

HALTON BOROUGH COUNCIL



*Municipal Building,
Kingsway,
Widnes.
WA8 7QF*

1 July 2025

**TO: MEMBERS OF THE HALTON
BOROUGH COUNCIL**

You are hereby summoned to attend an Ordinary Meeting of the Halton Borough Council to be held in the Council Chamber, Runcorn Town Hall on Wednesday, 9 July 2025 commencing at 6.30 p.m. for the purpose of considering and passing such resolution(s) as may be deemed necessary or desirable in respect of the matters mentioned in the Agenda.

A handwritten signature in black ink, appearing to read 'S. Young', is written in a cursive style.

Chief Executive

-AGENDA-

Item No.		Page No.
1.	COUNCIL MINUTES	SEE MINUTE BOOK
2.	APOLOGIES FOR ABSENCE	
3.	THE MAYOR'S ANNOUNCEMENTS	
4.	DECLARATIONS OF INTEREST	
5.	LEADER'S REPORT	
6.	MINUTES OF THE EXECUTIVE BOARD	SEE MINUTE BOOK
	a) 25 February 2025	
	b) 13 March 2025	
	c) 17 April 2025	
	d) 13 May 2025	
	e) 12 June 2025	
7.	MINUTES OF THE HEALTH AND WELLBEING BOARD	SEE MINUTE BOOK
8.	QUESTIONS ASKED UNDER STANDING ORDER 8	
9.	MATTERS REQUIRING A DECISION OF THE COUNCIL	
	a) Recommendation of the Appointments Committee for the appointment to the post of Interim Chief Executive and Head of Paid Services	1 – 4
	b) Electoral Matters	5 – 8
	c) Amendment to Constitution to enable enforcement of Environmental Protection (Single Use Vapes) (England) Regulations 2024	9 – 10
	d) Cemetery Infrastructure Works (EXB 7 refers)	11 – 26
	Executive Board considered the attached report.	
	RECOMMENDED: That	
	1) the proposals set out within the report be approved;	

2) Council be asked to include £1.971m within the Council's Capital Programme over 4 years to fund the proposed works as set out within the report; and

3) authority be delegated to the Executive Director Environment and Regeneration, in consultation with the Portfolio Holder for Environment and Urban Renewal, to prepare and approve all necessary documents, contracts and funding arrangements required to complete the proposed works.

- e) New Co-Opted Member of the Children, Young People & Families Policy & Performance Board (EXB8 refers)

27 – 30

Executive Board considered the attached report.

RECOMMENDED: That Stuart Smith OBE, be Co-Opted to the Children, Young People and Families Policy and Performance Board for a period of 12 months, to be reviewed at the end of that period.

10. MINUTES OF THE POLICY AND PERFORMANCE BOARDS AND THE AUDIT AND GOVERNANCE BOARD

SEE MINUTE BOOK

- a) Local Economy
- b) Health and Social Care
- c) Housing and Safer
- d) Corporate and Inclusion
- e) Audit & Governance Board

11. COMMITTEE MINUTES

SEE MINUTE BOOK

- a) Development Management
- b) Regulatory
- c) Regulatory Sub Committee
- d) Taxi Licensing Sub Committee
- e) Appointments

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REPORT TO:	Council
DATE:	9 July 2025
REPORTING OFFICER:	Head of HR Operations
PORTFOLIO:	Leader's Portfolio
SUBJECT:	Recommendation of the Appointments Committee for the appointment to the post of Interim Chief Executive and Head of Paid Services.
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

1.1 Following the announcement of the Council's incumbent Chief Executive to step down from the post, the Council opened up an expression of Interest opportunity for Executive Directors and Directors for the post of Interim Chief Executive. A thorough recruitment process followed.

1.2 Within the Council's Constitution, Appendix 4, relating to the Powers and Duties of Committee's, it directs that the Appointments Committee is;

To deal with Appointments, Disciplinary Matters and Dismissals relating to the Head of Paid Service, Strategic Directors, Directors, and the Director (Legal and Democratic Services) as set out in the Officer Employment Procedure Rules and subject to the Standing Orders relating to Staff

1.3 Within the Council's Constitution, Section 3(a) of the Officer Employment Procedure Rules, which form a part of the Standing Orders Relating to Staff, stipulates as follows;

The full Council will appoint the Head of Paid Service on recommendation from the Council's Appointments Committee

2.0 RECOMMENDED: That

1) the report be noted; and

2) Council considers the recommendation of the Appointments Committee and appoints Mr. Richard Rout as Interim Chief Executive with effect from 1st September 2025 until the date the new Chief Executive commences in post.

