted; and
2. a further report be submitted to the Board when the detail of the transition arrangements and secondary legislation was available.

EUR28 PERFORMANCE MANAGEMENT REPORTS FOR QUARTER 2 OF 2020/21

The Board received a report from the Strategic Director, Enterprise, Community and Resources, which presented the Performance Monitoring Reports for Quarter 2 of 2020/21.

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.

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

At the conclusion of the meeting the Chair thanked Councillors Joe Roberts, Sinnott and Rowe for their contribution to the Board and wished them well for the future.

Meeting ended at 7.10 p.m.

REPORT TO: Environment and Urban Renewal Policy & Performance Board

DATE: 23rd June 2021

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 Chair 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: 23rd June 2021

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 25th FEBRUARY 2021

ENVIRONMENTAL SERVICES PORTFOLIO

EXB71 HALTON SMART MICRO GRID

The Board considered a report from the Chief Executive, which presented the proposals for the development of a smart micro grid that would seek to decarbonise Council buildings, electricity, heating and transport, via the culmination of several technologies.

It was noted that the Council completed construction of a 1MW Solar Farm connected by private wire to the DCBL Stadium on the former St Michael's Golf Course in September 2020. Following completion of the project further feasibility work had been undertaken to see if there was scope to extend the Solar Farm and create a micro grid connecting other Council buildings.

The report provided details of the key features of the feasibility study and the provisional costings of the schemes discussed.

RESOLVED: That Executive Board agree

- 1) that a formal bid be made to the Strategic Investment Fund for 50% funding of the estimated total project costs (circa £4,971k);
- 2) that a bid of £60k be made to the Energy from Waste Environmental Fund to support pre development costs; and
- 3) subject to a successful Strategic Investment Fund Bid, a further report be brought to Executive Board setting out a detailed financial case to support the project.

Chief Executive

REPORT TO:	Environment and Urban Renewal Policy and Performance Board
DATE:	23 June 2021
REPORTING OFFICER:	Strategic Director – Enterprise, Community and Resources
PORTFOLIO:	Environment and Urban Renewal
SUBJECT:	Alternative Fuelled Vehicles and Infrastructure
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 This report provides an update to the Board on two projects relating to electric vehicles and the installation of electric vehicle charging points.
- 1.2 Project 1 - Residential Electric Charging Points, Residents living in certain types of property, such as flats, apartments and terraced housing, often have poor access to private, off-street parking and therefore experience inequality in terms of access to electric vehicle charging points. This report contains a proposal to partially remedy this inequality and remove a potential barrier to electric vehicle ownership.
- 1.3 Project 2 - Electric Taxi Project, There are 372 licenced taxis currently operating in Halton Borough. None of the current fleet are fully electric vehicles. A project to encourage local taxi drivers to successfully transition from fossil fuels to zero –emission electric vehicles is therefore advocated and outlined in this report.

2.0 RECOMMENDATION: That

- 2.1 **The Board endorses these projects and recognises their contribution to the climate change agenda, in particular reducing air pollution.**

3.0 SUPPORTING INFORMATION

- 3.1 In October 2019 Halton Borough Council approved a notice of motion, declaring a “Climate Emergency” in wider support of the LCRCA “Climate Emergency” declaration of May 2019. This Council agreed to support a number of actions to reduce Halton’s carbon emissions, one of which was; *“To help promote support from our communities for environmental change that will help reduce or eliminate carbon emissions and help raise public awareness”*.

3.2 In Autumn 2019 The Office of Zero Emission Vehicles (OZEV) invited applications for the Residential “On-Street” Charging Point fund. The focus of this particular fund was to reduce the barriers to electric vehicle ownership due to the lack of personal parking spaces. Officers identified a number of areas where car ownership was high, access to driveways was low. Halton submitted a successful application, and received £74,250.00 from the OZEV. The funding provided was 75% of the funds required and the remaining balance was contributed by the Highway Development budget. This funding supported 29 on-street “residential” Electric Charging Points, in the following areas;

- Routledge Street,
- Albert Road North,
- Egerton Street, Runcorn,
- Appleton Village,
- Halton Road, Runcorn

The scheme is operated by Connected Kerb, electric is charged at 25 pence per Kilowatt. In practical terms £10-£12 provides a full charge with a 200 mile range.

3.3 Project 1 - Halton Residential Electric Charging Points.

An expansion of the existing residential on-street electric vehicle charging network is proposed, by adding up to 120 additional charging points across Halton. As with the previous project, potentially a 75% contribution towards the capital cost may be funded by a successful application to OZEV. Extensive work has already identified a number of potential suitable locations in the Borough for the installation of charging points. The criteria currently used in prioritising suitable areas for these charging points includes:

- Property Type (Flat, Apartment, Terrace, Mews)
- Vehicle Ownership levels
- Proximity to a suitable electrical connection and sub stations

A list of the potential locations identified is in Appendix 1. The next stage of the project will be to consult with the communities identified. If the evidence generated from the consultation confirms and demonstrates a genuine community support for the proposal, an application would be prepared and submitted to OZEV. If that grant application is successful, a procurement exercise would select a provider for the supply, installation and management of the electric charging points.

3.4 Project 2 - Electric Taxi Project.

This is a project that would assist in meeting the objectives of the climate emergency declaration, plus reduce localised emissions from vehicles and support our local economy, in addition to this being an exemplar project within the Liverpool City Region. Halton has 372 vehicles registered as taxis. There are no fully electric powered taxis currently operating. It is proposed to work in partnership with the Taxi businesses in Halton to pilot a 4 year project. The target is to get 30 fully electric powered vehicles fully operating over the 4 year project timeline. The

project will consult with the taxi owner/drivers to transition over to electric vehicles. The project will support operators with a high exhaust emission vehicle by providing incentives to change to electric, such as:

- An amount of free electricity per month for a 24 month period,
- Free Licencing for 24 months,
- Free Testing for 24 months,
- 2 Rapid Chargers (1 Runcorn Station Quarter and 1 Widnes Town Centre)

4.0 POLICY IMPLICATIONS

4.1 Electric vehicles and charging infrastructure has seen an increasing profile due to key drivers such as tackling climate change, improving air quality, zero carbon emissions, and better health and wellbeing.

4.2 These projects offer an opportunity to extend the existing electric charging point network. Funding is available to install new infrastructure and to reduce inequality to access. The criteria currently used in prioritising areas for charging points including:

- Property Type (Flat, Apartment, Terrace, Mews)
- Vehicle Ownership levels
- Proximity to Electrical connections and sub stations

5.0 OTHER IMPLICATIONS

5.1 There are no other implications arising from the subject of this report.

6.0 RISK ANALYSIS

6.1 External funding for this project will be sought from the Environment Fund and the Office of Zero Emission Vehicles (OZEV). Financial risks arise from the need to meet conditions attached to any funding and the timescales for scheme delivery.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 There are no direct issues arising under the Public Sector Equality Duty.

7.2 The first of these two projects seeks to help reduce barriers to owning and charging an electric vehicle, either for personal or business use. The projects will provide sufficient infrastructure in areas of the Borough where private, off road parking is not available, often perceived as a barrier to electric vehicle ownership. There are no equality or diversity issues identified, relating to the second project that is to promote electric powered taxis in the Borough.

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

None under the meaning of the Act.

Appendix 1

All sites have been assessed via desktop survey and community consultation. Further scrutiny by a procured contractor would take place in the next 3 months.

Road	Ward
Sharp Street/Princes Street, Widnes	Central and Westbank
Bishops Way/Crow wood Place, Widnes	Halton View
Kings Street, Runcorn	Mersey & Weston
Factory Lane, Widnes	Farnworth
South side of Hough Green Road	Hough Green
Thomas Street, Widnes	Central and Westbank
Russell Court/Farnworth Street, Widnes	Farnworth
Hale Road, Widnes	Ditton, Hale Village & Halebank
Lacey Street, Widnes	Central and Westbank
Brindley / Ashridge/ Blantyre Street, Runcorn	Mersey and Weston
Mersey Road, Westbank, Widnes	Central and Westbank
Queens Avenue, Widnes	Bankfield
Top Locks Car Park, Runcorn	Mersey & Weston
St Austell/ Bodmin Cl/ Liskeard Cl.	Halton Lea
Picton Avenue/Wicksten/Grange Road	Bridgewater
Wharford Lane/ Biggleswade Drive, Sandymoor	Daresbury/Moore and Sandymoor
Dorrington Close	Norton North
Brindley Wharf/ Waterfront	Norton South and Preston Brook

REPORT TO:	Environment and Urban Renewal Policy and Performance Board
DATE:	23 June 2021
REPORTING OFFICER:	Strategic Director – Enterprise, Community and Resources
PORTFOLIO:	Environment and Urban Renewal
SUBJECT:	Pavement Licence Policy
WARDS:	Borough wide.

1.0 PURPOSE OF THE REPORT

- 1.1 To support economic recovery and encourage vibrant town centres, a policy is proposed to support Pavement Cafes, and the provisions of the Business and Planning Act 2020, which provides a time-limited alternative (expected to be until 2022) to the Pavement licences traditionally granted under Part 7A of the Highways Act 1980.
- 1.2 The policy guides those wishing to offer pavement café seating and table service. However, a balance must be struck to maintain the needs of other street users and ensure travel is unobstructed. Therefore, the policy requires a minimum of 1500mm free space between the furniture and the edge of the footpath.
- 1.3 It is important to note the grant of a pavement licence only permits the placing of furniture on the highway. Other regulatory frameworks still apply such as the need for alcohol licenses and the need to comply with registration requirements for food businesses.

2.0 RECOMMENDATION:

- 1) **That the Board endorses the draft policy in Appendix A for presentation to Executive Board.**

3.0 SUPPORTING INFORMATION

- 3.1 A pavement licence is a licence granted by the local authority which allows the licence-holder to place removable furniture over certain highways adjacent to the premises in relation to which the application was made, for certain purposes. This is a streamlined process to allow businesses to secure these licences in time for the summer and, where they are deemed to have been granted, allow these licences to remain in place for a year but not beyond 30 September 2021, or other date determined by legislation, which is expected to extend to 2022. Where a pavement licence is granted, clear access routes on the highway will

need to be maintained, taking into account the needs of all users, including disabled people.

- 3.2 A business which uses (or proposes to use) premises for the sale of food or drink for consumption (on or off the premises) can apply for a licence. Businesses that are eligible include: public houses, cafes, bars, restaurants, snack bars, coffee shops, and ice cream parlours including where such uses form an ancillary aspect of another use, for example supermarkets, or entertainment venues which sell food and drink.
- 3.3 A licence permits the business to use furniture placed on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises.
- 3.4 The furniture which may be used is:
- counters or stalls for selling or serving food or drink;
 - tables, counters or shelves on which food or drink can be placed;
 - chairs, benches or other forms of seating; and
 - umbrellas, barriers, heaters and other articles used in connection with the outdoor consumption of food or drink.

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

4.0 POLICY IMPLICATIONS

- 4.1 Pavement licences are traditionally granted primarily under Part 7A of the Highways Act 1980. The fee varies between local authorities. This new policy process provides a cheaper, easier and quicker way for businesses to obtain a licence. The fee for applying for a licence under the new process, is capped at £100 and the consultation period is 5 working days (excluding public holidays) starting the day after the application is sent electronically to the authority. It is currently a minimum of 28 calendar days under Part 7A. The fee for Halton is proposed to be £100 in line with adjacent local authorities.
- 4.2 If the local authority does not determine the application before the end of the determination period (which is 5 working days beginning with the first day after the end of the public consultation period, excluding public holidays), the licence is deemed to have been granted for a year (but not beyond 30 September 2021) and the business can place the proposed furniture such as tables and chairs within the area set out in the application for the purpose or purposes proposed.
- 4.3 The 2020 Act sets out two conditions which apply to pavement licences which are granted or deemed to be granted these are: a no-obstruction condition and a smoke-free seating condition. These apply only to licences granted under the Business and Planning Act 2020, not existing

licences permitted under Part 7A of the Highways Act 1980, or other relevant legislation.

- 4.4 If a condition imposed on a licence (either by the local authority) or nationally is breached, the local authority will be able to issue a notice requiring the breach to be remedied and the authority can take action to cover any costs.

5.0 FINANCIAL IMPLICATIONS

None

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 Regulatory control over the public realm ensures that the legitimate interests of businesses together with the need for safe passage of pedestrians (including those with mobility aids) can be balanced. The policy is therefore in accordance with all the Council's priorities for safe and sustainable places.

7.0 RISK ANALYSIS

The proposed policy is required to support the changes in legislation arising through the Business and Planning Act 2020.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 Local authorities need to have regard to the Public Sector Equality Duty, under the Equality Act 2010 when devising and implementing the new licensing regime, which includes the need to have due regard to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act. Any businesses which apply for a pavement licence will also need to have regard to their own duties under the Equality Act 2010, such as their duty under s.29 of the Act not to discriminate in providing their service.

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

None under the meaning of the Act.



Pavement Licence (Outdoor Seating) Policy and Procedure July 2021

1. Purpose and Objectives

- 1.1. The purpose of this policy is to support the legislative changes brought about by the Business and Planning Act 2020. This policy will be temporary until 30 September 2022, or such other date defined in legislation.
- 1.2. This policy document introduces a streamlined route for businesses such as cafes, restaurants and bars to secure a licence to place furniture on the highway until 30 September 2022. This will support them to operate safely while social distancing measures remain in place and will improve the viability of hospitality businesses and protect as many hospitality jobs as possible.

2. Background

- 2.1 Covid-19 lockdown restrictions on bars, restaurants, cafes and pubs have been lifted and these businesses are now able to open to the public. For such businesses social distancing will have considerable impact on the number of customers they can accommodate and consequently on business viability. Access to outdoor alfresco space may make the difference between them being able to operate profitably, or failing.
- 2.2 Whilst many hospitality businesses have private outdoor seating areas, many don't and therefore may need to utilise adjacent public areas, whether on footpaths, pedestrianised streets, parking areas or other amenity spaces. For many years the use of land for commercial alfresco activities has been subject to complex and layered regulatory processes. Previously, for seating on an existing pedestrian area up to three separate permissions would have been required: Highways, Planning, and Licencing consents as follows:

Pavement Licences (Highways)

Businesses selling food and drink such as cafes, pubs and restaurants can apply to the local council for a "pavement licence" allowing them to put furniture on pedestrian parts of the public highway for their customers. Halton Borough Council has a policy around such pavement licences called the 'Pavement Cafe Policy' containing local conditions and guidelines.

Appendix A

Planning Permission -

In some instances the use of land as an alfresco seating area may constitute a material change of use. Enquirers generally need to contact Planning Services to determine whether a specific planning permission is needed. A planning application is likely to take circa 8 weeks to be determined.

Alcohol Licences –

Currently many restaurants, bars and pubs will only have a licence to serve alcohol on the premises. Under the Licensing Act 2003, such operators would need to apply for a variation to their alcohol licence to allow the sale of alcohol for consumption off the premises where they are seeking to utilise areas such as pavements for alfresco drinking.

