

Public Document Pack



Environment and Urban Renewal Policy and Performance Board

Wednesday, 21 September 2022 6.30 p.m.
Council Chamber - Town Hall, Runcorn

S. Young

Chief Executive

BOARD MEMBERSHIP

Councillor Bill Woolfall (Chair)	Labour
Councillor Mike Fry (Vice-Chair)	Labour
Councillor Angela Ball	Labour
Councillor Dave Cargill	Labour
Councillor Sian Davidson	Conservative
Councillor Robert Gilligan	Labour
Councillor Stan Hill	Labour
Councillor Geoffrey Logan	Labour
Councillor Tony McDermott	Labour
Councillor Tom Stretch	Labour
Councillor Sharon Thornton	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, 16 November 2022*

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

Part I

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1. MINUTES		1 - 6
2. DECLARATIONS OF INTERESTS (INCLUDING PARTY WHIP DECLARATIONS)		
	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, 22 June 2022 at the Council Chamber - Town Hall, Runcorn

Present: Councillors Woolfall (Chair), Fry (Vice-Chair), Ball, Davidson, Gilligan, Logan, McDermott and Stretch

Apologies for Absence: Councillor S. Hill and Thornton

Absence declared on Council business: None

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

Also in attendance: None

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

	<i>Action</i>
EUR1 MINUTES	
<p>The Minutes of the meeting held on 16 February 2022 having been circulated were signed as a correct record.</p>	
EUR2 PUBLIC QUESTION TIME	
<p>In accordance with Standing Order No.34 (9), the following public questions were submitted to the Board by email:</p>	
<p><u>QUESTION 1 - Mr Millea – (Minute No 7 refers)</u></p>	
<p>Can you guarantee that The Temporary cremator will be removed in July? In recent weeks it has been in use frequently for up to 8 hours a day not necessarily every day, but still a disturbing noise to contend with some days we have had to leave our house just to get away from the continuous droning noise which can be heard both inside and outside our home.</p>	
<p><u>RESPONSE:</u></p>	
<p>Whilst, due to reasons beyond the control of the Council, the procurement exercise for a new cremator had taken longer</p>	

than anticipated, and the Council had to keep the temporary facility in place for longer than expected, Members were advised that the installation and commissioning of the new cremator was on schedule for completion by mid-July. It was therefore anticipated that the temporary cremator would be removed by the end of July 2022.

Supplementary Question

Why in over 2 years having known about the problem have none of our Birchfield Ward Councillors ever been to visit any of the affected residents?

RESPONSE:

The three Birchfield Ward Councillors were in attendance at the meeting. Councillor Woolfall gave an outline of the contact he had made with Mr Millea and another resident, which included numerous emails, visits to the cemetery he had made and meetings that had taken place with Officers to discuss the issues raised.

EUR3 EXECUTIVE BOARD MINUTES

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

RESOLVED: That the Minutes be received.

EUR4 DRAFT ANNUAL REPORT 2021-22

The Board considered a copy of the Annual Report from the Chair of the Environment and Urban Renewal Policy and Performance Board 2021/22.

The full Board met on four occasions during the year and the report set out the work carried out and recommendations made throughout the Municipal Year April 2021 to March 2022.

RESOLVED: That the Annual Report be accepted.

EUR5 PERFORMANCE MANAGEMENT REPORTS FOR Q4 2021/22

The Board received a report from the Strategic Director, Enterprise, Community and Resources, which presented the Performance Monitoring Reports for Quarter 4 of 2021/22.

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 fourth quarter performance monitoring reports be received and noted.

EUR6 RECEIPT OF PETITION - TO REPLACE EXISTING BUS SHELTER WITH CONVENTIONAL TYPE SHELTER

The Board considered a report of the Operational Director – Policy, Planning and Transportation, which provided information on the petition received from residents of Norton requesting that the existing bus shelter located at the Gooseberry Lane bus stop on the Busway be replaced with a more conventional style bus shelter. The petition was signed by 26 bus users. The existing shelter offered limited protection due to its design.

Following complaints of anti-social behaviour from residents in close proximity to the bus stop, the existing shelter replaced a conventional type shelter in approximately 2010. However, it was noted that the most recent figures (April 21 to March 22) show anti-social behaviour to be at an average level of 5.9 incidents per month across the Norton North Ward. In addition, the corresponding bus stop on the opposite side of the road had a conventional type bus shelter installed with no reports of anti-social behaviour taking place.

Councillor Logan addressed the Board in support of the petitioners.

RESOLVED: That

1. the petition be noted;
2. the request to remove the existing shelter and replace with a new conventional type be approved; and

3. the local Ward members be informed of the outcome of the Board's consideration of the petition.

EUR7 UPDATE ON CREMATOR PROVISION AT WIDNES CEMETERY

The Board considered an update on progress with the installation of a new cremator at Widnes Cemetery and the removal of the temporary cremator. At the previous meeting of the Board a number of public questions were submitted (Minute 28 refers). It was agreed that a report would be submitted to the June meeting to provide an update and this report provided Members with a sequence of events and timeline surrounding these matters.

Members were advised that the installation and commissioning of the new cremator was on schedule for completion by mid-July. It was therefore anticipated that the temporary cremator would be removed by the end of July 2022.

RESOLVED: That the update report be noted.

(N.B. Councillor Davidson declared a disclosable other interest in the following item of business as she was an employee of an Academy in the borough)

EUR8 CLIMATE CHANGE ACTION PLAN

The Board considered a report of the Operational Director – Policy, Planning and Transportation, which contained a copy of the adopted Climate Change Action Plan. The Plan provided a clear direction for the Council and a commitment to reducing its carbon footprint, particularly as there were numerous sources of external funding becoming available to support such initiatives. The Plan also set a target to be carbon neutral by 2040 and provided an initial focus on buildings, vehicles and the Borough's blue/green infrastructure.

RESOLVED: That the Board records its continued support for the Corporate Climate Change Action Plan.

EUR9 LOCAL CENTRE TRADE SURVEY 2022 UPDATE

The Board considered a report of the Operational Director – Policy, Planning and Transportation, that presented the initial findings from the updated survey of local centres undertaken by the Planning Service in 2022. A copy of the completed survey was attached as appendix A.

It was noted that the surveys took the form of a 'facial survey', where each centre was visited and the following information recorded:

- Trader mix;
- Type of goods/services sold;
- Floor space; and
- Quality of shopfronts and buildings.

The results of the survey extended the time series that would be used to inform a future review of the Local Plan.

Councillor McDermott requested that a report be brought to a future meeting on the impact since the Covid pandemic on local centres. This should include a synopsis of the facilities within each ward area that had closed and what facilities were still available.

RESOLVED: That the report be noted.

EUR10 DELIVERY AND ALLOCATIONS LOCAL PLAN - PRELIMINARY DEVELOPMENT UPDATE

The Board considered a report of the Operational Director - Policy, Planning and Transport, that presented the initial findings from the annual monitoring of housing and employment development against Delivery and Allocations Local Plan (DALP) targets.

The Plan sets out a number of development targets for the provision of housing and the supply of land for employment and retail development including:

- Housing = 8,050 net dwelling gain at an average of 350 per annum; and
- Employment = 180 hectares to be made available.

The annual monitoring of granted planning permissions and construction starts and completions (April-March) had been completed and this report presented some of the interim findings together with some updated demographic projections (Appendix A).

RESOLVED: That the report be noted.

EUR11 WORKING PARTY REVIEW OF COPPICING WORKS

The Board considered a report of the Operational Director, Community and Environment, which provided

Members with an update on progress with work of the Working Party that was established to review the Council's coppicing works programme. The first meeting of the Working Party would take place on 12 July 2022. This meeting would establish the scope of the review and a further progress report on the work of the Working Party would be presented to Members at the next meeting of the Board in September.

RESOLVED: That the report be received.

Meeting ended at 7.25 p.m.

REPORT TO: Environment and Urban Renewal Policy & Performance Board

DATE: 21 September 2022

REPORTING OFFICER: Chief Executive

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: 21 September 2022

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 16 JUNE 2022

ENVIRONMENT AND URBAN RENEWAL PORTFOLIO

EXB10 AMENDMENT TO CAPITAL PROGRAMME

The Board considered a report from the Operational Director – Community and Environment, which provided information on planned landscape and public open space improvement schemes to be undertaken and to ask Members to approve a capital budget allocation and expenditure in order to complete these works.

There were several major landscape improvement schemes planned over the next 2-3 years – the report provided details of these projects, the costings for each, and how they would be funded.

RESOLVED: That the Executive Board approves

- 1) the sum of £1,988,342.71, received from Mersey Link for the reinstatement of Mersey Gateway temporary works areas, be added to the Capital Programme;
- 2) that £1m of capital borrowing be added to the Capital Programme to be used as match funding towards the Brindley Green element of Runcorn Town Centre Investment Plan;
- 3) the annual revenue cost of £57k to service the £1m capital borrowing to be funded from the Contingency budget; and
- 4) the Council's Environment Services Division prepare remedial works plans for the former Mersey Gateway temporary works areas and appoint any necessary consultants and contractors to carry out these works.

Operational
Director -
Community &
Environment

EXB11 EAST RUNCORN CONNECTIVITY SCHEME

The Board considered a report from the Operational Director – Policy, Planning and Transportation, which sought

approval for further feasibility work (Year 2) on the business case for the East Runcorn Connectivity (ERC) Scheme (this follows the Year 1 programme approved by the Board in June 2021).

The full ERC scheme comprised four elements:

- A558 dualling from Pitts Heath Lane to Innovation Way;
- A56 Major Maintenance – Keckwick Lane to M56 junction 11;
- Potential loop road M56 junction 11 to A533; and
- A suite of active and sustainable travel interventions.

Further details of the four elements were discussed in the report, and Appendix one presented the Year 2 outline of programme activity for the ERC for Members approval. It was noted that a Year 2 proposal had been submitted to the Liverpool City Region (LCR) and Halton was now in receipt of an offer letter to support Year 2 with pre-development funding.

RESOLVED: That the Executive Board

- 1) approve the further development of the East Runcorn Connectivity business case;
- 2) approve the Year 2 programme as set out in Appendix 1;
- 3) approve the amendment of the Council's Capital Programme to incorporate the Year 2 sum of £2.71m;
- 4) approve the principle of commissioning Mott MacDonald as external consultant for the project via the Merseytravel Consultancy Framework to 2025; and
- 5) delegate power to the Operational Director – Policy, Planning and Transportation, in consultation with the Leader and Portfolio Holder for Environment and Urban Renewal, to implement the Year 2 works on the East Runcorn Connectivity Scheme, within funding deadlines.

Operational
Director - Policy,
Planning and
Transportation

The Board considered:

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

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

ENVIRONMENT AND URBAN RENEWAL PORTFOLIO

EXB13 HIGHWAYS IMPROVEMENT CONTRACT AWARD

The Board considered a report from the Operational Director – Policy, Planning and Transportation, which made a recommendation for the award of a contract for capital funded highway improvement works.

RESOLVED: That the Board approves the award of the ‘Highway Improvement Contract’ as recommended in the report, to commence on 6 August 2022, for three years initially, with a one-year extension option.

Operational
Director - Policy,
Planning and
Transportation

REPORT TO: Environment and Urban Renewal Policy and Performance Board

DATE: 21 September 2022

REPORTING OFFICER: Operational Director, Policy, People, Performance & Efficiency

PORTFOLIO: Resources

SUBJECT: Performance Management Reports for Quarter 1 of 2022/23

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 first quarter period to 30th June 2022
- 1.2 Key priorities for development or improvement in 2022 - 23 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

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 first 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.