3) The Interim Chief Executive has;

- a) the full authority of the Chief Executive with effect from 1st September 2025 until the date the new permanent Chief Executive commences in post**
- b) the full authority to exercise the delegations of the Chief Executive with effect from 1st September 2025 until the date the new permanent Chief Executive commences in post**

3.0 SUPPORTING INFORMATION

- 3.1 For ease of reading and the avoidance of doubt, the Chief Executive of Halton Borough is the Head of Paid Services. The term 'Head of Paid Services' is used within legislation, the Council's Constitution, Employment Terms and Conditions, and sector specific publications. Where used in this report, it should be taken to mean 'Chief Executive'
- 3.2 The expression of interest closed on 06th June 2025. Following a review of applications for the interim post, the Appointments Committee invited the applicants to interview, at a meeting of the Appointments Committee, on 12th June 2025.
- 3.6 The meeting of the Appointments Committee on 12th June 2025 is intended to thoroughly assess the candidates and determine a preferred candidate to be recommended to Council for appointment to the role.

4.0 POLICY IMPLICATIONS

- 4.1 The process outlined in section 3 above is compliant with the Council's policy pertaining to the recruitment and appointment of a Chief Executive, as set out in the Council's Constitution.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The current salary of the Chief Executive post (£167,539 to £180,269 2025/26 - pay award pending) has been market tested. This is to continue to be covered by Council revenue budget.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

The Chief Executive has overarching responsibility for the delivery of this priority on behalf of the Council.

6.2 Employment, Learning and Skills in Halton

The Chief Executive has overarching responsibility for the delivery of this priority on behalf of the Council.

6.3 A Healthy Halton

The Chief Executive has overarching responsibility for the delivery of this priority on behalf of the Council.

6.4 A Safer Halton

The Chief Executive has overarching responsibility for the delivery of this priority on behalf of the Council.

6.5 Halton's Urban Renewal

The Chief Executive has overarching responsibility for the delivery of this priority on behalf of the Council.

7.0 RISK ANALYSIS

7.1 The Chief Executive is the principle adviser to the political leadership of the Council, it's Executive, and the elected Council as a whole. In addition, the post-holder is the key link to the Combined Authority, neighbouring Council's, regional Government agencies, central Government departments and Ministers. Within the organisation the Chief Executive has authority over all other employees of the council, sets organisational policy direction, and oversees the discharging of statutory responsibilities. It is by definition a necessary position in the Council's staffing structure.

7.2 The risk attached to not appointing a new Interim Chief Executive would place the Council in a precarious position as it would be operating day to day on temporary arrangements. This cannot be sustained for a prolonged period as it would likely create uncertainty and instability in leadership, policy direction, and the Council's position amongst its key stakeholders.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The Council's recruitment process is up to date and robust. The Interim Chief Executive recruitment process has been a tailored variation of the Council's established recruitment procedure. That procedure has been subject to Equality Impact Assessment.

- 8.2 No candidate was treated less favourably than any other. Any adjustments to the process were offered to all candidates.
- 8.3 If a successful candidate requires any adjustments in order to perform the duties of the role, these will be considered and applied in accordance with Council policy and prevailing legislation.

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

None under the meaning of the Act.

REPORT TO:	Council
DATE:	9 July 2025
REPORTING OFFICER:	Chief Executive
PORTFOLIO:	Corporate Services
SUBJECT:	Electoral Matters
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

To recommend to Council that the statutory duties in relation to Electoral Administration and of the Returning Officer in relation to all Elections and Referenda be assigned to Richard Rout with effect from 1st September 2025 and that this continues until a further decision of the Council.

2.0 RECOMMENDATION: That Council appoint Richard Rout to carry out the Electoral Registration Officer Functions for the registration of Parliamentary and Local Government Electors and the Returning Officer Functions for Parliamentary, Local, Parish, Combined Authority Mayoral, Police & Crime Commissioner Elections and Referenda under all relevant legislation and to act as the Proper Officer for all related functions and relevant legislation with immediate effect until a further decision of the Council.