- 2.3 Recognising that with social distancing, having access to outdoor space for bars, cafes, pubs and restaurants is vital to business viability, the Government has sought to simplify, for a temporary period, the current complex and layered regulatory processes which would be a barrier to such outdoor activity happening this year.
- 2.4 The Business and Planning Act received Royal Assent on 22 July 2020. Amongst the measures included in the Act is a streamlined procedure enabling businesses serving food and drink to apply for a temporary Pavement Licence to put a range of furniture on the highway including stalls for selling or serving food or drink, tables and chairs and articles such as umbrellas, barriers and heaters. The new style Pavement Licences may be granted for a minimum period of 3 months and all licences must expire on or before 30 September 2022.
- 2.5 If a new style Pavement Licence is issued, no separate planning permission is required and any necessary planning permission will be automatically deemed to have been granted.
- 2.6 Furthermore, the Act includes measures to modify provisions in the Licensing Act 2003 to provide automatic extensions to the terms of on-sales alcohol licences to allow for off-sales. This will be a temporary measure only, with provisions lasting until the end of September 2021, making it possible for licensed premises that have only an on-sales licence to sell alcohol for consumption off the premises without the need to vary their Alcohol licence. Licensees who have had an application for an off-sales permission refused or had their off-sales permission excluded by variation or at review within the last three years, will be excluded from this licence extension. The default hours in which off-sales will be permitted will be the same as those in which on-sales are permitted. Any licensee who wished to open for longer hours could still apply for a licence variation.
- 2.7 In summary, for a temporary period, instead of having potentially to apply for three different forms of consent from the Local Authority, the Act provides for those businesses seeking to utilise outdoor pedestrian areas for alfresco drinking and eating to apply for a single Pavement Licence under a new streamlined, low cost process.

Appendix A

3. The Policy

Scope

- 3.1 Licences can only be granted in respect of highways listed in section 115A (1) Highways Act 1980. Generally, these are footpaths restricted to pedestrians or are roads and places to which vehicle access is restricted or prohibited. Highways maintained by Network Rail or over the Crown land are exempt (so a licence cannot be granted). Licences cannot be granted for private land or for highways which vehicles are permitted to drive on during the licenced hours. Applicants will be asked to check the area they are submitting an application for is an area where a licence could be granted, and to confirm they have checked this prior to completing the application and submitting a fee.
- 3.2 A licence permits the business to use furniture placed on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises. It does not grant permission for the use of the highway for any other purpose including the sale or display of goods or services.
- 3.3 A business which uses (or proposes to use) premises for the sale of food or drink for consumption (on or off the premises) can apply for a licence. Businesses that are eligible include: public houses, cafes, bars, restaurants, snack bars, coffee shops, and ice cream parlours.
- 3.4 Unless express written permission is granted by Halton Borough Council ('the Council'), Licences may not be assigned or sublet to any other business.
- 3.5 All licences under these provisions shall remain in force until 30th September 2022 provided that if there is a breach of any of these conditions the Council reserves the right to withdraw the licence by giving the Licence-holder seven days notice in writing of the Council's intention to withdraw the same.
- 3.6 All reasonable directions of the Council or its representative are to be complied with.
- 3.7 In the event that, as a result of the Council requiring the highway for any reason or cause arising in connection with its powers and duties as highway authority, the Licensed Area is not available for use by the Licence-holder, there shall be no claim against the Council for loss of trade.

Fee

- 3.8 The applicant will pay a fee of £100 which is non-refundable.

Information required

- 3.9 An application to the local authority must:
 - specify the premises and, the part of the relevant highway to which the application relates;

Appendix A

- specify the purpose (or purposes) for which the furniture will be used which must be to sell or serve food or drink, and/or for use by other people for the consumption of food or drink. In both cases the food or drink must be supplied from, or in connection with relevant use of the premises;
- specify the days of the week on which and the hours between which it is proposed to have furniture on the highway;
- describe the type of furniture to which the application relates, for example: tables, chairs, and/or stalls;
- specify the date on which the application is made;
- contain or be accompanied by such evidence of public liability insurance in respect of anything to be done pursuant to the licence as the authority may require; and
- contain or be accompanied by such other information or material as the local authority may require, for example how national and local conditions have been satisfied.
- Confirmation that there is a minimum of 1500mm free space between the furniture and the edge of the footpath.

Conditions

3.10 Licence-holders will be required to comply with the Schedule of Conditions set out in the licence (see Appendix 1 of this policy).

Consultation

3.11 There will be a public consultation period which is the period of 10 working days beginning with the day after the day the application is submitted. During this period, both the public and other interested parties can make representation to the authority. A public notice must be displayed by the applicant at the location of the proposed alfresco area. The council will consult with the following parties, internally; local ward members, Licencing, Planning, Legal, Environmental Health, and externally: parish or town council and the Police.

3.12 A register of all applications will be published on the council's website

4. Considerations

When considering Licence applications the authority is guided as to material considerations by the national guidance. The following matters will be taken into account:

- Whether reasonable provision can be made for seating where smoking is not permitted.
- public health and safety including security – for example, ensuring that uses conform with latest guidance on social distancing and any reasonable crowd management measures needed as a result of a license being granted and businesses reopening;

Appendix A

- public amenity – will the proposed use create nuisance to neighbouring occupiers by generating anti-social behaviour and litter; and
- accessibility – taking a proportionate approach to considering the nature of the site in relation to which the application for a licence is made, its surroundings and its users, taking account of:
- considerations under the national no-obstruction condition, in particular considering the needs of disabled people;
- any other temporary measures in place that may be relevant to the proposal, for example, the reallocation of road space. This could include pedestrianised streets and any subsequent reallocation of this space to vehicles;
- any other social distancing measures in place, for example any queuing systems that limit the space available on the pavement;
- whether there are other permanent street furniture or fixed structures in place on the footway that already reduce access; and
- other users of the space, for example if there are high levels of pedestrian or cycle movements

5. Monitoring and Enforcement

5.1 The policy is intended to ensure that highways enforcement is carried out in a fair and consistent way.

5.2 If a condition of the licence has been breached, the local authority may revoke the licence or require steps to be taken to remedy the breach. The authority may revoke a licence in the following circumstances:

For breach of condition, (whether or not a remediation notice has been issued) or where:

- there are risks to public health or safety – for example by encouraging users to breach government guidance on social distancing by placing tables and chairs too close together;
- the highway is being obstructed (other than by anything permitted by the licence);
- there is anti-social behaviour or public nuisance – for example, the use is increasing the amount of noise generated late at night and litter is not being cleaned up;
- it comes to light that the applicant provided false or misleading statements in their application – for example they are operating a stall selling hot food and had applied for tables and chairs on which drinks could be consumed; or
- the applicant did not comply with the requirement to affix the notice to notify the public for the relevant period.

Appendix A

5.3 The local authority may also revoke the licence where all or any part of the area of the relevant highway to which the licence relates has become unsuitable for any purpose for which the licence was granted or deemed to be granted. For example, the licenced area (or road adjacent) is no longer to be pedestrianised. The local authority will give reasons where these powers are used.

6. Right of appeal.

6.1 There will be no route to appeal the decision. Applicants can reapply if material changes to the original refused application have been made.

SCHEDULE OF CONDITIONS FOR PAVEMENT LICENCE

BUSINESS AND PLANNING ACT 2020

1. Tables, chairs, furniture, fittings and barriers associated with the refreshment area or café (Furniture and Fittings) shall not encroach on to the highway beyond the area licenced for the purpose by the Council, shown on the plan annexed to the Licence ('the Licensed Area').
2. Care shall be taken with the siting of umbrellas and awnings neither of which may extend outside the Licensed Area. The whole of the adjacent highway shall remain open for pedestrian use at all times and shall not be obstructed by public use of the Licensed Area. Free and unobstructed passage of pedestrians on the highway must be maintained at all times so as not to cause any nuisance annoyance or obstruction thereof and the Licence-holder shall:-
 - (a) ensure that all persons taking refreshments do not encroach beyond the Licensed Area
 - (b) be responsible for the conduct of all persons using the Licensed Area.

The furniture which may be used within the Licensed Area is limited to that specified in the application unless otherwise agreed in writing with Halton Borough Council Highways Service.

3. Tables and chairs on the public highway shall be positioned to allow the safe passage of pedestrians, blind or visually impaired people and people with limited mobility. It is a condition that clear routes of access along the highway must be maintained, taking into account the needs of disabled people, and the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired people as set out in Section 3.1 of [Inclusive Mobility](#).
4. In order to mitigate any impacts on the elderly, those pregnant or with small children, and those with disabilities, consideration must be given to the potential impacts of proposals on these groups.
5. The tables and chairs must be placed so as not to obstruct drivers' sight lines or highway signs. They must be within an area defined by an appropriate temporary barrier.
6. Reasonable provision must be made for seating where smoking is not permitted. Clear 'smoking' and 'non-smoking' areas must be provided, with 'no smoking' signage displayed in designated 'smoke-free' zones. Licence-holders should provide a minimum 2m distance between non-smoking and smoking areas, wherever possible.
7. In the event of the surface of the highway being disturbed by the Licence-holder by any means, the Licence-holder shall restore and made good the highway at the Licence-holder's cost, to the satisfaction of the Council. The Licence-holder shall be responsible for all

Appendix 1

damage caused to the Licensed Area as a consequence of its use, whether caused by the Licence-holder or not.

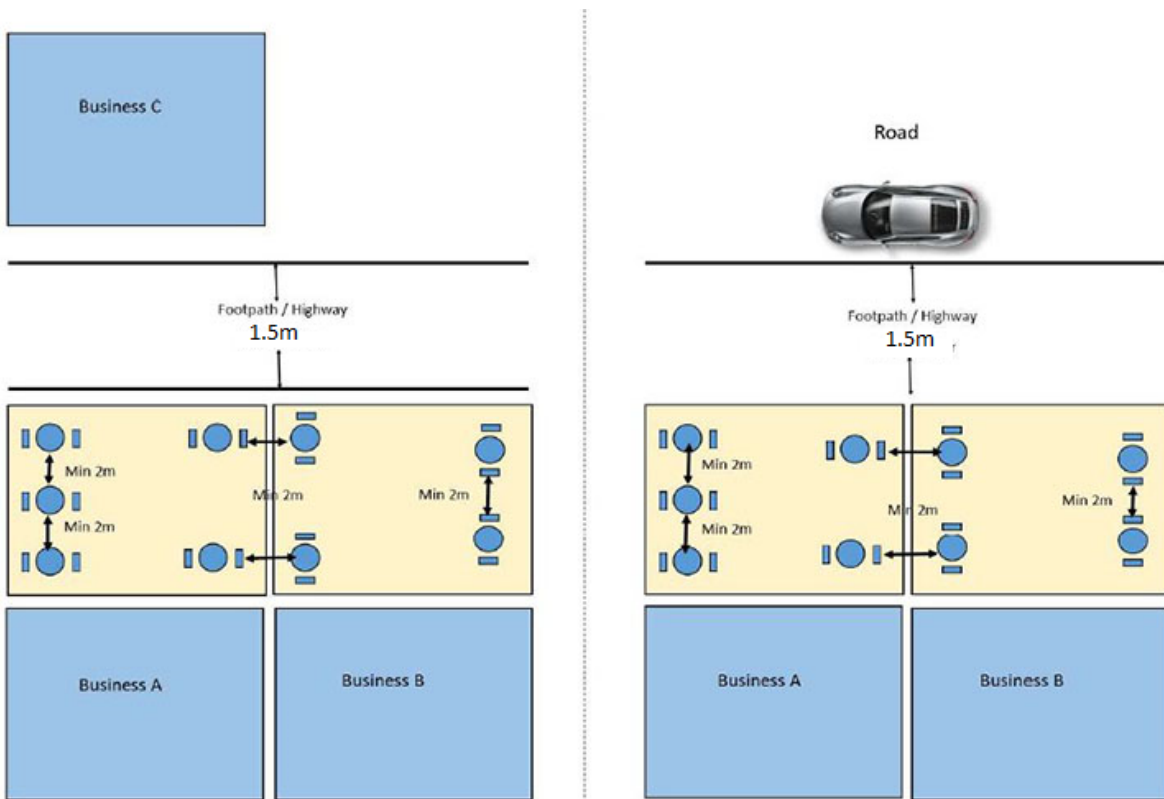
8. Access for emergency services must be available at all times. If the Licence-holder is requested to move any Furniture and Fittings or other items within the Licensed Area by the Council, police, fire service or statutory undertaker
 - (a) in the interest of public safety (for example on occasions when there are demonstrations, public unrest and disorder, bomb warning or fire alert) or
 - (b) for the purpose of carrying out works in on or under the highwaythe Licence-holder shall immediately comply with that request.
9. Access to adjacent properties should remain unobstructed and available at all times and the use of the Licensed Area should not interrupt the operation of adjacent businesses.
10. Any Furniture and Fittings associated with the use of the Licensed Area shall be installed and maintained to the satisfaction of the Council.
11. Access to the Furniture and Fittings and the Licensed Area shall be afforded at all reasonable times to officers of the council for the purposes of inspection.
12. The Licensed Area shall be kept in a clean, litter free and tidy condition during its operation and used glasses, plates, cutlery, containers, papers and all other articles thereon shall be removed on a regular basis and at the close of business each day and all refuse shall be removed. Care should be taken to ensure that litter does not stray onto adjacent areas; any windblown litter outside the perimeter of the Licensed Area must be collected. Cleansing of any spillages is to be dealt with by the Licence-holder as soon as they occur.
13. Any signage, flags, banners, "A" boards or temporary advertisements displayed or placed in on or around the Licensed Area must be in accordance with the Council's Policy and Guidelines.
14. No live entertainment or amplified music will be allowed within the Licensed Area.
15. The Licenced Area will only be open for the use as a refreshment area between the hours of 0700 hrs and 2359 hrs (or such alternative hours as may be designated on the Licence (the Refreshment Period).
16. Furniture and Fittings may only be placed on any part of the Licenced Area which is shared with vehicles (partially pedestrianised areas) 30 minutes after vehicular access is closed and must be removed and the Licensed Area completely cleared no later than 30 minutes before vehicular access re-commences.
17. The Licence-holder shall remove all Furniture and Fittings and any other items within the Licensed Area by the end of a Refreshment Period and shall not place any Furniture and

Appendix 1

Fittings or any other items within the Licensed Area before the commencement of a Refreshment Period.

- 18. The Licence-holder shall indemnify and keep indemnified the Council from and against all actions demands costs charges or expenses arising out of or in connection with the use of the refreshment area and for this purpose shall take out an insurance policy in at least the sum of £5,000,000 (Five million pounds) for any one accident without limiting the number of claims arising out of any one accident with an insurance company to be approved by the Council and shall produce such policy and the receipt for the premium thereof to the Council.
- 19. A legible copy of the current Licence and accompanying plan must be displayed for inspection at any time by the Council.

