

## EXECUTIVE BOARD

Thursday, 08 February 2018

Time: 18:00

Venue: Meeting Room A

Address: Blackburn Town Hall

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### AGENDA

Information may be provided by each Executive Member relating to their area of responsibility

#### Part 1- Items for consideration in public

- 1 **Welcome and Apologies**
- 2 **Minutes of the Previous Meeting**  
**Minutes 11th January 2018** 3 - 7
- 3 **Declarations of Interest in Items on this Agenda**  
*If a Board Member requires advice on any items involving a possible Declaration of Interest which could affect his/her ability to speak and/or vote he/she is advised to contact Phil Llewellyn at least 24 hours before the meeting*  
**Declarations of Interest** 8 - 8
- 4 **Equality Implications**  
The Chair will ask Members to confirm that they have considered and understood any Equality Impact Assessments associated with reports on this agenda ahead of making any decisions
- 5 **Public Forum**  
To receive written questions or statements submitted by members of the public no later than 4.00 p.m. on the day prior to the meeting.
- 6 **Questions by Non-Executive Members**  
To receive written questions on any issue submitted by Non-Executive Members no later than 4.00 p.m. on the day prior to the meeting.
- 7 **Youth MP's Update**  
To receive an update from the Youth MP's along with any issues they would like to raise.
- 8 **EXECUTIVE MEMBER REPORTS**  
Verbal updates may be given by each Executive

	Member	
8.1	Leader (Chair of the Executive Board)	
8.2	Health and Adult Social Care	
8.3	Children's Services	
8.4	Environment	
8.5	Leisure, Culture and Young People	
8.5.1	Sport England LDP Accountable Body	9 - 13
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8.7	Regeneration	
8.7.1	Local Development Scheme 2018	14 - 17
	Blackburn with Darwen Local Development Scheme 2018 appendix	18 - 30
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8.9	Schools and Education	
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	Capital Monitoring Appendices 1 and 2 Qtr 3	52 - 55
9.4	Extension to Brown Street Car Park	56 - 59
10	<b>MATTERS REFERRED TO THE EXECUTIVE BOARD</b>	
	<b>PART 2 – THE PRESS AND THE PUBLIC MAY BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS</b>	
11	Petition Woodlands Drive Darwen	
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**PART 2 – THE PRESS AND THE PUBLIC MAY BE EXCLUDED  
DURING CONSIDERATION OF THE FOLLOWING ITEMS**

12	Extension to Brown Street, part two	
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Date Published: Monday, 19 February 2018  
Harry Catherall, Chief Executive

# EXECUTIVE BOARD

11<sup>th</sup> January 2018

## PRESENT

### **COUNCILLOR:**

Mohammed Khan  
Maureen Bateson  
Damian Talbot  
Jim Smith  
Arshid Mahmood  
Andy Kay  
Dave Harling  
Phil Riley

### **PORTFOLIO:**

Leader  
Children's Services  
Leisure, Culture & Young People  
Environment  
Neighbourhoods & Prevention Services  
Resources  
Schools and Education  
Regeneration

### **EXECUTIVE MEMBER**

John Slater

### **NON-PORTFOLIO**

Leader of the Conservative Group

	Item	Action						
1	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>The Leader of the Council, Councillor Mohammed Khan welcomed all present to the meeting. Apologies were received from Councillor Mustafa Desai.</p>							
2	<p><b><u>Minutes of the Meeting held on 14<sup>th</sup> December 2017</u></b></p> <p>The minutes of the meeting of the Executive Board held on 14<sup>th</sup> December 2017 were agreed as a correct record.</p>	<b>Approved</b>						
3	<p><b><u>Declarations of Interest</u></b></p> <p>There were no Declarations of Interest submitted.</p>							
4	<p><b><u>Equality Implications</u></b></p> <p>The Chair asked Members to confirm that they had considered and understood any Equality Impact Assessments associated with reports on the agenda ahead of making any decisions.</p>	<b>Confirmed</b>						
5	<p><b><u>Public Forum</u></b></p> <p>There were no questions submitted by Members of the Public.</p>							
6	<p><b><u>Questions by Non-Executive Members</u></b></p> <table border="1"> <thead> <tr> <th>Name of Member</th> <th>Subject Area</th> <th>Executive Member and Portfolio</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name of Member	Subject Area	Executive Member and Portfolio				
Name of Member	Subject Area	Executive Member and Portfolio						

	Item		Action	
<p>7</p> <p>8.3.1</p>	<p>Councillor Roy Davies</p>	<p>Housing and Jobs for Young People</p>	<p>Councillor Phil Riley, Regeneration and Councillor Andy, Resources.</p> <p>As Councillor Davies was unable to attend the meeting it was agreed that a written response be sent to him.</p> <p><b><u>Youth MPs Update</u></b></p> <p>The Youth MP and Deputy Youth MPs verbally reported as follows:</p> <ul style="list-style-type: none"> <li>Attendance at the Youth MP candidate residential, which was a fantastic opportunity to come together as a new youth forum for the year ahead. This year there would be 6 candidates including both Elle and Aliyah, who would be standing again. Each of the 6 candidates have produced a one minute campaign speech focusing on 2 or 3 key issues that we would be campaigning on throughout the year.</li> <li>The Make your Mark Campaign in BwD video was currently being edited and would be shown at the announcement of the new 2018/2019 Youth MP and deputies positions on Monday 12<sup>th</sup> February.</li> <li>60 girls attended a borough wide cohesion activity day at Darwen Youth Centre at the end of last year the girls participated in dance, drama and arts and crafts, and out of this group 24 young girls from across the Borough's junior youth clubs were participating in a cohesion residential at the weekend in preparation for International Women's Day in March.</li> <li>Ummaih advised that this would be her last Executive Board meeting as BwD Youth MP and thanked Members for their support over the past 2 years, which had been a great experience. One of her main campaign issues since she had been elected had been young people's mental health and a video was shown which highlighted the pressures and issues faced by young people.</li> </ul> <p>The Executive Board thanked Ummaih for all her hard work and wished her well for the future.</p> <p><b><u>Fostering Service Quarterly Report – 1<sup>st</sup> July 2017- 30<sup>th</sup> September 2017</u></b></p> <p>A report was submitted providing information on the management and performance of the Local Authority's Fostering Service. The report covered the period 1<sup>st</sup> July 2017 to 30<sup>th</sup> September 2017.</p> <p><b>RESOLVED</b> – That the Executive Board:</p>	

	Item	Action
8.5	<p data-bbox="331 69 1307 105">Notes this quarterly report which is available on the Council website.</p> <p data-bbox="338 143 743 179"><b><u>Update on Leisure Review</u></b></p> <p data-bbox="338 217 1307 398">Further to the report submitted at the December 2017 meeting of the Executive Board, a report was submitted to update members on the consultation process which was undertaken between 27<sup>th</sup> November and 24<sup>th</sup> December and which made recommendations regarding the swimming pool at Shadsworth Leisure Centre.</p> <p data-bbox="338 436 927 472">The public consultation process included:</p> <ul data-bbox="384 510 1307 936" style="list-style-type: none"> <li data-bbox="384 510 1307 629">▪ Three meetings with the Centurions committee members to discuss the operation of the swimming pool at Shadsworth Leisure Centre and the club requirements for pool time.</li> <li data-bbox="384 667 1307 741">▪ Hosting an open public meeting which took place at Shadsworth Leisure Centre on Tuesday 5<sup>th</sup> December 2017.</li> <li data-bbox="384 779 1307 936">▪ Making available a survey questionnaire from 27 November 2017 to 24 December 2017 to enable users and non-users to provide feedback and make suggestions about the future operation of the swimming pool.</li> </ul> <p data-bbox="338 974 1246 1077">The consultation process also assisted the Council to identify if there were any organisations or groups who wished to consider operating the swimming pool at no cost to the Council.</p> <p data-bbox="338 1115 1307 1279">No other organisations have shown any interest in operating the swimming pool as a result of the consultation process. There were no alternative proposals submitted which would enable the Council to operate the swimming pool at no cost.</p> <p data-bbox="338 1317 1307 1420">One of the options available to the Council was to close the swimming pool and relocate the swimming club and casual swimmers to alternative council owned pools within the Borough.</p> <p data-bbox="338 1458 1307 1637">Councillor John Slater proposed that the income from Bus Lane fines could be used to keep the pool open. Cllr Phil Riley advised that this income could only be used on traffic related issues and that income was falling now that road users were aware of the Bus Lanes and related enforcement.</p> <p data-bbox="338 1675 539 1711"><b>RESOLVED -</b></p> <p data-bbox="338 1749 707 1785">That the Executive Board:</p> <ul data-bbox="384 1823 1307 2098" style="list-style-type: none"> <li data-bbox="384 1823 1307 1906">▪ Notes the report and the consultation processes outlined within the report; and</li> <li data-bbox="384 1944 1307 2098">▪ Approves the closure of the swimming pool at Shadsworth Leisure Centre from 1 February 2018 and the relocation of the Centurions swimming club and casual swimmers to other council owned swimming pools across the Borough.</li> </ul>	<p data-bbox="1385 69 1481 105"><b>Noted</b></p> <p data-bbox="1385 1823 1481 1859"><b>Noted</b></p> <p data-bbox="1358 1944 1509 1980"><b>Approved</b></p>

	Item	Action
9.1	<p><b><u>Update on 11-17 Blakey Moor, Blackburn (“the property”)</u></b></p> <p>It was reported that in April 2017, the Executive Board approved the recommendation for the Council to make a Compulsory Purchase Order (CPO) (referred to as the “Order”) to compulsorily acquire 11 – 17 Blakey Moor to deliver the Heritage Lottery Fund (HLF) Blakey Moor Townscape Heritage Project, if negotiations with the owner were unsuccessful. The purpose of the report was to seek approval to enter into a mutual agreement with the owner of the property and to agree terms for this acquisition, without the need to make a CPO.</p> <p>The Council needed to acquire 11 -17 Blakey Moor Terrace, Blackburn in order to deliver the Townscape Heritage Project and the regeneration of the Blakey Moor/Northgate area of the town centre. The Council had been attempting to acquire the property over an extended period of time and agreement had now been reached with the owner. Other than this land and property, the acquisition would include any other interests and any third party and reversionary interests to be acquired (that may be revealed after carrying out full land registry checks). A plan was attached at Appendix 1 showing the property.</p> <p>The Executive Board was also requested to delegate authority to the Deputy Chief Executive and the Director of Growth and Development in consultation with the Executive Members for Resources and Regeneration to negotiate terms with the owner of the land and with the remaining tenant of the property.</p> <p><b>RESOLVED –</b> That the Executive Board:</p> <ol style="list-style-type: none"> <li>1. Approves the acquisition of 11-17 Blakey Moor;</li> <li>2. Delegates authority to the Deputy Chief Executive and the Director of Growth and Development in consultation with the Executive Members for Regeneration and Resources to mutually negotiate and agree final terms with the owner of the land and the remaining tenant in the property;</li> <li>3. Approves the provisionally agreed terms for disposal of the property as set out in this report; and</li> <li>4. Approves the making of a CPO (previously approved) should negotiations with the owner fail at any time.</li> </ol>	<p><b>Approved</b></p> <p><b>Approved</b></p> <p><b>Approved</b></p> <p><b>Approved</b></p>

	Item	Action
11.1	<p><b><u>PART 2 - THE PRESS AND THE PUBLIC MAY BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS</u></b></p> <p><b><u>Update on 11-17 Blakey Moor, Blackburn (“the property”)</u></b></p> <p>Further to the report submitted at Agenda Item 9.1, an additional report was submitted containing commercially sensitive information.</p> <p><b>RESOLVED –</b> That the Executive Board;</p> <ol style="list-style-type: none"> <li>1. Approves the acquisition of 11-17 Blakey Moor at the price agreed in principle between the current owner and the Council subject to the above terms and completed 7 days after vacant possession of 15 - 17 Blakey Moor;</li> <li>2. Delegates authority to the Deputy Chief Executive and the Director of Growth and Development in consultation with the Executive Members for Regeneration and Resources to mutually negotiate and agree final terms with the owner of the land and the remaining tenant in the property;</li> <li>3. Approves the provisionally agreed terms for disposal of the property as set out in this report; and</li> <li>4. Approves the making of a CPO (previously approved) should negotiations with the owner fail at any time.</li> </ol> <p style="text-align: center;">Signed at a meeting of the Board</p> <p style="text-align: center;">on the day of</p> <p style="text-align: center;">(being the ensuing meeting of the Board)</p> <p style="text-align: center;">Chair of the meeting at which the Minutes were confirmed</p>	<p><b>Approved</b></p> <p><b>Approved</b></p> <p><b>Approved</b></p> <p><b>Approved</b></p>





# EXECUTIVE BOARD DECISION



<b>REPORT OF:</b>	Executive Member for Leisure Culture and Young People Executive Member for Resources
<b>LEAD OFFICERS:</b>	Director of Environment and Leisure Director of HR, Legal and Corporate Services
<b>DATE:</b>	8 February 2018

<b>PORTFOLIO/S AFFECTED:</b>	Leisure Culture and Young People	Resources
<b>WARD/S AFFECTED:</b>	All	
<b>KEY DECISION:</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**SUBJECT: Sport England's Local Delivery Pilot**

## 1. EXECUTIVE SUMMARY

Within Sport England's participation strategy "Towards an Active Nation" there was a substantial investment stream focussing on place based pilots to explore different and innovative ways of reducing inactivity through a whole system approach.