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 1 – 1st April 2022 to 30th June 2022**

1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the first quarter of 2022 / 23 for those 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 2022 / 23 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
- 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 7 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 Regeneration Town Centres

Runcorn Town Deal

Work is progressing, led by Amion, to complete the Towns Fund project business cases for sign off by the Section 151 officer and submission to Government by the beginning of August. Unlock Runcorn and the Community Housing project have requested and received a 3 month extension for this work. DWF have been appointed to provide Subsidy Control advice for each of the projects.

Further project development on all seven Towns Fund projects continues including working to RIBA 2 for the Runcorn Station Quarter the enterprise centre, the community housing project and the equivalent for Unlock Runcorn and RIBA 3 for Brindley Theatre and the Creative and Digital Skills Centre.

Work continues on the renovation of 71 High street, the first phase of the Digital and Creative Skills centre which currently should be completed late August/early September.

Halton Lea

The LCR town centre funding has almost completed however the Health Hub has required some additional steel to support the partitions which has resulted in a further delay; works now due to complete in August with the unit opening in September.

A levelling up capital funding bid up to £20m for Halton Lea will be submitted by the deadline of 12:00 noon on Wednesday 6 July 2022.

2.3 Regeneration Non-Town Centres

Sci-Tech Daresbury

- Project Violet, now completed and continues to progress towards full occupancy. Currently at 85%.
- The JV continues to progress proposals for the next phases of delivery of the masterplan including Ultra Violet lab space and a new canal crossing at Keckwick Lane.

Murdishaw

- There have been some delays in commencing on site with the refurbishment and retrofit of the bungalows due to procurement and cost challenges. These have been discussed with local customer champions and it is anticipated to be on site in the next quarter.
- The community design team continue to work with Onward on developing a business case for a new facility in the former Boxing Club. Proposals also in development for the improvement of the Gorsewood area.
- Grounds maintenance across the estate has been co-ordinated across Onward and Riverside with ongoing liaison with HBC Open Spaces. Generally positive response from the community to the improvements delivered.

West Runcorn Employment Growth Area

- Identified as a priority within the Mersey Gateway Regeneration Plan, West Runcorn is becoming an increasing focus for work of Departmental officers.
- INOVYN (part of the INEOS Group) have [made public](#) their intention to develop a Hydrogen Centre of Excellence at their Runcorn site. This would represent a significant investment in research and development in Halton and support longer term growth in green industry and jobs. The Council are providing business and regeneration support to the project.
- The Liverpool City Region Combined Authority has now submitted the Full Business Case for establishing a LCR Freeport. This includes the opportunity for a new custom site at Port of Weston, a significant brownfield employment site.
- The business case includes a provisional allocation of £6.5m of capital seed funding towards much needed infrastructure to unlock the Port of Weston through improved surface access to the Port to make the site more attract for investment and also reduce commercial traffic within residential areas.
- Officers are now working with the Combined Authority and other partners to progress infrastructure design and feasibility works, subject to securing seed funding.

Home Energy Retrofit Programmes

- In line with objectives and targets set out with the Halton Climate Change Action Plan 2022 – 2027, delivery and administration of home energy retrofit grant schemes is becoming a growing task for officers. Present schemes include:
 - £1.04 Million Green Homes Grant – Target to improve 129 homes. Delivery commenced in October 2021 with completion extended by BEIS to September 2022; and
 - £4.65 Million Sustainable Warmth Fund - Target to improve 442 homes. Currently in mobilisation phase with completion by March 2023.

3MG

3MG has entered its final year of delivery with the final land disposal of HBC Field imminent. Liberty Park is gaining pace and 107 is now occupied. Over the next 24 months some 700,000 square feet of floor space will come into use.

A planning application has been submitted for HNB Field and has entered a period of consultation.

Astmoor

A Joint Venture partner has now been appointed – Langtree PLC – to work with the Council to implement the Astmoor Regeneration Masterplan. The inception meeting has taken place and the project is currently at contract stage. The initial project priority will be to map supply against demand – and subsequently act upon this. This project is cost-neutral to the Council (other than legal costs).

Foundry Lane:

The Foundry Lane project will transform a failed industrial estate in Halebank, Widnes, into a thriving housing estate of mixed tenure, high quality homes – circa 350 in total – keying into the existing Barratt Homes estate immediately adjacent. The project will run from 2022 to 2027. The project is currently at a critical stage – with financial viability now secured via the injection of LCR Combined Authority grant funding from the Brownfield Land Fund. Now that this funding is in place, ‘spade in ground’ will occur in July 2022.

2.4 External Funding

Focus in the quarter has been on:

Levelling Up Fund – supporting the development of a submission for Halton Lea

Town Deal – supporting the submission of the first claim

Welcome Back Fund – completing the reporting and claim for this funding allocation

Celebrating Halton's Heritage – leading on the delivery and reporting for this Lottery-funded scheme

Destination Marketing Programme LCR – leading on Halton's element of this programme

UKSPF – developing intelligence on this and disseminating to members/officers

Supporting a range of community organisations to submit funding bids

Statistics for the quarter:

Funding secured - £114,994 (last quarter £270,677)

Requests for support received – 27 (last quarter 21)

Bids submitted to the value of £3.6m

Monitoring programmes to the value of £37.3m

2.5 Community & Environment

Waste & Environmental Improvement

Open Spaces (incl Cemeteries & Crematoria)

***No return provided for Quarter 1**

2.6 Transport

LCR is to introduce a flat bus fare of £2 across all adult fares. This will include Halton and will be funded through the recently announced Bus Service Improvement grant from DFT.

Highway Schemes and Maintenance

Dukesfield Active Travel link commenced. Works on Runcorn Station Quarter were completed. A New Improvement Tem contract was procured within the period. Procurement work continuing on a new Highway maintenance contract.

Highway Development

Work continues on the teams statutory roles, including supporting development process from Local Plan to construction, in addition to supporting scheme funding and development. Survey results for highway condition and Public Rights of Way (PROW) are reported annually and not currently available for this financial year.

All Highways teams are commissioning/supporting commencement of business case/design work for East Runcorn Connectivity scheme (A558 dualling etc) and Runcorn Old Town improvements.

There are some ongoing staff retention/recruitment issues.

Highway Structures

The team continues to contribute towards the development of HBC schemes involving highway structures, such as RSQ (including Active Travel Link), East Runcorn Connectivity, Busway Cycle improvements and the Spike Island access bridge replacement.

Liaison with developers over new highway structures is ongoing at several sites in Sandymoor (Vistry) and Daresbury (Redrow). Site work for installation of ducting (for LCRCA's high-speed fibre system) through the SJB was completed in April.

The annual programme of general inspections for HBC's highway structures commenced in April.

In April, the major maintenance and re-configuration work undertaken on SJB over recent years was recognised in the Institution of Civil Engineers North West awards, winning the 'Constructability' category.

Scheme preparation for major maintenance works to be undertaken this year on the Halton Lea busway viaducts is underway.

2.6 Planning and Policy:

Local Plan

Following adoption of the local plan further work is being undertaken into future work programme.

Planning Applications

The Council have received the inspectors decision in relation to the golf Course in Widnes. This decision has refused the application and supported the case put by the Council.

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 Regeneration – Town Centres

Currently the team are focused on the Runcorn Towns Fund £23.6m and a Levelling up bid for Halton Lea. This limits the short term capacity to look at other potential Town Centre Projects.

The Levelling Up and Regeneration Bill had its first reading on 11 May 2022, which looks at how to deliver against some of the items set out in the Levelling Up White Paper and how to incorporate some of the proposals for planning reform outlined in the earlier Planning for the Future White Paper where they support Levelling Up. Currently included are changes to outdoor seating arrangements, rental auctions to fill vacant commercial property, such as shops and changes to compulsory purchase powers. The Bill will also empower local authorities to double the standard council tax rate on any home left empty for longer than a year, rather than two.

3.3 External Funding

Focus for this quarter will be on keeping track of the UK Shared Prosperity Fund and what this means for Halton; ensuring the Levelling Up bid for Halton Lea is uploaded as soon as the portal goes live; setting up systems for Town Deal monitoring; and starting to deliver on the SIF Destination Marketing programme for Halton.

3.4 Community & Environment

Waste & Environmental Improvement
Open Spaces (incl Cemeteries & Crematoria)

***No return provided for Quarter 1**

3.5 Highway Structures

The contractor's feasibility report for the SJB floodlighting scheme was received in April. An item has been submitted to Exec Board (July) seeking budget and procurement approval.

Planning Application Statistics (Q1 22/23):

Given the number of cases on hand a backlog of applications is leading to an increase in time taken to process applications. This will start to hold up development and investment in the borough.

Work is being undertaken to increase resources however this will take time.

Total Applications Received: (Includes those Withdrawn and Returned) 156	
Applications Decided 142	Applications On-Hand (Undecided) 230
Pre-Applications Received 15	Pre Applications Closed 21

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

The Major applications determined in Q1 2022/23 are shown in Appendix 3.

4.0 High Priority Equality Actions

4.1 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.

4.2 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>

5.0 Performance Overview




5.1 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







Key Performance Indicators

Ref	Objective
EEP 02	Environment and Urban Renewal

Milestone	Progress Q1	Supporting Commentary
To prepare the Town Investment Plan Business Case(s) for Runcorn by 31st July 2022		Work is in progress. The Government deadline for submission of the seven project business cases is 4 th August 2022, however the Unlock Runcorn and the community homes projects have an agreed 3 month submission extension.
To prepare a Halton Lea Levelling Up Bid by July 2022		Metro Dynamics have completed a draft Investment Plan for Halton Lea.
To prepare a governance structure for Halton Lea to oversee a range of programmes from stakeholders by September 2022		Work is underway to prepare a governance structure for Halton Lea and this should be in place by September 2022. The levelling up bid is currently taking priority.

Ref	Objective
EEP 03	Corporate

Milestone	Progress Q1	Supporting Commentary
Commence Construction of new Leisure Centre on site by 31st October 2022		Works ongoing to obtain vacant possession of the land, Enterprise have vacated, only hair Essentials now remain, service diversion works should be commencing late summer.
Commence Construction of Extension to St Patrick's Nursing Home by 31st Dec 2022		Project is currently at early stages of design, likely to be a D&B contract, anticipating start on site towards year end
Deliver agreed programmed maintenance programme to Corporate Buildings by 31st March 2023.		Programme approved by the AMWG, currently progressing with the various projects, anticipated budget will be fully expended by year end.
Deliver agreed programmed maintenance programme to schools by 31st March 2023.		Programme approved by Council, currently progressing with the various projects, many will be undertaken through the summer holiday period, anticipated the budget will be fully expended by year end.
Complete refurbishment of 71 High Street, Runcorn by 30th September 2022		Works are currently progressing on site, anticipated that the work will be complete in early September

Ref	Description	Actual 2021 / 22	Target 2022 / 23	Quarter 1 Position	Current Progress	Direction of Travel	Supporting Commentary
EEP LI 03	Commercial and investment portfolio – rent receivable against the budget to monitor receipt of income of rents and service charges.	Investment £44,300 Commercial £574,916	Investment £53,467 Commercial £663,613	Investment £20,779 Commercial £110,507			No 5 Granville St Runcorn – new tenant secured to commence 1 July. Other vacant units, former Frankie and Bennies unit at the Hive. A shortfall of income is predicted over the year of £116,000 to exclude the income from the lease of no 29 – 31 Moor Lane, Widnes (Enterprise) which ended 14 June 2022.
EEP LI 04	Occupancy rates of commercial and investment portfolio.	100 % Investment 89% commercial	100 % Investment 90% commercial	100% Investment 92% commercial			There are 8 vacant properties which will be on the market or unable to market until refurbishment works eg 71 High St Runcorn or where negotiations have not been concluded
EEP LI 05	Occupancy of Widnes Market Hall.	95%	96%	92%			There has been a couple of traders leave the Market in the 1 st quarter hence the figure is currently down on year end.