Example of Pavement Café licence plan



Appendix B

Temporary Pavement Licence – (EXAMPLE)

HALTON BOROUGH COUNCIL

BUSINESS AND PLANNING ACT 2020 PART 1

In accordance with the Business and Planning Act 2020 Halton Borough Council ('the Council') grants permission to xxxxxxxxxxxx ('the Licensee') to use the apparatus described in the schedule below ("the apparatus") and to place the apparatus on the highway in the positions shown on the attached plan Outside of xxxxxxxxxxxxxxxxxxxxxxxx ("the Premises")

1. This permission is personal to the Licensee
2. This permission shall apply solely for the hours of business each day / mentioned in schedule 1, from 12th April 2021 to 31st March 2022
3. The apparatus shall be mobile apparatus complying with the requirements of the Council's Chief Environmental Health Officer design as described in schedule 2 or as may be approved in writing by the Council thereafter, and be kept in good repair and condition at the Licensee's expense
4. The apparatus shall be free standing and the Licensee shall make no fixtures to or excavations of any kind in the surface of the highway which shall be left entirely undisturbed
5. The Licensee shall make no claim or charge against the Council in the event of the apparatus being lost, stolen or damaged in any way from whatever cause
6. The Licensee shall indemnify the Council against all actions, proceedings, claims, demands and liability which may at any time be taken, made or incurred in consequence of the use of the apparatus and for this purpose has taken out and will keep for the duration of this licence, at the Licensee's expense, a policy of insurance approved by the Council in the sum of at least £5M in respect of any one claim and must produce to the Council on request the current receipts for premium payments and confirmation of the required renewals of the policy
7. The area so permitted to be used must be used solely for the purpose of selling / consuming non / alcoholic refreshments / food
8. No charge shall be made by the Licensee for the use of the apparatus
9. Waste from the Licensee's operations must be disposed of appropriately via the licensee's own waste disposal agreement and should not, at any time, be disposed of in the permanent litter bins provided by the Council

Appendix B

10. Refuse and litter deposited on the highway in the vicinity of the apparatus must be removed each day by the Licensee at the Licensee's expense or at more frequent intervals as may be required by or under the Environmental Protection Act 1990
11. The Licensee shall refund to the Council on demand the cost of services used from the Council's service bollards in the area
12. The Licensee shall remove the apparatus from the highway outside trading hours and immediately if required to do so as to permit works in or the use of the highway by:
 - 12.1 the Council, the police, fire and ambulance services, any statutory undertaker or telecommunications code operator or
 - 12.2 builders' vehicles, hearses and furniture removal vans
13. No alcohol shall be consumed on the highway unless an alcohol licence has been issued by the Council
14. The Licensee shall be responsible for any rates, taxes and other outgoings which may be charged.
15. The fee of £100.00 for the provision of this permission has been received
16. The permission shall run from 12.04.2021 to 31.03.2022 for a term of one year
17. The Licensee's attention is drawn to section 6 of the Business and Planning Act 2020 (failure to comply with conditions of licence)
18. There is no statutory right of appeal to this decision.

Siting of apparatus should not exceed the plan boundary as per your submitted application (attached)

..

Dated: **01.04.2021**

Signed:

Operational Director – Policy, Planning and Transportation Department
Enterprise, Community & Resources Directorate

Schedule 1 – days and hours when pavement licence operational

Schedule 2 – description of the street furniture to be displayed

Schedule 3 – location plan of the street furniture

REPORT TO:	Environment and Urban Renewal Policy and Performance Board
DATE:	23 June 2021
REPORTING OFFICER:	Strategic Director – Enterprise, Community and Resources
PORTFOLIO:	Environment and Urban Renewal
SUBJECT:	Problem Pavement Parking - Working Party Update
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To update the Board on the progress of the Working Party.

2.0 RECOMMENDATION: That

- 2.1 **The Board notes the update set out in Section 5.0.**

3.0 SUPPORTING INFORMATION

- 3.1 Parking on pavements is a common problem nationally, as parked vehicles restrict the width of the pavement. This causes general problems for pedestrians, but particularly for those who use wheelchairs, the visually impaired, or those using prams. Interestingly, pavement parking has been prohibited in London since 1974.
- 3.2 It is also important to recognise that in many narrow streets pavement parking is necessary to maintain free-flowing traffic, including for emergency service vehicles. Ultimately, it is recognised there is no perfect solution to this complex problem.
- 3.3 Since 1974, Highway Code rule 244 has stated that drivers "MUST NOT park partially or wholly on the pavement in London and should not do so elsewhere unless signs permit it." In London, you *must not* park on the pavement, the *must* indicating there is legislation behind this rule and a driver could receive a fine for breaking it. However, outside of the capital or "elsewhere", the Highway Code states drivers *should not* park on the pavement, meaning it is advisory and not, therefore, backed up by any legislation.
- 3.4 However, Rule 242 states: "You MUST NOT leave your vehicle or trailer in a dangerous position or where it causes any unnecessary obstruction of the road." This is a *must not*, again, meaning if a car is reported or seen by a police officer and judged to be either in a dangerous position or

causing an unnecessary obstruction of the road, a driver could receive a Fixed Penalty Notice.

4.0 POLICY IMPLICATIONS

4.1 Enforcement of parking issues were given in depth consideration by the Working Party (WP). The WP felt the best way to tackle the hot spots of problem parking was to continue the strong collaboration with the local Policing teams to take targeted action where parking was dangerous, or causing an obstruction of the pavement or highway.

5.0 OTHER IMPLICATIONS

5.1 The Working Party agreed an action plan, of which one specific action was to draft a letter to the Police and Crime Commissioner requesting their continued support in taking targeted enforcement action where pavement parking presents an ongoing problem.

5.2 Following the May 2021 elections, John Dwyer was elected as the Cheshire's Police and Crime Commissioner.

5.3 The letter contained in Appendix 1 has been sent to Mr Dwyer.

6.0 RISK ANALYSIS

6.1 There are no legal or financial risks arising from this report.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 There are no equality and diversity implications arising from this report.

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

Document	Place of Inspection	Contact Officer
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Parking Studies 2009	Electronic	Tim Gibbs
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APPENDIX 1

Mr John Dwyer
Police & Crime Commissioner

Dear Sir,

Halton Issues

As Chair of Halton's Policy and Performance Board for Environment and Urban Renewal I would wish to congratulate on your recent election to the role of Police and Crime Commissioner for Cheshire. My Board has asked that I write to you in relation to a number issues that we regularly collaborate on in Halton.

Part of my board's responsibility covers road safety, and we receive the annual updates from the Department of Transport on road traffic collisions and casualty numbers. The board welcomes the positive work undertaken by the Cheshire Road Safety Group to reduce these statistics and provide education to road users. We look forward to this strong partnership continuing to deliver successful interventions for the benefit of all our residents.

In December 2020, the Board considered a policy on roadside memorials. This policy is also being considered by the other local authorities in the Liverpool City Region for adoption. The purpose of the policy is simply to set out the procedure for managing the ad hoc tributes that can appear following an incident on the highway. I would ask for the Constabulary's support for this policy.

In February 2021, the Board looked at problem pavement parking. This was prompted by the DfT's consultation on powers relating to this topic. At the present time, Halton does not have civil parking enforcement powers, therefore the enforcement of obstructive parking remains a Police duty here. I recognise that the position is different in the other local authorities in the Cheshire Constabulary area. I would welcome your assistance in taking targeted enforcement action, and enhancing working relationships between Council officers and PCs / PCSOs to tackle hotspots of obstructive parking in Halton.

On behalf of the Board, we wish you every success in your new post, and look forward to continuing strong collaborative working for the benefit of all our residents.

Yours faithfully,

Councillor Bill Woolfall
Chair – Halton Environment and Urban Renewal PPB.

REPORT TO:	Environment and Urban Renewal Policy and Performance Board
DATE:	23 June 2021
REPORTING OFFICER:	Strategic Director – Enterprise, Community and Resources
PORTFOLIO:	Environment and Urban Renewal
SUBJECT:	Update by LCR Walking and Cycling Commissioner
WARDS:	Borough wide.

1.0 PURPOSE OF THE REPORT

- 1.1 Simon O'Brien is the Metro Mayor and the Liverpool City Region Combined Authority's [Walking and Cycling Commissioner](#). Simon was appointed to this role in the autumn of 2019.
- 1.2 The update attached to this cover report describes the importance of collective action to radically enhance local walking and cycling infrastructure, in response to a number of policy challenges such as health and wellbeing, climate change, increasing travel choices, and reducing air pollution and congestion.

2.0 RECOMMENDATION:

- 1) **That the Board welcome the update by the LCR Cycling and Walking Commissioner.**

3.0 SUPPORTING INFORMATION

- 3.1 The longstanding importance of walking and cycling in support of the city region's goals and ambitions is well documented and will be familiar to Members. In July 2020, the critical role of walking and cycling was made abundantly clear in two related documents from Government / DfT:-
 - [Gear Change](#): A bold vision for cycling and walking and
 - [Local Transport Note \(LTN\) 1/20](#) - Guidance for local authorities on designing high-quality, safe cycle infrastructure
- 3.2 In transport terms, the principle of packaging up schemes into holistic schemes, with a focus on placemaking has been escalated through the recent work (e.g. the Runcorn Station Quarter Scheme). It is important to ensure that opportunities to enhance walking and cycling in bold and meaningful ways are woven into all transport schemes and programmes. This should include highway maintenance schemes where "like for like"

replacements all too often miss out opportunities to include simple or low cost enhancements for pedestrians and cyclists.

4.0 POLICY IMPLICATIONS

4.1 Enhancing local walking and cycling infrastructure has positive implications for a number of policy challenges such as health and wellbeing, climate change, increasing travel choices, and reducing air pollution and congestion.

5.0 FINANCIAL IMPLICATIONS

5.1 No direct financial implications arise from the update.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Improving cycling and walking infrastructure will contribute towards all of the Council's priorities by providing options for travel that are: sustainable, safe, provide connections to places of employment, provide opportunities to improve health and well-being, and provide transport options suitable for children and young people.

7.0 RISK ANALYSIS

7.1 There are no direct risks arising from the update.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Local authorities need to have regard to the Public Sector Equality Duty, under the Equality Act 2010 when devising and implementing the new infrastructure, which includes the need to have due regard to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act.

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

None under the meaning of the Act.

TITLE:	Developing and commissioning high quality walking and cycling infrastructure in line with DfT policy, funding and design guidelines: Simon O'Brien, LCR Walking and Cycling Commissioner
DATE:	23 June 2021
TO:	Halton Council's Elected Members
FROM:	Simon O'Brien, LCR Walking and Cycling Commissioner, supported by <ul style="list-style-type: none"> • Huw Jenkins (LCR CA Lead Officer, Transport) and • Mark Dickens (LCR CA Lead Officer Spatial Planning) • Barbara Wade (LCR CA LTP Development Manager)

1. Aim of Note

- 1.1 This note supports a brief update to elected members of Halton Council by Simon O'Brien, the LCR's Walking and Cycling Commissioner. This is on the importance of collective action to radically enhance our walking and cycling infrastructure, in response to guidance issued by Government last summer.
- 1.2 The note highlights the good practice that is already been taken forward across the LCR in embedding these principles across our collective work.
- 1.3 However, the note also reminds elected members of the need to further embed these principles into all aspects of funding, commissioning and delivery processes, and that include looking beyond direct, or traditional transport activities.
- 1.4 The note also highlights the importance of the LCRCA, as local transport authority, in leading by example in this respect, with clear expectations when it comes to commissioning schemes and interventions, or in allocating funding to partners.

2. Overview

- 2.1 Simon O'Brien is the Metro Mayor and the Liverpool City Region Combined Authority's [Walking and Cycling Commissioner](#). Simon was appointed to this role in the autumn of 2019 and his role includes, but is not limited to:-
 - Being an advocate for cycling and walking, working with officers and members to help to develop and deliver cycling and walking-related programmes;
 - Being a media figurehead to exemplify the city region's policy commitments on cycling and walking, to grow the levels of cycling and walking as a transport mode;
 - Promoting cycling and walking across the LCR and help represent the voice and enthusiasm of active travel promotion; and
 - engaging with government, agencies and other organisations to support the case for funding and support to help promote levels of cycling and walking.

- 2.2 The longstanding importance of walking and cycling in support of the city region's goals and ambitions is well documented and will be familiar to members. In July 2020, the critical role of walking and cycling was made abundantly clear in two related documents from Government / DfT:-
- [Gear Change](#): A bold vision for cycling and walking and
 - [Local Transport Note \(LTN\) 1/20](#) - Guidance for local authorities on designing high-quality, safe cycle infrastructure
- 2.3 Many transport professionals view the above guidance and standards as some of the most radical, far reaching and welcome ever developed on walking and cycling. Collectively, they seek to move beyond ambitions, platitudes or loose targets that typified earlier guidance and that lacked a clear mandate to local authorities.
- 2.4 However, notable extracts from Gear Change include the following requirements and statements, with emphasis added:-
- *“...cycling and walking measures are **no longer seen as an afterthought** but have moved to the very heart of considerations for all transport policy and planning, at all levels of leadership.”*
 - *“England will be a great walking and cycling nation Places will be truly walkable. A travel revolution in our streets, towns and communities will have made cycling a mass form of transit. **Cycling and walking will be the natural first choice for many journeys** with half of all journeys in towns and cities being cycled or walked by 2030.”*
 - *“...There will be first hundreds, then thousands of miles of safe, continuous, direct routes for cycling in towns and cities, **physically separated from pedestrians and volume motor traffic**, serving the places that people want to go...”*
 - *“Cycling is or will become **mass transit** and must be treated as such. Routes must be designed for larger numbers of cyclists, **for users of all abilities and disabilities**.”*
 - *“**We will not fund or part-fund any scheme that does not meet the new standards and principles described in [the guidance]**. We will not allow any other agency or body to fund such schemes using any of our money. This includes schemes delivered through pots such as the Transforming Cities Fund...”*
 - *“...aspects of cost-benefit analysis may still undervalue cycle schemes' longer term benefits, such as journey quality benefits from segregated cycle lanes and health benefits. We will review and if necessary rewrite guidance to ensure that it does not disadvantage cycling schemes....”*

- *“We will ensure that all new housing and business developments are built around **making sustainable travel, including cycling and walking, the first choice for journeys...**”*

2.5 The strategy and related technical guidance recognise that traditional approaches to planning for and promoting walking and cycling must change to achieve this vision. The new design guidance sets out the much higher standards required if schemes are to receive funding, along with a number of failings which Government will either no longer allow at all, or will strongly discourage. The standards will be enforced by a new inspectorate, Active Travel England. The diagram below summarises some of the new approaches mandated in the technical guidance.

Key design principles

Cycling is or will become mass transit and must be treated as such. Routes must be designed for larger numbers of cyclists, for users of all abilities and disabilities.



Cyclists must be separated from volume traffic, both at junctions and on the stretches of road between them.

Cyclists must be separated from pedestrians.

Cyclists must be treated as vehicles, not pedestrians.

Routes must join together; isolated stretches of good provision are of little value.