In December 2017 it was publically announced that Pennine Lancashire had been successful, from 113 initial expressions of interest and was one of twelve Sport England Local Delivery Pilot areas nationally. Local Delivery Pilots will have a share of a £100m funding pot with Pennine Lancashire realistically receiving multiple million pounds worth of investment to increase activity levels and improve health and wellbeing amongst those who are inactive and experiencing poor mental wellbeing.

The Pennine Lancashire Accountable Care Partnership will be the strategic lead for the project and it is proposed that Blackburn with Darwen Council acts as the accountable body on behalf of Pennine Lancashire partners. As such Blackburn with Darwen Council will ensure that there is appropriate and structured financial, procurement and contracting arrangements in place to provide a transparent framework giving necessary assurances to manage and mitigate financial risks with the required commissioning and contracting arrangements and budget monitoring in place both for the council, the Pennine Lancashire Accountable Care Body and for Sport England, the external funders.

## 2. RECOMMENDATIONS

That the Executive Board:

- Notes the report and the application processes outlined within the report.
- Approves that Blackburn with Darwen Borough Council acts as the accountable body for the Sport England Local Delivery Pilot on behalf of Pennine Lancashire partners
- Delegates authority to the Director of Environment and Leisure and the Director of HR, Legal & Corporate Services, in consultation with the Executive Member for Leisure, Culture and Young People and the Executive Member for Resources, to agree and finalise the formal legal arrangements for Blackburn with Darwen to act as accountable body for the pilot.

### 3. BACKGROUND

Sport England, in its May 2016 strategy “Towards an Active Nation” announced that they would invest £130m in 10 place based pilots to develop and implement local strategies for physical activity and sport with particular focus on addressing inactivity and working with under-represented groups. Item 8.5.1

At the Shadow Lancashire Combined Authority meeting in June 2016, it was agreed that a proposal be developed as part of the ambition to provide the highest quality leadership and provision to enable communities to lead active and healthy lives in line with a joint commitment to the Health and Wellbeing Strategy’s strategic priority to enable physical activity in all communities. It was also agreed that this proposal be delivered jointly with NHS and Social care partners making a national contribution to creating a ‘health promoting health care system’ – one that is ‘re-wired’ to produce health rather than increasingly costly health care.

At a further Shadow Lancashire Combined Authority meeting on 19<sup>th</sup> December 2016 it was noted that an expression of interest (Eol) would be worked up for those interested Local Authority areas in Lancashire. Following a number of Sport England workshops and a subsequent meeting with Chief Leisure Officers it was clear that partners in Pennine Lancashire demonstrated a willingness and momentum to pursue an Eol. In agreement with Pennine Lancashire authorities and Leisure Trusts this Eol was led by Blackburn with Darwen, supported by the Pennine Lancashire Transformation Programme, Together a Healthier Future, and was submitted in March 2017.

Of the 113 Expressions of Interest submitted Sport England selected 19 to progress through to a Stage 2 process, including Pennine Lancashire’s. A further written submission was required as well as a full day assessment visit by Sport England and their national partners to see first-hand the strengths, challenges and scalable opportunities that each potential area could contribute to this very different way of working in a whole system approach.

In November 2017 Sport England confirmed that Pennine Lancashire had been successful and would be one of twelve National Local Delivery Pilot areas that would work closely with Sport England over the next 4 years to develop, test and embed innovative ways of working which demonstrate scalable, sustainable, whole system change that increases level of physical activity amongst those for whom activity is currently not on their radar.

In the stage 2 submission there was a requirement to robustly explain the leadership and governance that would be in place for a Pennine Lancashire Local Delivery Pilot. Through the Transformation Programme there was commitment from the Accountable Care Partnership (previously System Leaders Forum) to provide strategic leadership on a Pennine Lancashire footprint. The Accountable Care Partnership has Chief Officer / Chairs / Leaders representation from the 6 statutory health and care organisations, from the 6 borough councils, Lancashire County Council as well as the community voluntary and faith sector and local GP federations. The stage 2 document also proposed that Blackburn with Darwen council would be the accountable body for a successful grant on behalf of Pennine Lancashire partners.

This is a different way of working and as such we have secured a share of the £100m funding pot however currently there are no individually delegated grants to any of the 12 areas. We will be working closely with Sport England colleagues over the coming months to develop an evidence based delivery plan co-designed with our communities and target audience along with an agreed level of resource from the £100m funding pot.

As the accountable body, Blackburn with Darwen Council will ensure that there is appropriate, structured input, advice and guidance from finance, procurement and contracting colleagues working transparently within the organisation’s financial framework supported by appropriate processes and

assurances in order to manage and mitigate financial risks with the required commissioning and contracting arrangements and budget monitoring in place.

#### 4. KEY ISSUES & RISKS

Item 8.5.1

- In November 2017, following a 12 month submission and evaluation process Sport England confirmed that Pennine Lancashire had been successful and would be one of twelve Local Delivery Pilot areas that would work closely with Sport England over the next 4 years to develop, test and embed innovative ways of working which demonstrate scalable, sustainable, whole system change that increases level of physical activity amongst those for whom activity is currently not on their radar.
- Pennine Lancashire, as a successful Local Delivery Pilot has secured a share of the £100m funding pot however currently there are no individually delegated grants to any of the 12 areas.
- There is an inherent requirement to ensure that there is a robust financial, legal and contracting framework to ensure resource allocations and decision making, over the life of the 4 year pilot are undertaken in a structured and transparent way and one which mitigates risk from the accountable body.
- Blackburn with Darwen Council has the internal experience and knowledge to provide accountable body status on behalf of Pennine Lancashire for the Sport England Local Delivery Pilot.
- Further discussions are needed with Sport England to clarify their contractual process and financial allocations 2017/18 – 2020/21.

#### 5. POLICY IMPLICATIONS

Local Delivery Pilots are a foundation stone to underpinning and delivering Sport England's "Towards an Active Nation" physical activity strategy launched in May 2016.

Pennine Lancashire's Together a Healthier Future has a strong focus on prevention throughout the transformation programme and includes physical activity and mental health as priority targets. The Local Delivery Pilot across Pennine Lancashire has the ability to accelerate this particular strand of preventative work and could inform future system redesign to maximise impact and outcomes.

Blackburn with Darwen's Eat Well, Move More & Shape Up strategy embraces the benefits that increased activity has on both physical and mental wellbeing and as such the Local Delivery Pilot will add significant local value.

#### 6. FINANCIAL IMPLICATIONS

Pennine Lancashire has secured a share of £100m funding pot for the 12 national Local Delivery Pilot areas. The exact allocation over the next 4 years will be defined following detailed discussions and agreements with Sport England.

The Local Delivery Funding is to develop new and innovative means for increasing levels of physical activity amongst the circa 106,000 stubbornly inactive people across Pennine Lancashire. It is not a capital funding pot and does not have a focus on investment in buildings or infrastructure

#### 7. LEGAL IMPLICATIONS

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The Council will, as accountable body, need to enter into an agreement with Sport England in relation

to the funding. The Council will in turn need to enter into an agreement with each of the partner organisations to clarify roles, responsibilities, liabilities and risk share arrangements.

Any procurement and contracting arrangements will need to meet recognised legislative processes and procurement requirements and as Accountable Body will need to comply with Blackburn with Darwen Council's internal and external accountability frameworks

## 8. RESOURCE IMPLICATIONS

As with the initial expression of interest and stage 2 submission, over the next 4 years there is expected to be a requirement for resource input from senior members of the Environment and Leisure Department and Public Health Team, as well as other officers periodically over the course of the pilot. There will need to be careful consideration regarding these resources to identify and reduce any impact on existing services. Where necessary there may be a requirement for making a clear business case for additional or back-filling resource. Over the next 4 years the Local Delivery Pilot may bring forward career development opportunities for officers within Blackburn with Darwen Council.

## 9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. (*insert EIA link here*)

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. (*insert EIA attachment*)

## 10. CONSULTATIONS

- Throughout the 12 month submission and evaluation process consultation and awareness of the Pennine Lancashire Local Delivery Pilot bid has had with a number of key strategic partnerships including Pennine Lancashire's Accountable Care Partnership, Pennine Lancashire Leaders and Chief Executives (PLACE), Lancashire Shadow Combined Authority, Pennine Chief Leisure Officers, Together a Healthier Future's Prevention Steering Group. Within Blackburn with Darwen Council there has been discussion and consultation with the Leader and Deputy Leaders, Executive Members for Culture, Leisure and Young People and Public Health as well as with Management Board.
- Community involvement was an important part of the assessment day and wider consultation will happen as part of the co-designing process and throughout the four year planning and delivery.

## 11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of

Corporate Governance.

**12. DECLARATION OF INTEREST**

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published on the day following the meeting. Item 8.5.1

**VERSION:** 2

**CONTACT OFFICER:** Claire Ramwell

**DATE:** 19<sup>th</sup> January 2017

**BACKGROUND  
PAPER:**



# EXECUTIVE BOARD DECISION

<b>REPORT OF:</b>	Executive Member for Regeneration Item 8.7.1
<b>LEAD OFFICERS:</b>	Director of Growth and Development
<b>DATE:</b>	8 February 2018

<b>PORTFOLIO/S AFFECTED:</b>	Regeneration
<b>WARD/S AFFECTED:</b>	All
<b>KEY DECISION:</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

**SUBJECT: Blackburn with Darwen Local Development Scheme (LDS)**

## 1. EXECUTIVE SUMMARY

The Local Development Scheme (LDS) is a three-year project plan for preparation of the planning documents the local planning authority intends to prepare in the forthcoming years and the timetable for the preparation of those documents.

The Council is required by planning legislation to prepare and maintain a Local Development Scheme.

## 2. RECOMMENDATIONS

That the Executive Board:

1. Approves the Local Development Scheme (2018) that sets out a work programme for the next three years (2018 – 2021).

## 3. BACKGROUND

The Council adopted its last Local Development Scheme (LDS) in January 2017. This set out a programme of work for one year mainly focusing on the production of various Supplementary Planning Documents (SPDs) and Masterplans.

The focus is now turning to the commencement of a new Local Plan for the Borough. This will replace the adopted Core Strategy (adopted in January 2011) and the Local Plan Part 2: Site Allocations and Development Management Policies (adopted in December 2015). There are three key reasons why this is now a clear priority:

- Emerging updates to legislation and planning regulations driving an expectation for up to date local plans that were set out as proposals in the Government's Housing White Paper (February 2017) – further detail is set out in paragraph below; and
- The need to bring the evidence base up to date with particular requirements to have a clear understanding of housing and economic trends and potential future needs within the Borough



and how this relates to neighbouring authorities.

- Maintain a pipeline of development sites.

New regulations are being brought forward by Government to commence on 5 April 2018 that require local authorities to review Local Plans and their Statements of Community Involvement at least every five years from the date of their adoption. Local Authorities will need to carry out an assessment of whether a Local Plan or Statement of Community Involvement remains relevant and effectively addresses the needs of the local community, or whether policies need updating. Having carried out this assessment authorities must decide:

- that one or more policies do need updating, and update their Local Development Scheme to set out the timetable for updating their plan, and then update their plan; or
- that their policies do not need updating, and publish their reasons for this decision.

Government therefore expects local authorities to have in place an up to date Local Development Scheme to demonstrate to all relevant parties (e.g. local communities, developers, infrastructure providers) what the Council intends to do in terms of its Local Plan. Given the intention to develop a new Local Plan, it is essential that a new LDS is in place to provide key information on how the Local Plan will be produced, and set out intended key milestones for the various stages that the plan will go through until adoption.

#### **4. KEY ISSUES & RISKS**

It is already acknowledged that the Core Strategy is in need of review given it was adopted in 2011. Moreover, the impetus for a review is lent further weight by the new regulations requiring consideration of Local Plan reviews every five years that commence on 5 April 2018. Whilst the Local Plan Part 2 is of more recent vintage (adopted 2015) it is a logical step to commence a review of the two plans together to enable a single new Local Plan to be developed over the next three years. It provides an opportunity to bring up to date the spatial strategy for Blackburn with Darwen; and develop policies that meet the challenges now faced in the Borough.