Waste and Environmental Improvement

Key Objectives / milestones

Ref	Milestones	Q1 Progress
CE 03a	Manage greenspace areas as per the agreed specification - March 2022.	*No information provided for Quarter 1
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 2022.	*No information provided for Quarter 1

Supporting Commentary

*No information provided for Quarter 1

Key Performance Indicators

Ref	Measure	21 / 21 Actual	22 / 223 Target	Q1 Actual	Q1 Progress	Direction of travel
CE LI 05	Residual household waste per household.	625KG	625KG	*No information provided for Quarter 1	*No information provided for Quarter 1	*No information provided for Quarter 1
CE LI 06	Proportion of household waste recycled and composted.	39.3%	40%	*No information provided for Quarter 1	*No information provided for Quarter 1	*No information provided for Quarter 1


Supporting Commentary

*No information provided for Quarter 1


Policy, Planning and Transportation

Key Objectives / milestones


Ref	Objective
PPT 02	Highway programmed maintenance.

Milestone	Progress Q1	Supporting Commentary
Ensure continued unrestricted availability of the Highway network and to allow future maintenance to be delivered on a steady state, lifecycle planned basis.		<p>Surface dressing of carriageways at Clifton Lane, Rocksavage Way and Beechwood Avenue. Southern Expressway completed in the period.</p> <p>Carriageway Resurfacing Bridge Street, A56, Norman Road, Warrington Road, completed and carriageway reconstruction of Leigh Avenue from Kingsway to Fredrick street were also completed. Resurfacing schemes at Ditchfield Road/Everite Road and Birchfield Road are currently being programmed by the contractor. Design work underway on schemes at Bridgewater Expressway and site on the Busway, Runcorn.</p> <p>Design work in progress for footway resurfacing schemes at Kingsway, Hale Road, Frank Street, Castle Street, Sea Lane, Arkwright road. Resurfacing to Caldwell Road footways due to commence.</p>



Ref	Objective
PPT 03	Highway Routine and reactive maintenance









Milestone	Progress Q1	Supporting Commentary
Continue to maintain the Highway Authorities statutory duties in accordance with Section 41 and 58 of the Highways Act.		Ongoing highway safety inspection continuing to maintain a safe and serviceable Highway









Ref	Objective
PPT 04	Ensure that Control of Major Accident Hazards (COMAH) Plans are tested each year







Milestone	Progress Q1	Supporting Commentary
To ensure that at least one exercise is carried out each financial to test the COMAH plans March 2021		

Key Performance Indicators

Ref	Description	Actual 2021 / 22	Target 2022 / 23	Quarter 1 Position	Current Progress	Direction of Travel	Supporting Commentary
PPT LI 01	Percentage of third party compensation claims due to alleged highway / footway defects successfully defended. Annual Calculation.	Not available	Not available	N/A	N/A		Figures not available
PPT LI 02	Net additional homes provided	136	350	N/A		N/A	Indicator monitored annually as at 1 st April. Target changed to 350 p.a. (2014~37) following adoption of Delivery & Allocations Local Plan. Delivery is currently ahead of target requirement.

Ref	Description	Actual 2021 / 22	Target 2022 / 23	Quarter 1 Position	Current Progress	Direction of Travel	Supporting Commentary
PPT LI 03	Number of affordable homes delivered (gross)	22	N/A	N/A	N/A	N/A	Indicator monitored annually as at 1 st April. Target is expressed as a percentage of development on qualifying sites (subject to viability).
PPT LI 04	Processing of planning applications (%) as measured against targets for,						The current trend is downwards with all targets missed. The section is endeavouring to increase the number of planning officers which, if achieved, is expected to restore matters.
	a)'major' applications	100%	100%	36.36%			
	b)'minor' applications	100%	96%	57.14%			
	c)'other' applications	94.7%	98%	81.39%			
PPT LI 05	To ensure a rolling five year supply of housing land. Deliverable supply (units) as a % of rolling 5 year requirement.	140%	100%				Figures not currently available
PPT LI 06	No. of people killed or seriously injured (KSI) in road traffic collisions. (5 Year Av.)	25.2	N/A	24.8			Slight reduction continues. Q4 data being used as Q1 data is incomplete.

Ref	Description	Actual 2021 / 22	Target 2022 / 23	Quarter 1 Position	Current Progress	Direction of Travel	Supporting Commentary
PPT LI 07	No. of children (<16) killed or seriously injured (KSI) in road traffic collisions. (5 year Av.)	3.6	N/A	3.2			Slight reduction continues to a record low. Q4 data being used as Q1 data is incomplete.
PPT LI 08	No. of people slightly injured in road traffic collisions. (5 Year Av.)	197	N/A	189			Reduction in casualty numbers continues. Q4 data being used as Q1 data is incomplete.
PPT LI 09	No. of people slightly injured in road traffic collisions.	168	N/A	173			Slight upturn in casualty numbers, although numbers are small so prone to fluctuation. Q4 data being used as Q1 data is incomplete.
PPT LI 10	Damage to roads and pavements (% above intervention levels) repaired within 24 hours.	100%	100%	100%			
PPT LI 11	% of network where structural maintenance should be considered:						Reported annually
	a)Principal Roads	1.9	2.00%				Reported annually
	b)Non-Principal Roads	2	4.00%				Reported annually
	c)Unclassified Roads	3	9.00%				Reported annually

Ref	Description	Actual 2021 / 22	Target 2022 / 23	Quarter 1 Position	Current Progress	Direction of Travel	Supporting Commentary
PPT LI 12	Bus service punctuality, Part 1: The proportion of non-frequent scheduled services on time (%):						Nil checks carried out in Q1. Checks will be carried out in from Q" onwards
	a)Percentage of buses starting route on time	Data unavailable	99%	99%			Nil checks carried out in Q1. Checks will be carried out in from Q" onwards
	b)Percentage of buses on time at intermediate timing points	Data unavailable	95%	86.86%			Nil checks carried out in Q1. Checks will be carried out in from Q" onwards
PPT LI 13	% of footpaths and Public Rights of Way (PROW) which are easy to use.	79%	80%				Reported annually
PPT LI 14	% of bus stops with Quality Corridor accessibility features. (No. of stops – 603)	78% 455	80%	83.7			Site require identification and design

Appendix 3: Major Planning Applications Determined

Tim_Major_Decided_Apps				
REFVAL	PROPOSAL	ADDRESS	DECSN	DATEDECISS
21/00016/OUT	Outline application, with all matters other than access reserved for the erection of two semi-detached dwellings and four detached dwellings on the existing church field and the retention of the existing scout hut at	Hough Green Scout And Guide Group Hall And Church Field Hall Avenue Widnes Cheshire WA8 8XR	REF	10/06/2022
21/00102/FUL	Proposed demolition of existing facilities and development of new clubhouse incorporating changing facilities, gym, social areas and ground floor boat and canoe storage at	Boat House Cholmondeley Road Runcorn Cheshire WA7 4XT	PER	07/06/2022
21/00166/OUT	Outline planning application, with all matters reserved, for laboratory and office space (Use Class E(g)(i) and E(g)(ii)) development with associated car parking and landscaping at	Ultraviolet Sci Tech Daresbury Keckwick Lane Daresbury Warrington Cheshire WA4 5LR	PER	17/06/2022
21/00337/REM	Application for the approval of reserved matters (scale, access, appearance, layout and landscaping) comprising the development of 338 residential dwellings together with public open space and the provision of infrastructure submitted pursuant to planning permission 16/00495/OUTEIA at	Daresbury North Land Adjacent To Delph Lane Daresbury, Cheshire	PER	29/06/2022
21/00470/REM	Application for the approval of reserved matters (appearance, landscaping, layout and scale) of permission 20/00352/HBCOUT (Outline application for residential development (Use Class C3) up to 86 dwellings with all matters reserved except for access) at	Former Tarmac Site And Former Stobart Site Foundry Lane Widnes Cheshire WA8 8YZ	PER	13/05/2022
21/00471/FUL	Proposed development comprising 233 dwellings, reconfiguration of Golf Course, demolition of existing club house and associated buildings and erection of new club house and green keepers store, creation of new vehicular accesses, roads, car parking, green footpath link and ancillary development at	Widnes Golf Club Highfield Road Widnes Cheshire WA8 7DT	OTH	10/05/2022
21/00613/FUL	Proposed development comprising 5no. 3 storey residential blocks containing 33 no. Use Class C3 - 1 and 2 bedroom apartments with access, parking, landscaping and associated works at	Former Site Of Express Dairies Perry Street / Sewell Street Runcorn Cheshire	PER	04/04/2022
21/00681/FUL	Proposed new salt barn to house salt for Highways use, constructed in durable timber pre fabricated unit at	Picow Farm Depot Picow Farm Road Runcorn Cheshire	PER	22/04/2022

		WA7 4UD		
22/00020/FUL	Proposed change of use to Use Class C2, extensions and adaptations of former public house to provide temporary accommodation comprising 5 No. houses, 5No. apartments and 3No. studio's and welfare facilities for individuals and families at	The Castle 194 Warrington Road Widnes Cheshire WA8 0AP	PER	10/06/2022
22/00028/S73	Application under Section 73 of the Town and Country Planning Act to remove condition 10 of permission 10/00419/OUT (Proposed Class A1 Foodstore, petrol filling station and associated parking and servicing facilities) to permit the removal of the existing Combined Heat and Power Plant (CHP) to enable Tesco to remove the CHP unit as part of their wider sustainability ambitions and commitment to reach net zero at	Ashley Gateway Retail Park Tesco Extra Lugsdale Road Widnes WA8 7YT	PER	13/05/2022
22/00106/S73	Application under Section 73 of the Town and Country Planning Act to vary conditions 21 and 22 of permission 21/00010/S73 (Application under Section 73 of the Town and Country Planning Act 1990 to vary condition 1 of permission 19/00240/FUL and amended by application 20/00611/NMA to refer to revised plans Unit 1 Site Layout Plan M3151-100-101 Rev E, Unit 1 Site Location Plan M3151-101 Rev E, Unit 1 Landscape Proposals SF2922 LL01 Rev H, Unit 1 Landscape Proposals SF2922 LL02 Rev E, and Security Gatehouse M3151-108 to suit occupiers requirements for additional parking, fire engine access direct to the service yard, a security gatehouse and an additional sprinkler tank) to allow occupation of the unit on the basis that the highways works will be completed by 16th May 2023 at	Unit 1 Land Off Gorsey Lane Widnes Cheshire	PER	19/05/2022

7.0 Financial Statements

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT**Revenue Operational Budget as at 30 June 2022**