Routes must feel direct, logical and be intuitively understandable by all road users;

Routes and schemes must take account of how users actually behave;

Purely cosmetic alterations should be avoided.

Barriers, such as chicane barriers and dismount signs, should be avoided.

Routes should be designed only by those who have experienced the road on a cycle.

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- 2.6 Significantly, it will be appreciated that Gear Change introduces a clear, and stark link between standards and funding; schemes that are delivered using DfT funding that fail to adhere to the standards will either not be funded, or else funding can be clawed back. The Transforming Cities Funding, that is available until the end of March 2023 is also explicitly subject to these requirements.

3. The city region's response to the new guidance

- 3.1 As noted, the LCR is responding well to the new guidance since it was introduced in July 2020. Examples include, but are not limited to:-
- a) The Government's strong policy framework has further validated earlier LCRCA policies and strategies including; the Local Journeys Strategy, the Transport Plan, the Local Cycling and Walking Infrastructure Plan, the Local Industrial Strategy and the Economic Recovery Plan. Mainstreaming walking and cycling as part of a clean, low carbon and inclusive recovery remains even more pressing in the circumstances that we face post-COVID;
 - b) LTN 1/20 principles have been woven into the design of the bids for Tranche 2 of the Active Travel Fund being delivered by local authority partners;
 - c) The LCRCA worked with WSP consulting on a *pro bono* basis in November 2020 to deliver a webinar on Gear Change and LTN 1/20 for LCRCA local authorities officers and members;
 - d) The new LTN 1/20 standards are being woven into studies and schemes stemming through the Transforming Cities Funding, and which include plans for the new station at Headbolt Lane in Kirkby which will include the provision of new cycle links to the adjoining Knowsley Industrial Park. Other good examples in development include the "ERIC" interchange works planned at Lea Green in St Helens, that is seeking to make prominent provision for pedestrians and cyclists through an innovative European-style [CYCLOPS](#) junction.
 - e) As part of the recent "LCR Listens: Our Places Engagement" on the Spatial Development Strategy (SDS) there was a specific proposal for an Active Travel policy the principle of which was well supported. Some of the other comments relating to cycling specifically are set out below:-
 - "Make it a byelaw for cyclists to use bicycle bells. Best practice: Holland"
 - "Promote active travel"
 - "Incorporating bicycle spaces and bicycle sheds in new developments"
 - "Tackling air quality through reducing travel, particularly road travel"
 - f) In addition, in responding to strategically significant planning applications, the LCRCA is supporting local authority colleagues through the development of multi modal transport responses. These are reiterating the need to adhere to

LTN 1/20 standards and to enhance walking and cycling provision where appropriate, in addition to technical requirements on the suitability of provision for public transport usage.

4. Next steps

- 4.1 Looking to the next steps, it will be appreciated the process of “changing hearts and minds” is vital amongst local authority officers, elected members, developers and the public at large.
- 4.2 Simon O’Brien is proposing a rolling programme of engagement with officers and members to communicate the core messages in the guidance and the good practice that is emerging, to raise the level ambition across the board. The groups that he will be seeking to engage with include:
- The Transport Advisory Group
 - The LA Heads of Planning
 - The LCR Growth Directors
 - The Housing and Spatial Planning Board
 - The Transport Committee
 - The Combined Authority and
 - Cabinet members from individual local authorities
- 4.3 However, the importance of leading by example is clear, and in ensuring that the LCRCA’s remit and responsibilities are aiding the delivery of Gear Change through means including:-
- a) The need to **embed Gear Change and LTN 1/20 guidance into all aspects of the LCRCA’s policymaking, commissioning and funding approval roles**. This includes ensuring that all of the CA’s strategies, funding bids, commissions or funding approvals give full consideration to, and make provision for walking and cycling in line with the standards set.
 - b) This should look beyond active travel schemes and programmes per se, and look for opportunities to **embed walking and cycling into all relevant programmes and into projects of all types**, e.g. gap or viability funding to support housing or employment sites, as part of the town centres programmes, as a component of enhanced training and educational provision, or as part of the delivery of services that involve the movement of people in some shape or form.
 - c) In transport terms, the principle of packaging up schemes into holistic schemes, with a focus on placemaking has been escalated through the recent pipeline refresh work (e.g. the TCF Runcorn Station Quarter Scheme). It will be important to ensure that **opportunities to enhance walking and cycling in bold and meaningful ways are woven into all transport schemes and programmes**. This should include highway maintenance schemes where “like for like” replacements all too often miss out opportunities to include simple or

low cost enhancements for pedestrians and cyclists. Funding conditions may be needed between the LCRCA and constituent local authorities to achieve this.

- d) As the government guidance escalates the role of walking and cycling as important forms of mass transit, this plays into the **business case process and the problem identification and options assessment processes**. An assumption that people will not walk or cycle can no longer be used to discount such schemes in preference to preconceived solutions. Equally, **mass transit schemes can, and must be integrated with walking and cycling**, and all schemes should give consideration to “last mile” links by foot and by bike. Finally, schemes that serve only the needs of vehicular traffic or tackle poor journey times alone are further weakened by the provisions of the guidance, and should be robustly challenged if they are proposed through the LCRCA’s pipeline and commissioning processes.
- e) Active travel considerations are featuring prominently within the development of the **Spatial Development Strategy**. Scoping work is progressing on a strong planning policy base for walking and cycling in new developments.
- f) Finally, and as noted, active travel considerations and technical guidance and recommendations will continue to be built into **LCRCA responses to planning applications**.

5. Recommendations

5.1 It is recommended that elected members:-

- a) Note the significant change in direction and design quality stipulated in Gear Change and in Local Transport Note 1/20 and the examples of good practice as noted in para 3.1 above;
- b) Note the implications raised by the new guidance in respect of the LCRCA’s, and indeed other partners’ funding, commissioning and delivery roles and responsibilities. This is to ensure that every opportunity is made to implement the new guidance, and to mainstream walking and cycling into all aspects of our collective activities; and
- c) notes the intention by Simon O’Brien to continue to champion these requirements, and examples of best practice to external partners, to both raise the profile of the guidance, and the quality of active travel provision across the city region.

REPORT TO:	Environment and Urban Renewal Policy and Performance Board
DATE:	23 June 2021
REPORTING OFFICER:	Strategic Director – Enterprise, Community & Resources
SUBJECT:	Halton Local Development Scheme
WARDS:	Borough-wide

1. PURPOSE OF THE REPORT

- 1.1. This report seeks approval from the Board of the proposed update to the Local Development Scheme (LDS) (Appendix 1). Councils are required to prepare and keep up to date Local Development Schemes that set out the timetable for production of their Local Plan(s). They identify and describe the Planning Policy documents that the Council intends to prepare and gives target dates for key stages in their production. This update covers the remaining stages in the preparation of the Delivery and Allocations Local Plan.

2. RECOMMENDATION: That

1. the Halton Borough Council Local Development Scheme 2021 Revision (Appendix 1) be endorsed and presented to Executive Board for approval.

3. SUPPORTING INFORMATION

- 3.1. The Local Plan for Halton currently comprises of the Core Strategy (2013), the Joint Waste Plan (2013) and remaining saved policies from the Unitary Development Plan (2005). The Delivery and Allocations Local Plan will supersede the remaining 'saved' UDP policies and selected policies from the Core Strategy; and will sit alongside the Joint Waste Plan to provide the Development Plan for the Borough.
- 3.2. The Council also has the option to produce Supplementary Planning Documents (SPDs) (e.g. Design of Residential Development) to support policies within the Local Plan or to provide additional guidance.
- 3.3. There is also a number of supporting and process documents that the Council is required to produce including:
 - A Sustainability Appraisal (SA) is prepared alongside a planning document, including the Local Plan, to ensure that the document as a whole reflects a balance of sustainable development objectives (social, environmental and economic factors). The SA incorporates

the requirements of the European Union (EU) Strategic Environmental Assessment (SEA) Directive 2001/42.

- A Habitats Regulations Assessment (HRA) is a requirement of the European Habitat Directive and seeks to assess the potential impact of a proposed plan in conjunction with the other plans and policies on one or more European Habitat sites. This is also referred to as the Appropriate Assessment (AA).
 - An Infrastructure Delivery Plan (IDP) will be updated alongside the Local Plan to identify essential supporting infrastructure and services, how they will be delivered and by whom.
 - A Statement of Community Involvement (SCI), which specifies how stakeholders and communities are involved
 - A Local Development Scheme (LDS) that sets out details of each of the documents that will be produced, along with timescales and arrangements for their production.
 - An Authority's Monitoring Report (AMR) setting out progress in terms of producing documents and in implementing policies.
- 3.4. The LDS is a public statement of Halton Borough Council's three year work programme for production of the Local Plan. The process of making Local Plans is a lengthy one, made so by the detailed protocols set out in legislation and regulations. If due process is not followed this becomes a viable legal ground for challenges either in front of an Inspector at Examination or via court action leading to the plan being found unsound or quashed by the High Court.

4. POLICY IMPLICATIONS

- 4.1. Planning applications should normally be determined in accordance with the Development Plan.

"If regard is to be had to the development plan for the purpose of any determination to be made under the Planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise." [Section 38(6): Planning and Compulsory Purchase Act 2004]

- 4.2. This is reiterated in the National Planning Policy Framework (NPPF), which states that Plans should be reviewed at least every 5 years, and policies not reviewed within this time may be considered to be out-of-date. It is important therefore that Halton maintains an up-to-date Local Plan and that efforts are concentrated towards the most crucial elements of this.

- 4.3. Given resource constraints the current LDS is focussed on the delivery of the Delivery and Allocations Local Plan, the key document that will have the most significant impact for the Borough.

5. FINANCIAL IMPLICATIONS

- 5.1. The LDS is a statutory 'process document' and as such has no direct financial implications beyond setting the timetable for the production of different planning documents that may incur expenditure on supporting evidence base, statutory assessments or examination costs.

6. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1. No direct impacts identified. The LDS is a statutory 'process document' that sets out the programme for the updating of the Local Plan, which is intended to assist in the delivery of the Sustainable Community Strategy.

7. RISK ANALYSIS

- 7.1. An LDS is a statutory document. Not having an up to date LDS puts the Authority at the risk of legal challenge. Stakeholders are entitled to rely upon forward notice of the Local Plans that will be produced and may directly impact on their assets or business.
- 7.2. The LDS is an explicit commitment to the delivery of the Local Plan over a definite period. Not having a specific and relatively fixed work programme for Local Plan delivery means that resources are not prioritised and used as effectively as they could be.
- 7.3. The risk of not having an up-to-date Local Plan needs to be fully understood. Without a current Local Plan, the development industry has no certainty over where different types of land use will be permitted; appeals against refusal of planning permission are more likely to be upheld in the developer's favour with the possibility of costs awarded against the Council. An up-to-date Local Plan is needed to retain local control over decision making.

8. EQUALITY AND DIVERSITY ISSUES

- 8.1. Building stronger communities through community engagement and good planning is a key aspect of the Local Plan. The Council is already committed to equality regardless of age, sex, caring responsibility, race, religion, marital status, maternity issues, gender reassignment, socio economic need, sexuality or disability and these commitments are reflected in the Local Plan as far as is relevant. Planning Policy

documents are subjected to Equality Impact Assessments during their production to ensure compliance.

9. LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

Document	Place of Inspection	Contact Officer
Saved Policies of the Halton Unitary Development Plan	Municipal Building, Widnes	Alasdair Cross
Halton UDP Proposals Map	Municipal Building, Widnes	Alasdair Cross
Halton Local Development Scheme 2017	Municipal Building, Widnes	Alasdair Cross
The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)	Municipal Building, Widnes	Alasdair Cross
National Planning Policy Framework (2019)	Municipal Building, Widnes	Alasdair Cross
Halton Core Strategy Local Plan (2013)	Municipal Building, Widnes	Alasdair Cross
Waste Local Plan (2013)	Municipal Building, Widnes	Alasdair Cross

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Introduction

- 1.1. This document is the Local Development Scheme (LDS) for Halton, and sets out the documents that Halton Borough Council will produce, along with a timetable for the preparation and review of these documents. It provides the starting point for local communities, businesses, developers, service and infrastructure providers and other interested stakeholders to find out what local planning policy documents relate to their area and the timetable for their preparation. The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare, maintain and publish a LDS.

Legal Context

- 1.2. The primary legislation that guides the planning system, including the production of Local Plans is set out in the Planning and Compulsory Purchase Act 2004 with amendments from the 2008 Planning Act and 2011 Localism Act. Further detail on procedures for producing Local Plans is contained within the associated regulations, the latest being the Town and Country Planning (Local Development) (England) Regulations 2012 (as amended) which came into force in April 2012.
- 1.3. The Localism Act (2011) included a number of changes to the “plan-making” system including the ability for local communities to prepare neighbourhood development plans that would form part of the overall development plan for the area. Another important aspect of the legislative changes is the duty to co-operate which requires the Council to co-operate with other local planning authorities and prescribed bodies to maximise the effectiveness of the preparation of the Local Plan and supporting activities so far as it relates to a strategic matter.
- 1.4. The National Planning Policy Framework (NPPF) was published in March 2012 and amended in June 2019 by the Department for Communities and Local Government. It sets out the Government’s planning policies for England and the Government’s requirements for the planning system.
- 1.5. National Planning Practice Guidance was launched by CLG in March 2014, it is a completely online resource and is live, which means that guidance can be quickly amended in order to keep it up to date. It provides guidance from CLG to planning professionals to guide them in developing sites, making policies and taking decisions on planning applications.

Development Plan

- 1.6. The statutory Development Plan is the set of Local Plans (also known as Development Plan Documents (DPDs)) that together form the statutory basis for determining whether or not planning permission should be granted.
- 1.7. Local Plans are planning documents that contain policies for the use and protection or development of land, usually including the allocation of land for development. These

must be in general conformity with government guidance, in particular the National Planning Policy Framework.

- I.8. Neighbourhood development plans are community based documents initiated through a parish council or neighbourhood forum. They are required to undergo formal consultation and preparation procedures including an examination by an independent person and a public referendum. Subject to the successful completion of these procedures the neighbourhood development plan will ultimately be adopted by the council as part of the statutory development plan.
- I.9. The Development Plan for Halton currently comprises: the Halton Local Plan Core Strategy (2013), the Joint Waste Local Plan (2013) and parts of the Halton UDP (2005) that have not lapsed, or been replaced by the Core Strategy or Waste Plan.
- I.10. It is intended that in future the Development Plan for Halton will comprise the Halton Local Plan and the Joint Waste Local Plan, along with any Neighbourhood Development Plans that are adopted.
- I.11. Parish Councils or neighbourhood forums have an option to produce Neighbourhood Plans on their own behalf and in their own timescale, the local development scheme does not seek to set this out. To date no parishes or neighbourhood areas in the Borough have yet begun the formal process to begin the development of such a plan.
- I.12. Supplementary Planning Documents (SPD) (and their predecessors, supplementary planning guidance) complement or expand upon local plan policies, for example describing in more detail how an allocated site should be developed. A SPD cannot allocate new sites for development nor contain new policies for the use or development of land, and they must not conflict with the adopted development plan. SPDs are subject to community involvement but do not require independent Examination. They do not form a statutory part of the development plan for the authority but are a material consideration when assessing any planning application to which they relate.