The main risk is associated with a course of action that does not proceed with a new Local Plan. Government is clear in bringing in the new regulations with respect to five year reviews of Local Plans that it expects local authorities to maintain an up to date planning framework for their areas.

There are risks associated with developing a new Local Plan and these are detailed in the risk assessment that accompanies the draft Local Development Scheme. All of the risks are in general terms common to most local plan processes and suitable mitigation has been identified in the risk assessment to reduce the potential challenges that lie ahead.

#### **5. POLICY IMPLICATIONS**

By developing a new Local Plan, the Council will ensure that it has an up to date land use policy framework for the Borough that will help deliver the growth agenda.

#### **6. FINANCIAL IMPLICATIONS**

It is estimated that preparation of the Local Plan will cost up to £600,000 over the next 3 years. Funding will be provided from earmarked reserves with £200,000 available during the 2018/19 financial year.

#### **7. LEGAL IMPLICATIONS**

Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) with further requirements and guidance set out in the Town and Country Planning (Local



Planning) (England) Regulations 2012 requires local planning authorities to prepare and maintain a Local Development Scheme and most relevantly for this report, requires them to be reviewed as per Regulation 10A of the 2012 regulations referred to above.

Approving the LDS will ensure the Council is continuing to meet its legal requirements. <sup>Item 8.7.1</sup>

## 8. RESOURCE IMPLICATIONS

Any resource implications of approving and maintaining the LDS will be met from existing Growth Team budgets.

## 9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. (*insert EIA link here*)

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. (*insert EIA attachment*)

## 10. CONSULTATIONS

The LDS is a three year work programme for the Growth Team and as a result consultation on the document is not necessary.

The LDS will be published on the Council's website.

## 11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

## 12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published on the day following the meeting.

<b>VERSION:</b>	<b>3</b>
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<b>CONTACT OFFICER:</b>	<b>Laura Ainscow-Gorst</b>
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<b>DATE:</b>	17/01/18
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Item 8.7.1

**Blackburn with Darwen Borough  
Council**

**The Local Development Scheme  
January 2018- April 2021**

**January 2018**

## 1. Introduction

- 1.1 Part 2 of the Planning and Compulsory Purchase Act 2004 (as amended) establishes the current system of local development planning in England<sup>1</sup>. As part of this system, the local planning authority must prepare and maintain a **local development scheme (LDS)**, which sets out a list of the planning documents it intends to prepare in the forthcoming years and the timetable for the preparation of those documents.
- 1.2 This document is the eighth Local Development Scheme (LDS) for Blackburn with Darwen. The LDS identifies the work programme for the **next three years** which has been agreed by the Council's Executive Board and comes into effect on 16<sup>th</sup> February 2018.
- 1.3 Section 2 summarises the progress made since the previous LDS (January 2017) and sets out where changes to the LDS are proposed. Section 3 of the document includes a timetable for the various stages of preparation of the Local Plan and information on how the Council will monitor progress against the timetable.
- 1.4 Planning documents within this LDS are classified as development plan documents (referred to as local plans). Local plans are documents which:
  - Are prepared by a local planning authority individually or in cooperation with one or more other local planning authorities which contains statements regarding one or more of the following:
  - The development and use of land which the local planning authority wish to encourage during any specific period;
  - The allocation of sites for a particular type of development or use;
  - Development management and site allocation policies, which are intended to guide the determination of applications for planning permission.
- 1.5 A local planning authority can also prepare other plans that complement the local plan including for example, Area Action Plans (to cover a specific geographical part of the local authority area) or specific plans for particular allocations or policy matters not covered by the local plan.
- 1.6 New regulations are being brought forward by Government to commence on 5 April 2018 that require local authorities to review Local Plans and their Statements of Community Involvement at least every five years from the date

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<sup>1</sup> The Planning Act 2008 and then the Localism Act 2011 (sections 110 to 113) made a number of amendments to part 2 of the 2004 Act. Regulations – most recently The Town and Country Planning (Local Planning) (England) Regulations 2012 – make provision for the operation of the current system of plan making.

of their adoption. Local Authorities will need to carry out an assessment of whether a Local Plan or Statement of Community Involvement remains relevant and effectively addresses the needs of the local community, or whether policies need updating. Having carried out this assessment authorities must decide:

- that one or more policies do need updating, and update their Local Development Scheme to set out the timetable for updating their plan, and then update their plan; or
- that their policies do not need updating, and publish their reasons for this decision.

## 2. Update on Progress

2.1 The Council's last LDS was published in January 2017 and covered the period to January 2018. It was agreed that it was appropriate to publish a one year programme of work for the following reasons:

- The Local Plan for Blackburn with Darwen, consisting of the Core Strategy (adopted January 2011) and the Site Allocations and Development Management Policies – Local Plan Part 2 (adopted December 2015) was considered to represent an up to date planning policy framework for the area; and
- The emergence of a proposed Lancashire Combined Authority with potential strategic planning functions that would impact on any future local plans within Lancashire, Blackburn with Darwen and Blackpool.

2.2 Notwithstanding the agreed position that the Local Plan remained up to date, the need for a review of the Local Plan was retained for consideration during 2017. As the year progressed, joint working in relation to planning strategy had not progressed at the pace anticipated. Moreover, Government published its Housing White Paper in February 2017 which proposed various changes that would directly impact on Local Plans. The key changes proposed through the White Paper included a new standardised housing methodology for local authorities to follow; and legislative proposals to make local plans a statutory requirement for local authorities and require reviews of plans at least every five years. These significant changes have influenced the approach that is now set out in this updated LDS, which proposes a new Local Plan to be developed over the next three years.

### 3. Local Plans and Other Documents

#### Local Plan

- 3.1 The Local Plan for Blackburn with Darwen Council consists of the Core Strategy (Local Plan Part 1) and the Site Allocations and Development Management Policies Plan (Local Plan Part 2).

<b>The Core Strategy (Local Plan Part 1)</b>	The Core Strategy was adopted in January 2011. The Core Strategy sets the overall spatial strategy for the Borough. This is presented through written policies and a key diagram which illustrates the overall spatial strategy and priorities for development.
<b>The Site Allocations and Development Management Policies (Local Plan Part 2)</b>	The Site Allocations and Development Management Policies (Local Plan Part 2) was adopted in December 2015. The plan provides additional policy detail on a range of topics covered at a strategic level in the Core Strategy. It also includes land allocations and development management policies. The Adopted Policies Map has been prepared alongside the Site Allocations and Development Management Policies plan and illustrates the site allocations and land designations proposed.

#### Joint Minerals and Waste Local Plan

- 3.2 Blackburn with Darwen Council is also jointly responsible with Lancashire County Council and Blackpool Council for the Joint Minerals and Waste Local Plan (JMWLP). The current JMWLP consists of the Core Strategy adopted in February 2009 and Site Allocations and Development Management Policies adopted in September 2013. It provides mineral and waste specific policies for use in determining planning applications for waste or mineral developments. A revised Joint Lancashire Minerals and Waste Local Plan (JMWLP) is being prepared by the three Waste and Minerals Planning Authorities in Lancashire. Any joint Minerals and Waste Plans are prepared under a separate Local

Development Scheme. This LDS does not therefore contain any details on any Minerals and Waste documents.

### **Neighbourhood Plans**

- 3.3 At the present time there are no known plans from Parish / Town Councils to prepare a Neighbourhood Development Plan (NDP) within the Borough. To date there has not been any applications for the establishment of a Neighbourhood Forum and there has not been any interest by a community groups to prepare a NDP. However, if such plans do come forward, this could have a knock on impact upon any work programme relating to a review of the Local Plan. This is because the preparation of a Neighbourhood Development Plan, whilst a community led document, does require input from the local planning authority in a variety of ways throughout the process.

### **Other Planning Documents**

- 3.4 The Local Plan also contains other supporting documents, which are available on the Council's web site including a number of Supplementary Planning Documents (SPDs); Masterplans and Development Briefs; and the Authority's Monitoring Report (produced annually).

### **Statement of Community Involvement**

- 3.5 The Statement of Community Involvement (SCI) is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). The SCI sets out how and when the Council will involve the local community in preparing local plans and processing planning applications and controlling development. The Council is legally obliged to comply with its Statement of Community Involvement, once it is finalised. The Council's current SCI was prepared in 2006, and updated in January 2014 as part of the evidence base for the examination of the Local Plan Part 2.
- 3.6 A full review of the Council's SCI, including a reassessment of the strategies to involve the community in planning matters is in hand to inform the proposed review of the Local Plan.

### **Monitoring and Review**

- 3.7 The Council publishes an authority monitoring report (AMR) that provides information on the performance of policies within the Local Plan. It also provides an update on how the Local Plan timetable is progressing against the published LDS. The AMR therefore provides important information to



assess where future policy changes which may be required, and also helps to highlight whether a review of the local plan preparation timetable is necessary.

#### 4. Local Plan Review - Timetable

4.1 The stages required in preparing a local plan are set out in The Town and Country Planning (Local Planning) (England) Regulations 2012. In summary the key stages are:

- Reg 18 – preparation of a local plan
- Reg 19 – publication of a local plan
- Reg 20 – representations relating to a local plan
- Reg 22 – submission of documents and information to the Secretary of State
- Reg 23- consideration of representations by appointed person (Planning Inspector(s))
- Reg 24 – independent examination by the Planning Inspector(s)
- Reg 25 – publication of the recommendations of the appointed person
- Reg 26 – adoption of a local plan

#### Blackburn with Darwen Local Plan

Document Details		
Content	The Local Plan will contain the overall spatial strategy for the Borough and set out the quantum of development for housing and economic development requirements. It will provide details on allocations across a range of land uses with a key focus on housing and employment land and any necessary supporting infrastructure. It will also provide topic based development management policies.	
Status	The Local Plan will be a Development Plan Document and provide a single point for the Council's key land use policies.	
Geographical Coverage	Borough wide	
Chain of conformity	The Local Plan will conform to national policies and guidance.	
Timetable		
Preparation (Regulation 18)	Scoping the issues and options for the Local Plan and commission initial key evidence base	January – June 2018
	Consult on Issues and Options	January 2019
	Consider responses to Issues and Options	February 2019 – April 2019
	Commissioning and delivery of additional evidence base to	January 2019 – December 2019

	inform emerging draft plan	
	Production of supporting technical papers for Publication Draft Local Plan	January 2020 – May 2020
Publication (Regulations 19/20)	Consult on Publication Draft Local Plan	June 2020
	Consider responses to Publication Draft and finalise Submission Draft	August – October 2020
Submission (Regulation 22)	Submit Local Plan for examination	November 2020
Examination (Regulations 23/24/25)	Process run by a Planning Inspector from the Planning Inspectorate (includes consultation on any Main Modifications to the Plan prior to receipt of the final report from the Planning Inspector).	January 2021 onwards  (Planning Inspectorate estimate a period of at least six to eight months for the examination stage) <sup>2</sup>
Adoption (Regulation 26)	Formal Adoption by the Council	Autumn 2021
<b>Local Plan Production Arrangements</b>		
Lead Team	Growth Team	
Management Arrangements	The draft Local Plan will be subject to review and approvals by the Executive Board. There will be a requirement for formal approval of certain stages by Council.	
Resources	Resource implications will be met from within existing Growth Team budgets.	
Consultation Arrangements	Consultation will be undertaken in line with the revised SCI (expected adoption in March 2018) and the relevant planning regulations.	

<sup>2</sup> See **Procedural Practice in the Examination of Local Plans**, The Planning Inspectorate June 2016 (4th Edition v.1)

## 5. Resources and Risk Management

- 5.1 A separate risk assessment (attached at Appendix A) has been undertaken of the risks which may affect the Council's ability to meet the planned timetable. The main risks relate to staff turnover, recruitment, absence, and competing work priorities in addition to potential future budget priorities. The increased use of outside consultants or temporary staff may be required to keep Local Plan document preparation on schedule. Alternatively, if the budget does not allow this, the timetable may have to be revised.
- 5.2 Further changes to the national planning system are another potential risk that could introduce some uncertainty and delay. The Council will monitor closely emerging proposals particularly with respect to the proposed standard housing methodology and any further changes proposed to the local plan process.
- 5.3 Mechanisms for cooperation with other authorities and organisations on strategic issues are already in place but mean that the timing of other authorities' Local Plan preparation may have an impact on the delivery of Blackburn with Darwen's Local Plan.