	Annual Budget	Budget to Date	Actual	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employee Related Expenditure	5,179	1,288	1,294	(6)	(25)
Repairs & Maintenance	2,286	706	706	0	0
Premises	92	90	90	0	0
Energy & Water Costs	913	136	202	(66)	(264)
NNDR	533	533	537	(4)	(4)
Rents	190	10	10	0	0
Economic Regeneration Activities	37	0	0	0	0
Security	485	65	65	0	0
Supplies & Services	275	213	218	(5)	20
Supplies & Services - Grant	1,231	117	117	0	0
Grants to Voluntary Organisations	49	18	18	0	0
Transfer to Reserves	254	40	40	0	0
Total Expenditure	11,524	3,216	3,297	(81)	(273)
Income					
Fees & Charges Income	-787	-95	-95	0	0
Rent - Commercial Properties	-847	-81	-48	(33)	(133)
Rent - Investment Properties	-53	-21	-21	0	0
Rent - Markets	-799	-199	-193	(6)	(25)
Government Grant	-1,285	-164	-164	0	0
Reimbursements & Other Grant Income	-1,424	-39	-39	0	1
Schools SLA Income	-452	0	0	0	0
Recharges to Capital	-295	-13	-13	0	0
Transfer from Reserves	-628	-314	-380	66	264
Total Income	-6,570	-926	-953	27	107
Net Operational Expenditure	4,954	2,290	2,344	(54)	(166)
Recharges					
Premises Support	1,474	369	369	0	0
Transport Support	27	6	6	0	0
Central Support	2,082	521	521	0	0
Asset Rental Support	4	0	0	0	0
Recharge Income	-6,258	-1,564	-1,564	0	0
Net Total Recharges	-2,671	-668	-668	0	0
Net Departmental Expenditure	2,283	1,622	1,676	(54)	(166)

Comments on the above figures

Financial Management continue to work closely with the Department and remain focused on achieving a balanced budget at year end. Current estimates suggest that for most services, net

expenditure will be contained within budget, but this will continue to be closely monitored as the year progresses and updates will be provided accordingly

By carefully monitoring the accounts, the department is utilising grant/external funding where possible to try and relieve the pressure on the core budget. This is reflected in employee expenses this quarter where various projects have been identified and staff time has been charged accordingly. All vacancies in the department have been put on hold to help achieve the staff turnover saving target of £0.099m.

To date the Department is reporting net spend is over the approved budget by £0.054m. The longer term forecast through to the end of the year estimates net spend will be above the budget by £0.166m.

Due to the ongoing rise in utility bills expenditure for Energy and Water Costs are projected to be over budget at the end of the financial year. Latest forecasts show an increase of 207% increase in Gas Costs and 64% electricity costs and this is reflected in the forecast. Increase in forecast energy costs will be met through an earmarked reserve.

As the economy looks to recover from the impact of the coronavirus pandemic the financial challenges of commercial property rent present a significant financial challenge. As the working from home environment continues there is less need for office accommodation. The savings put forward for 2022/23 covering commercial property income £25k will not be achieved this financial year.

In previous years repairs and maintenance expenditure has been under budget to help the Department achieve an overall balanced position. An assessment has been carried out on forecast spend for the current year and the maintenance programme is showing the budget will be utilised in full.

The department is projecting to under achieve on market rental income targets this financial year. During the last few months the occupancy rate has slightly dropped to 94%. This may be linked to the recent introduction of customers having to pay for parking outside the market. Hopefully this will not have a lasting effect on footfall and income will be back in line with budget before year-end.

	2022-23 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
	£'000	£'000	£'000	£'000
Expenditure				
3MG	164	3	3	161
Property Improvements	213	57	57	156
Equality Act Improvement Works	425	13	13	412
Widnes Market Refurbishment	6	6	6	0
Broseley House	21	7	7	14
Woodend - Former Unit 10 Catalyst Trade Park	500	5	5	495
Solar Farm Extension	11	0	0	11
Murdishaw Redevelopment	31	0	0	31
Foundry Lane Residential Area	2,117	916	916	1,201
Astmoor Regeneration	14	4	4	10
Kingsway Learning Centre Improved Facilities	36	0	0	36
St Paul Mews	500	500	526	(26)
Halton Lea TCF	501	0	0	501
Runcorn Town Centre Redevelopment	2,089	504	504	1,585
Runcorn Station Quarter Phase 2	530	0	0	530
Total	7,158	2,015	2,041	5,117

PLANNING, PROVISION & TRANSPORTATION DEPARTMENT**Revenue Operational Budget as at 30 June 2022**

	Annual Budget	Budget to Date	Actual	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	4,961	1,259	1,219	40	158
Efficiency Savings	-100	0	0	0	0
Premises	173	62	61	1	2
Hired & Contracted Services	105	-31	51	(82)	(328)
Supplies & Services	141	119	175	(56)	(222)
Street Lighting	1,682	62	93	(31)	(125)
Highways Maintenance	3,131	391	290	101	404
Fleet Transport	1,375	304	321	(17)	(66)
Bus Support - Halton Hopper Tickets	50	10	1	9	37
Bus Support	498	108	83	25	101
Grants to Voluntary Organisations	31	15	15	0	0
NRA Levy	882	220	220	0	0
LCR Levy	69	70	70	0	0
Contribution to Reserves	399	-1	0	(1)	(4)
Total Expenditure	13,397	2,588	2,599	(11)	(43)
Income					
Sales & Rents Income	-93	-14	-3	(11)	(45)
Planning Fees	-563	-358	-431	73	290
Building Control Fees	-224	-44	-40	(4)	(16)
Other Fees & Charges	-916	-250	-229	(21)	(84)
Grants & Reimbursements	-170	-39	-63	24	95
Government Grant Income	-76	-14	-14	0	0
Halton Hopper Income	-50	-13	-3	(10)	(39)
School SLA's	-46	-8	-5	(3)	(11)
Recharge to Capital	-317	-46	-6	(40)	(161)
LCR Levy Reimbursement	-882	-220	-220	0	0
Contribution from Reserves	-559	-559	-559	0	0
Total Income	-3,896	-1,565	-1,573	8	29
Net Operational Expenditure	9,501	1,023	1,026	(3)	(14)
Recharges					
Premises Recharges	534	134	134	0	0
Transport Recharges	661	155	171	(16)	(63)
Asset Charges	1,099	0	0	0	0
Central Recharges	1,581	395	395	0	0
Transport Recharge Income	-4,240	-1,032	-1,123	91	362
Central Recharge Income	-871	-218	-218	0	0
Net Total Recharges	-1,236	-566	-641	75	299
Net Departmental Expenditure	8,265	457	385	72	285

Comments on the above figures

The department is currently projecting to be the approved budget by £0.285m by the end of the financial year and the reasons are detailed below.

Budget holders are working closely with the Finance Officer to try to ensure a balanced budget is achieved. Wherever possible capital expenditure has been prioritised in order to relieve pressure on the revenue budgets.

Employee spend is projected to be largely under budget this financial year due to a number of vacancies across the whole department, in particular the Highways and Traffic divisions. Vacant posts are currently being held however a restructure is imminent to relieve the pressure on the service. 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.

Hired and contracted services and supplies and services are projected to be over budget due to survey costs and plans that 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 at the moment, it is significantly over the allocated budget. Legal fees are also currently projected to be over budget due to external legal advice needing to be procured in relation to judicial reviews where decisions have been challenged.

Street lighting is currently projected to be over budget by the end of the financial year but this is subject to change. Due to the significant increase in utility costs for 2022/23 the budget is expected to be fully utilised, therefore underspends against budget experienced over the last couple of years are not expected to materialise again. There is a capital street lighting upgrade programme in place that if implemented quicker could help to reduce costs and produce a revenue saving.

Highways maintenance costs are currently projected to be under budget. However, this is liable to change and will be monitored closely throughout the year, with capital funding being utilised where appropriate.

Fleet transport costs are projected to be over budget this financial year. This is mostly due to a large increase in the purchase of parts and the time it takes to receive orders, this in turn has an impact on the costs recharged out to other services within the Council.

Bus support costs are projected to be under budget by the end of the financial year. This is being monitored closely, contracts that were previously held by Halton Borough Transport and put in place urgently are due to be reviewed.

Sales income is projected to be under the budget target by the end of the financial year due to a decrease in income generated at Lowerhouse Lane Depot for external fuel sales. This is being closely monitored.

Planning income is expected to come in higher than anticipated based on current projections. Although given it is only three months into the financial year this is subject to change as projections are updated.

Building control income is currently projected to not achieve its budget target but again this is being monitored as it could change once the reconciliation process between Halton and Knowsley takes place at the end of the financial year. The recharge of salaries to capital schemes is unlikely to achieve the set income target this financial year due to a lack of traditional capital projects, and therefore there is less opportunity to capitalise.

Capital Projects as at 30 June 2022

	2022-23 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
<u>Local Transport Plan</u>				
Total Bridge & Highway Maintenance	4,473	46	46	4,427
Integrated Transport	1,553	226	226	1,327
CRSTS (City Region Sustainable Travel Settlement)	3,306	0	0	3,306
SJB MM – Arch Painting	321	0	0	321
SJB – Decoupling	0	0	260	(260)
EATF Runcorn Busway	1,546	279	279	1,267
East Runcorn Connectivity	5,569	145	145	5,424
Total Local Transport Plan	16,768	696	956	15,812
Halton Borough Council Schemes				
Street Lighting	853	0	0	853
Lighting Upgrades	2,530	0	0	2,530
Silver Jubilee Bridge - Lighting	469	1	1	468
Risk Management	495	21	21	474
Fleet Vehicles	5,760	368	368	5,392
SUD Green Cycle	197	191	191	6
LCWIP (Local Cycling & Walking Infrastructure Plan) / Dukesfield	0	0	425	(425)
Total Halton Borough Council Schemes	10,304	581	1,006	9,298
Total Capital Expenditure	27,072	1,277	1,962	25,110

Comments on the above figures.

The SJB MM (Silver Jubilee Bridge Major Maintenance) arch painting programme has now been completed, it was delayed due to various unforeseen circumstances.
Works are continuing for the lighting upgrade programme.

Funding has been agreed from LCR in relation to LCWIP Daresbury and Dukesfield however the formal grant funding agreements have not been received at this time, they are expected during Q2 of the financial year.

The Runcorn Station Quarter works are almost completed and this is reflected in the low level of expenditure in Q1. Spend on capital projects is following the normal profile of expenditure being low in the first quarters and then increasing from Q3 onwards. This is expected to continue this financial year.