Local Development Scheme

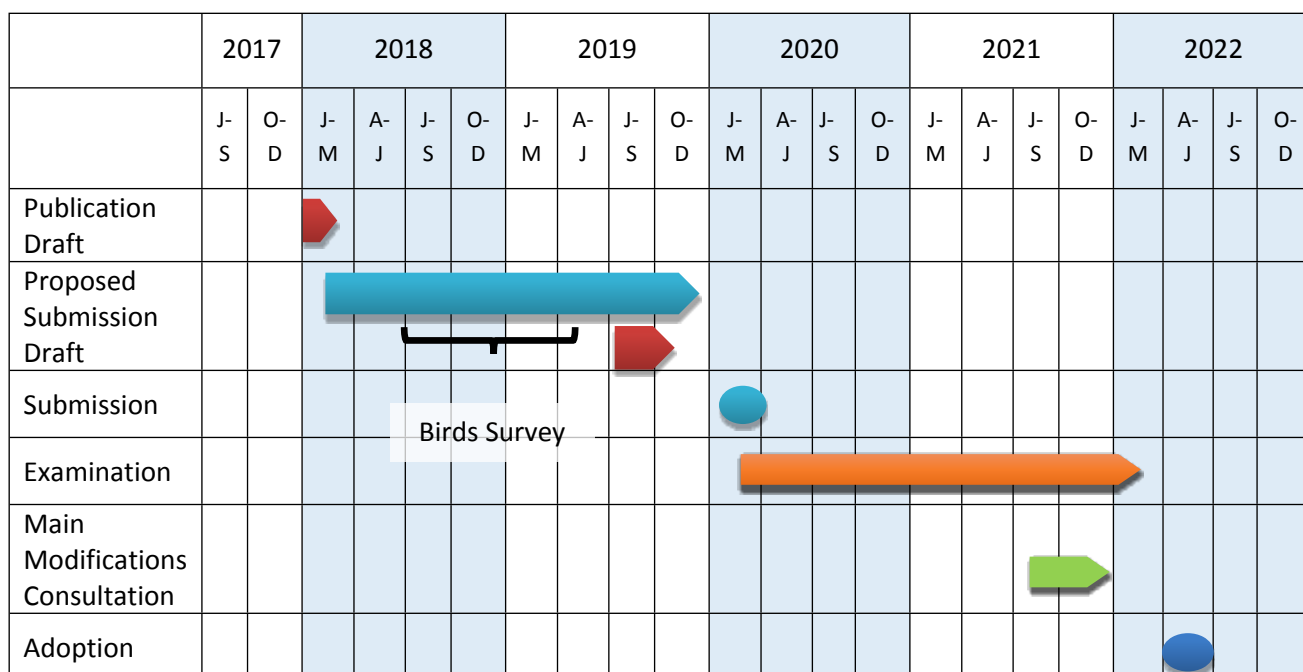
- I.13. Halton Borough Council is currently only preparing one Development Plan Document and this is the Halton Delivery and Allocations Local Plan (incorporating Revised Core Strategy Policies).

Halton Delivery and Allocations Local Plan (Incorporating Revised Core Strategy Policies)

- I.14. Once adopted, the new Local Plan will provide a robust and up-to-date policy framework to guide future development within the Borough. Specifically, the new Local Plan will:
 - a. Replace selected policies from the Halton Local Plan Core Strategy (adopted April 2013) and the remaining saved policies of the Halton UDP (adopted April 2005).

- b. Refresh and update a number of Strategic Policies of the Core Strategy.
- c. Include allocations of land for residential, employment, retail, leisure and other land uses.
- d. Identify areas to be designated and protected for landscape, nature conservation, environmental and heritage reasons.
- e. Provide policies to guide decision making in the development management process.

Timetable



	LDS 2017	LDS 2020	LDS 2021
Start	Jan 2014	Jan 2014	Jan 2014
Initial Scoping Consultation (Reg 18)	Jan 2014	Jan 2014	Jan 2014
Revised Scoping Consultation (Reg 18)	Jan 2016	Jan 2016	Jan 2016
Publication Draft Consultation	Oct 2017	Jan / Mar 2018	Jan / Mar 2018
Proposed Submission Draft (Reg 19)	Jun / Jul 2018	Aug 2019	Aug 2019
Submission	Jun / Jul 2018	Feb 2020	Mar 2020
Pre-examination Meeting	Oct 2018	Apr / May 2020	-
Hearing	Dec 2018	Jun / Jul 2020	Mar / Jun 2021
Main Modification Consultation			Sept / Oct 2021
Receipt of Inspector's Report	April 2019	Oct / Nov 2020	Feb / Mar 2022
Adoption	July 2019	January 2021	May / Jun 2022

- I.15. More detail is provided in Appendix A.
- I.16. The Council is liaising with partner authorities across the Liverpool City Region on the review and possible replacement of the Joint Halton and Merseyside Waste Local Plan.
- I.17. Other planning documents intended to be prepared by the Council include:
 - a. Open Space SPD
 - b. Transport and Accessibility SPD
 - c. Environmental Protection SPD

Indicative Timetable

	2021				2022				2023			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Open Space			Preparation			Formal Consultation	Adoption					
Transport & Accessibility	Preparation					Formal Consultation	Adoption					
Environmental Protection	Preparation					Formal Consultation	Adoption					
<ul style="list-style-type: none"> Preparation Formal Consultation Adoption 												

- I.18. The following supporting documents have been or are being produced by the Council to support the policy contained within the Local Plan and to provide more guidance to those undertaking development or to those making decisions on planning applications.
- I.19. **Local Development Orders (LDO)** are policy instruments that extend permitted development rights for certain forms of development that the local authority considers to be suitable, either in general or limited to defined areas. LDOs are intended to simplify development. Development that conforms to an LDO would not require planning permission.

Process Documents

- I.20. A **Sustainability Appraisal Report (SA)** is prepared alongside a planning document, including the Local Plan, to ensure that the document as a whole reflects a balance of sustainable development objectives (social, environmental and economic

factors). The SA incorporates the requirements of the European Union (EU) Strategic Environmental Assessment (SEA) Directive 2001/42.

- 1.21. **Habitats Regulations Assessment (HRA)** is a requirement of the European Habitat Directive and seeks to assess the potential impact of a proposed plan in conjunction with the other plans and policies on one or more European Habitat sites. This is also referred to as the Appropriate Assessment (AA).
- 1.22. An updated **Infrastructure Delivery Plan (IDP)** has been prepared alongside the Local Plan to identify essential supporting infrastructure and services, how they will be delivered and by whom.
- 1.23. **Authority Monitoring Report (AMR)** will set out whether the Council is on target to meet the milestones set out in the LDS, it will provide information on whether the policy targets included in the Local Plan are being achieved and will identify key issues that are relevant to the borough that should be used to revise the LDS if necessary.
- 1.24. **Statement of Community Involvement (SCI)** – The Halton SCI was updated and approved in 2020. It sets out how the community will be involved in the preparation, alteration and review of planning policy documents produced by the Council and how they can be expected to be consulted on planning applications.

3. Evidence Base

- 3.1 The key pieces of Halton’s existing evidence base which will be used to support the Local Plan are set out below (please note that other existing evidence base documents may also be used, where required, alongside these):

A	Whole Plan Viability Study (HDH Planning & Development Ltd 2019)	The study assessed the viability impacts of emerging planning policies to ensure that the Local Plan, when taken as a whole, is viable and deliverable and providing evidence to support affordable housing provision from qualifying sites.
B	Liverpool City Region Strategic Housing and Employment Land Market Assessment (SHELMA) (GL Hearn 2017)	This study identifies housing and employment land needs for the City Region over the period to 2037
C	Liverpool City Region Strategic Housing and Employment Land Availability Assessment Vol.2 (March 2018) (GL Hearn)	This study quantifies the potential supply of land for large scale B8 (warehousing).

D	Joint Employment Land and Premises Study (BE Group, 2010)	The study assesses the quantity and quality of employment land in the Borough and recommends future allocations of employment land to maintain economic growth.
E	Halton Retail Study (England & Lyle 2017):	This is a capacity study looking to identify trading roles and performance of the Borough's main retail centres and to quantify the need, if any, for additional provision.
F	Halton Landscape Character Assessment (TEP, 2009):	This identifies, describes and maps areas according to various landscape character types.
G	Halton Open Space Study (PMP and HBC, 2006).	The study assesses existing and future needs for open space, sport and recreation in Halton and the current ability to meet these needs.
H	Halton Strategic Flood Risk Assessment (HBC, 2007)	Provides a detailed assessment of the extent and nature of the risk of flooding and the implications for future development.
I	Halton Level 2 Strategic Flood Risk Assessment (JBA, 2019)	Detailed flood risk assessment for individual potential development sites, focusing on risk from three primary watercourses.
J	Liverpool City Region Renewable Energy Capacity Study (Arup, 2010):	This study identifies Energy Priority Zones for the delivery of low and zero carbon technologies.
K	Cheshire Gypsy, Traveller and Travelling Showpeople Accommodation Assessment (June 2018)	Assessment of accommodation and related service needs of Gypsies, Travellers and Travelling Showpeople across Halton, Warrington and Cheshire.
L	Liverpool City Region and Warrington Green Infrastructure Framework Draft (Mersey Forest, 2013)	This Framework provides information and new perspectives on green infrastructure across the seven local authorities.
M	Liverpool City Region and Warrington Green Infrastructure Framework Action Plan (Mersey Forest, 2013):	This Plan identifies actions at a city region level that meet key priorities of the Green Infrastructure Framework.
N	Listed Buildings in Halton:	Compendium detailing each of the Listed Buildings in Halton, including location map and image(s) of the property or structure.

O	Mersey Gateway Regeneration Strategy (HBC and GVA, 2008)	
P	Halton Green Belt Study: (HBC 2018):	This study reviews and assesses the Green Belt around Widnes and Hale, Runcorn, Moore, Daresbury and Preston-on-the-Hill.
Q	Strategic Housing Land Availability Assessment (2020)	This is the main mechanism to identify a deliverable and developable supply of sites in the Borough for housing.
R	Halton Housing Land Availability Report (annual update)	This report provides data on land availability and take-up (build) rates for housing within Halton
S	Halton Employment Land Availability Report (annual update)	This report provides data on land availability and take-up (build) rates for employment uses within Halton
T	Liverpool City Region Transport Plan for Growth: (2015)	This document combines the key elements from the Local Transport Plans for Merseyside and Halton
U	Playing Pitch Strategy: (2019) - Study out to tender	This strategy assessed existing and future needs for playing pitch provision in Halton.
V	Halton Local List:	This document identifies the non-designated heritage assets in Halton.
W	Liverpool City Region Ecological Network (MEAS, 2015)	This study assessed existing and future needs for ecological site protection and potential enhancement.
X	Halton Non Breeding Birds Survey (Avian Consulting 2019):	This survey identified functionally linked habitat associated with the Special Protection Area of the Mersey Estuary for overwintering non breeding wetland birds.

4. Delivery

- 4.1. There will always be an element of uncertainty associated with a document of this nature. It is legitimate to ask how reasonable and achievable are the targets set out above, and what issues may affect the overall delivery of the LDS.
- 4.2. An assumption has been made over the amount of time that will need to be allocated to public and stakeholder involvement. Whilst this has been based on past experience, it cannot accurately predict how many people will wish to engage with the Council on a particular project.
- 4.3. The programme has to be flexible in terms of staff, both the turnover and the allocation of work – neither can be fully accounted for over a three year period.

Project Management and Resources

- 4.4. Preparation of the planning documents will be led by the Council’s planning policy team. The work will be complemented by other council officers with specialist expertise in particular areas e.g. housing, urban design, heritage and conservation, leisure, transport, environment, health and legal. In addition, external resources may be called upon, including Merseyside Environmental Advisory Service (MEAS) and consultants for certain projects.
- 4.5. The Operational Director for Policy, Planning and Transportation has a strategic overview of the production of planning policy documents; the Principal Officer for Planning and Transport Strategy is responsible for the management of the programme and document production.
- 4.6. Elected member involvement in plan preparation is primarily via the Local Plan Working Party. This group provides advice and feedback to officers on a range of planning policy matters. The decision to submit the Local Plan to the Secretary of State and subsequent stages up to and including adoption will be via full Council resolution, but agreement to publicly consult on draft documents can be given by the Executive Board.

Monitoring and Review

- 4.7. To ensure that the plan process is achieving its objectives, the Authority Monitoring Report (AMR) will set out the progress and effectiveness of the plan preparation processes. The AMR is updated annually and will report key milestones in relation to the progress of the development plan documents and other relevant items.
- 4.8. Unforeseen developments such as the closure of a major employer may lead to the requirement for the Local Development Scheme to be reviewed earlier as this may require new SPDs or DPDs to be produced urgently whilst other documents are delayed.

Risk Assessment

- 4.9. The table below identifies possible risks that could be encountered in the implementation of this LDS. It sets out an evaluation of the significance of the potential risk and the mitigation measures to manage risk should it occur.

	Risk	Likelihood	Issue	Mitigation
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	Risk	Likelihood	Issue	Mitigation
1	IT Systems	Medium	<ul style="list-style-type: none"> • Insufficient expertise • Resources – software, hardware and staff • Loss of data • Lack of access to data held by other teams • Changes to systems used Could all lead to slippage in the programme.	Staff training, appropriate resourcing, and improvements to data access could reduce these risks.
2	Staffing Issues	High	<ul style="list-style-type: none"> • Loss of experienced staff • Reduced numbers of staff • Sickness Could lead to slippage in the programme, reduced staff moral and motivation, over work of existing staff potentially leading to sickness within the team and thereby increasing the issue.	Prompt recruitment of new staff, or temporary staff and careful management of the work programme could reduce these risks.
3	Political Delay	Medium	<ul style="list-style-type: none"> • Committee cycle dates • Last minute changes and amendments • Change in National or Sub-Regional Government Reporting procedures and long lead in times may lead to slippage in the programme.	Ensuring involvement of members throughout the process and regular reviews of the programmed should help to reduce this risk.
4	Change in National / Local Government Policy	High	All stages of Local Plan preparation are influenced by government policy. Changing policies/priorities and uncertainty for the Local Plan.	Ensure that policy team is abreast of changes in policy.
5	The Planning Inspectorate (PINS) Capacity	Unknown	PINS have an important influence on the Local Plan timetable, particularly at Examination stage. Inability of PINS to meet deadlines due to nationwide demand will lead to delays in adoption.	Regular liaison with PINS re. Intended Submission date to assist them in allocation of Inspector..
6	Team undertaking other work	High	Resources are finite (3 FTE). If the project team is required to input in to other priority areas of the Authority or Combined Authority, this is likely to cause slippage in the programme.	Local Plan to be a corporate priority ensuring team remain focused on delivery.