3.0 BACKGROUND INFORMATION

- 3.1 This report is brought before Members in light of the current Chief Executive leaving the Council on 31st August 2025, who is the Council's Electoral Registration Officer, Returning Officer, and Proper Officer for electoral purposes.
- 3.2 In England, every district council is required to appoint an officer of the Council to be the Electoral Registration Officer for any constituency or part of a constituency situated in the local authority area (Section 8(2), Representation of the People Act 1983)
- 3.3 Every district council in England shall appoint an officer of the council to be the Returning Officer for the elections of councillors of the district and for the election of any parish councillors in its area (Section 35(1), Representation of the People Act 1983 and Section 35(2), Representation of the People Act 1983).
- 3.4 Once appointed, the Returning Officer will have a number of subtly different designations dependent upon the type of election as follows:

UK Parliamentary Election - Acting Returning Officer

☐ Section 28(1), Representation of the People Act 1983

Police and Crime Commissioner Election - Local Returning Officer

☐ Section 54(5), Police Reform and Social Responsibility Act 2011

Combined Authority Mayoral Election - Local Returning Officer

☐ Article 5, Combined Authorities (Mayoral Elections) Order 2017

- 3.5 The Returning Officer for district council elections is also responsible as Counting Officer for the administration of any referendum required under the Local Government Act 2000 (as amended) relating to the executive governance of the authority (Regulation 9, Local Authorities (Conduct of Referendums) (England) Regulations 2012).
- 3.6 The Returning Officer for district council or London borough elections is responsible as Counting Officer for the administration of any referendum required under the Town and Country Planning Act 1990 (as amended) relating to neighbourhood planning (Regulation 9, Neighbourhood Planning (Referendums) Regulations 2012).

4.0 POLICY IMPLICATIONS

Legislation requires that the Council appoint an Electoral Registration Officer and Returning Officer.

5.0 FINANCIAL IMPLICATIONS

The post of Returning Officer is remunerated and is paid for from the Elections budget in the case of local elections. The Council is reimbursed for other elections.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 Improving Health, Promoting Wellbeing and Supporting Greater Independence – None
- 6.2 Building a Strong, Sustainable Local Economy – None
- 6.3 Supporting Children, Young People and Families – None
- 6.4 Tackling Inequality and Helping Those Who Are Most In Need – None
- 6.5 Working Towards a Greener Future – None
- 6.6 Valuing and Appreciating Halton and Our Community - None

7.0 RISK ANALYSIS

There are no risks requiring a separate assessment. Legislation requires that the Council appoints a suitable Electoral Registration Officer and Returning Officer.

8.0 EQUALITY AND DIVERSITY ISSUES

There are no specific equality and diversity issues arising from this report.

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

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

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REPORT TO:	Council
DATE:	9 th July 2025
REPORTING OFFICER:	Director - Legal and Democratic Services
PORTFOLIO:	Corporate Services
SUBJECT:	Amendment to Constitution to enable enforcement of Environmental Protection (Single Use Vapes) (England) Regulations 2024
WARD(S)	Borough Wide

1.0 **PURPOSE OF THE REPORT**

- 1.1 The report seeks approval of council to amend the constitution to enable the enforcement of the Environmental Protection (Single Use Vapes) (England) Regulations 2024

2.0 **RECOMMENDATION:**

RECOMMENDED: That

Council approve that the powers granted to the Council as a Regulator under the Environmental Protection (Single Use Vapes) (England) Regulations 2024 are delegated to the Director of Public Health and that the Constitution be amended accordingly.

3.0 **SUPPORTING INFORMATION**

- 3.1 The Environmental Protection (Single Use Vapes) (England) Regulations came into force on 1st June 2025. The regulations are part of a range of measures intended to prevent children gaining access to vaping products and to protect the environment from the harmful impact of waste plastic and lithium batteries.
- 3.2 The Regulations ban the sale of single use vapes. The regulations enable the Local Authority as a regulator to authorise officers to carry out any of the powers within the Regulations. These powers include entry to premises, inspection of products and the seizure and removal of illegal products. Once authorised these powers will be exercised by Trading Standards Officers within the Public Health Directorate.

3.3 There is currently no provision within the constitution to enable these powers to be delegated to officers. These regulations need to be enforced to prevent illegal sales.

3.4 Amendments to the constitution can only be made by Council. This would normally follow a recommendation from the Executive Board. Due to the urgent need to enforce these regulations the Leader of the Council, in consultation with the Chief Executive, has agreed that the matter can proceed straight to the next Council meeting to avoid any undue delay.