## APPENDIX 1: Risk Assessment

Nature of the Risk	Consequences of the Risk Occurring	Likelihood before mitigation (1:5) (A)	Severity / impact before mitigation (1:5) (B)	Inherent risk score (A * B)	Mitigation	Likelihood after mitigation (1:5) (C)	Severity / impact after mitigation (1:5) (D)	Post mitigation risk score (C * D)
Current Local Plan deemed out of date	Government requires the Council to update the Local Plan (potential delivery by other parties)	3	5	15	Review of Local Plan proposed	2	2	4
Staff Resources to produce new Local Plan - loss of key staff due to sickness or moving to another job	Delay in timetable for delivery of the Local Plan	3	4	12	Regular review of staff work programmes. Ensure One Team approach is maintained. Bring in external support where appropriate.	2	3	6
Changes to legislative framework or regulations	Additional requirements placed on the form and content of the Local Plan	3	3	9	Maintain close monitoring of any future Government announcements and take on board any necessary changes	2	3	6
Reduction in Financial Resources required for Local Plan production (either in-	Delays in the production of the Local Plan				Budget planning to ensure cost effective delivery of the Local Plan. Continued			

house council budgets or other external funding)					communication of the importance of the Local Plan process through the Corporate Plan and Service Plans			
Joint working with neighbouring authorities and other organisations	Potential delays if key evidence base documents requiring joint working are not signed off by all relevant parties				Ensure robust approach to agreeing the briefs for any jointly commissioned evidence base/ studies. Put in place agreed milestones for outputs from evidence base/studies.			
Potential third party challenges to the emerging new Local Plan (including any legal challenge when the plan is found sound)	Delays in the next stage of Local Plan development where consultation comments require further consideration of next steps. Delays resulting from a legal challenge whilst legal arguments are considered by the Planning Courts.				Ensure robust evidence base underpins policies and spatial approach of the Local Plan. Engage in any necessary robust defence if a legal challenge is made.			
Planning Inspectorate capacity to examine Local	Delay to the examination of the Local Plan			Page 30 of 65	Close liaison with the Planning Inspectorate in			

Plan					the run up to submission of the Local Plan			
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# EXECUTIVE BOARD DECISION

<b>REPORT OF:</b>	Executive Member for Resources Item 9.1
<b>LEAD OFFICERS:</b>	Deputy Chief Executive
<b>DATE:</b>	8 February 2018

<b>PORTFOLIO/S AFFECTED:</b>	ALL
<b>WARD/S AFFECTED:</b>	All
<b>KEY DECISION:</b>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

**SUBJECT: Council Office Accommodation Strategy**

## 1. EXECUTIVE SUMMARY

To implement the next stage of the Council's Accommodation Strategy.

Since 2010 the Council has been downsizing, and as part of this, has been routinely reviewing its core office accommodation sites to rationalise property and reduce costs.

The business case for the previous phase of the Council's accommodation strategy involved the refurbishment of 10 Duke Street funded by enabling the Council to vacate three leased properties; the Exchange, Innovation Centre and the Beehive.

The refurbishment of the Davyfield Road bungalow site is underway, to provide staff accommodation and emergency/civil contingency in the event of a town centre buildings network failure.

The next phase is outlined below.

This will address existing significant backlog maintenance and future cost pressures in the core buildings, including the main Council building, Blackburn Town Hall, whilst delivering costs savings and more efficient use of space.

## 2. RECOMMENDATIONS

That the Executive Board:

1. Notes the indicative upgrade & refurbishment fit out costs of the Council's core staff office accommodation buildings of Blackburn & Darwen Town Halls of approximately £6.5 million, to inform the future Capital Programme which will be considered at Finance Council.
2. Notes that a further report will be brought once the final business case costs and subsequent running cost savings are known.
3. Notes that a further report will be brought on the future options for the Tower Block.

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### 3. BACKGROUND

The Council's core staff accommodation sites comprise of Blackburn & Darwen Town Hall's, the Tower Block and 10 Duke Street.

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As the Council's workforce has decreased so has the occupancy of the core accommodation buildings. The most recent survey of staff occupancy has provided the following occupation data:-

Blackburn Town Hall (excluding second floor meeting space) – 59% occupied – 235 staff

Darwen Town Hall (excluding meeting space) – 60% occupied – 31 staff

Tower Block – 57% occupied – 293 staff

Duke Street – 83% occupied – 405 staff

There is therefore further scope for building rationalisation to reduce costs further and improve services.

The refurbishment of 10 Duke Street has already demonstrated how a building can be modernised to maximise space utilisation, reduce occupancy and running costs, and improve services and productivity. The works carried out at 10 Duke Street allowed the Council to vacate three leased building; the Exchange, the Innovation Centre and the Beehive.

Detailed condition and structural surveys have been carried out on Blackburn and Darwen Town Halls and the Tower Block.

All three buildings are deemed to be structurally sound and previous stonework, window and roof restoration have rendered Blackburn Town Hall externally watertight. Blackburn Town Hall and the Tower Block require significant internal investment to bring them up to current standards, with additional works in Blackburn Town Hall necessary to maximise the available internal floor space. Works required at Darwen Town Hall include external works covering the roof, rainwater goods, leadwork, windows and stone work restoration.

The accommodation data above identifies that all four buildings are not required, and that the occupied sites could be rationalised from four buildings to three.

This position takes into account the availability of office accommodation at the Bungalow at Davyfield Road depot. The Bungalow is currently being refurbished and will provide out-of-town accommodation for up to 120 staff from appropriate teams, including the existing occupants. The building will also provide touch down space for staff that need to access a Council building without having to travel back into the town centre during peak times. The works to the Bungalow will ensure that the building is fit for purpose to provide for future agile working practices. The Bungalow's location on the edge of town also ensures that the building can provide emergency/civil contingency resilience in the event of a town centre building network failure.

#### Tower Block

The detailed condition survey of the Tower Block has identified that the necessary internal works necessary to bring the building up to current standards is estimated at £5,972,000.

One of the significant costs involved in the refurbishment relates to replacing the heating and ventilation system, and associated infrastructure, which has been in place since the building was constructed in 1969.

Even with this significant investment, the building would still not meet the Council's future accommodation requirements. This is due to the construction of the building and the structural columns which are spread through the building within the office space. This restricts the number of staff that can be located between each structural column and prevents open, collaborative working within teams.

### Blackburn & Darwen Town Halls

Blackburn Town Hall is a grade 2 listed building and Darwen Town Hall is located within a Conservation area. Work to Blackburn Town Hall will require listed building consent and works to Darwen Town Hall will require Conservation Area consent.

To enable the Council to continue to use these Heritage assets as part of its future accommodation strategy, work has commenced between the Council's Property Team and Capita Property & Infrastructure on detailed feasibility work. This work will also ascertain any additional running saving costs derived from upgrades to heating systems and LED lighting.

This detailed feasibility work will consider design options for the collocation of staff into suitable, efficient, sustainable, low energy office environment subject to the Heritage status of the buildings and compliance with the Equality Act 2010.

The remodelling of the internal cellular spaces into flexible office accommodation will encourage and promote future agile and digital working practices. This will be assisted by the removal of stud partition walls and structural walls where this can provide additional flexibility of use, and listed building consent is granted.

A number of surveys and inspections have or are being undertaken including measured surveys, drainage, asbestos, lifts, acoustics, fire and equality.

## **4. KEY ISSUES & RISKS**

There is an over-supply of staff accommodation for Council staff.

Blackburn & Darwen Town Halls and the Tower Block all require internal modernisation, but it is not financially viable to modernise all three sites to meet the Council's accommodation needs & requirements.

Modernisation of Blackburn Town Hall, would increase capacity, improve service provision, reduce operational costs and eradicate backlog maintenance costs.

The risk of not taking action at this juncture is to continue to carry considerable additional costs of empty staff accommodation.

It is proposed that whilst the refurbishment works take place to Blackburn Town Hall that staff from within this building will be relocated to the Tower Block. At the same time a review will take place of which other staff currently located in the town centre would be more suited to the available space at the Davyfield Road Bungalow site.

An assessment will also take place as to whether the existing customer facing services delivered from the ground floor of Blackburn Town Hall can be left in situ, whilst the building refurbishment takes place. Most of this area has already been refurbished with the exception of the heating system.

Once the refurbishment works of Blackburn Town Hall are completed, all staff will be vacated from the Tower Block that have been located there or temporarily located there into Blackburn Town Hall or other core accommodation buildings. As part of this relocation a full review of storage will take place to ensure as much rationalisation as possible takes place in compliance with the Council's retention and disposal policy.

Undertaking some essential capital improvement works at Darwen Town Hall, may then allow a wider development review of Darwen Town Centre to take place that would include consideration for external funding applications.

Once the Tower Block has been vacated it will be deemed surplus to the Council's requirements with two options for consideration. The first option would be to mothball the facility which will still require the buildings heating and ventilation plant to be kept operational and empty business rate charges would apply. The second option would be for the Council to no longer have any responsibility for the building.

This second option requires detailed discussions and negotiations with the Mall, who are the Council's landlord, although the Council is the ultimate freeholder of the site.

A separate Executive Board report will be presented in the near future to consider fully the options available to the Council in relation to the Tower Block.

## **5. POLICY IMPLICATIONS**

The Council's established Property & Procurement Policies will be followed.  
The Council's existing Agile Working Toolkit will be supported along with the Council's Digital Strategy.

## **6. FINANCIAL IMPLICATIONS**

The Council's existing capital accommodation strategy fund has an allocation of £1,945,000. This allocation will contribute towards the overall level of capital funding required to carry out the proposed works to the Council's core staff office accommodation buildings.

The current indicative upgrade and refurbishment fit out costs including surveys, fees, asbestos removal, IT infrastructure and new agile office furniture is estimated at approximately £6.5 million.

The savings expected from the Tower Block should it be mothballed include part utility savings of approximately £30,000, facilities management savings of approximately £50,000 and part repair, maintenance and statutory compliance savings of £40,000. Total £120,000 p.a.

The savings expected from the Tower Block if the Council no longer had responsibility for the building include Tower Block budget of £220,000 covering facilities management costs, business rates and utility costs and repair, maintenance and statutory compliance savings of £70,000. Total £290,000 p.a.

## **7. LEGAL IMPLICATIONS**

The Council owns the Freehold titles for both Blackburn and Darwen Town Halls.

In relation to the Tower Block, Blackburn a lease is in place in favour of the Mall, from which there is a 150 year under-lease back to the Council. The under-lease is dated 7<sup>th</sup> December 1993 expiring 3<sup>rd</sup> December 2143 with a peppercorn rent.

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A future Executive Board report will be brought regarding the Tower Block once further options have been considered and pending discussions with the Mall.

## 8. RESOURCE IMPLICATIONS

The project will be managed by the Council's Property team, within Growth & Development.

The Council is forming a project team with representatives from all necessary stakeholders including HR, IT, Customer Services, Business Support, PR & Communications & Departmental representatives. The project team will be overseen by the Deputy Chief Executive.

## 9. EQUALITY AND HEALTH IMPLICATIONS

**Please select one of the options below. Where appropriate please include the hyperlink to the EIA.**

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. (*insert EIA link here*)

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. (*insert EIA attachment*)

## 10. CONSULTATIONS

Full staff consultation will take place over the coming months to discuss with staff how the Council will move towards agile working practices.

The staff consultation will initially focus on the staff/services that will be required to relocate from Blackburn Town Hall into the Tower Block to allow the refurbishment works to take place.

Future detailed conversations will be necessary with the Mall in relation to the future decisions that are made on the Tower Block

## 11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

**12. DECLARATION OF INTEREST**

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published on the day following the meeting.

Item 9.1

<b>VERSION:</b>	<b>1</b>
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<b>CONTACT OFFICER:</b>	<b>Lee Kinder</b>
<b>DATE:</b>	21 <sup>st</sup> January 2018
<b>BACKGROUND PAPER:</b>	



# EXECUTIVE BOARD DECISION

**REPORT OF:** Executive Member for Resources  
Item 9.2

**LEAD OFFICERS:** Director of Finance and IT

**DATE:** 08 February 2018

**PORTFOLIO/S AFFECTED:** All

**WARD/S AFFECTED:** All

**KEY DECISION:** YES  NO

**SUBJECT: CORPORATE REVENUE BUDGET MONITORING REPORT QUARTER 3 - 2017/18**

## 1. EXECUTIVE SUMMARY

To report the overall revenue financial position of the Council, highlighting any significant issues and explaining variations in the third quarter of the financial year.

## 2. RECOMMENDATIONS

The Executive Board is asked to approve:

- the portfolio budget adjustments outlined in Appendix 1.
- the Earmarked reserves position shown in Appendix 2
- the variations to revenue expenditure, as listed in Section 6, giving rise to a forecast balance of £6.119 million in the unallocated General Fund revenue reserve at 31<sup>st</sup> March 2018.

## 3. BACKGROUND

All portfolios are required to examine their revenue budget position on a monthly basis. Regular reports are submitted to Executive Board for review along with a final report, detailing the financial outturn position.