COMMUNITY & ENVIRONMENT
Revenue Budget as at 30 June 2022

	Annual Budget £'000	Budget to Date £'000	Actual £'000	Variance (Overspend) £'000	Forecast Outturn £'000
Expenditure					
Employees	15,391	3,650	3,548	102	102
Premises	2,543	856	858	(2)	(8)
Supplies & Services	1,398	229	363	(134)	(280)
Hired & Contracted Services	890	121	44	77	51
Book Fund	140	77	63	14	56
Food Provisions	404	167	175	(8)	(33)
School Meals Food	1,872	370	370	0	0
Miscellaneous Transport Costs	115	2	2	0	0
Other Agency Costs	156	59	57	2	8
Other Expenditure	0	1	1	0	(1)
Waste Disposal Contracts	6,538	0	0	0	2
Grants to Voluntary Organisations	67	18	12	6	26
Grant to Norton Priory	172	87	87	0	0
Total Expenditure	29,686	5,637	5,580	57	(77)
Income					
Sales Income	-1,309	-287	-290	3	14
School Meals Sales	-2,480	-188	-188	0	0
Fees & Charges Income	-5,546	-1,777	-1,715	(62)	(249)
Rental Income	-205	-43	-43	0	0
Government Grant Income	-358	-329	-329	0	1
Reimbursements & Other Grant Income	-597	8	6	2	11
Schools SLA Income	-2,227	-37	-43	6	23
Internal Fees Income	-247	-15	-15	0	4
School Meals Other Income	-251	-2	-2	0	0
Catering Fees	-88	-1	-1	0	0
Capital Salaries	-173	0	0	0	0
Transfers From Reserves	-80	-4	-5	1	5
Total Income	-13,561	-2,675	-2,625	(50)	(191)
Net Operational Expenditure	16,125	2,962	2,955	7	(268)
Recharges					
Premises Support	1,496	374	374	0	0
Transport	2,324	589	589	0	0
Central Support	4,449	1,112	1,112	0	0
Asset Rental Support	146	0	0	0	0
HBC Support Costs Income	-511	-128	-128	0	0
Net Total Recharges	7,904	1,947	1,947	0	0
Net Departmental Expenditure	24,029	4,909	4,902	7	(268)

Comments on the above figures

The net Department spend is marginally under the approved budget at the end of Quarter 1 with the outturn net position estimated to be £0.268m over the approved budget.

Employee spend is under budget for the first quarter as staff absences within services such as leisure remain unfilled, linked to some services demand still being short of pre covid levels and the current difficulty in recruitment.

Forecasting demand for staffing over the coming year is difficult at this stage given the uncertainty on service demand linked to both covid, cost of living crisis and future pay awards. This is particularly relevant in the case of casual staff and therefore for now a prudent position has been adopted in estimating costs over the remainder of the year. Financial Management will continue to work with service managers to help provide more accuracy on forecasts going forward.

Premises costs are £0.002m under budget at the end of Quarter 1 linked to NNDR costs. Whilst the forecast outturn position is currently projected to be £0.008m under budget, there is uncertainty with regard to future energy costs especially at the leisure centres, the position will be closely monitored and the forecast updated if costs increase further. Runcorn swimming pool has closed but premises costs will continue to be incurred in the short term.

Additional premises costs are expected for Brookvale Leisure Centre and Halton Lea Library. A £20k feasibility study (Brookvale) and £20k building works (remove Café and re-instate as library) have not been budgeted which will impact on the overall outturn variance.

Spend on Supplies and Services is currently £0.134m over budget as covid costs are still being incurred in 2022/23 relating to additional cleaning requirements.

Invoices for 2021/22 waste disposal contracts are still to be received, expected during Q2. Whilst costs were estimated at financial year-end, any variance in the actual cost when invoices are received will impact on this year's financial position.

No invoices have yet been received for the waste disposal contracts in 2021/22. Estimated expenditure is therefore calculated based on the average cost per tonne in 2020/21 plus estimated additional tonnage in the current year. Any changes to these costs could have a large impact on the Department's outturn position.

Food Provision/School Meals Food is £0.008m over budget at Q1 due to increases in food costs, these are projected to continue for the rest of the financial year.

Fees & Charges Income is £0.062m over budget at the end of Quarter 1. This relates to historic shortfalls in income in the Leisure Centres and the Stadium and lower demand following the impact of the pandemic over the last couple of years. There has been a delay to date in the invoicing for school meals and this will be updated over the coming months. Currently there are not expected to be significant variances against this area but the position will be closely monitored given the impact the cost of living crisis could have on the service.

Capital Projects as at 30 June 2022

Project Title	2022/23 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Minor Works	37	10	6	31
Halton Leisure Centre (Moor Lane)	6,296	620	618	5,678
Brookvale Pitch Refurbishment	70	10	10	61
Stadium decarbonisation scheme	0	0	117	-117
Open Spaces Schemes	450	100	78	372
Children's Playground Equipment	80	0	0	80
Upton Improvements	13	0	0	13
Crow Wood Park Play Area	39	10	9	30
Landfill Tax Credit Schemes	340	0	0	340
Runcorn Town Park	256	30	26	230
Widnes Crem - Replacement Cremator	200	140	139	61
Spike Island / Wigg Island	1,988	0	0	1,988
Litter Bins	20	0	0	20
Totals	12,909	920	1,003	8,787

Comments on the above figures**Moor Lane Leisure Centre**

Service diversion works commenced and CPO completed. Construction contract has not been signed yet (expected October 2022). Project to go out for prices Aug 2022. Construction start date November 2022.

Brookvale Pitch Refurbishment

The scheme is now complete. There is a retention payment that may be held until Quarter 4. (% of Football Foundation funding grant is held until all conditions met/discharged).

Stadium Decarbonisation Scheme

Grant-funded project to reduce the DCBL Stadium's carbon footprint. This involved replacing the gas boilers with air source heat pumps and installing LED lighting and additional installation. Additional costs over and above grant levels will be funded from borrowing.

Open Spaces

This covers spending on a variety of externally funded projects, including Arley Drive/Halton Housing Trust and Fairfield History projects.

Children's Playground Equipment

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

Crow Wood Park

Project to include replacement park building and upgrade to paths. The main contract for new park building has ended but a small amount of work to the building is required and will be done separately along with a small landscape contract to complete paths.

Landfill Tax Credits Schemes

Currently used to support improvements for a rolling programme of existing playgrounds/open space schemes across the Borough. There are no projects currently identified and minimal spend if any against this code is anticipated in 2022/23.

Runcorn Town Park

Project to renew park infrastructure. Works are behind schedule due workload/capacity issues due to Runcorn Station Quarter project taking priority. For 2022/23 there will be another major INEOS funding bid to continue the infrastructure replacement works.




Widnes Crematorium replacement Cremator

Installation works on site are progressing to programme. The new unit commissioned and fully operational with staff trained to use new systems. The likely final cost will be circa £230k due to a change of supplier plus some small additional works to the building in order to accommodate the new unit.





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 is on course to be achieved.</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 unless there is an intervention or remedial action taken.</u></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.

REPORT TO:	Environment and Urban Renewal Policy and Performance Board
DATE:	21 September 2022
REPORTING OFFICER:	Operational Director – Planning, Policy and Transport
PORTFOLIO:	Environment & Urban Renewal
SUBJECT:	Climate Change Update
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 Following the report presented at the last meeting, this report provides an update on activities relating to the Council's Climate Change Action Plan.

2.0 RECOMMENDATION: That

- 2.1 **The Board receives the update on progress towards the Corporate Climate Change Action Plan 2022-2027 to be provided at the meeting; and**
- 2.2 **The Board endorses the set of priority actions set out in Section 5.0.**

3.0 SUPPORTING INFORMATION

- 3.1 The Action Plan for 2022-2027 provides a clear direction for the Council. It sets a target to be carbon neutral by 2040 which includes both short term & longer-term actions. It provides an initial focus on decarbonising energy use by buildings, transport, waste and enhancing the Borough's blue/green infrastructure. It also seeks to embed climate change in council decision-making & develop partnership working as a lead into a borough-wide approach to tackling climate change.

4.0 POLICY IMPLICATIONS

Carbon emission reductions to date

- 4.1 The Council has already taken significant action to reduce its carbon emissions. Since it started to measure its carbon emissions in 2006/2007 overall emissions have reduced in the Council's operations from 26,338 tonnes of CO₂ to 9,327 tonnes.

- 4.2 The Council was given guidelines by the Government in 2009, that public bodies would aim to reduce their carbon emissions by 30% of their 2009 carbon emission baseline by 2020. The Council calculated its baseline carbon emissions in 2009 as 26,825 carbon tonnes. In reporting year 2020, the Council had reduced its carbon emissions to 11,354 carbon tonnes. This was a reduction of 57%.
- 4.3 In 2017 the Government reset the baseline in the expectation that public bodies would reduce their carbon emissions by 50% by 2031. The Council's 2017 baseline was 14,811 carbon tonnes. In reporting year 2021/22, the Council had managed to reduce its carbon emissions to 9,327 tonnes. This is a reduction of 37%.
- 4.4 Projects that have contributed to these reductions are referenced within the Corporate Climate Change Strategy and Action Plan for 2022-2027 that was published in April, 2022.
- 4.5 The Action Plan provides a framework for change, identifying some early actions and priorities and setting out ambitions over the short, medium and long term. This the first five-year action plan published by the Council and is viewed as an evidence based, living plan that will evolve as the Council responds to climate change.

4.6 Initial activities are progressing well. Recent examples include:

4.7 Electric Vehicle Charging

- 4.8 Following on from a successful 'Phase 1' implementation of 29 charge points (Appleton Village, Routledge St, Albert Rd, Halton Rd, Wellington St) in 2020/21, a 'Phase 2' is in the advanced stages of bid preparation. This is for a further 28 on street charger at proposed locations (Ashridge St, Wharford Lane, Mersey Rd, Thomas St, Hough Green centre).
- 4.9 At council buildings, an upgrade programme to install 22kw 'pay as you go' operated units in in progress. The network of private sector deployed chargers is also increasing with additions at workplaces/retail/leisure destinations/residential, with many of these secured through the planning process.

4.10 Embedding Climate Change into decision making

- 4.11 The Council has set out to embed climate change in its decision making process in a range of ways, this includes.
- The Council Leader has appointed a Portfolio Holder for Climate Change on the Council's Executive Board.
 - The Strategic Officer lead is a Strategic Director, and a Climate Change Advisory Group of officers has been established to advise the Portfolio Holder for Climate Change.

- The Action Plan has timetabled actions to further embed climate change considerations into the decision-making processes of the Council, its procurement and reviews of policies.

4.12 The Big Halton Forrest Project

- 4.13 Addressing carbon sequestration is a long term process, so it was agreed to initiate a step increase in tree planting as earlier as possible in the Action Plan. The result was the concept of The Big Halton Forrest.
- 4.14 Over the next eight years to 2030, the aim is to plant an additional 130,000 new trees across Halton above the regular annual planting of circa 1,500 trees. This will include council owned land and other partners, including eventually the wider community.
- 4.15 The current overall tree cover in Halton stands at just over 10%. The aim to increase it to at least 15% by 2040. In many parts of the borough, it is already well above this.
- 4.16 The first planting season will be the Autumn/Winter 2022/2023. The assembly of the funding and management of the project is underway, with the first year's proposals expected to be met.
- 4.17 Some dedicated web pages were published on the Council's web site in the Spring promoting the Forrest concept, which will be added to as resources allow.

4.18 Climate Change Web Pages

- 4.19 Whilst the Climate Change Action Plan is focussed primarily on reducing carbon emissions from the Council's operational activities, it is increasingly going to include activities that have a wider impact in addressing climate change in Halton. This will include activity with partners such as other public bodies, local businesses, and others.
- 4.20 To help keep people better informed on the Council's efforts to address climate change dedicated space within the Council website is being developed. The aim to provide a single location on the council website where actions on climate change can be found and where wider engagement can be encouraged in the future.
- 4.21 The provisional pages are planned to go live online in the autumn of 2022. As with Council web policy they will be kept as simple as possible to accommodate local downloading and accessibility.

4.22 Climate Change Training

- 4.23 Included within the Action Plan is a commitment to training for elected members and council officers. This is being progressed in a way to

minimise cost and will initially include a consultation with elected members and key council staff in late autumn, 2022.