4.0 **POLICY IMPLICATIONS**

4.1 This proposal is a procedural formality to enable powers granted to the Council by national legislation to be enforced.

5.0 **FINANCIAL IMPLICATIONS**

5.1 There are no financial implications associated with this proposal.

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

6.1 Whilst the eventual enforcement of the legislation will have an impact on a number of the councils priorities there are no immediate implications associated with this report.

7.0 **RISK ANALYSIS**

7.1 There are no significant risks associated with this proposal.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 None

9.0 **CLIMATE CHANGE IMPLICATIONS**

9.1 None

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

'None under the meaning of the Act.'

REPORT TO:	Executive Board
DATE:	12 th June 2025
REPORTING OFFICER:	Executive Director Environment and Regeneration
PORTFOLIO:	Environment and Urban Renewal
SUBJECT:	Cemetery Infrastructure Works
WARD(S)	Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To provide Members with details of essential work required to be undertaken to refurbish aging infrastructure and update the grounds with a range of environmental enhancements at three of the Council's cemeteries.

2.0 RECOMMENDED: That;

- 1) Members approve the proposals set out within the report.**
- 2) Members approve that Council be asked to include £1.971m within the Council's Capital Programme, over 4 years, to fund the proposed works as set out within the report.**
- 3) Delegated authority be granted to the Executive Director Environment & Regeneration, in consultation with the Portfolio Holder for Environment and Regeneration, to prepare and approve all necessary documents, contracts and funding arrangements required to complete proposed works.**

3.0 SUPPORTING INFORMATION

3.1 The Council is responsible for four cemeteries within the Borough. This report concentrates on the three older sites being: Widnes Cemetery (Birchfield Road), Runcorn Cemetery and Halton Cemetery, which date back to 1898, 1860 and 1800 respectively. All are now closed to new burials. These sites are now in a transition phase from fully active working burial grounds to sites that continue to provide the opportunity for residents and others to visit for contemplation and reflection for passed loved ones. The three sites also have the potential to provide general amenity/park use and significant environmental additions: for wildlife and habitat creation as well as increased tree canopy as part of the Big Halton Forest project. The sites can also be considered as an important element for contributing towards Halton's response to climate change.

- 3.2 The sites were originally designed and laid out according to the era that they were developed in but are now outdated and do not meet with modern demands. Pathways and carriageways are in severe need of resurfacing and entrances and boundaries require attention to brickwork, masonry and metalwork to ensure they remain in safe order and important heritage features are preserved. Members are advised that the deteriorating infrastructure and water runoff/flooding issues are the cause of enquiries from Councillors and complaints/negative comments. The number of enquiries, complaints and comments are difficult to quantify as the majority are relayed verbally to Cemetery Team staff through telephone and on-site conversations with members of the public and Funeral Directors. Carrying out the improvements will also reduce the risk of potential future insurance claims from members of the public - There have been 2 claims made against the Council in the last 12 months.
- 3.3 The proposal is to undertake extensive works to address the declining infrastructure by rationalising elements and concentrating renewal on the primary routes and important features within the sites. Where possible, this will involve reducing hard surfacing, thereby reducing surface water runoff and creating additional green space for habitat creation and tree planting. In some places, this will include a change from vehicle to pedestrian only access routes, to reduce future wear and tear on pathways. The total cost for the works, including all fees, contingency sums and inflation is £1.9m. A full breakdown of costs is set out in section 5 of the report.
- 3.4 Images to show issues and problems associated with the aging infrastructure, along with opportunities for repair and enhancement, are shown in appendix 1. The proposed masterplans to illustrate how the sites will be adapted and improved to ensure that they continue to be fit for purpose and add further benefits for the community into the future, are shown in appendix 2.
- 3.5 It is recognised that any works undertaken in the cemeteries should be delivered in a sensitive way and proposals have been developed that allow for a phased approach to gradually deliver changes with minimal disruption caused at any one time. A phased approach of spreading the work over four years will also spread the cost of the work over a number of financial years. However, this will increase costs by separating works contracts and increasing preliminary and contractor 'on costs'.
- 3.6 The primary benefits of the proposal will include:
- The rationalisation of path and circulation systems; reducing wear and tear and improving the visitor experience.
 - Improvements to surface water drainage; reducing instances of flooding to graves and pathways.
 - Additional tree planting.
 - Porous surfacing to parking bays.