## 4. KEY ISSUES & RISKS

a) Actual revenue expenditure at 31<sup>st</sup> December 2017 in relation to controllable budgets across all portfolios was £77.449million, which is 68.61% of the current budget. Further details relating to the financial position of each portfolio are outlined in Section 6.

b) General Fund unallocated reserves are forecast to be £6.119 million at 31<sup>st</sup> March 2018 based on information available at this point in time.

c) Again, based on current information, earmarked reserves available for discretionary use within the Council are forecast to be £9.622 million at 31<sup>st</sup> March 2018 compared with a balance of £13.874 million at 31<sup>st</sup> March 2017, with a further £15.482 million of other reserves held mainly in relation to schools.

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## 5. POLICY IMPLICATIONS

The information contained within the report accords with the three year budget forecast within the Medium Term Financial Strategy 2017-20, as approved at Finance Council on 27<sup>th</sup> February 2017. Item 9.2

## 6. FINANCIAL IMPLICATIONS

### 6.1 CONTROLLABLE BUDGETS AND REVENUE EXPENDITURE

#### 6.1.1 Revenue Budget Overview

As at 31<sup>st</sup> December 2017, the Council is facing financial pressures and is forecasting an overspend of approximately £326,000. This position is based on current levels of expenditure and after having reflected the requests for funding from reserves as detailed below.

#### 6.1.2 Performance Against Controllable Budgets

Appendix 1 details the portfolio controllable budgets approved by the Executive Board in November 2017 together with the details of the adjustments recommended to the Board for approval in this report. These include:

- budget virements (transfers) between portfolios
- transfers from Earmarked reserves to support spending on specific schemes for which these reserves were established
- transfers from Unallocated reserves to support budget pressures
- transfers from Contingency to support budget pressures
- transfers from Earmarked reserves to directly fund expenditure relating to grants / contributions and other budgets carried forward from 2016/17 for this purpose

In addition, a corporate budget adjustment has been made to realign insurance budgets across all portfolios to centralise all insurance premium costs within the Resources portfolio, having retendered the service back in March 2017.

The principal issues for each portfolio are as follows:

#### Health & Adult Social Care

Transfers of £367,000 from the earmarked reserve for demand pressures and £500,000 from the contingency held for Adults Commissioning inflationary cost pressures are requested. These transfers will support the pressures on commissioning and meet the increasing costs of care packages across all client groups this year; this should bring the portfolio to a breakeven position at the year end.

A break even position is reported in respect of Public Health services

#### Children's Services

As previously reported to and discussed at Executive Board and Overview & Scrutiny Committee, there continue to be significant demand-led cost pressures in Children's Services and transfers of £2.5M from the earmarked reserves established for this purpose are now requested, being £1.883M from the Complex Needs and Transition reserve and £617k from the earmarked reserve for demand pressures.

A transfer of the £250,000 that has been held to date in contingency is also requested to cover the costs of the agreed extension to the social work contract with Skylakes through to September 2017, along with the transfer of £73,300 from the earmarked reserve in respect of the slippage from 16/17 to which this relates.



## Environment

### Item 9.2

The portfolio is looking to contain cost pressures largely related to waste management costs within the existing budget and as such is currently predicting to breakeven at the year end.

## Leisure, Culture and Young People

The portfolio has highlighted three cost pressures that it is trying to contain within the current budget:

- Workforce Review – A savings target of £138,000 will not be delivered in this financial year
- Shadsworth Leisure Centre – further to recent reports on the centre, there remains a cost pressure of £145,000 in the current financial year
- Daisyfield Pools – although this site has been the subject of an asset transfer, operational costs of £43,000 remain within the portfolio.

A request to transfer £25,000 from unallocated reserves is also made by the portfolio to support the 2017/2018 Festival of Making.

## Neighbourhoods & Prevention

The portfolio is currently predicting to breakeven at the year end.

## Regeneration

As previously reported to the Executive Board, the portfolio is facing significant pressures and a transfer of £1.088 million is requested from reserves:

- £500,000 to address demand pressures on the Highways budgets
- £347,000 to address cost pressures and a shortfall in income across the Market and Bus Station sites
- £76,000 to address winter maintenance demand pressures
- £50,000 for the agreed corporate support for the Making Rooms
- £115,000 from the slippage reserve in respect of public transport and business centres

## Resources

A request is made for a transfer of £80,000 from unallocated reserves in relation to a settlement paid from the legal budget. In addition, request is also made to utilise the Strategic Partnership Reserve to fund the final costs of the support provided for the implementation of the new strategic partnership of £44,500 and for £44,900 to fund the costs of early retirement/voluntary redundancies in the portfolio in the third quarter of the year as part of the workforce review programme. After these adjustments, the portfolio is forecasting a breakeven position at the year end.

## Schools & Education

The portfolio is reporting pressures on the SEN Transport budget however it is anticipated these can be managed within the portfolio in this financial year. Therefore the portfolio is forecasting a break even position at 31 March 2018.



Additional funding of £24,200 has been received in respect of extended rights to free travel, a budget increase is therefore requested for this.

## Dedicated Schools Grant / Schools Block

Item 9.2

Services in Schools & Education (DSG) are currently predicted to spend the funding available in 2017/18 through the Dedicated Schools Grant and Pupil Premium.

Schools and Education funding from DSG is monitored by the Schools Forum and reports are considered on a regular basis.

### 6.2 General Fund Unallocated Reserves

	£'000
Unallocated reserves as per Executive Board Report November 2017	6,224
Transfers from Unallocated reserves	
Re-imburement of settlement paid through Legal Services budget	(80)
Festival of Making	(25)
Forecast balance on Unallocated General Fund reserves at 31 March 2018	6,119

### 6.3 Earmarked Reserves

The level of Earmarked reserves held for discretionary use by the Council at 31 December 2017 is currently expected to reduce to £9.622 million at 31st March 2018 compared to £13.874 million at the same point in 2017.

Summary of movement	£'000
Earmarked reserves available for discretionary use as per Executive Board Report November 2017	11,972
Support for short term provision of social work resource – slippage from 16/17	(73)
Utilisation of Developers Contributions (S106 income) to support revenue budgets	(32)
Strategic Partnership Support	(45)
Support for redundancy and pension strain costs in quarter 3	(45)
Support to fund Children's Services portfolio demand pressures	(2,500)
Support to fund Adult Social Care portfolio demand pressures	(367)
Support to fund Regeneration portfolio demand and cost pressures	(1,088)
Transfer from Other Earmarked Reserves	1,800
Forecast balance on Earmarked reserves available for discretionary use at 31 March 2018	9,622

Other earmarked reserves, largely in respect of schools, are currently held of £15.482 million.

Details of the requested application of reserves are outlined in Section 6.1.2 of the report (above) and in Appendices 1 and 2.

### 6.4 Contingencies

There is currently a pressure of £840,000 identified in contingencies, this will be addressed in the budget strategy.

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## 7. LEGAL IMPLICATIONS

The Council has a duty to ensure it can deliver a balanced budget. The Local Government Act 2003 imposes a duty on an authority to monitor its budgets during the year and consider what action to take if a potential deterioration is identified.

Item 9.2

#### 8. RESOURCE IMPLICATIONS

None.

#### 9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. (*insert EIA link here*)

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. (*insert EIA attachment*)

#### 10. CONSULTATIONS

#### 11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

#### 12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published on the day following the meeting.

<b>VERSION:</b>	<b>V 3</b>
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<b>CONTACT OFFICER:</b>	<b>Simon Ross (Ext 5569) Julie Jewson (Ext 5893)</b>
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<b>DATE:</b>	29 <sup>th</sup> January 2018
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<b>BACKGROUND PAPER:</b>	N/A
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	Balance at 30 Sept 2017 - as reported to Exec Board November 2017	Requested Transfers to/(from) earmarked reserves in Qtr 3	Balance at 31 December 2017 Quarter 3
	£000	£000	£000
ICT developments			
ICT revenue projects ( <i>now reallocated to the Digital Programme</i> )	559	(559)	0
Welfare, council tax and business rates reforms			
Welfare and council tax reforms	268		268
Investment in assets and infrastructure			
Office Accommodation and property improvements	567		567
Highways winter maintenance	24		24
Redevelopment of Blackburn Markets site	200		200
Flood Defence	77		77
Other Resources and Transformation projects			
Legal Advice Reserve	105		105
Partnerships & Transformation	80		80
Claims in respect of land charge search fees ( <i>reserve closed and balance trfrd to part year effect for future savings plans reserve</i> )	93	(93)	0
Support for People Services			
Complex Needs and Transition	83	(83)	0
Troubled Families	110		110
YOT partnership	118		118
Music Services	159		159
Disabled Facilities Grants	289		289
VIA (Connexions) Reserve ( <i>reserve closed and balance trfrd to part year effect for future savings plans reserve</i> )	141	(141)	0
Future Demand Pressures	2,567	(984)	1,583
PLACE			
New Homes Bonus ( <i>reserve closed and balance trfrd to part year effect for future savings plans reserve</i> )	32	(32)	0
Investment to support business rates growth	370		370
Place Shaping Investment Reserve	250		250
Invest to Save projects			
Insurance risk investment fund	43		43
Contingent sums to support future downsizing and transformation programmes			
Review of services provided by strategic partnership	102	(45)	57
Support for future redundancy costs	1,751	(45)	1,706
Support for part year effect of future savings plans ( <i>reserve includes balances trfrd from closure of reserves noted on this appendix</i> )	2,064	(822)	1,242
Digital Programme ( <i>reallocated from the ICT Revenue Projects reserve</i> )	500	559	1,059
Amounts carried forward in respect of unspent grants and contributions			
Transformation Challenge Award	64		64
Transforming Lives	37		37
SEN / SEND Reform Grant /SNND Prep for Empl	236		236
Social Fund (Children's)	0		0
Manchester CC Grant Housing Benefit Officer - Asylum Fund	0		0
DCLG Grant Housing Advisor Post	15		15
DCLG Grant organised crime admin budget	0		0
Local Family Offer Trial	0		0
30 hours Childcare Digital Accelerate	0		0
Amounts committed in future year budgets/MTFS			
Social Worker Contract (Children's Services)	73	(73)	0
Reserves held for specified non discretionary purposes			
* Developers Contributions (\$106 Income)	(229)	(32)	(261)
Future Maintenance of Wainwright Bridge	506		506
Highways claims anticipated for years up to current year but not yet received	434		434
Art Acquisitions Fund	14		14
W. Ferrier Bequest (for museum re Kathleen Ferrier)	20		20
Allowance for contingent liabilities (e.g. MMI)	250		250
<b>TOTAL EARMARKED RESERVES FOR DISCRETIONARY USE</b>	<b>11,972</b>	<b>(2,350)</b>	<b>9,622</b>
<b>Other Earmarked' Reserves</b>			
Reserves held in respect of joint arrangements and charitable bodies			
Darwen Market Traders Association	2	0	2
Joint Building Control Account	182	0	182
Turton Tower Charity	45	0	45
LSCB Safeguarding Partners Fund	156	0	156
Reserves held in relation to schools			
Dedicated Schools Grant - Surplus	10,644	(1,800)	8,844
LMS Schools Balances	6,253	0	6,253
<b>TOTAL 'OTHER EARMARKED' RESERVES</b>	<b>17,282</b>	<b>(1,800)</b>	<b>15,482</b>
<b>TOTAL EARMARKED RESERVES</b>	<b>29,254</b>	<b>(4,150)</b>	<b>25,104</b>
<b>UNALLOCATED RESERVES</b>	<b>6,224</b>	<b>(105)</b>	<b>6,119</b>

\* **Developers Contributions (\$106 Income)** - this reserve appears above in a negative position. This is due to the fact that income received during 2017/18 will only be reflected in the reserve once the year end outturn entries have been completed, as is the normal practice.



# EXECUTIVE BOARD DECISION

**REPORT OF:** Executive Member for Resources  
Item 9.3

**LEAD OFFICERS:** Director of Finance and IT

**DATE:** 08 February 2018

**PORTFOLIO/S  
AFFECTED:** All

**WARD/S AFFECTED:** All

**KEY DECISION:** YES  NO

**SUBJECT: CORPORATE CAPITAL BUDGET AND BALANCE SHEET MONITORING REPORT  
2017/18 – Quarter 3 31 December 2017**

## 1. EXECUTIVE SUMMARY

To report the overall financial position of the Council in respect of the capital programme as at 31<sup>st</sup> December 2017, highlighting issues and explaining variations in the first 9 months of the financial year.

## 2. RECOMMENDATIONS

The Executive Board is asked;

- to approve the revised capital programme as per Appendix 1,
- to approve the variations to the programme shown in Appendix 2

## 3. BACKGROUND

All portfolios are required to examine their capital budget position on a monthly basis.