4.24 Borough-Wide Projects Beyond Council Operations

4.25 There are a number of projects that the Council is facilitating to help address Climate Change. Those relating to private & social housing are an example and are reported below.

4.26 Home Energy Retrofit Schemes

4.27 Green Homes Grant

This grant has a value of £1.04 Million and has been secured to improve 129 homes (mainly homeowners and private rental sector). Delivery commenced in October 2021, closed to new applications 31 March 2022, with completion of all improvement measures by end of September 2022. In terms of a delivery update, as at week ending 19 August 2022:

- 95 homes works completed;
- 24 homes ongoing;
- Currently tracking that Halton spend at programme close will be £919,000.00, but this is not final.

Full analysis of delivery is due in October 2022. The current saving of around £121K against the allocation. This is due to resident cancellations and lower cost of measures installed in Halton compared to other parts of City-Region.

4.28 Sustainable Warmth Fund

This will pay for work on improving the energy efficiency of around 570 homes in Halton to make them warmer, help cut carbon emissions and reduce energy costs. £4.65 Million secured to improve 442 homes (solely homeowners and private rental sector). The Scheme launched for applications by Halton residents on 27 August 2022, with completion of all improvement measures by (current BEIS deadline) end of March 2023. Promotion of scheme is still being finalised, HBC press release issued 26 August 2022. Current planned activity includes attendance at the two Healthy & Active Ageing Week events:

- Thursday 22 September, Runcorn Shopping City;
- Monday 26 September, Widnes Market.

4.29 Social Housing Decarbonisation Fund (RP Led)

This fund is focussed on upgrading the energy performance of social rented housing stock , with delivery via Registered Providers. £1.47 Million has been secured to improve 147 homes. Delivery has commenced, with completion by March 2023. Examples include:

- Grangeway, Halton Housing £0.180m grant for showcase scheme of 18 homes in three flatted blocks;

- Murdishaw, Onward Homes £1.29m grant for eco-makeover of 129 bungalows as part of wider estate renewal strategy.

4.30 Solar Together

4.31 This is a 'group purchase' arrangement to reduce the costs of buying photovoltaics, battery storage and EV charging points for householders, SMEs and community groups. The scheme launches at the end of August and registration is free and open now at <https://solartogether.co.uk/lcr/landing>

4.32 Green Growth Projects in the Business & Public Sector

4.33 The Council has worked with local businesses over many years to help increase Jobs & investment in the borough and to facilitate regeneration schemes. Many of these schemes have helped address climate change.

4.34 The Council has also invested in its own solar energy and will continue to do so as part of its carbon reduction programme and is actively working with the private sector and Riverside College to develop a Green Growth Business Alliance.

4.35 The Council is also with the Liverpool City Region on the Hydrogen strategy for the region and with the Hynet project, which includes looking at carbon capture.

4.36 The next stage of wider partnership working will include closer working with other public bodies in Halton, who are also focussed on tackling climate change in their operations.

5.0 OTHER IMPLICATIONS

5.1 It is vital that the Council sets out a direction and a commitment to reducing its carbon footprint. This has been done through the Climate Change Action Plan. However, at this stage there are many aspects of the plan which are either difficult to cost, or are indeed costly in themselves. A careful balance will always have to be struck between the Council's "carbon" ambitions and the requirements it has placed on it in delivering its statutory responsibilities. It is clear that significant resources will be required to help the Council reach its 2040 objective, much of which it does not have presently at its disposal. For these reasons, actions need to be prioritised in terms of resourcing, deliverability and cost. It is important to recognise that capacity issues within the Council are being examined to try to ensure priorities can be realised.

5.2 With the above in mind, the priority actions for the current period are considered to be:

- *Advancing housing retrofit schemes & associated skills and funding gaps*
- *Shaping planning policy to encourage developer 'green' builds*
- *Utilising biodiversity net gain to enhance local blue/green infrastructure*
- *Providing active travel options to encourage modal shift*
- *Advancing energy solutions in the public, business & residential sectors*

5.3 The purpose of defining priority actions is to focus resources and finance against the most deliverable interventions. The Action Plan is designed to be an organic document, and priorities will be revisited, as appropriate, where capacity, funding and technology allow for alternative outcomes to be delivered more readily.

6.0 RISK ANALYSIS

6.1 There is a risk that if the Council does not have a plan in place that it will miss opportunities to access the funding necessary to achieve its objectives.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 There are no equality and diversity issues associated with this report.

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

None under the meaning of the Act.

REPORT TO:	Environment and Urban Renewal Policy and Performance Board
DATE:	21 September 2022
REPORTING OFFICER:	Operational Director – Planning, Policy and Transport
PORTFOLIO:	Environment and Urban Renewal
SUBJECT:	Controls on Houses of Multiple Occupation (HMO)
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 This report invites the Board to consider the controls available to regulate HMOs (houses of multiple occupation). A draft policy has been produced (Appendix 1) to set out the relevant licencing requirements and property standards for HMOs. In addition, it may be appropriate, where sufficient evidence can be presented to the Secretary for State, to use an Article 4 Direction to remove 'permitted development rights' thereby preventing the change of use from Class C3 (dwelling house) to Class C4 (houses in multiple occupation) without planning permission.
- 1.2 Evidence in regard to Article 4 Directions will be presented at the meeting.

2.0 RECOMMENDATION: That the Board

- 1. Considers the options, as set out in the report, for controls on the private rented sector, in particular 'houses of multiple occupation' (HMO).**
- 2. Endorse the draft Halton policy document 'Licencing Requirements and Property Standards' (Appendix 1) for HMO licencing in Halton.**
- 3. Scrutinise the evidence available to support, under the planning Acts, the use of 'Article 4 Directions' to restrict 'permitted development rights' and prevent dwellings changing use to small HMOs without planning consent.**

3.0 SUPPORTING INFORMATION

- 3.1 A house of multiple occupation (HMO) is defined as a single dwelling occupied by a number of separate households/ unrelated individuals. Under the Town & Country Planning (Use Classes) Order 1987 (as amended) a small HMO (Class C4) accommodates between 3 and 6 unrelated individuals and a large HMO (Sui Generis – outside of any use class) accommodates 7 or more unrelated individuals.
- 3.2 The Town and Country Planning (General Permitted Development) Order 2015 (GPDO) provides permitted development rights for the change of use of a dwelling (Class C3) to a small HMO (Class C4) without the need to apply to the council for planning permission. The change of use of a dwelling to a larger HMO (Sui Generis) requires the submission of a planning application.
- 3.3 Article 4 of the GPDO enables local planning authorities to withdraw specified permitted development rights in a defined area. Once an Article 4 Direction comes into force, a planning application is then required for the specific permitted development withdrawn.
- 3.4 The withdrawal of permitted development rights does not imply that planning applications will be automatically refused if they are submitted. The submission of a planning application simply gives the local planning authority opportunity to consider a proposal against the relevant planning policies of the Delivery and Allocations Local Plan (2022), supplementary planning documents (where available) and any other material planning considerations.

Use of Article 4 Directions

- 3.5 The National Planning Policy Framework (NPPF) states that the use of Article 4 Directions to remove national permitted development rights should be limited to situations where they are necessary to protect local amenity or the well-being of the area and apply to the smallest geographical area possible (NPPF para 53). Planning guidance also confirms that blanket Article 4 Directions covering large areas (for example, the whole of a town) are not encouraged unless there is convincing evidence to justify such a direction.
- 3.6 The potential harm that the direction is intended to address should be clearly identified. There should be a particularly **strong justification and robust evidence** for the withdrawal of permitted development rights.
- 3.7 Article 4 Directions can be used as a tool to assist in monitoring and managing the number of new HMOs created within a particular area in order to protect local amenity and wellbeing and to support balanced communities.

- 3.8 Article 4 Directions can either be immediate or non-immediate depending upon when notice is given of the date on which they come into force.

A Non-immediate Article 4 Direction

- 3.9 The process for making and confirming a non-immediate Article 4 Direction is as follows:

Stage 1 - The council decides whether to go ahead and introduce a Direction setting a date in the Notice for when the Direction will come into force which must be at least 28 days and no more than 2 years after representations can first be made, which is usually after the last publication/service date;

Stage 2 – Publication/Consultation stage. The council:-

1. publishes the notice of direction in a local newspaper;
2. formally consults with general members of the public and the owners and occupiers of every part of the land within the area or site to which the Direction relates over a period of at least 21 days; (or alternatively in line with the Statement of Community Involvement (SCI)
3. and places notices up on site for 6 weeks;

Stage 3 – On the same day that notice is given under Stage 2 above, the council refers its decision to the Secretary of State who has wide powers to modify or cancel a Direction;

Stage 4 – Confirmation Stage - The council cannot confirm the Direction until after a period of at least 28 days from publication/service of the Notice. Once a Direction has been confirmed, the council must give notice of the confirmation in the same way as it gave notice of the initial direction, and must specify the date that the direction comes into force. A copy of the direction as confirmed must also be sent to the Secretary of State.

An immediate Article 4 Direction

- 3.10 The process for making and confirming an immediate Article 4 Direction is as follows:

Stage 1 - The council makes an Article 4 Direction withdrawing permitted development rights with immediate effect;

Stage 2 – Publication/Consultation stage. The council:-

- 1) publishes the notice of the Direction in a local newspaper;
- 2) formally consults with general members of the public and the owners and occupiers of every part of the land within the area or site to which the Direction relates over a period of 21 days;(or in accordance with the SCI)

- 3) and place notices up on site for not less than six weeks;

Stage 3 – On the same day that notice is given under Stage 2 above, the council refers its decision to the Secretary of State who has powers to modify or cancel a Direction.

Stage 4 –Confirmation Stage - The Direction comes into force on the date on which the notice is served on the owners/occupiers of the land. The council has between 28 days from the date of when the notice comes into effect and six months to decide whether to go ahead and confirm the Direction, taking into account any representations which have been received. If confirmation this does not happen within six months, the Direction will lapse.

Compensation

- 3.11 An **immediate Article 4 direction** has potential for applicants to claim compensation from local planning authorities if they have had planning permission refused for a development scheme that they would normally be able to carry out under permitted development rights. Any such compensation claims can only be made against abortive expenditure or losses and damages directly related to the withdrawal of permitted development rights¹
- 3.12 'Abortive expenditure' includes works carried out under the permitted development rights before they were removed, as well as the preparation of plans for the purposes of any work.
- 3.13 Loss or damage directly attributable to the withdrawal of permitted development rights would include the depreciation in the value of land or a building(s), when its value with it. Local planning authorities are liable to pay compensation to landowners who would have been able to develop under the permitted development rights that an Article 4 Direction withdraws, if they:
- Refuse planning permission for development which would have been permitted development if were not for an Article 4 Direction; or
 - Grant planning permission subject to more limiting conditions than the GPDO would normally allow.
- 3.14 The permitted development right is compared to its value without the right. However, the compensation arrangements differ for cases where a development order in respect of prescribed development is being withdrawn. The definition of prescribed development can be found in regulation 2 of the Town and Country Planning (Compensation) (England) Regulations 2015 (as amended). In cases such as these compensation is not payable if the procedure below is followed, as set out in section 108 of the Town and Country Planning Act:

¹ Provision made under Section 108 of the Town and Country Planning Act 1990

- The planning permission withdrawn is of a prescribed description as set out in the Town and Country Planning (Compensation) Regulations 2015 (as amended).
- The permitted development right is withdrawn in the prescribed manner.
- Notice of withdrawal is given in the prescribed manner: Not less than 12 months before it takes effect. Not more than the prescribed period of two years.