- Interpretation information to celebrate important local people buried in the cemetery sites.
- Information about nature and habitats that can be found in the cemeteries that will be complemented by the works.

3.7 The project will also include community engagement, building on the establishment of groups such as the Friends of Widnes Cemetery and encouraging further ‘friends of’ groups in Runcorn. Volunteers will also be able to directly contribute to improvement works.

4.0 POLICY IMPLICATIONS

4.1 Policy HE2 Heritage Assets & Historic Environment, the cemeteries are non-designated heritage assets and hold significant value and cultural importance for Halton residents. Improvements will safeguard and promote this heritage for future generations.

4.2 The proposals are in accordance with policy CS21/HE4 - Green Infrastructure, supporting the delivery of programmes and strategies to protect, enhance and expand green infrastructure across the Borough including adaptations for climate change.

4.3 The proposals are in accordance with Environmental legislation, which places a duty on local authorities to look for ways to support nature recovery and promote habitat creation. There is potential for sections of older cemeteries to provide Bio-diversity Net Gain (BNG) credits.

4.4 Policy HE5 Trees & Landscaping, the cemetery improvements will include additional softworks increasing the amenity value as well as providing an opportunity for tree planting, which will also contribute to The Big Halton Forest project.

5.0 FINANCIAL IMPLICATIONS

5.1 In the last 12 months, £142k has been spent on filling potholes, repairs to boundaries and repairing old drainage systems. This repair work, whilst fixing immediate issues, are generally reactive to address a problem or safety concern and do not fully address the underlying issue of failing infrastructure across the cemeteries in the long term.

5.2 The breakdown of infrastructure repair costs is set out below:

1	Access Rationalisation of Roads, Path and Related Hard Surfaces	£839,991
2	Public Realm and Furniture Infrastructure Enhancements	£113,874
3	Drainage and Surface Water Enhancements	£426,773
4	Security, Site Boundary and Entrance Improvements	£65,514
5	Bio Diversity and Nature Enhancements	£42,110

6	Soft Landscaping Enhancements	£233,316
7	Additional Memorial Vault Provision	£145,928
8	Site Investigation and Survey Works	£9,000
9	Inflation over 4-year programme	£93,825
	Total	£1,970,331

- 5.3 It is proposed that the improvement works are spread over a 4-year period as shown below:

Year 1	£469,127
Year 2	£683,048
Year 3	£607,988
Year 4	£210,168

- 5.4 In order to facilitate the works, it is proposed that the total costs above are built into the Council's Capital Programme. In the first instance, this would be funded through prudential borrowing. However, due to the nature of the works, there will be opportunities to seek out external funding. Where possible, external funding will be utilised as a priority to reduce the borrowed sum.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Improving Health, Promoting Wellbeing and Supporting Greater Independence

The proposals will provide enhanced green spaces that can be visited and enjoyed by all residents.

6.2 Building a Strong, Sustainable Local Economy

None identified.

6.3 Supporting Children, Young People and Families

None identified.

6.4 Tackling Inequality and Helping Those Who Are Most In Need

None identified.

6.5 Working Towards a Greener Future

As per section 9 below, the proposals will have a positive impact on the Council's actions towards delivering climate change improvements.

6.6 Valuing and Appreciating Halton and Our Community

The proposals will provide safer infrastructure and enhanced, well maintained green spaces, that encourage increased general usage by Halton residents helping increase natural surveillance.

7.0 RISK ANALYSIS

- 7.1 The cemeteries' aging infrastructure is a growing concern, with a number of complaints and claims for slips/trips and damage from potholes (as referenced in para 3.2). Not following this programme of works could result in an increasing number of complaints and claims resulting in compensation and could cause considerable damage to the Council's reputation.
- 7.2 Whilst undertaking alteration/improvement works in such a sensitive landscape will present a very particular set of issues, the proposals will be carefully tailored to ensure minimum impact to families attending graves and will result in considerable overall improvements to the sites and enhanced visitor experience.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 None

9.0 CLIMATE CHANGE IMPLICATIONS

- 9.1 The planned proposals to reduce hard surfaces, manage surface water on site, increase habitat areas and tree canopy are all important elements towards delivering climate change improvements. Work will be undertaken to survey and record increases in species as part of the project.
- 9.2 Proposals will include reuse of materials, to limit waste and reduce vehicle movements required to complete the works.