## 4. KEY ISSUES & RISKS

a) The projected aggregate cost of the Council's capital investment programme for 2017/18 has now been adjusted from £28.136 million, as approved by Executive Board on 9<sup>th</sup> November 2017, to £22.512 million. The net variation of £5.624 million (detailed in Appendix 2) reflects;

- variations made to reflect the approval of programmes during the third quarter of the year £520,000
- re-profiling of budgets during the third quarter of the year (£6.144 million).

b) As at 31<sup>st</sup> December 2017, the capital expenditure across the portfolios was £10.297million (45.71% of the current, revised projected spend).

c) The estimate of capital receipts expected in 2017/18 is £674,000, however this is dependent on final contract completion dates; to date £294,000 has been received.

## 5. POLICY IMPLICATIONS

The information contained within the report accords with the capital strategy and the three year budget forecast within the Medium Term Financial Strategy 2017-20, as approved at Finance Council

## **6. FINANCIAL IMPLICATIONS**

Item 9.3

### **6.1 CAPITAL PROGRAMME**

The variations in projected spend and resource availability for 2017/18 are summarised by portfolio in Appendix 1. Variations in spending are set out in Appendix 2.

The capital programme for 2017/18 has decreased in the third quarter by £5.624 million, largely due to the review of planned expenditure and the subsequent re-profiling of the programme over 2017/18 and 2018/19 and beyond. The main points to note on the schemes are as follows:

#### **6.1.1 Health & Adult Social Care**

##### Disabled Facilities Grant

In the Autumn Budget, the Chancellor announced an additional £42 million of capital funding for the Disabled Facilities Grant in 2017-18 for local authorities in England. The allocation for Blackburn with Darwen Borough Council is £162,153. The funding is to be spent on adaptations for disabled people or other social care capital projects. Approval to add this to the capital programme is now sought.

Slippage of £200,000 on the overall grant programme is requested, as applications for grants in the year to date have been lower than in previous years. The volume of applications has now started to increase however, and the £200,000 slippage is requested to cover the costs of those which will fall into 2018/19.

#### **6.1.2 Children's Services**

##### Two Year Old Grant

In the Capital Budget Monitoring report for the period to 31<sup>st</sup> December 2016 it was identified that the Accrington Road Nursery could utilise this grant funding to modify and refurbish the building. The scheme has now been fully assessed, the work schedule agreed and it is now out to tender. A request is made to slip £263,000 of the anticipated scheme costs into 2018/19 as the work will not be undertaken until early in the new financial year. This scheme is funded by grant that is not time bound.

##### Longshaw Nursery School Early Years Capital Fund

DFE funding has been secured for this scheme and as such, the work needs to be completed by 31<sup>st</sup> March 2018 in order to comply with the grant conditions. In the process of delivery, elements of the scheme required redesign and further approval is still awaited from DfE in respect of this. If the revisions to the scheme are approved but no extension given to the completion date of 31<sup>st</sup> March, the Council will not be able to meet the deadline and the funding will therefore have to be returned to the DfE.

#### **6.1.2 Environment**

##### Old Bank Lane Car Park

This scheme is due to complete early in the new financial year and as such, a request is made to slip £300,000 of the programme costs into 2018/19 to cover this spend. It should be noted that there is a risk that the scheme could be affected by adverse weather conditions and further slippage may be requested if this is the case.

#### **6.1.3 Leisure, Culture & Young People**

##### Darwen Leisure Centre

Works are required to the air conditioning unit at the Darwen Leisure Centre which are estimated to

cost £55,000. A request is made to utilise £49,000 from the Accommodation Strategy Earmarked schemes to assist in meeting these costs.

#### **6.1.4 Regeneration**

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##### Redevelopment of Former Blackburn Markets

The demolition of the Exchange building is now finished and these works complete the scheme. A request is made to transfer £12,000 from the Corporate Property Investment Earmarked schemes in respect of the final costs.

##### Cathedral Quarter Office Block Fit Out

There is a request for £50,400 from the Corporate Property Investment earmarked scheme in respect of the final costs of the scheme.

##### Darwen 3 Day Market

The 3 day market has been fully demolished and work will now begin on the public realm. A request is made to slip £1,550,000 of the programme budget into 2018/19 to meet this element of the costs in the new financial year.

##### Neighbourhood Intervention Fund

Capital receipts from housing that has previously been compulsory purchased have been received totalling £32,000. It is requested that these are recycled back into the capital programme to allow for future compulsory purchases.

##### Affordable Homes Funding

A request is made to approve slippage of £200,000 from 2017/18 to 2018/19 to meet future capital expenditure in relation to this scheme.

#### **6.1.5 Resources**

##### Corporate ICT Schemes

A request is made to slip the following elements of the individual programme budgets as implementation will now complete in 2018/19.

<b>Scheme</b>	<b>Slippage Requested</b>
Monitoring & Management - service systems	£30,000
Public Access	£150,000
WAN Connectivity	£70,000
Corporate ICT Replacement Infrastructure	£251,000

##### Corporate ICT –Digital Service

This scheme has now completed and a request is made to transfer the unspent budget of £104,000 into the Corporate ICT Earmarked Schemes.

##### Corporate ICT – Digitisation of Registrars

The scheme is estimated to cost £100,000 and is to be funded from the Corporate ICT Earmarked Schemes. A request is made to add this scheme to the Capital Programme and to slip £20,000 to cover future costs that will be incurred in 2018/19.

##### Carbon Management Plan

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Spend has been incurred throughout the year on networking building management systems and also



installing LED lighting to a number of Council owned sites. This work should complete by the year end. A number of solar schemes are being reviewed, however work will not commence on these until the new financial year, therefore a request is made to slip £159,000 into the 2018/19 programme.

### Item 9.3

#### Land Remediation Schemes

There are a number of closed landfill sites within the borough for which the Council has responsibility for aftercare costs. A number of sites have been assessed as posing no ongoing threat whilst other sites are being actively monitored. Through this monitoring, work has been identified at the Leachgate Chamber requiring works in respect of electrical safety and the gas system. This work is scheduled to be completed by 31<sup>st</sup> March 2018 and slippage of £199,000 is requested to cover any future remediation works required at other sites.

#### Freckleton Street Property Acquisitions

The scheme was forecast to overspend as reported previously in Capital Budget Monitoring Reports. Outstanding costs, which include fees and compensation payments, amounting to £65,000 in 2017/18 have been paid out in 2017/18 and a request is made to fund these through Main Capital Programme borrowing.

#### Corporate DDA

A request is made to slip £69,000 into 2018/19 to be utilised in meeting the costs in future years of any works required to ensure that Council buildings are DDA compliant.

#### Griffin Lodge

The scheme is under review however it is not expected that any expenditure will be incurred in 2017/18. Approval is sought to slip the £300,000 programme into 2018/19.

#### Davyfield Road Bungalow Remodel

Additional ICT infrastructure requirements have been identified to ensure the building has the capability to deliver future agile working arrangements. Approval is requested to transfer £10,000 from the Corporate Accommodation Strategy Earmarked schemes to cover these costs.

Due to the demands on the Corporate Building Team to complete other capital schemes by 31<sup>st</sup> March 2018 to ensure the Council complies with the grant funding conditions, their work in remodelling the Davyfield Road Bungalow has been delayed to 2018/19; as such, a request is made to slip £50,000 from the 2017/18 programme.

#### Demolition of Velvet Lounge

The demolition of the site is now complete and no further costs are expected on this scheme. The total expenditure in 2017/18 is £21,000 and approval is sought to fund these costs funds from the Corporate Property Investment Earmarked Scheme.

#### Higher House Farm Demolition

Approval was given to demolish the property to assist the Council in realising employment and residential development plans for the wider site. The scheme is estimated to cost £100,000, to be funded from Corporate Property Investment Earmarked schemes and will be completed in 2018/19.

#### Digital Advertising Screen

Executive Member approval was received in November 2017 to purchase a digital advertising screen that will be sited outside Blackburn Town Hall. Purchase and installation of the screen is estimated to cost £125,000 and will be funded from the Corporate Property Investment Earmarked Scheme. £30,000 of the expenditure will be incurred in 2017/18 and the remaining £95,000 in 2018/19. Approval is sought to add this scheme to the capital programme. The screen will generate additional advertising income for the Council.



## **6.1.6 Schools and Education**

### St Barnabas and St Pauls

Item 9.3

The scheme is to reduce by £50,000 to £850,000. There is a land transfer that needs to be completed prior to this scheme commencing but it is highly unlikely that this will be concluded before 31st March 2018 and as such a request is made to slip £790,000 into 2018/19. The reduction of £50,000 will be returned to the Schools and Education portfolio's unallocated capital allocation.

### St Thomas Centre Phase 2

The tender for this scheme has now been received and the work is due to commence in March 2018. Approval is therefore sought to slip £457,000 into 2018/19 to cover these costs.

### Turton and Edgworth Primary School

The Board of Governors have requested that this scheme is postponed so that the newly appointed Headmaster can oversee this project. Approval is required to slip £99,000 into 2018/19 to accommodate this request.

### Audley Infant and Junior - New Heating System

This is a large scale scheme to replace the heating system across the two sites and it is necessary to schedule the work during periods which will cause the least disruption to the school. This scheme will therefore not complete by 31<sup>st</sup> March 2018 and a request is made to slip £480,000 into 2018/19.

### Audley Junior – Roofing Works

Asbestos has been identified in the process of carrying out these works which will delay the completion date. Approval is sought to slip £217,000 into 2018/19.

### Feniscowles Shower Room

This work is no longer required and so the budget of £25,000 will be returned to the Schools and Education portfolio's unallocated capital allocation.

### Lower Darwen – Roofing

There has been a delay to the works due to nesting birds and work can only commence once the birds have finished nesting. Approval to slip £170,000 to 2017/18 is therefore requested.

## **6.1.7 Earmarked Schemes**

### Corporate ICT Earmarked Scheme

The Corporate ICT Replacement Infrastructure scheme (referred to in section 6.1.5 above) would have a balance of £1,001,000 on the current 2018/19 and Future Years scheme, following adjustment for the slippage of £251,000 from the 2017/18 programme. It is requested that this balance is transferred into the Corporate ICT Earmarked Scheme to increase the balance for 2018/19 and beyond to cover future years spend. The replacement of ICT Infrastructure will be subject to future Business Case consideration and approvals sought in line with the Council's Constitution and Standing Orders.

In addition to this adjustment it is also requested to slip £2,665,000 from the 2017/18 to the 2018/19 and Future Years Programme. The IT&MG department is currently working on two schemes, Desktop Refresh (replacement devices for staff) estimated at £1.75 million and Microsoft Server Licensing (licences for Microsoft programmes running on Council servers) estimated at £350,000. Once these schemes have been developed they will be recommended for consideration and approval. The balance of the Corporate ICT Earmarked Schemes for the 2018/19 and Future Years Programme, will be used to support the capital costs of the ongoing digitisation of the Council's infrastructure.

It is important to note however that as IT services move to Cloud based provision, and a 'subscription' model of provision, future costs will most likely need to be treated as revenue expenditure rather than capital; whilst this will reduce the amount of capital funding required, it will in turn place significant pressure on the revenue budget.

Item 9.3

### Corporate Property Investment Earmarked Scheme

Approval is required to slip £338,000 of this Earmarked Scheme allocation from the 2017/18 programme to meet the costs in future years. This will be utilised to help the Council fulfil its future growth and development plans.

### Phase 2 Accommodation Strategy Earmarked Scheme

The Phase 2 Accommodation Strategy Earmarked Scheme does not include any provision in respect of initial proposals on the Accommodation Strategy that is also on the Executive Board meeting agenda. A request is made however to slip the balance of £431,000 on this earmarked scheme from 2017/18 into 2018/19 so that these funds are available to assist in meeting the costs of any future proposals.

## **6.2 CAPITAL RECEIPTS**

Actual capital receipts at 31<sup>st</sup> December 2017 were £294,000; all of these receipts will be utilised to support of the Minimum Revenue Provision.

## **6.3 BALANCE SHEET POSITION**

### **6.3.1 Overview**

Good balance sheet management assists in the effective use and control over the Council's assets and liabilities. Key assets comprise the Council's tangible fixed assets, debtors, investments and bank balances. Key liabilities include long and short-term borrowing, creditors and reserves.

### **6.3.2 Non-current Assets**

Tangible non-current assets include property, plant and equipment held by the Council for use in the production or supply of goods and services, for rental to others or for administrative purposes. Property assets are the responsibility of the Resources portfolio. One fifth of all assets are re-valued every year, and annual reviews are undertaken to establish whether any impairment or other adjustments need to be applied. New assets and enhancements to existing assets are managed by way of the capital programme, as reported in Appendix 1.

### **6.3.3 Borrowing and Investments**

Long term borrowing requirements flow from the capital programme. Regular dialogue and meetings take place between the Director of Finance & IT, her staff and the Council's independent Treasury consultants Arlingclose, and options for optimising borrowing requirements are actively reviewed.