Evidence

- 3.15 Robust evidence is needed for the withdrawal of permitted development rights. There is generally no single piece of evidence that can be used to establish whether an Article 4 Direction is necessary to protect local amenity or the wellbeing of the area (see para 3.5 above). The most common evidence cited in an analysis of Authorities with Article 4 Directions not intervened by the Secretary of State are areas where there is a demonstrable over proliferation of existing HMOs. Paragraph 050 of the Planning Practice Guidance provides that the Secretary of State will only intervene in Article 4 Directions where there are clear reasons for doing so.
- 3.16 Information about the number of HMOs in a particular area and other evidence can be used to build up a picture of the area, for example, crime records, environmental complaints and observations about the character and appearance of the area.

4.0 POLICY IMPLICATIONS

- 4.1 It is important to recognise that HMOs and the wider private rented sector play a key role in meeting housing needs in the borough. HMOs provide an important source of low cost, private sector housing for those on lower incomes, students and those seeking temporary accommodation. However, a concentration of HMOs in a particular area can change its character, increase demand on services and infrastructure, leading to conflicts with the existing community.

Registered HMOs in Halton

- 4.2 There are currently 111 registered HMOs in Halton. The greater numbers of HMOs can be found in Central and West Bank Ward (24), Norton South and Preston Brook (16) and Appleton (14).

	Total Dwellings	Social Rent	Private (OwnOcc & PRS)	Owner Occupied	Private Rent	HMO	HMO as % of Private Rent
Appleton	3,279	485	2,794	1,863	931	14	1.5%
Bankfield	3,011	1,047	1,964	1,630	334		
Beechwood & Heath	3,319	51	3,268	3,013	255	1	0.4%

Birchfield	3,193	5	3,188	2,749	439		
Bridgewater	3,862	1,061	2,801	1,914	887	11	1.2%
Central & West Bank	3,331	1,559	1,772	1,072	700	24	3.4%
Daresbury, Moore & Sandymoor	1,777	1	1,776	1,362	414		
Ditton, Hale Village and Halebank	3,186	791	2,395	2,020	375	4	1.1%
Farnworth	3,262	233	3,029	2,586	443	1	0.2%
Grange	3,602	1,266	2,336	1,898	438	7	1.6%
Halton Castle	3,208	1,436	1,772	1,245	527	11	2.1%
Halton Lea	3,140	1,584	1,556	1,186	370	11	3.0%
Halton View	3,324	648	2,676	2,090	586	1	0.2%
Highfield	2,982	150	2,832	2,366	466		
Hough Green	3,347	1,284	2,063	1,699	364	2	0.5%
Mersey & Weston	3,993	593	3,400	2,425	975	6	0.6%
Norton North	3,231	974	2,257	1,959	298	2	0.7%
Norton South & Preston Brook	3,020	1,362	1,658	1,327	331	16	4.8%
	58,067	14,530	43,537	34,404	9,133	111	1.2%
		25.0%	75.0%	59.2%	15.7%	0.2%	

Source: Halton Housing Stock Modelling Report (2021) Building Research Establishment Ltd. (BRE)

4.3 Further detailed information will be presented to the Board at the meeting.

4.4 Licencing Requirements and Property Standards (Appendix 1)

4.5 These standards are based on the nationally prescribed legal standards set out in regulations made under the Housing Act 2004.

4.6 Benchmarking of these standards against all Cheshire and Merseyside Authorities (and selected other local authorities across the country) has been undertaken. All local authorities have adopted the same approach as Halton.

4.7 It may be appropriate for the local authority to impose its own conditions on an individual property on a case by case basis. However such decisions are open to appeal to tribunal. Previous tribunal case decisions suggest that where a local authority has attempted to introduce a blanket condition on all HMO's that would have the effect of imposing a higher standard than required by law then this would not be lawful.

5.0 FINANCIAL IMPLICATIONS

At this stage, where draft policy approaches are being considered and scrutinised, there are no direct financial implications.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

The policy options set out above seek to improve the quality and safety of housing in Halton. There are direct and indirect positive implications for all the Council's priorities.

7.0 RISK ANALYSIS

At this stage, where draft policy approaches are being considered and scrutinised, there are no risks that arise directly.

8.0 EQUALITY AND DIVERSITY ISSUES

There are no direct equality and diversity issues that arise directly from the consideration of policy options.

Halton Borough Council
Housing Act 2004

Houses in Multiple Occupation
Licensing requirements and
Property Standards

DRAFT

Introduction

This document is for the owners and managers of houses in multiple occupation and sets out the licensing requirements and property standards for houses in multiple occupation (HMOs) in Halton.

Definitions

A HMO is defined as a property where 3 or more people live who do not form a single household and share facilities such as a bathroom or kitchen

A large HMO is defined a property where 5 or more people live who do not form a single household and share facilities such a bathroom or Kitchen

Mandatory Licensing

Since 2018 any HMO occupied by 5 or more people who do not form a single household and share facilities such as a kitchen or bathroom is required to be licensed by the local authority.

Selective Licensing

The Housing act 2004 provides powers to local authorities to extend HMO licensing to smaller 3-4 bed HMO's across the borough as a whole or particular areas. This policy requires extensive consultation and evidence to justify the need to extend licensing to smaller HMO's. To date Halton has not introduced selective licensing.

Licensing process

Initial advice and engagement

In determining an application for a HMO licence the local authority must be satisfied the property is suitable for the maximum number of tenants specified in the application. Alternatively the local authority may determine the maximum number of people that can be accommodated at the property. Licences will specify the maximum number of tenants who can occupy the property. This will be determined on a case by case basis. It is therefore important for potential applicants to engage with the council informally at the earliest opportunity to discuss plans and ensure the property reaches the required standards for the proposed number of tenants.

Planning and Building Control.

Planning Permission may be required to convert a property to a HMO. Any HMO intended for 7 or more tenants requires planning permission. Developers should contact the planning department to determine if planning permission is required for their development. (contact details for planning)

In addition any work to develop or alter a building into a HMO or work on an existing HMO is likely to require building control approval to ensure compliance with building regulations. The building control department should be contacted to discuss if building control approval is required. (contact details for building control)

Formal application process:

The Environmental Health Department will not formally consider a HMO application until it is confirmed that planning permission or building control approval have been obtained or that such consent is not required for that particular development.

Formal application process.

Formal applications should be made at ([link to new online application and payment portal](#)). Applications should be accompanied by the appropriate fee. Licences will not be issued until the appropriate fee is received. A licence must be issued prior to occupation of the property.

Inspections will be made to assess all applications. The inspecting officer may require certain documents in order to assess compliance with the licensee conditions and prescribed standards (for example gas safety certificates or fire risk assessments).

License conditions

The Housing Act 2004 Schedule 4 (as amended) sets out a number of mandatory conditions that must be included on all HMO licences. In addition the local authority can impose additional conditions to ensure the property is suitable for occupation by the number of tenants specified on the licence and to regulate the management, use and occupation of the house concerned and its condition and contents.

DRAFT

1.0 HMO property standards.

1.1 Housing Health and Safety Rating Scheme

Landlords and letting agents have a general duty to ensure the properties they let are fit for habitation and do not have an adverse effect on the health, safety and welfare of their tenants.

All houses should provide a healthy and safe environment for their residents. To identify and address potential harms all properties in the private rented sector are assessed against 29 specified hazards set out in the housing Health and Safety Rating Scheme.

The 29 specified potential hazards are;

- 1 Damp and mould growth
- 2 Excess cold
- 3 Excess heat
- 4 Asbestos and mineral fibres
- 5 Biocides
- 6 Carbon monoxide and fuel combustion products
- 7 Lead
- 8 Radiation
- 9 Uncommuted fuel and gas
- 10 Volatile Organic Compound (VOC's)
- 11 Crowding and Space
- 12 Entry by intruders
- 13 Lighting
- 14 Noise
- 15 Domestic Hygiene, pests and refuse
- 16 Food Safety
- 17 Personal hygiene sanitation and drainage
- 18 Water supply for domestic purposes
- 19 Falls associated with baths and showers
- 20 Falls on the level
- 21 Falls associated with stairs or steps
- 22 Falls between levels
- 23 Electrical Hazards
- 24 Fire
- 25 Hot surfaces and materials
- 26 Collison and entrapment
- 27 Explosions
- 28 Ergonomics
- 29 Structural collapse and falling elements.

When considering a licence application and the suitability of HMO for the number of occupants the property will be assed against these specified hazards

The HHSRS scheme is set out in operational guidance available at:

<https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-guidance-for-landlords-and-property-related-professionals>

1.2 HMO Property Standards: Prescribed standards and Mandatory Conditions

In addition to the general duty on landlords and the provisions of HHSRS The Housing Act 2004 and associated regulations set out prescribed standards for all licensed HMO's. These regulations are set nationally by Government. Prescribed standards are set out below.

2 Space Standards

2.1 Sleeping accommodation

The minimum space standard specified by law for rooms used for sleeping are;

One person over 10 years of age	6.51 m ²
Two person over 10 years of age	10.22 m ²

However if no other private or communal living areas are provided the minimum room sizes for HMO's in Halton are

One person over 10 years of age	10 m ²
Two person over 10 years of age	15 m ²

2.2 Communal areas

Where communal areas are provided in addition to the rooms used for sleeping the space standards for communal areas are 17.5m² based on a 5 bed HMO.

For each additional tenant an additional 1 m² of space must be provided.

If this cannot be provided in a single room an additional communal room of a minimum 13m² must be provided. The overall size of the additional room should take into account the total number of occupants but as guide an additional 1m² of space per tenant should be provided.

2.3 Space calculation and room design

Any area of the room with a ceiling height of less than 1.5m cannot be counted in the calculation for space standards.

The shape and layout of bedrooms must be capable of accommodating a single bed for single occupancy rooms or a double bed or two singles for a double occupancy room. The rooms must also be capable of accommodating basic bedroom furniture such as a wardrobe and dressing table.

3.0 Kitchens and kitchen facilities

It is recommended that applicant discuss the design and layout of kitchens with the Council prior to installation particularly for properties with more than 5 occupants.

3.1 Kitchen size

Where kitchen facilities are shared the kitchen should have a minimum total floor area of 7m² based on 5 people sharing. Ideally, more than 5 people should not share the same kitchen. If this is not practicable then an additional 1m² of kitchen space must be provided for each occupant up to 10 persons.

3.2 Additional Kitchens ratio

If the additional kitchen space cannot be provided within the same room an additional kitchen must be provided i.e

6-10 persons 2 Kitchens

11-15 persons 3 Kitchens

To ensure the safe movement of people no single room should contain more than 2 sets of kitchen facilities.

3.3 Kitchen facilities

Where shared kitchens are provided they must contain the following facilities:

For up to 5 persons:

- A suitable fixed worktop, not including the draining board, no less than 2m by 0.6m
- Four cooking rings, oven and grill (whether integrated into one appliance or separates).
- Four twin 13amp power socket outlets above the work surface height in addition to any sockets serving major electrical appliances. They must be adjacent to the work surface and at a suitable safe distance of minimum 1 metre, from any sink/wash basin.
- A standard 1m sink unit and integral draining board fixed within a base unit, together with an adequate supply of constant hot water and wholesome cold drinking water, and tiled splash back. The sink unit must be properly plumbed into the water supply and drainage systems.
- A suitable storage cupboard with a minimum capacity equivalent to a 500mm wall unit **per person**.
- A refrigerator of not less than 5 cu ft capacity (0.15m³).