	Risk	Likelihood	Issue	Mitigation
7	Volume of work greater than anticipated	Medium	This may include a higher number of representations than expected, new work areas, or additional evidence base requirements leading to slippage in the programme.	Ensure timetable is realistic and has a degree of built-in flexibility.
8	Duty to Co-operate	Medium	<ul style="list-style-type: none"> • Joint Working • Negotiation When working to differing timelines, priorities for joint working may differ and lead to delays in evidence or discussion taking place.	Ensure that timetables are realistic and reflect partner authorities' / organisations' ability to contribute to joint working.
9	Consultation Fatigue	Medium	<ul style="list-style-type: none"> • Lack of responses • Lack of understanding with regard to the purpose/content of the plan. 	Ensure approach set out in the SCI is used, where possible adopt new ideas to improve consultation. Use plain English.
10	Local Plan is found unsound	Low	The Local Plan cannot be adopted without additional work leading to delay in adopting the plan.	Work closely with PINS to ensure risk is minimised. Utilise the PAS Soundness Toolkit. Keep up to date with best practice and ensure that staff receive appropriate training.
11	Need for further consultation	Medium	It can be hard to predict where and when extra consultation may be required, but may be as a result of the Hearing or due to the levels of comments received.	Ensure timetable is realistic, reviewed regularly and has a degree of built in flexibility.
12	Need for specialist Input	High	It is normally possible to foresee where there is a need for specialist involvement therefore reducing the risk associated with this issue. However, on occasions e.g. where new Government guidance is created, it may be necessary to use specialists without additional time being built into the programme, therefore causing delays.	Ensure that policy team is abreast of changes in policy and allow for some flexibility in the AMR.

Acronyms

AMR	Authority Monitoring Report
CIL	Community Infrastructure Levy
CLG	Department of Communities and Local Government
DPD	Development Plan Document
LDO	Local Development Order
LDS	Local Development Scheme
NDP	Neighbourhood Development Plan
NPPF	National Planning Policy Framework
PPG	National Planning Policy Guidance
SA	Sustainability Appraisal
SCI	Statement of Community Involvement
SPD	Supplementary Planning Document
UDP	Unitary Development Plan

Appendix A:

Local Development Scheme Details

Delivery and Allocations Local Plan (incorporating Revised Core Strategy Policies) (including Policies Map)		
Document Details		
Title	Halton Delivery and Allocations Local Plan (incorporating Revised Core Strategy Policies) (including Policies Map)	
Role and Content	Sets out the vision, objectives and strategy for the development of Halton, including site allocations and development management policies.	
Status	Development Plan Document	
Geographical coverage	Borough wide	
Chain of Conformity	Conforms with the National Planning Policy Framework	
Timetable and Milestones		
Start	Begin collation of evidence and start engaging stakeholders in the early preparation of the document	Commenced
SA Scoping	Consultation on the scope of the Sustainability Appraisal	Jan 2016
Initial Consultation (Regulation 18)	Iterative process – identifying issues and options, developing preferred options and taking account of the evidence base	Jan 2014 and Jan 2016
Publication (Regulation 19/20)	Publish the final draft document and consult for 6 weeks on the content prior to submission	Aug / Sept 2019
Submission (Regulation 22)	Submit the document to the Secretary of State for examination	Mar 2020
Pre-exam meeting	To discuss the format of the Examination. (circa 8 weeks after submission)	
Examination hearings	Examination ‘sitting days’ to hear evidence into the soundness of the Plan. (circa 14weeks after submission)	Mar / Jun 2021
Main Modification Consultation	Publish the final draft document and consult for 6 weeks on the main modifications content.	Sept / Oct 2021
Receipt of the Inspectors Report	When the Council receives the report of the Examination from the Inspectorate	Feb / Mar 2022
Adoption	Document adopted and published	May / Jun 2022
Arrangements for Production		
Lead Department	Planning Policy	
Management arrangements	Executive Board approval will be required for public consultation on draft Plan(s). Full Council approval will be required for Submission to the Secretary of State and subsequent stages up to and including adoption.	
Resources	To be provided within the Planning Policy budget.	
Involving Stakeholders and Community	Consultation will be undertaken in line with the Regulations and the Statement of Community Involvement (SCI 2020).	
Post Production		
Monitoring	Monitored by the Authority Monitoring Report (AMR).	

Review

The effectiveness of this Local Plan will be reviewed through the data collected within the AMR.

REPORT TO:	Environment and Urban Renewal Policy and Performance Board
DATE:	23 June 2021
REPORTING OFFICER:	Strategic Director Economy, Community and Resources
PORTFOLIO:	Resources
SUBJECT:	Performance Management Reports for Quarter 4 of 2020/21
WARDS:	Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 To consider, and raise any questions or points of clarification, in respect of performance management for the fourth quarter period to 31st March 2021.
- 1.2 Key priorities for development or improvement in 2020 - 21 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.

2.0 RECOMMENDED: That the Policy and Performance Board

- 1) Receive the 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 At the time at which annual business plans are developed, Directorate Risk Registers are also refreshed and updated. Progress concerning the implementation of any high risk mitigation measures, relevant to this board, are included as Appendix 1 of the performance management report for the second quarter period.

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 4 – 1st January 2021 to 31st March 2021**

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 2020 / 21 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 2019-20 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 emergence of the global COVID19 pandemic early in 2020 has had a significant and unavoidable impact upon Council services the full extent of which is yet to become known. The Council, along with key partner agencies, has prioritised its resources upon mitigating the serious risks to public health, the protection of vulnerable residents, and the social cohesion of the local community. In developing appropriate responses to emerging national and local priorities this situation is likely to remain the case for the foreseeable future.
- 1.4 The way in which traffic light symbols have been used to reflect progress to date is explained within Section 8 of this report.

2.0 Key Developments

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

External Funding / Regeneration

- 2.2 The Council has continued to work closely with the Voluntary and Community Sector in providing support to organisations to apply for emergency funding streams available as a consequence of the COVID pandemic. From information gathered it is understood that 145 projects / individuals have received funding to a total value of just over £1.5M during 2020 – 21
- 2.3 Additionally during Quarter 4 Halton secured just in excess of £8M of external funding with the total for the financial year 2020 – 21 being £13.0M. Officers are now considering the longer-term picture and how external funding opportunities may support the recovery and resilience for the Voluntary and Community sector as funders start to reopen their normal grant programmes.
- 2.4 Construction of Project Violet at Sci-Tech Daresbry continues to programme with completion expected in November 2021 with the Chrysalis loan-funding agreement being agreed during Quarter 4. Additionally the Warburton's new build at Viking Park, 3MG, is continuing and completion is expected in summer 2021.

- 2.5 The Council is currently seeking a Joint Venture partner to deliver the Astmoor Masterplan and planning permission has been granted for 26 new homes at Foundry Lane and development partner City Heart has been appointed.
- 2.6 The Liverpool City Region (LCR) has extended its Town Centre Fund until 31st December and works in Halton Lea remain ongoing and these have included
- The planned opening of Unit 39 in May which will provide visitor spaces and cultural, arts and heritage activity to support the Borough of Culture Programme.
 - The planned opening in September of an outpatient clinic at Unit 42 providing dietetics, optometry and audiology services.
 - The relocation of the Citizens Advice Bureau and improvements to highways and pedestrian access to the Shopping City, the opening up of the Town Park entrance and improvements for the East Lane cycleway.
 - Support to new traders to have a retail presence in the 'The Box' in Shopping City and support through 3rd Sector grants to support organisations to deliver activity in retail space to stimulate increased footfall and reach targeted groups.

Open Spaces and Waste and Environmental Improvement

- 2.7 During the first part of Quarter 4 both the Parks and the Streetscene sections were affected by absence that was related to Covid-19. The result was that the 2020/21 Winter Works programme (which in the main related to coppice and pruning works) was not completed. Missed works have now been scheduled for winter 2021/22 and regrettably this had led to some public complaint.
- 2.8 The cemeteries and crematorium section were very busy over the Q4 period. The service carried out 357 cremations (2019/20 Q4 = 263) and 87 full body burials (2019/20 Q4 = 107) during the period.
- 2.9 Waste collection services continued to operate through the previous 12 months. As was experienced in the previous 3 quarters, tonnages of waste and recyclable materials collected were significantly higher compared to the same periods in previous years. The table below shows details of the actual increases that were experienced;

Waste Stream	2019-20 Tonnage	2020-21 Tonnage	Additional Tonnage	Increase
RESIDUAL WASTE	27,047	30,034	2,987	11%
KERBSIDE RECYCLING	10,211	12,108	1,897	19%
GARDEN WASTE	4,351	5,155	804	18%

With more and more people working from home, and with the likelihood that many will continue to do so, it is expected that households will continue to produce increased tonnages of waste and recyclables and this will have both resource and financial implications moving forward.

Highways, Transportation & Logistics and Physical Environment

- 2.10 Throughout 2020 – 21 there has been a steady decline in the condition of the housing network across the borough and this is reflective of the fiscal constraints that have been prevalent for a number of years.

- 2.11 The Environment Agency funded Grant in Aid scheme was brought forward as an emergency scheme due to severe winter flooding events. The Runcorn Road culvert work began in December 2020 and was completed in January 2021. An additional scheme in Arklow Drive is also being progressed as a result of flooding caused by Storm Christoph in January 2021.
- 2.12 Following works being undertaken in regards to repainting and the reconfiguration of carriageways and approaches and parapet renewal works the Silver Jubilee Bridge was successfully reopened to traffic on 26th February.
- 2.13 The first 2 weeks of hearings were undertaken in Quarter 4 with regards to the examination of the Delivery and Allocations Local Plan.
- 2.14 The Development Control Committee have continued to meet virtually during quarter 4 and the first live streaming of a meeting took place successfully with a number of applications still under consideration for proposed Housing and Employment schemes.

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:-

Regeneration / External Funding

- 3.2 Consultation on the Right to Regenerate and the Public request to Order Disposal 1980 s98 by Ministry of Housing, Communities, and Local Government may result in a request to the Secretary of State to direct the Council to dispose of land and buildings that are defined under the Order as unused. Further information will be provided as this becomes known.
- 3.3 There are a plethora of Government Funding streams being released at present and staff are keeping abreast of these opportunities and ensuring that support is given to the relevant HBC Departments to bid for these where appropriate.

Highways, Transportation & Logistics and Physical Environment

- 3.4 Runcorn Station Quarter works continues to make good progress, with works to the Piazza having now commenced and highways have switched to Picow Farm Road and northern section of Cavendish Street. All agreements to carry out works have now been finalised with Avanti West Coast and Network Rail. Detailed design of the Active Travel Links from Cavendish Street to Dukesfield have commenced along with detailed design of the demolition of the footbridge across the Expressway.
- 3.5 Contractors proposals for site works and pricing information are expected to be received during late April with regards to the new Sankey Swing Bridge to allow access to Spike Island and these will be considered in due course.
- 3.6 Having agreed costs and methodology site works to Hutchinson Sidings Bridge are programmed to Start in May 2021.
- 3.7 Further Examination hearing sessions will take place in May and June. This will take place as a virtual hearing session and livestreamed. Officers will be preparing for this and working to provide the inspectors with the information for the plan to be examined

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 2019 – 20 Directorate Business Plans.
- 4.2 Progress concerning the implementation of all high-risk mitigation measures relevant to the Board were reported 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.
- 5.2 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://www4.halton.gov.uk/Pages/councildemocracy/Equality-and-Diversity.aspx>

6.0 Performance Overview

- 6.1 The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that fall within the remit of the Board.

Development and Investment Services

Key Objectives / milestones

Ref	Milestones	Q4 Progress
EEP 02a	To prepare a Town Investment Plan for Runcorn by January 2021	<input checked="" type="checkbox"/>
EEP 02b	To prepare a Masterplan and Delivery Strategy for the Astmoor Industrial Estate by September 2020	<input checked="" type="checkbox"/>
EEP 02c	To deliver the Liverpool City Region Town Centres' Fund in Halton Lea by 31st March 2021	<input checked="" type="checkbox"/>

Supporting Commentary

EEP 02a / 2b







Proposals under the Town Deal initiative to deliver a regeneration programme in Runcorn Old Town have been submitted and a response is now awaited from Government.

Astmoor Masterplan and delivery Strategy is now complete and a joint-venture partner is now being sought to move the project to the delivery phase.

EEP 02c

As described within the Key Developments section of the report the programme to deliver the Town Centres Fund continues to move forward and the extension by the LCR to the end of December 2021 is proving helpful in mitigating the negative effects of the COVID situation.

Key Performance Indicators

Ref	Measure	19 / 20 Actual	20 / 21 Target	Q4 Actual	Q4 Progress	Direction of travel
EEP LI 04	Occupancy rates of commercial and investment portfolio.	99% Investment 93% commercial	99% Investment 93% commercial	100% Investment 90% commercial		
EEP LI 05	Occupancy of Widnes Market Hall.	84%	84%	93%		
EEP LI 07	Number of companies benefitting from the Council's intensive Key Account Management Service.	TBA	TBA	56		

Supporting Commentary



Current Vacancies of commercial and investment portfolio –71 High St Runcorn, 6 Church St Runcorn, Frankie and Bennies the Hive, plot at Black Cat and the former bus depot Moor Lane. Marketing has now commenced for Frankie and Bennie's former unit and 6 Church St

Occupancy levels in the indoor Market remain very strong and traders have been assisted by rent free periods during lockdown and various grants have been used to sustain businesses during a very difficult trading year.

Because of competing priorities the current resource dedicated to KAM is reduced and therefore the number of companies receiving KAM support has remained static.

Waste and Environmental Improvement

Key Objectives / milestones





Ref	Milestones	Q4 Progress
CE 03a	Manage greenspace areas as per the agreed specification - March 2021 .	
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 - March 2021 .	

Supporting Commentary

As reported in the Key Developments section this report the Winter Works Programme has been unavoidably disrupted as a result of COVID related staff absence during the quarter 4 period.

Restrictions that have been in place during periods of lockdown have impacted upon the ability to deliver the full range of communications and awareness raising activity, such as householder engagement, school visits and roadshows. However, messages and advice about waste and recycling have been regularly posted on the Council's social media sites.






Key Performance Indicators

Ref	Measure	19 / 20 Actual	20 / 21 Target	Q4 Actual	Q4 Progress	Direction of travel
CE LI 05	Residual household waste per household.	607kg	610kg	634kg		
CE LI 06	Proportion of household waste recycled and composted.	40%	40%	37.8%		

Supporting Commentary

As reported in the Key Developments section of this report the tonnage of household waste has increased. Although there has been an increase in the tonnage of recycled / composted waste as a proportion of all waste the figure has remained relatively static when compared to the previous year.