The Council has continued its strategy of financing capital expenditure through short term borrowing, whilst short term borrowing costs remain low. The last long term borrowing arrangement put into place was over three years ago. Interest rates are forecast to slowly rise over the next few years, but to still remain at what are historically low levels.

There is a £70,400 projected saving against the Council's net interest cost budget, reflecting increased dividend income from the Lancashire Enterprise Partnership (LEP), a small increase in return on investments and a reduction in the cost of short term borrowing in the current year.

It should be noted that the changes to the MRP policy adopted in January 2017 will mean that future variations in the level of capital receipts will impact on the MRP charge for the year.

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The current borrowing and investment position is as follows:

	Amounts at 31/03/16 £000	Amounts at 31/03/2017 <sup>Item 9.3</sup> £000	Amounts at 31/12/17 £000
Short term borrowing	£18,500	£57,000	£63,250
Long term borrowing	£134,684	£127,122	£126,341
Transferred debt re Local Government Re-Organisation	£16,658	£15,992	£15,672
Recognition of debt re PFI arrangements	£70,095	£68,551	£67,275
Investments made by the Council	£10,550	£22,075	£19,725

The totals above include the debt recognised on the balance sheet as a result of accounting adjustments in respect of bringing the BSF school buildings in to use which are financed through PFI arrangements. These adjustments are made to ensure that the Council's effective control over, and use of, these assets is recognised with corresponding adjustments to the debt. These changes do not add to the costs faced by the Council Tax payer as the actual capital costs for these schools form part of the ongoing stream of payments made to the PFI contractor (which are in turn largely offset by PFI grant funding from the Government).

#### 6.3.4 Debtors

The Council has a corporate debt policy as well as other specific policies for the management of debt in the key areas of council tax, business rates and housing benefit overpayments. The table below summarises the collection performance of the various debts and the total outstanding debt in the respective areas at a single point in time, i.e. 31st December 2017. The table also shows the corresponding level of debt at the same point in the last financial year.

	Position at 31/12/17	Position at 31/12/16
<b>Council tax</b>		
Current year arrears (£000)	12,042	11,932
Previous year arrears (£000)	8,611	7,617
<b>Total Council tax arrears</b>	<b>21,013</b>	<b>19,549</b>
Collection rates	77.8%	78.17%
<b>Business rates</b>		
Current year arrears (£000)	8,511	9,285
Previous year arrears (£000)	2,286	2,406
<b>Total Business rates arrears</b>	<b>10,797</b>	<b>11,691</b>
Collection rates	81.8%	82.7%
<b>Housing Benefit</b>		
Overpayments balances (£000)	2796	2636
Collection rates	29.27%	46.12%

## 7. LEGAL IMPLICATIONS

The Council has a duty to ensure it can deliver a balanced budget. The Local Government Act 2003 imposes a duty on an authority to monitor its budgets during the year and consider what action to take if a potential deterioration is identified. Item 9.3

## 8. RESOURCE IMPLICATIONS

None.

## 9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

## 10. CONSULTATIONS

None

## 11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

## 12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published on the day following the meeting.

<b>VERSION:</b>	<b>V4</b>
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<b>CONTACT OFFICER:</b>	<b>Gaynor Simons (Ext 5635) Julie Jewson (Ext 5893)</b>
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<b>DATE:</b>	29 January 2018
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<b>BACKGROUND PAPER:</b>	N/A
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## Overall Capital Monitoring 2017/18

	2017/18				2018/19 and Future Years			
	Approved Programme 2017/18	Programme approved at Executive Board November 2017	Requested Variations (See Appendix 2)	Revised 2017/18 Capital Programme As at 31st December 2017	Approved Programme 2018/19 and future Years	Programme approved at Executive Board November 2017	Requested Variations (See Appendix 2)	Revised Future Capital Programme As At 31st December 2017
	(Budget Book) £'000	£'000	£'000	£'000	(Budget Book) £'000	£'000	£'000	£'000
<b>Costs</b>								
Health & Adult Social Care	2,079	1,928	(36)	1,892	6,472	6,658	200	6,858
Children's Services	533	1,135	(263)	872	1,200	1,200	263	1,463
Environment	0	1,665	(300)	1,365	0	0	300	300
Leisure, Culture & Young People	6	520	49	569	0	0	0	0
Neighbourhood and Prevention Services	623	84	0	84	1,000	0	0	0
Regeneration	6,033	9,395	(1,676)	7,719	20,578	33,412	1,770	35,182
Resources	2,115	2,734	(1,185)	1,549	0	859	492	1,351
Schools & Education	6,495	10,675	(2,213)	8,462	0	0	2,213	2,213
<b>Total Predicted Expenditure</b>	<b>17,884</b>	<b>28,136</b>	<b>(5,624)</b>	<b>22,512</b>	<b>29,250</b>	<b>42,129</b>	<b>5,238</b>	<b>47,367</b>
<b>Resources</b>								
- Department for Communities & Local Government	0	0	0	0	0	0	0	0
- Department for Education	6,495	11,236	(2,426)	8,810	0	0	2,426	2,426
- Department for Energy & Climate Change	0	589	0	589	0	0	0	0
- Department for Transport	3,827	3,977	0	3,977	18,728	20,728	0	20,728
- Disabled Facilities Grants	1,461	1,600	162	1,762	5,844	5,844	0	5,844
- Housing Grants	0	98	0	98	0	190	0	190
- Other Grants	333	314	0	314	182	1,451	0	1,451
<b>Government Grants</b>	<b>12,116</b>	<b>17,814</b>	<b>(2,264)</b>	<b>15,550</b>	<b>24,754</b>	<b>28,213</b>	<b>2,426</b>	<b>30,639</b>
Unsupported Borrowing	3,753	8,168	(2,810)	5,358	2,953	11,956	2,555	14,511
External Contributions	1,515	880	(50)	830	1,543	1,960	(243)	1,717
Revenue Contributions	500	1,274	(500)	774	0	0	500	500
<b>Total Resources</b>	<b>17,884</b>	<b>28,136</b>	<b>(5,624)</b>	<b>22,512</b>	<b>29,250</b>	<b>42,129</b>	<b>5,238</b>	<b>47,367</b>
<b>Difference</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Earmarked Schemes</b>								
Corporate ICT	1,416	2,735	(2,672)	63	2,834	2,834	3,666	6,500
Corporate Property Investment	658	1,291	(648)	643	1,317	1,317	338	1,655
Phase 2 Accommodation strategy	2,271	470	(470)	0	1,514	1,514	431	1,945
Vehicles (funded from capital or leased)	700	700	0	700	1,400	1,400	0	1,400
	<b>5,045</b>	<b>5,196</b>	<b>(3,790)</b>	<b>1,406</b>	<b>7,065</b>	<b>7,065</b>	<b>4,435</b>	<b>11,500</b>

## Scheme variations to 2017/18 Capital Programme

Capital Programme Schemes Approved by Executive Board on 9th November 2017	Slippage/Reprofiling of budgets	Requested Variations	Total Capital Programme at 31 December 2017	Approved Programme 18/19 and Future Years	Portfolio Changes	Slippage to/from future years/ Reprofiling of Budget	Requested Variations	Total Programme 18/19 and Future Years
£ 000	£ 000	£ 000	£ 000	£'000	£'000	£'000	£'000	£'000
<b>Health &amp; Adult Social Care</b>								
Demolition of Tower View HOP	75	-	75	-	-	-	-	-
Disabled Facilities Grant	1,693	(200)	1,655	5,832	-	200	-	6,032
Telecare Project	160	-	160	640	-	-	-	640
Longshaw HOP Demolition	-	-	2	-	-	-	-	-
Riverside Heights Extra Care Scheme Site (formerly Shorey Bank)	-	-	-	186	-	-	-	186
	<b>1,928</b>	<b>(200)</b>	<b>164</b>	<b>6,658</b>	<b>-</b>	<b>200</b>	<b>-</b>	<b>6,858</b>
<b>Children's Services</b>								
Disable Facilities Grant	395	-	395	1,200	-	-	-	1,200
Two Year Old Grant	263	(263)	-	-	-	263	-	263
Audley Children's Centre Early Years	133	-	133	-	-	-	-	-
Little Harwood Children's Centre	94	-	94	-	-	-	-	-
Stepping Stone's Nursery	61	-	61	-	-	-	-	-
Longshaw Nursery School	189	-	189	-	-	-	-	-
	<b>1,135</b>	<b>(263)</b>	<b>-</b>	<b>1,200</b>	<b>-</b>	<b>263</b>	<b>-</b>	<b>1,463</b>
<b>Environment</b>								
Old Bank Lane Car Park	1,600	(300)	1,300	-	-	300	-	300
Pleasington Cemetary	65	-	65	-	-	-	-	-
	<b>1,665</b>	<b>(300)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300</b>	<b>-</b>	<b>300</b>
<b>Leisure, Culture &amp; Young People</b>								
Darwen Leisure Centre Replacement	6	-	49	55	-	-	-	-
Blackburn Leisure Centre Replacement	49	-	49	-	-	-	-	-
Waves Demolition	99	-	99	-	-	-	-	-
Witton Athletics - Floodlights	13	-	13	-	-	-	-	-
Bangor St - Refurbish Car Park	21	-	21	-	-	-	-	-
Woodridge Playing Fields	330	-	330	-	-	-	-	-
Making Rooms Equipment	2	-	2	-	-	-	-	-
	<b>520</b>	<b>-</b>	<b>49</b>	<b>569</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Neighbourhood and Prevention Services</b>								
CCTV Hub	84	-	84	-	-	-	-	-
	<b>84</b>	<b>-</b>	<b>84</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Regeneration</b>								
Redevelopment of Former Balckburn Markets	0	-	12	12	-	-	-	-
Assistance to Industry	187	-	187	600	-	-	-	600
Cathedral Quarter Development	100	-	100	-	-	-	-	-
Cathedral Quarter Office Block Fit Out	271	(10)	311	-	-	10	-	10
Darwen 3 Day Market	1,916	(1,550)	366	-	-	1,550	-	1,550
Blakey Moor	150	-	150	3,397	-	-	-	3,397
Local Transport Plan	4,722	-	4,722	19,778	-	-	-	19,778

National Productivity Investment Fund - Fabric Borders	-	-	-	-	2,000	-	-	-	2,000
Street Lighting Investment	125	-	-	125	-	-	-	-	-
Bury Fold Brook	15	-	-	15	-	-	-	-	-
Integrated Modelling Works	11	-	-	11	-	-	-	-	-
Bala Close Drainage Improvements	13	-	-	13	-	-	-	-	-
Granvill Rd/Westland Ave Flood Study	20	-	-	20	-	-	-	-	-
Birch Hall Ave diversion appraisal	14	-	-	14	-	-	-	-	-
Livesey Branch Rd Culvert	41	-	-	41	-	-	-	-	-
Highways Network Recovery	84	-	-	84	-	-	-	-	-
M65 J5 Signalisation	39	-	-	39	-	-	-	-	-
Bank Top and Griffin Clearance	199	-	-	199	300	-	-	-	300
Group Repair (Inner NW/InnerSE/Darwen)	46	-	-	46	-	-	-	-	-
Insulation for Hard to Treat Properties	3	-	-	3	-	-	-	-	-
Neighbourhood Intervention Fund	74	-	32	106	560	-	-	-	560
Equity Loans	-	-	-	-	87	-	-	-	87
Empty Homes Cluster	20	-	-	20	440	-	-	-	440
Other Acquisition costs	10	(10)	-	-	-	-	10	-	10
DECC Central Heating Fund	589	-	-	589	-	-	-	-	-
Affordable Homes Funding	227	(200)	-	27	-	-	200	-	200
Development Investment Fund	144	-	-	144	-	-	-	-	-
Capacity Funding	75	-	-	75	50	-	-	-	50
Real Cinema	300	-	-	300	6,200	-	-	-	6,200
	<b>9,395</b>	<b>(1,770)</b>	<b>94</b>	<b>7,719</b>	<b>33,412</b>	-	<b>1,770</b>	-	<b>35,182</b>