Additional facilities for 6-10 persons sharing a single kitchen must include the following:

- A suitable fixed worktop, not including the draining board, of no less than 3m by 0.6m, instead of the 2m worktop for a single set of kitchen facilities.

- Fridge/freezer capacity to approximately 9 cu ft capacity 0.27m³, instead of 5 cu ft as above.

Facilities for more than 10 residents should be provided on a pro rata basis and agreed with the council.

3.4 Kitchens: Hygienic and safe and design

The wall area behind sinks and food preparation areas should be tiled or provided with a splash back to enable the wall to be effectively cleaned. Food preparation surfaces and the surfaces of appliances and equipment should be impervious and easy to clean.

The floor area should be of a suitable material that can be effectively cleaned whilst avoiding the risk of slips and falls.

It is recommended that applicants discuss the design and layout of kitchens with the council prior to installation particularly for properties with more than 5 occupants.

The layout of the kitchen should enable the safe movement of people and avoid the risk of burns, scalds, slips and trips. For example cooking appliances should not be situated adjacent to doors or next to sinks

4.0 Toilet and bathroom facilities

It is recommended that applicants discuss the design and layout of bathrooms and toilet facilities with the council prior to installation particularly for properties with more than 5 occupants.

4.1 Bathroom

All baths and wash hand basins must be equipped with taps providing an adequate supply of potable cold water and a constant supply of hot water and be properly connected to the drainage system.

All bathrooms must be situated in a proper room, must be suitably and adequately heated and ventilated and must be of an adequate size and layout.

Adequate electric lighting must be provided and walls and floors must have a non-porous and easily-cleanable finish.

Suitable locking mechanisms must be fitted to the access doors of bathrooms and W/Cs to ensure privacy.

4.2 W/Cs

Toilet compartments must be located within 30 metres of the furthest occupancy using it, preferably on the same floor. Where this is not possible, the WC should be no more than one floor and no more than 30m distance from the users.

The room should be provided with adequate ventilation and electric lighting and a suitable locking mechanism must be fitted to the access door to ensure privacy.

All foul waste within the building must be adequately connected to the drainage system, with provision of rodding eye and inspection chamber.

A separate w/c must contain:

- A fixed w/c with water supply to the cistern, and foul drainage to the external foul drainage system.
- A fixed wash hand basin with constant hot and cold running water, properly connected to the drainage system.

4.4 Wash hand basins

A wash hand basin (WHB) with a tiled splash back and satisfactory supply of cold and constant hot water properly connected to the drainage system **must** be situated in a bathroom or shower room containing a w/c.

A wash hand basin as described above must also be provided in a separate w/c compartment.

4.5 Shared Bathroom and toilet facilities

In bedsit type accommodation or shared houses, the bathroom and W.C. facilities may be shared between the occupants. There must be an adequate number of bathrooms and W.C.s provided for the number of persons occupying the dwelling.

The table below shows the permitted sharing ratios these are based on nationally prescribed standards.

up to 5 persons	1 bath/shower, 1 WC (+WHB in the same room as the WC, the WCs may be contained within the bathroom or a separate closet).
6 – 10 persons	2 bath/shower and 2 WCs (+WHB in the same room as the WC, the WCs may be contained within the bathroom or a separate closet).
11 – 15 persons	3 bath/shower and 3 WCs (+WHB in the same room as the WC, the WCs may be contained within the bathroom or a separate closet).

5 Space Heating

5.1 Heating provision and minimum temperate

Where the house is not provided with central heating to the whole of the dwelling, it must be adequately and efficiently heated with the provision of permanent, fixed heating appliances or space heaters. Any heating system should be appropriate to

the design, layout and construction of the building and provide adequate heat output to efficiently heat the whole of the property.

Any heating system should be **economical** and capable of achieving a healthy indoor temperature of **21°C** for each habitable letting room, and **18°C** in all other rooms and common areas.

Any form of heating must be **controllable by the occupier** and safely and properly installed and **maintained**.

In properties where the heating is centrally controlled, such systems should be operated to ensure that occupants are not exposed to extreme indoor temperatures, and should be provided with controls to allow the occupants to regulate the temperature within their own private rooms.

Coin-operated heating and/or hot water systems in are **not** acceptable.

5.2 Energy Efficiency

To make homes as energy efficient as possible adequate insulation should be provided to cavity walls and loft areas.

It is now unlawful to rent a property that does not meet a minimum energy efficient rating of E as part of the licensing and inspection process energy rating certificates may be requested. A HMO license will not be issued to properties that do not achieve the minimum energy efficiency rating.

6.0 Gas and Electrical Safety

6.1 Gas and Solid Fuel Installations

All gas supplies, distribution pipe-work and gas fired appliances must comply with the relevant gas safety regulations.

All gas appliances must have an annual gas safety check undertaken by a GAS SAFE registered gas installer. A copy of the gas safety record must be made available to the occupier in accordance with the regulations. A copy should be made available to Halton Council on request and will be considered as part of the license and inspection process.

All gas appliances should be serviced and maintained regularly in accordance with regulations and manufacturers instructions (usually every 12 months).

The property manager **MUST** keep the previous two years gas safety records available for inspection upon request.

All work to any gas appliances must be carried out by a suitably qualified gas engineer.

Where occupants need to operate controls for gas fired central heating or hot water systems, simple and precise instructions for their safe and efficient use must be available.

An emergency control valve must be provided within 500mm of the gas meter that all occupants can easily access.

6.2 Carbon Monoxide

It is a prescribed standard that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance. The alarm must be maintained in working order.

Halton council recommend that carbon monoxide detectors are also installed in any habitable room containing a gas appliance.

7.0 Fire Safety and Precautions

7.1 Building Regulations

Where internal works or changes of use of a premises require Building Regulation approval these requirements must be complied with as they will determine the appropriate fire precautions required by Building Regulations for that building at that time.

7.2 Fire risk Assessment

This is a specialist area and applicants may need to consider obtaining their own professional advice.

The Regulatory Reform (Fire Safety) Order 2005 requires the person responsible for a property to undertake a fire risk assessment. A fire risk assessment must be undertaken for the entire HMO property with the aim to identify potential hazards and reduce the risk of those hazards by deciding what fire precautions need to be installed.

Further detailed guidance on conducting risk assessment and appropriate precautions in relation to sleeping accommodation for certain types of existing housing is available at: <https://www.gov.uk/government/publications/fire-safety-risk-assessment-sleeping-accommodation>

A fire risk assessment must be completed for all HMO properties and will be requested as part of the licensing process.

7.3 Smoke detection

In addition to implementing the precautions identified during the fire risk assessment the prescribed standards set by the Housing Act 2004 require a smoke detector to be installed on each floor of the living accommodation

7.4 Fire Safety Enforcement

The responsibility for the enforcement of fire safety requirements in private rented accommodation is shared between Halton Council and Cheshire Fire and Rescue Service. A memorandum of understanding has been signed by both organisations relating to enforcement of the requirement and joint inspections of properties in relation to fire safety will be undertaken as required.

8.0 Lighting

8.1 Natural light

All habitable rooms should have sufficient natural light to enable normal domestic tasks to be carried out during daylight hours. Windows should be of adequate size, and of appropriate shape and position to allow for reasonable daylight penetration into rooms. Basement and sub-ground level rooms can pose particular problems, and there should be sufficient adequate open space outside the window to allow for adequate light penetration.

8.2 Artificial lighting

Artificial lighting should be positioned to provide sufficient light to enable domestic and recreational activities to be carried out without eyestrain and without creating glare or shadows. Artificial light is particularly important where domestic tasks require adequate light, for example in the kitchen over worktops, sinks and cookers.

Staircases must have artificial lighting that sufficiently illuminates their full length to avoid shadows and dark corners where users cannot clearly see where they are going. There should be switches or controls for the artificial lighting at both the top and foot of stairs. Any lighting provision to staircases and common areas must be in addition to any required emergency lighting.

9.0 Security

The HMO as a whole and private units within, should be capable of being secured to deter against unauthorised entry. Windows and doors should be robust and fitted with adequate security. Externally, the curtilage of the property should be restricted and be properly gated. Sheds or outbuildings should be maintained in good order and made secure. However, security measures must not compromise the means of emergency escape in the event of a fire.

10.0 Waste Disposal

Adequate facilities must be made available for the storage of waste. Communal bins must be stored in a secure external area within the private curtilage of the property. It will not be acceptable for communal bins to be stored unsecured on public land. The owner or manager of the HMO must ensure adequate bins have been provided to enable the tenants to comply with councils waste collection and recycling service. Information must be made available to tenants to ensure they are aware of collection days and when to present waste for collection and recycling. Once collected tenants must be instructed to return bins to the property. The owner must periodically monitor the arrangement to ensure the number and types of bins available are adequate and tenants are correctly following the councils waste and recycling scheme.

REPORT TO: Environment & Urban Renewal Policy and Performance Board

DATE: 21st September 2022

REPORTING OFFICER: Operational Director – Community and Environment

PORTFOLIO: Environment and Urban Renewal

SUBJECT: Working Party Review of Coppicing Works

WARD(S): Borough-wide

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide Members with an update on progress with the work of the Working Party that was established to review the Council's coppicing works programme.

2. RECOMMENDATION: That:

- 2.1 Members of the Board receive and comment upon the report.**

3. SUPPORTING INFORMATION

- 3.1 At their meeting of 22nd June 2022, Members of the Board received a report setting out details of the Working Party that was established to undertake a review of the Council's coppicing works programme for the management of structure planting across the borough. Members were advised that the Working Party consisted of Councillor Mike Fry as Chair, and Councillors Angela Ball, Tony McDermott, Bob Gilligan, Andrea Wall and Noel Hutchinson.
- 3.2 The first meeting of the Working Party took place on 12th July 2022. At the meeting, Paul Wright, Operational Director – Community & Environment, delivered a presentation to Members on structure planting. Members were provided with details of what structure planting is and how the Council manages its plantations. Members were advised of the importance of managing structure planting, as if it was not managed, it would ultimately fail and die. Members were also advised of some of the issues that the Council faces as a result of its management of structure planting; including, but not limited to, public perception of works undertaken.

- 3.3 Following a general discussion on the Council's programme for the management of structure planting, and a number of matters raised by Members, it was agreed that the next step would be for a field study visit to be arranged for Members to observe previous structure planting works that have been carried out at a number of locations across the borough. As well as taking in sites that have had intervention at various stages over recent years, Members will be taken to sites where intervention is planned as part of this year's works programme. The field study visit is due to take place by the end of September.

4. POLICY IMPLICATIONS

- 4.1 There are no policy implications associated with this report.

5. OTHER/FINANCIAL IMPLICATIONS

- 5.1 There are no financial or other implications arising from this report.

6. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

No direct impact

6.2 Employment, Learning and Skills in Halton

No direct impact

6.3 A Healthy Halton

No direct impact

6.4 A Safer Halton

No direct impact

6.5 Halton's Urban Renewal

No direct impact

7. RISK ANALYSIS

- 7.1 None identified at this time.

8. EQUALITY AND DIVERSITY ISSUES

- 8.1 There are no equality or diversity issues as a result of this report.

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

- 9.1 Environment & Urban Renewal Policy and Performance Board Report - Working Party Review of Coppicing Works - 22nd June 2022.