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

None under the meaning of the Act.

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CEMETERY INFRASTRUCTURE WORKS

HALTON CEMETERIES - IMAGE BOOKLET

APPENDIX No 1

CEMETERY INFRASTRUCTURE WORKS

WIDNES CREMATORIUM AND CEMETERY

INFRASTRUCTURE ISSUES



Excessive carriageway width with large expanses of bitmac surfacing has proved both expensive to maintain but also an issue in ever increasing heavy rain and cloudbursts with high amounts of surface water run off.



Derelict hard surfacing does not allow filtration and is unsightly so will be removed and replaced with green infrastructure.



No formal parking and delineation of bays results in ad hoc parking causing potential safety issues for cemetery users.



Wide pedestrian footpaths limit filtration during flood events and lead to conflict with pedestrians, vehicles and parked cars.



Occurance of potholes is common across wide expanses of bitmac and both proving expensive to repair and deal with resulting claims from trips and damage to vehicles.



Damage with encroachment by vehicular traffic of grave plots.



Flooding during heavy rain and cloudbursts is an ongoing issues in the cemetery with limited capacity to deal with the amount off surface water runoff from large expanses of hard surfaces.

CEMETERY INFRASTRUCTURE WORKS

WIDNES CREMATORIUM AND CEMETERY

OPPORTUNITIES FOR ENHANCEMENT



Green Infrastructure Enhancement



Permeable Paving to store surface water and slow runoff.



Sustainable Drainage Opportunity



Biodiversity enhancement making space for Nature to thrive for the community in Widnes and Halton



Opportunity for community Arts and Sculptures



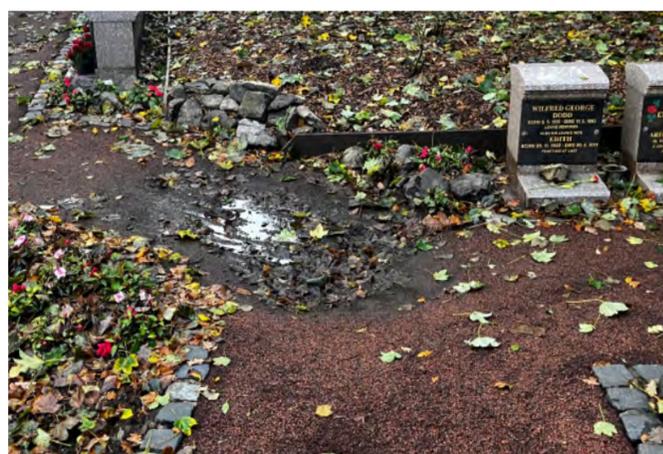
Provision of Interpretation panels for nature, heritage and art trails.

RUNCORN CEMETERY

INFRASTRUCTURE ISSUES



Excessive areas of redundant hard standing proves both expensive to maintain but also an issue in ever increasing heavy rain and cloudbursts with high amounts of surface water run off.



Failing old sections of pedestrian paths need to be repaired to avoid claims so rationalisation of path surfacing and hardstanding will reduce this ongoing burden.

Old failing watering points are becoming a problem with expensive leaks and need to be replaced.

CEMETERY INFRASTRUCTURE WORKS

RUNCORN CEMETERY

INFRASTRUCTURE ISSUES (CONTINUED)



Remove redundant sections of highway to increase biodiversity and slow surface water.



Replace paving slabs to reduce ongoing maintenance liability and trip hazards.



Additional green infrastructure required to screen existing compound and increase biodiversity.



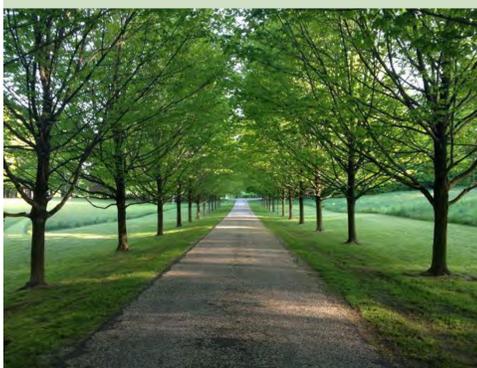
Lack of biodiversity around the cemetery boundary in places provides enhancement opportunities.