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

Ref	Milestones	Q4 Progress
PPT 02	To deliver the 2019/20 LTP Capital Programme March 2021	
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 a revised draft Delivery and Site Allocations Local Plan (DALP)	
PPT 06	To ensure that at least one exercise is carried out each financial year to test the COMAH plans March 2021	

Supporting Commentary

See overleaf

PPT 02 / 03 / 04

Works on the LTP continue and Active Travel Scheme works are shortly due to commence at Runcorn Busway to improve cycling links between Halton Hospital and Murdishaw Centre and design work is underway for cycle routes between Murdishaw Centre to Castelfields and the Whitehouse Industrial estate.

Works have also begun to move from design to construction on works to the route from Runcorn Old Town to Sci-Tech Daresbury.

Highways and footways resurfacing and reconstruction works have now been completed on Town Lane to Curlender Way in Hale and a number of footway reconstruction works have been completed including Bishops Way, Shakespeare Rd, and Julian Way with works to Ditchfield Rd being at design stage.

A number of surface dressing works to carriageways are planned for summer 2021 across the borough and highway safety inspections continue to be undertaken.

PPT 05





The DALP was submitted for examination on the 5th March 2020. The Department has been working to complete outstanding evidential documents and is awaiting receipt of the Matters, Issues and Questions from the appointed independent Planning Inspectors. The first two Hearing Sessions have taken place with a further 3 to take place in May and June.










PPT 06

As part of its COMAH testing programme the Council has undertaken an exercise to test compliancy with COMAH Regulations (2015).

This involved 2 of the 9 COMAH sites in the borough which form part of the 3 year testing cycle using a table top format and Microsoft Teams software. The COMAH External Plan was tested and a structured debrief took place and an Exercise Report was produced as part of the validation / learning process. All arrangements were subsequently agreed with the Competent Authority (i.e. The Health and Safety Executive and the Environment Agency).

Key Performance Indicators

Ref	Measure	19 / 20 Actual	20 / 21 Target	Q4 Actual	Q4 Progress	Direction of travel
PPT LI 02	Net additional homes provided	450	552	See comment below	N/A	N/A
PPT LI 03	Number of affordable homes delivered (gross)	75	--		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	100% 92.85% 88.17%		80.52% 63% 71.4%		
PPT LI 06	No. of people killed or seriously injured (KSI) in road traffic collisions. (5 Year Av.)	31.2	N/A	28.8		

Ref	Measure	19 / 20 Actual	20 / 21 Target	Q4 Actual	Q4 Progress	Direction of travel
PPT LI 07	No. of children (<16) killed or seriously injured (KSI) in road traffic collisions. (5 year Av.)	4.0	N/A	4.2		
PPT LI 08	No. of people slightly injured in road traffic collisions. (5 Year Av.)	238	N/A	219		
PPT LI 12	Damage to roads and pavements (% above intervention levels) repaired within 24 hours.	100	100	100		
PPT LI 15	% of network where structural maintenance should be considered: a) Principal Roads b) Non-Principal Roads c) Unclassified Roads	1.6 2 4	2 4 9	See comment	N/A	
PPT LI 16	The proportion of non-frequent scheduled bus services on time (%): a) Percentage of buses starting route on time b) Percentage of buses on time at intermediate timing points	TBA TBA	99.00 95.00	See comment See comment	N/A N/A	N/A N/A
PPT LI 18	% of bus stops with Quality Corridor accessibility features. (No. of stops – 603)	461 (79%)	472 (81%)	461 (79%)		

Supporting Commentary

PPT 02/03

Completions were monitored for 2019/20 as at 31st July 2020 and reported in August 2020. Completions have reverted to being monitored annually as at 31st March 2021 and will be reported in the first Quarter of each year

PPT 04

The processing of planning applications has shown a downward trend when compared to 2019 – 20. However Officers have been working to reduce the accumulated backlog and following the use of agency staff and the appointment of a new member of staff processing times have improved considerably in quarter 4 with 100% of major and minor, and 95% of other applications being determined on time.

PPT 06/07/08

Whilst the five year average total number of people, and of children killed or seriously injured (KSI) in traffic accidents has remained fairly static there has been a reduction in the number of people slightly injured.

PPT 12/ 15

Repairs to damage of roads and pavement remains on track but as reported within the key developments section of this report available resources are negatively impacting upon the proportion of the network where structural maintenance should be considered.

PPT 16/18

Due to the COVID pandemic bus punctuality checks were postponed and the initial lockdown period forced operators to significantly reduce service frequency as a result of much reduced passenger numbers.

The number of bust stops with accessibility features has remained static as alternative COVID related initiatives have taken precedence and a number of shelters are now due to be installed in 2021 - 22.

7.0 Financial Statements

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT**Revenue Operational Budget as at 31 March 21**

	Annual Budget £'000	Actual £'000	Variance (Overspend) £'000
Expenditure			
Employee Related Expenditure	4,430	4,384	46
Repairs & Maintenance	2,103	1,891	212
Premises	97	97	0
Energy & Water Costs	691	627	64
NNDR	463	487	(24)
Rents	166	168	(2)
Economic Regeneration Activities	13	13	0
Security	471	430	41
Supplies & Services	352	308	44
Supplies & Services - Grant	691	682	9
Grants to Voluntary Organisations	111	111	0
Covid-19 Discretionary Business Support Grants	2,417	2,417	0
Capital Finance	155	155	0
Transfer to Reserves	1,035	1,035	0
Total Expenditure	13,195	12,805	390
Income			
Fees & Charges Income	-1,010	-1,001	(9)
Rent - Commercial Properties	-671	-468	(203)
Rent - Investment Properties	-39	-39	0
Rent - Markets	-315	-315	0
Government Grant	-3,585	-3,585	0
Reimbursements & Other Grant Income	-872	-879	7
Schools SLA Income	-480	-480	0
Recharges to Capital	-216	-216	0
Transfer from Reserves	-996	-1,061	65
Total Income	-8,184	-8,044	(140)
Net Operational Expenditure	5,011	4,761	250
Covid Costs			
Staffing	0	59	(59)
Repairs & Maintenance	0	81	(81)
Security	0	16	(16)
Supplies & Services	0	85	(85)
Reopening High Street Safely	0	25	(25)
Covid Loss of Income			
Rent - Commercial Properties	-316	0	(316)
Rent - Investment Properties	-5	0	(5)
Rent - Markets	-470	0	(470)
Government Grant Income			
General Covid Funding	0	-1,032	1,032
Reopening High Street Safely	0	-25	25
Net Covid Expenditure	-791	-791	0
Recharges			
Premises Support	1,777	1,777	0
Transport Support	28	28	0
Central Support	2,082	2,082	0
Asset Rental Support	1,308	1,308	0
Recharge Income	-6,592	-6,592	0
Net Total Recharges	-1,397	-1,397	0
Net Departmental Expenditure	2,823	2,573	250

Comments on the above figures

Finance worked closely with the Department in year to ensure that a balanced budget was achieved, this has resulted in a final underspend against available budget of £0.250m

Whilst effective control over expenditure was maintained, income remained a budget pressure, as the majority of the income is generated externally.

The saving measures put forward by the Department for 2020/21 have been met.

The department consists of 134.4 staff, of which 73 are externally funded, through grant/capital or external sources. The department put a hold on all vacancies until the next financial year. This helped towards meeting the staff turnover saving target of £0.092m

Due to the closure of The Brindley and other corporate buildings the security budget is under budget this financial year.

The negative variance in recent years for energy and water costs was addressed at budget setting time. Due to the majority of staff now working from home the budget is showing a positive variance this financial year.

The Repairs & Maintenance Programme is under budget this financial year. An assessment was carried out to identify work that was not committed and which can be delayed until the next financial year to help achieve a balanced budget position. The department also undertook an exercise to establish what expenditure was capital in nature, this has now been reclassified within the capital programme in order to make a saving on the revenue budget.

Some buildings have been acquired as part of a particular regeneration scheme and currently remain vacant. As a result, in the interim, operating costs will have to be funded by base budget until the buildings are demolished. This with the additional cost of NNDR on empty buildings, caused a significant budget pressure.

Adult Learning Division has contributed £0.212m as match funding towards the Ways to Work Programme. During the last 5 years this has generated £2.9m in matching funding, creating an employment programme of £5.5m

Commercial Property rent continues to be the main budget pressure for the department. During the last few years, the Council has disposed of many properties, either in preparation for regeneration projects but also to generate capital receipts. This loss of rent has been reflected in the setting of the 2021/22 budget income targets.

Grant conditions have allowed the Council to recharge staff time to projects, resulting in the Department over achieving on transfer from reserves income this financial year.

Covid Costs

The majority of the costs for COVID are related to loss of income. The market tenants and some commercial property tenants were given a rent free period for a majority of the year.

Additional costs for the department relate to the purchase of PPE equipment, adaptations to corporate buildings plus security on the Ice Rink whilst it was being used as a morgue.

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

Capital Projects as at 31 March 21

Project Title	2020/21 Capital Allocation £'000	Actual £'000	Total Allocation Remaining £'000
3MG	72	39	33
Foundry Lane Residential Area	150	154	(4)
Kingsway House Moves	13	17	(4)
Equality Act Improvement Works	93	83	10
Widnes Market Refurbishment	290	249	41
Broseley House	35	34	1
Solar Farm	705	701	4
Solar Farm Extension	61	75	(14)
The Croft	30	31	(1)
Kingsway Learning Centre Improved Facilities	499	449	50
Kingsway Learning Centre Equipment	281	183	98
Halton Lea TCF	371	21	350
Sci Tech Daresbury – Project Violet	6,389	4530	1,859
Runcorn Town Centre Redevelopment	750	2102	(1,352)
Property Improvements	200	202	(2)
Totals	9,939	8,870	1,069

Kingsway Learning Centre Improved Facilities – Works to upgrade the centre have been completed and include a new lift, some room reconfiguration to create a dedicated Learner Break Out area and reception, new lighting, carpets and redecoration to all adult learning rooms and the staff kitchen.

Kingsway Learning Centre Equipment – All equipment has now been ordered and much of it installed, including new Clever Touch screens, banks of laptops and iPad, digital display screens in the corridor, glass display cabinets, new furniture and the procurement of an art mural (yet to be created).

Runcorn Town Centre Redevelopment – Allocation was used towards a site acquisition in the Runcorn Station Quarter to support the emerging masterplan proposals.

3MG – Alstom are investing in their site including an additional rail siding. CDP are preparing a planning application for their site. Liberty Park has strong interest in the 108,000sqft unit. Warburton's construction at Viking Park is proceeding well.

Sci Tech Project Violet – Construction is well underway on the 48,000 office space, with completion expected in November, Chrysalis loan funding agreement has been signed. Outline planning application has been submitted for the next 150,000 sq ft on the remaining JV land.

Broseley House – There is currently only one remaining tenant in the building who is due to vacate the premises by 30 June 2021. The Council is currently in the final stages of evaluating the tender returns in respect of the demolition of the building. The lowest tender return is well within the budget estimate, this has still to be checked however. All demolition works should be complete by 31st December 2021.

Equality Act – Projects have been completed at Kingsway Learning Centre, 45A Moorfield Road, The Brindley and the Market, the budget has been underspent this year however due to delays with some works due to COVID. Projects not completed out of the 2020/21 budget will roll over to 2021/22.

Widnes Market – The outdoor roofing, gutters and downpipes replacement project has been completed on site, however there are still some small sections to be done. The practical completion payment has not yet been received until these works have been done.

Solar Farm - The Construction of the Solar Farm was completed in Aug 2020 with formal handover to the Council in early September following completion of the commissioning tests. To date has system has produced 463,000kwh of electricity which is in line with expectations.

Property Improvement – Capital works has been carried out on the Old Police Station, Widnes Market and Glendale.

The Croft – The purchase of the Croft Public House is now complete.

COMMUNITY & ENVIRONMENT**Revenue Budget as at 31 March 2021**

	Annual Budget £'000	Actual £'000	Variance (Overspend) £'000
Expenditure			
Employees	13,296	12,626	670
Premises	2,176	1,936	240
Supplies & Services	1,088	910	178
Book Fund	155	135	20
Hired Services	541	484	57
Food Provisions	137	127	10
School Meals Food	775	775	0
Transport	157	145	12
Other Agency Costs	181	170	11
Waste Disposal Contract	6,188	6,136	52
Grants to Voluntary Organisations	41	20	21
Grant to Norton Priory	172	174	(2)
Capital Financing	262	312	(50)
Rolling Projects	56	56	0
Total Expenditure	25,225	24,006	1,219
Income			
Sales Income	-733	-354	(379)
School Meals Sales	-815	-617	(198)
Fees & Charges Income	-3,318	-2,983	(335)
Rents Income	-101	-118	17
Government Grant Income	-1,077	-1,154	77
Reimbursements & Other Grant Income	-597	-590	(7)
Schools SLA	-1,221	-1,328	107
Internal Fees Income	-280	-126	(154)
School Meals Other Income	-279	-89	(190)
Catering Fees	-114	-73	(41)
Capital Salaries	-173	-166	(7)
Transfers from Reserves	-189	-227	38
Total Income	-8,897	-7,825	(1,072)
Net Operational Expenditure	16,328	16,181	147

Revenue Budget as at 31 March 2021...continued

	Annual Budget	Actual	Variance (Overspend)
	£'000	£'000	£'000
Covid Costs			
Community Development	0	1	(1)
Community Safety	0	8	(8)
Leisure & Recreation	0	13	(13)
Open Spaces	0	324	(324)
Schools Catering	0	17	(17)
Waste & Environmental Improvement	0	540	(540)
Shielding Hub	0	25	(25)
Surge Enforcement Scheme	0	88	(88)
Winter Grant Scheme	0	500	(500)
Covid Loss of Income			
Commercial Catering	-58	0	(58)
Community Development	-189	0	(189)
Leisure & Recreation	-658	0	(658)
Open Spaces	-354	0	(354)
Schools Catering	-165	0	(165)
Stadium	-542	0	(542)
Waste & Environmental Improvement	-32	0	(32)
Government Grant Income			
General Covid Funding	0	-2,927	2,927
Surge Enforcement Grant	0	-87	87
Winter Grant Scheme	0	-500	500
Net Covid Expenditure	-1,998	-1,998	0
Recharges			
Premises Support	1,640	1,640	0
Transport Support	2,360	2,192	168
Central Support	4,170	4,170	0
Asset Rental Support	3,558	3,558	0
Recharge Income	-488	-488	0
Net Total Recharges	11,240	11,072	168
Net Departmental Expenditure	25,570	25,255	315

Comments on the above figures

The net Department spend is £0.315m under budget as at 31 March 2021.

The Department has been greatly affected by Covid-19 during the past year. Many services were halted for the majority of the year, whilst others have had to make changes to working methods and service delivery, all of which have had an impact on the Department's budgetary position. As such, the Department outturn for 2020/21 has changed considerably from 2019/20, with the caveat that there are many uncertainties around when and how service provision can begin to return to normal.

Employee expenditure is £0.670m under budget at the end of the year. Underspend against budget relates to a large number of unfilled vacancies in the Leisure Centres, The Brindley and within Open Spaces. Site closures and reductions in service delivery during Covid have allowed vacancies across the Department to be held open for longer than usual which has also contributed to the underspend.

Premises costs are £0.240m under budget at the end of 2020/21. Utilities and repair costs have reduced considerably whilst sites have been closed. The outturn position is under budget due to ongoing closures at The Brindley and Runcorn Swimming Pool, a reduction in services offered at the Stadium and reduced energy usage at the Leisure Centres due to restricted capacity.

Spend on Supplies and Services is £0.178m under the revised budget and spend on hired services is £0.057m under budget. This underspend has been generated by reduced spending on services that were temporarily halted during the pandemic.

Rolling Projects spend partially relates to emergency works to the Sankey Canal which have been necessitated by the closure of Fiddlers Ferry Power Station and has been funded centrally by the Council.

Reduced income has been received for School Meals sales during 2020/21 due to schools being closed for large parts of the year. It was extremely challenging to estimate the income which was likely to be received during the year as the service was subjected to considerable disruption since resuming fully in September, as many schools had to send large numbers of children home to self-isolate. Sales income was also affected by the economic downturn and an increase in free school meals numbers. These factors meant that any projections relating to the School Meals service were subject to a high degree of uncertainty and changed considerably during 2020/21 financial year.

Sales and Fees & Charges income is £0.379m and £0.335m less than the budgeted target at the end of the financial year. This relates to continued shortfalls in income in the Leisure Centres and the Stadium, offset by an increase in income for Cemeteries, the Crematorium and green waste licences.

Internally generated income for room bookings, school meal costs and catering is £0.385m under the budgeted target for the year. It is likely this will have a continued impact on the department's budget in the future if there is to be ongoing changes to staff working from home and meetings taking place virtually. The income loss for the department will be offset by reduced spend across all Council services. This area of the budget will be reviewed once it is known how the impact of covid will affect working arrangements across the Council.

The Department has incurred £0.928m of additional costs due to Covid-19 for the 2020/21 financial year. £0.296m of these costs relate to the rental of the ice rink for use as a temporary morgue and the installation of a temporary cremator to cope with additional service demand. There were also £0.020m of additional costs incurred due to the School Meals service requiring to operate throughout the school holidays, and £15k of food costs relating to the Shielding Hub for distribution to vulnerable residents. The majority of the additional costs are in relation to waste disposal, £0.539m caused by a significant increase in the amount of waste generated from households during lockdown. This has increased considerably from the estimated cost at the start of the year due to the Liverpool City Region being subject to Tier 3 restrictions at various times of the year as well as part of a national lockdown. There were also additional costs incurred relating to PPE and cleaning requirements in buildings which were open to the public.

Covid-19 related net income losses across the Department for 2020/21 amounted to £1.998m, which was covered by a government grant. The areas of the largest losses included Leisure Centres, Community Centres, The Brindley and School meals as these services were closed for the majority of the year.

During 2020/21 any additional costs and loss of external income that can be attributed to Covid-19 have been covered by government grant funding. This includes a grant of £0.231m awarded by the Arts Council to assist with the running costs of The Brindley, as well as to purchase equipment to enable the theatre to reopen safely in 2021/22.

Another Covid grant announced by the Government in late 2020 was the Winter Grant scheme for £0.500m, which has been utilised to provide free school meals vouchers for children of the borough.

Capital Projects as at 31 March 2021

Project Title	2020/21 Capital Allocation £'000	Actual £'000	Total Allocation Remaining £'000
Stadium Minor Works	69	60	9
Children's Playground Equipment	128	128	0
Landfill Tax Credits	10	0	10
Upton Improvements	13	0	13
Crow Wood Play Area	90	22	68
Crow Wood Pavilion	1	1	0
Peelhouse Lane Cemetery	389	368	21
Victoria Park Glass House	25	21	4
Sandymoor Playing Fields	3	1	2
Town Park	246	23	223
Open Spaces	542	331	211
Bowling Greens	5	4	1
Widnes & Runcorn Cemeteries – Garage & Storage	3	0	3
Litter Bins	26	26	0
Brookvale Recreation Centre Pitch	488	11	477
Moor Lane Leisure Centre	1,986	1,089	897
Stadium Decarbonisation Scheme	1,200	0	1,200
Totals	5,224	2,085	3,139

Comments on the above figures.

Stadium Minor Works – There have been major works carried out to modernise the Bridge Suite, including upgrading to energy efficient LED lighting.

Children's Playground Equipment - This is an ongoing project which includes spend on improvements within the Borough's playgrounds.

Crow Wood Park – The park building and the external works are substantially complete and the next phase of landscaping works is now under way.

Open Spaces Schemes – This covers spending on a variety of externally funded ongoing projects, including works to Sunnybank Park, Birchfield Gardens and several projects in the Runcorn Hill area. In addition, work commenced in January 2021 on the Seafarers & Covid Memorial Garden at Runcorn Cemetery.

Peelhouse Lane Cemetery – Cemetery is now completed and operational.

Victoria Park Glass House – Works to the glass house and gardens are now complete. The garden area has now been handed over to the Volunteer group to take over the day to day running.

Sandymoor Playing Fields – The project is now completed and has been handed over to The Parish Council.

Widnes & Runcorn Cemeteries - Garage & Storage – Work at both sites has now been completed, with the exception of some final establishment works. There will be a retention payment due in 2021/22.

Town Park – The southern paths phase is complete and design work for the next phase near Palacefields Avenue and Stockham Lane is underway.

Bowling Greens – All works at the bowling greens have now been completed.

Brookvale Recreation Pitch – The Football Foundation Grant application decision is not due until July 2021 so significant spend on this project will not commence until then.

Moor Lane Leisure Centre – Works currently on hold due to potential compulsory purchase orders (CPO) on site and major work will now begin in 2021/22.

Stadium Decarbonisation Scheme – Scheme now due to commence in 2021/22.

POLICY, PLANNING & TRANSPORTATION DEPARTMENT**Revenue Operational Budget as at 31 March 21**

	Annual Budget	Actual	Variance (Overspend)
	£'000	£'000	£'000
Expenditure			
Employees	4,751	4,304	447
Efficiency Savings	-300	-300	0
Premises	161	108	53
Hired & Contracted Services	133	467	(334)
Supplies & Services	85	141	(56)
Street Lighting	1,673	1,087	586
Highways Maintenance	2,534	2,716	(182)
Fleet Transport	1,363	1,090	273
Bus Support - Halton Hopper Tickets	197	-1	198
Bus Support	603	444	159
Capital Financing	1,252	1,267	(15)
Grants to Voluntary Organisations	61	61	0
NRA Levy	67	66	1
LCR Levy	882	882	0
Total Expenditure	13,462	12,332	1,130
Income			
Sales & Rents Income	-133	-83	(50)
Planning Fees	-546	-588	42
Building Control Fees	-217	-172	(45)
Other Fees & Charges	-904	-807	(97)
Grants & Reimbursements	-145	-322	177
Government Grant Income	-473	-483	10
Halton Hopper Income	-197	-14	(183)
School SLA's	-45	-41	(4)
Recharge to Capital	-317	-241	(76)
LCR Levy Reimbursement	-882	-882	0
Contribution from Reserves	-362	-362	0
Efficiency Savings	-28	0	(28)
Total Income	-4,249	-3,995	(254)
Net Operational Expenditure	9,213	8,337	876
Covid Costs			
Employees	0	116	(116)
Bus Support	0	25	(25)
PPE & Equipment	0	81	(81)
EATF Grant Expenditure	0	13	(13)
Additional Home to School Transport	0	49	(49)
Covid Bus Support Grant	0	25	(25)
Contribution from Capital Reserves	0	387	(387)
Covid Loss of Income			
Fees & Charges	-75	0	(75)
Grants & Reimbursements	-37	0	(37)
Government Grant Income			
Covid Bus Support Grant	0	-25	25
EAT Grant	0	-13	13
Additional Home to School Transport Grant	0	-49	49
Government Grant Income	0	-721	721
Net Covid Expenditure	-112	-112	0
Recharges			
Premises Recharges	572	572	0
Transport Recharges	692	620	72
Asset Charges	9,766	9,766	0
Central Recharges	1,733	1,733	0
Transport Recharge Income	-4,299	-4,136	(163)
Central Recharge Income	-857	-857	0
Net Total Recharges	7,607	7,698	(91)
Net Departmental Expenditure	16,708	15,923	785

Comments on the above figures

As at 31 March 2021 the department net spend was £0.785m below the approved budget. Financial Management worked closely with the Department in year to ensure that budgets were managed as proactively as possible.

Whilst effective control over expenditure was maintained, income was a constant budget pressure, as the majority of the income is generated externally and subject to fluctuations as a result of the pandemic.

Employee net spend was below budget by £0.447m due to a number of vacancies across the whole department, in particular the Highways / Planning and Traffic divisions. Vacant posts are currently being held and not advertised in a bid to achieve in-year savings. Across the department, there are 96.5fte's and of these 14.4fte's are currently vacant, including a Divisional Manager post. It is important to note however that 3fte's are currently being filled via a contractual shared Building Control service between Halton and Knowsley. It is anticipated that the majority of the vacant posts will be filled following a complete restructure in 2021/22.

Hired and contracted services, as well as supplies and services, are over budget due to additional survey costs and plans which have been required in the Planning division. Halton also has a contract with MEAS (Merseyside Environmental Advisory Service) which is hosted by Sefton LA. This is used to provide Halton with advice in relation to ecology, waste, environmental impact assessments and local plans. To have this advice internally would cost Halton more than the contract, but now, it is significantly over the allocated budget. Legal fees are also over budget due to external legal advice for unauthorised traveller sites at Factory Lane, Widnes.

Street lighting energy costs came in significantly under budget in this financial year, it has been difficult over the past year to forecast the energy cost due to the poor timing and receipt of energy bills.

Highways maintenance budgets were monitored closely throughout the year but spend was over the approved budget by £0.182m. These budgets are difficult forecast throughout the year due to the reactive nature of the work.

Fleet transport costs are under budget as projected this financial year. This is mostly due to fleet being replaced for newer models that are much more efficient and this has led to a reduction in consumables such as vehicle parts, tyres and fuel. This in turn then has an impact on the costs recharged out to other services within the authority.

Halton Hopper tickets were largely under budget due to the loss of Halton Transport at the end of 2019/20 and the impact of the pandemic on the demand for public transport. This meant that expenditure on bus tickets was minimal with a corresponding impact on the amount of income generated by selling the tickets to the public.

Bus support costs for the year are less than the approved budget as costs usually funded from base have been switched to available covid grant funding.

Sales income came in under target this financial year due to a lack of permit income and external fuel sales.

Fees and charges did not achieve income targets due to a lack of education related income. There was also an under achievement of contaminated land enquiries income due to the current national position

The over achievement of reimbursement income is as a result of a review of balance sheet items which has allowed the department to release funds into the revenue budget.

COVID Costs and Loss of Income

Employees worked additional hours to provide support to the various sections within the authority, which increased staffing expenditure. There has also been a significant increase in overtime within the Logistics division, which is all in relation to transportation. This has now ended and has been reflected in the above figures.

Bus Support had additional costs in 2020/21 due to services having to be provided during school holidays for the children who were identified as being in a key worker family.

There has also been a large increase in transfers to capital reserves due to two of the main capital contractors increasing costs during the pandemic. Costs are in relation to contractors having to spend additional time cleaning tools and machinery, additional time for loading and unloading, staggered starts and finishes. Lastly travel time to pick up materials has increased significantly due to plant closures being put in place due to lack of staff, this has meant contractors have had to travel further afield in order to pick up required materials.

Lowerhouse Lane Depot was closed for the best part of three months and therefore the income received was slightly under budget. This affected MOT, repairs and taxi testing income targets.

The Highways division achieved a lower amount of supervision fees because the work being carried out by third parties is not at the same level as in previous years.

POLICY, PLANNING & TRANSPORTATION DEPARTMENT
Capital Projects as at 31 March 21

Project Title	2020/21 Capital Allocation £'000	Actual £'000	Total Allocation Remaining £'000
Local Transport Plan			
Total Bridge & Highway Maintenance	4,810	1,639	3,171
Integrated Transport	1,368	550	818
STEP Schemes	0	156	(156)
SJB MM - Arch Painting	641	320	321
SJB - Deck Reconfiguration	453	498	(45)
SJB - Decoupling	10,247	8,752	1,495
KRN - Earle Rd Gyratory	233	0	233
Widnes Loops	4,258	1,466	2,792
Total Local Transport Plan	22,010	13,381	8,629
Halton Borough Council Schemes			
Street Lighting	527	17	510
Lighting Upgrades	957	212	745
Silver Jubilee Bridge - Lighting	500	7	493
Risk Management	355	71	284
Fleet Vehicles	1,086	312	774
SUD Green Cycle	469	455	14
Windmill Hill Flood Risk Management Scheme	218	54	164
Total Halton Borough Council Schemes	4,112	1,128	2,984
Totals	26,122	14,509	11,613

Comments on the above figures

Due to long-term vacancies, ongoing now for two financial years, and new additional workload from government grants, Highways are under capacity in terms of staff resourcing available to capital projects. This has led to some slippage of programmes

Highway Maintenance - The KRN (Key route network) is due to be completed in 2021/22 which is Leigh Avenue reconstruction from Kingsway to Deacon Road plus other locations yet to be decided by the CA (combined authority).

Integrated Transport Block - Work has not yet been completed on various projects contained within this block, but progress is expected to be made in 2021/22.

STEP - this programme did not actually overspend despite there not being an allocation for it in 2020/21. The expenditure was offset using Challenge Fund monies.

SJB MM – Arch Painting – the remainder of this pot was used to offset the contribution required on the SJB LGF grant

SJB Deck Reconfiguration – again the expenditure on this was offset using Challenge Fund monies

SJB Decoupling (Runcorn Station Quarter) – work has progressed very quickly this financial year and is anticipated to be completed from a Highways element around November 21.

KRN Earle Rd Gyrotory – this project came in under budget and is now complete

Widnes Loops – work has not yet been completed. There is still the demolition of three buildings and alignment of Waterloo Road to be done

Street Lighting – final have not yet been received in full from Scottish Power therefore the budget will be moved into 2021/22 to offset them when they arrive

Lighting Upgrades – similar to street lighting above there is an ongoing issue with Jones Lighting but again they are behind with billing

SJB Lighting – this project is currently at the feasibility stage and therefore only just started. It is expected to be completed in 2021/22

Risk Management – 50% of the remaining balance is for a salt barn (new salt storage facilities at Picow Farm Road, Runcorn). This will improve the storage of the salt, which will in turn ensure the quality of the salt does not deteriorate whilst it is in storage. This project has been delayed and is not expected to be completed now until 2022/23




Fleet Vehicles – 2020/21 was a year in which few vehicles needed to be purchased. This is in part due to an excellent maintenance scheme which means that some vehicles can be run on past their initial replacement date if possible. This budget will be required in future years as the Council have a number of high value replacements due in the coming years which will need to be funded (for example a number of refuse collection vehicles).

Windmill Hill Flood Risk – currently on site with Lambros and work is expected to be finalised in Q1 2021/22.





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