Flooding during heavy rain and cloudbursts is an ongoing issues in the cemetery around some grave plots and requires solutions to slow or direct surface water run off.



OPPORTUNITIES FOR ENHANCEMENT



Green Infrastructure Enhancement



In agreed areas cut grass only for access paths and path edges to increase biodiversity and slow surface water.



Permeable Paving Opportunity.



Reduce number of memorial seats by combining plaques on seats at key locations.



Biodiversity enhancement making space for Nature to thrive for the community in Runcorn and Halton



Opportunity for heritage and nature walks with interpretation.



Provision of Interpretation panels

CEMETERY INFRASTRUCTURE WORKS

HALTON CEMETERY

INFRASTRUCTURE ISSUES



The existing paving slabs forming pedestrian paths are uneven and have become a trip liability, providing an ongoing maintenance issue.



Existing Boundary walls and railings need repaired in places



Existing Cemetery railings need painted



Cemetery retaining walls need to be monitored for any movement.

OPPORTUNITIES FOR ENHANCEMENT



Opportunity to replace paving slabs with permeable surfacing



Community Involvement to paint railings



Biodiversity enhancements making space for nature

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CEMETERY INFRASTRUCTURE WORKS

HALTON CEMETERY - Widnes and Runcorn Masterplans

APPENDIX No 2



Notes:

- Existing tree cover
- Approximate grave locations subject to topographical survey
- Grave plot zones
- Mown grass areas - High frequency
- Mown grass areas - Low frequency
- Proposed bulb and wildflower areas
- Proposed tree planting
- Woodland edge shrub and tree planting to enhance bio-diversity
- Ornamental shrub planting
- Hedge planting
- Existing vehicular/rimex roads being retained or reduced in width
- Proposed vehicular traffic movement
- Existing pedestrian paths to be retained or reduced in width
- Permeable hard surfaces including paths and car parking bays
- Existing Bin Stores
- Memorial seat locations
- Proposed footlands restricting vehicular traffic
- Existing watering points
- Existing CCTV points to be reviewed
- Proposed focal point wayfinder signage / art work
- Sustainable drainage scape with bio-diversity enhancements

- 01** Childrens Garden of Rest
- 02** Royal Regiment of Artillery Monument
- 03** Cross of Sacrifice
- 04** Roman Catholic Chapel Remains
- 05** Garden of Remembrance
- 06** Four Seasons Garden of Remembrance
- 07** Woodland Vault Garden and Woodland Walk

HALTON BOROUGH COUNCIL
 ENVIRONMENT AND RECREATION
 DIRECTORATE
 WILDERNESS
 Executive Director
 Ecology, Biodiversity and
 Environmental Services
 Plover Farm Road
 Northowram
 Wetherby
 WF4 4DB

Wilderness Crematorium and Cemetery
 Proposed Masterplan
 Draft for Discussion

Scale: NTS
 Drawn by: MP
 Plan No: L-367_WC_MP_V1

Date: Dec 2024
 Checked by: MP



Notes:

- Existing tree cover
- Approximate grave locations subject to topographical survey
- Grave plot zones
- Mown grass areas - High frequency
- Mown grass areas - Low frequency
- Proposed bulb and wildflower areas
- Proposed tree planting
- Woodland edge shrub and tree planting to enhance bio-diversity
- Ornamental shrub planting
- Existing Hedge planting
- Existing vehicular farm roads
- New Road kept to match existing
- Proposed vehicular traffic movement
- Existing pedestrian paths to be retained with ornamental works.
- Permeable hard surfaces paths
- Resin bound gravel surface
- Existing Bin Stores
- Memorial seat locations
- Proposed bollards restricting vehicular traffic
- Existing watering points
- Existing CCTV points to be reviewed
- Approximate area contaminated with 300mm cover, no burials or tree planting
- COVID-19 Tribute
- Cross of Sacrifice
- Seafarers Memorial
- Memorial Garden
- Vault Garden
- Cemetery Service Compound
- Future Ash Internment Area

REVISIONS

No.	Description
01	COVID-19 Tribute
02	Cross of Sacrifice
03	Seafarers Memorial
04	Memorial Garden
05	Vault Garden
06	Cemetery Service Compound
07	Future Ash Internment Area

HALTON BOROUGH COUNCIL
 ENVIRONMENT AND RECREATION
 DIRECTORATE
 Executive Director
 Emma Pinner, Planning and Development
 Project Manager
 Runcom Cemetery
 Walsley Farm Road
 Walsley, Runcorn
 WA9 4DS

Runcom Cemetery
 (Including new section)
 Proposed Masterplan
 Draft for Discussion

Scale: NTS
 Drawn by: MP
 Date: Jan 25
 Checked by: MP

Plan No: L-368_RC_MP_V1

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REPORT TO:	Executive Board
DATE:	12th June 2025
REPORTING OFFICER:	Executive Director for Children's Services
PORTFOLIO:	Children, Young People & Families
SUBJECT:	New Co-Opted Member of the Children, Young People & Families Policy & Performance Board
WARD(S)	Borough Wide

1.0 **PURPOSE OF THE REPORT**

1.1 The purpose of this report is to confirm the intention to Co-Opt a new independent member of the Children, Young People & Families Policy & Performance Board to provide assurance and challenge utilising subject matter expertise.

2.0 **RECOMMENDED: The Executive Board recommends to the Council the following appointment:**

Stuart Smith OBE be Co-Opted to the Children, Young People & Families Policy & Performance Board for a period of 12 months, to be reviewed at the end of that period.

3.0 **SUPPORTING INFORMATION**

3.1 Following a review of the Council's Children's Services arrangements by a Commissioner from the Department for Education in late 2024 / early 2025, the Council received a recommendation that an Independent Member be co-opted onto the Children, Young People and Families Policy & Performance Board.

3.2 This report sets out the Council's response to that recommendation, proposing that Stuart Smith OBE, an experienced ex Director of Children's Services and current DfE Advisor is co-opted to the Children, Young People and Families Policy & Performance Board as soon as is practical, as a non-statutory co-optee.

3.3 The Council's Constitution sets out that Co-optees shall be nominated by the relevant Policy and Performance Board and their appointment subject to approval by the Executive Board and Full Council. This report seeks that approval.

3.4 It is noted that on the appointment of a Co-optee, the length of service of each Co-optee shall be specified and may only be

extended with Council approval. The period of Co-option is proposed to be 12months.

4.0 POLICY IMPLICATIONS

There are no implications to current Council policies.

5.0 FINANCIAL IMPLICATIONS

As per the Councils Allowance scheme allows for:

“Any co-optees, as permitted by the Council’s constitution, shall be entitled to claim Travel and Subsistence and Child Care and Dependent Carer’s Allowances on the same basis as any Member of the Council”

6.0 IMPLICATIONS FOR THE COUNCIL’S PRIORITIES

6.1 Improving Health, Promoting Wellbeing and Supporting Greater Independence

There are no impacts on this Council policy.

6.2 Building a Strong, Sustainable Local Economy

There are no impacts on this Council policy.

6.3 Supporting Children, Young People and Families

Whilst there is no direct impact on the policy this does support the improvement journey and strengthen oversight to delivery and quality of service delivery.

6.4 Tackling Inequality and Helping Those Who Are Most In Need

There are no impacts on this Council policy.

6.5 Working Towards a Greener Future

There are no impacts on this Council policy.

6.6 Valuing and Appreciating Halton and Our Community

There are no impacts on this Council policy.

7.0 RISK ANALYSIS

7.1 There are several risks that follow this decision, however, due to the nature of the risk they are being mitigated purely through the fact that this report is ensuring due process is being followed in the co-

opting of the independent person to the Children, Young People & Families Policy & Performance Board

- a) Not co-opting to the Children, Young People & Families Policy & Performance Board does not follow the advice of the Commissioner Report and risks further scrutiny and or intervention.
- b) By not following due process and constitutional rules the service faces political and or legal challenge in co-opting to the Children, Young People & Families Policy & Performance Board

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 Under the Equality Act 2010, public authorities have a Public Sector Equality Duty (PSED) which means that, in carrying out their functions, they have a statutory duty to pay due regard to the need to eliminate unlawful discrimination, harassment and victimisation, to advance equality of opportunity between people who share a protected characteristic and those who don't and to foster good relations between people who share a protected characteristic and those who don't.

8.2 Protected Characteristics under the Equality Act 2010 are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

8.3 This role reinforces the oversight and scrutiny of the directorate in delivering against these duties.

9.0 **CLIMATE CHANGE IMPLICATIONS**

There is no direct impact on climate change.

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

'None under the meaning of the Act.'

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