#### Resources

Corporate ICT - Montr & Mgmt, service systems & op	73	(30)	-	43	-	-	30	-	30
Corporate ICT - Digital Services	111	-	(104)	7	-	-	-	-	-
Corporate ICT - Public Access	277	(150)	-	127	-	-	150	-	150
Corporate ICT - WAN Connectivity	136	(70)	-	66	-	-	70	-	70
Corporate ICT - Replacement Infrastructure	251	(251)	-	-	750	-	251	(1,001)	-
Corporate ICT - HR & Payroll System	2	-	3	5	-	-	-	-	-
Corporate ICT - Adult Social Care IT System	0	-	-	-	-	-	-	-	-
Corporate ICT - Digitisation of Planning Service	217	-	-	217	-	-	-	-	-
Corporate ICT - Till and Stock System	20	-	8	28	-	-	-	-	-
Corporate ICT - Finance System	224	-	-	224	-	-	-	-	-
Corporate ICT - Microsoft EA	9	-	-	9	9	-	-	-	9
Corporate ICT - New Leisure System	48	-	-	48	-	-	-	-	-
Corporate ICT Adults Mobile Working	12	-	-	12	-	-	-	-	-
Corporate ICT - Nursery Management System	29	-	-	29	-	-	-	-	-
Corporate ICT - Digitisation of Registrars	0	(20)	100	80	-	-	20	-	20
Carbon Management Plan	212	(159)	-	53	-	-	159	-	159
Old Town Hall Stonework	20	-	(20)	-	-	-	-	-	-
Land Remediation Schemes	213	(199)	-	14	-	-	199	-	199
Accommodation Strategy	30	-	-	30	-	-	-	-	-
Freckleton Street Acquisitions	0	-	65	65	-	-	-	-	-
Corporate DDA Work	77	(69)	-	8	100	-	69	-	169
Akzo Nobel Demolition	1	-	-	1	-	-	-	-	-
Griffin Lodge	300	(300)	-	-	-	-	300	-	300
Fishmoor Drive Demolition	185	-	-	185	-	-	-	-	-
Davyfield Road Bungalow Remodel	287	(50)	10	247	-	-	50	-	50
Velvet Lounge/Simmons Street	-	-	21	21	-	-	-	-	-
Demolition of Higher House Farm	-	(100)	100	-	-	-	100	-	100
Digital Advertising Screen Blackburn Town Centre	-	-	30	30	-	-	-	95	95
	<b>2,734</b>	<b>(1,398)</b>	<b>213</b>	<b>1,549</b>	<b>859</b>	-	<b>1,398</b>	<b>(906)</b>	<b>1,351</b>

#### Schools and Education

Capital allocations	1,268	-	75	1,343	-	-	-	-	-
Audley Juniors	32	-	-	-	-	-	-	-	-

Cedars Primary	1,411	-	-	1,411	-	-	-	-	-
St Barnabas and St St Pauls	872	(790)	(50)	32	-	-	790	-	790
St Thomas CE Primary School	191	-	-	191	-	-	-	-	-
St Thomas Centre Phase 2	487	(457)	-	30	-	-	457	-	457
Newfield ASD Demolition	4,935	-	-	4,935	-	-	-	-	-
Turton/Edgworth Primary School	99	(99)	-	-	-	-	99	-	99
Audley Nursery	1	-	-	1	-	-	-	-	-
Audley Infant and Junior - New Heating System	500	(480)	-	20	-	-	480	-	480
Audley Junior - Roofing Works	237	(217)	-	20	-	-	217	-	217
Belmont	10	-	-	10	-	-	-	-	-
Feniscowles	25	-	(25)	-	-	-	-	-	-
Intack	25	-	-	25	-	-	-	-	-
Longshaw Junior	65	-	-	65	-	-	-	-	-
Lower Darwen	190	(170)	-	20	-	-	170	-	170
Meadowhead Junior	25	-	-	25	-	-	-	-	-
Roe Lee Park - Classroom Works	150	-	-	150	-	-	-	-	-
Roe Lee Park - Refurbishment of boys toilets	38	-	-	38	-	-	-	-	-
Shadsworth Juniors	14	-	-	14	-	-	-	-	-
Our Lady and St Johns Sport Pitch	50	-	0	50	-	-	-	-	-
Project Management Fee	50	-	-	50	-	-	-	-	-
	<b>10,675</b>	<b>(2,213)</b>	<b>-</b>	<b>8,462</b>	<b>-</b>	<b>-</b>	<b>2,213</b>	<b>-</b>	<b>2,213</b>
<b>Portfolios Total</b>	<b>28,136</b>	<b>(6,144)</b>	<b>520</b>	<b>22,512</b>	<b>42,129</b>	<b>-</b>	<b>6,144</b>	<b>(906)</b>	<b>47,367</b>
<b>Earmarked schemes:</b>									
Corporate ICT	2,735	(2,665)	(7)	63	2,834	-	2,665	1,001	6,500
Corporate Property Investment	1,291	(338)	(310)	643	1,317	-	338	-	1,655
Phase 2 Accommodation Strategy	470	(431)	(39)	-	1,514	-	431	-	1,945
Vehicles (funded from capital or leased)	700	-	-	700	1,400	-	-	-	1,400
<b>Total</b>	<b>5,196</b>	<b>(3,434)</b>	<b>(356)</b>	<b>1,406</b>	<b>7,065</b>	<b>-</b>	<b>3,434</b>	<b>1,001</b>	<b>11,500</b>





# EXECUTIVE BOARD DECISION

<b>REPORT OF:</b>	Executive Member for Environment Executive Member for Resilience
<b>LEAD OFFICERS:</b>	Director of Environment and Leisure
<b>DATE:</b>	8 February 2018

<b>PORTFOLIO/S AFFECTED:</b>	Environment
<b>WARD/S AFFECTED:</b>	All
<b>KEY DECISION:</b>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

**SUBJECT: Extension to Brown Street Car Park**

## 1. EXECUTIVE SUMMARY

Brown Street car park opened in November 2016 and is now the busiest flat surface pay and display car park operated by the Council. There is a demand for additional parking permits on Brown Street however, the Council has not been able to meet this demand as it would impact on pay and display customers who use the car park and would adversely affect income overall.

The Council owns a large area of land which is located between Brown Street car park and the Bus Station. This land is uneven and unkempt and apart from having been used for a couple of fairground events, the land is unusable in its current poor condition.

It is proposed that this area of land is converted into a pay and display car park with access via the existing Brown Street car park. The Council is confident that it can generate sufficient income on the Brown Street extension over a two year period to repay the investment required to create the extended car park.

In order to undertake the work as expediently as possible, the design and build of the new car park will be procured via the Council's Contractor and Development Framework. The extended car park should be open and available for public use by early May 2018 prior to the 2018 Festival of Making event.

## 2. RECOMMENDATIONS

That the Executive Board:

Approves the investment required to create a new car park extension to Brown Street car park to support the town centre economy and generate additional income for the Council.

## 3. BACKGROUND

Brown Street car park lies between Ainsworth Street and Penny Street (on the former temporary bus station site). The 107 space car park opened in November 2016 just prior to the Christmas light switch on. Usage on the car park was low during the first few months but as people visiting the town centre became accustomed to the car park being open and available for use, the usage has increased significantly.

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Brown Street car park is now the busiest flat surface car park operated by the Council. The car park is used by customers who pay and display and customers who have paid for parking permits. The Council has had requests for more permits to be issued on Brown Street but has refused to do so as it would prevent pay and display play customers from using the car park which could adversely affect income. Item 9.4

### **Brown Street Car park – Extension**

The Council owns a large area of land which is located between Brown Street car park and the Bus Station. This land is uneven and unkempt and apart from having been used for a couple of fairground events, the land is unusable in its current condition.



A survey has been completed on the land along with an assessment of drainage requirements and land levels. It is estimated that this piece of land could accommodate up to 120 car spaces, for which parking services believes there is a demand. <sup>Item 9.4</sup>

It is therefore proposed that this piece of land is converted to a pay and display car park for people who work, shop and visit the town centre. In order to undertake the works as expediently as possible, the design and build of the new car park will be procured via the Council's Contractor and Development Framework.

The contractors on the framework will be given 4 weeks to return their design and build proposals. Following an evaluation, the most economically advantageous tender will be accepted and the work will commence within two weeks following the award of the contract. The new extended car park should be open by early May 2018 in time for the 2018 Festival of Making Event.

#### **4. KEY ISSUES & RISKS**

Brown Street car park opened in November 2016 and is the busiest flat surface car park operated by the Council. The Council believes that there is a demand for additional car parking spaces to accommodate people who work, shop or are visiting the town centre.

It is proposed that a car park extension is created by using Council owned land located between Brown Street car park and the Bus Station.

The income from the car park extension over a two year period would cover the cost of levelling and resurfacing the land to create the new car park.

The area of land which the proposed car park extension occupies is earmarked for Town Centre development however it is recognised that any development would take a minimum of two years to bring to fruition therefore the land has no obvious use beyond a temporary car park in this interim period.

#### **5. POLICY IMPLICATIONS**

Creating a new car park extension to Brown Street car park supports the Council priority of Making your money go further.

#### **6. FINANCIAL IMPLICATIONS**

In order to undertake the works as expediently as possible, the design and build of the new car park will be procured via the Council's Contractor and Development Framework. The contractors will be given 4 weeks to return their design and build proposals. Following an evaluation process, the most economically advantageous tender will be accepted and the work should commence within two weeks of the award of the contract.

#### **7. LEGAL IMPLICATIONS**

When the Brown Street car park opened a Traffic Regulation Order was put in place to enable the Council to enforce if the people parked in contravention to the conditions set out on the signage and tariff boards located within the car park. When the traffic regulation order was prepared and brought into force, it also included the area of land adjacent to Brown Street which is now proposed to be

converted to a car park so it is not considered necessary that a new or additional TRO will be required. Accordingly the new carpark will operate on the same terms and conditions as that part which is currently operating.

Item 9.4

### 8. RESOURCE IMPLICATIONS

Officer time will be required and met from within the current parking services team to establish the new pay and display car park. All equipment and signage costs will be funded by Parking services as part of this proposal.

### 9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. (*insert EIA link here*)

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. (*insert EIA attachment*)

### 10. CONSULTATIONS

### 11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

### 12. DECLARATION OF INTEREST

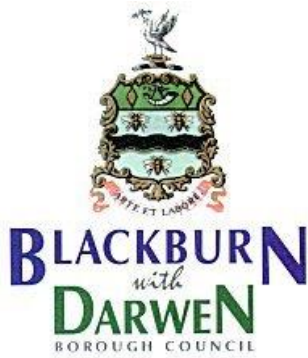
All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published on the day following the meeting.

<b>VERSION:</b>	<b>1</b>
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<b>CONTACT OFFICER:</b>	Martin Eden
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<b>DATE:</b>	24 January 2018
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<b>BACKGROUND PAPER:</b>	
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# EXECUTIVE BOARD DECISION

**REPORT OF:** Executive Member for Regeneration

**LEAD OFFICERS:** Director of Growth and Development

**DATE:** 8 February 2018

**PORTFOLIO/S AFFECTED:** Regeneration

**WARD/S AFFECTED:** Sunnyhurst

**KEY DECISION:** YES  NO

**SUBJECT:** Woodlands Grove, Darwen

## 1. EXECUTIVE SUMMARY

Residents of Woodlands Grove, Darwen have submitted a petition to the Council requesting that their road be resurfaced.

## 2. RECOMMENDATIONS

That the Executive Board:

1. That the lead petitioner be informed of the decision not to resurface.

## 3. BACKGROUND

Woodlands Grove is an adopted 152m long cul-de-sac off Sunnyhurst Lane giving access to 25 homes. The road appears to have been built in two phases, the first section is relatively level after this the road steepens rapidly; it is this latter section that is in particularly poor repair. The footways have several reinstatements and some areas have perished.

In accordance with the Council's Highway Safety Defect Inspection Procedure this road is inspected annually and any defects which exceed the stipulated tolerances are repaired. The table below identifies this repair history since 1<sup>st</sup> January 2014.

Year	Number of defects		
	Carriageway	Footway	Other
2014	0	0	1
2015	13	0	2
2016	22	1	2
2017	12	2	2
Total	47	3	7

councillors and MP. The Council's responses explained that roads are recommended for resurfacing on a prioritisation basis. Potential schemes are be prioritised to reflect not only road condition but also the importance of any given road within the overall network, this includes factors such as the volume of traffic and consideration of what facilities, such as hospitals, health centres & schools, can be accessed using that road.

#### 4. KEY ISSUES & RISKS

The petition focuses on the resident's serious concern about the condition of the carriageway and draws attention to tarmac surface breaking up and exposing the underlying structural layer, it notes that these differences in level cause vehicles to rock and that there is an (unspecified) danger to pedestrians. The petition is signed by residents from 15 households and is attached as Appendix 1.

The surface course of tarmac has been lost in several areas on the steep section, exposing the underlying structural surfacing, this appears to be composed of limestone, which offers less friction to vehicles traversing this part of the road than the original tarmac.

The condition of the road was noted in 2015 and it was one of several roads identified as reserve schemes for the Network Recovery programme, which has now concluded. The estimated cost of resurfacing carriageways and footways is £29,000.

The previous long term plan for highway work, approved by the Executive Member for Regeneration and published on 3<sup>th</sup> February 2017 described the authority's approach and commitment to highway maintenance. Funding for capital highway maintenance is now in the region of £548,000 pa, the pattern of work is described in the [Executive Board Decision](#) and summarised below.

2017/18 Structural Footway Maintenance  
2018/19 Surface dressing  
2019/20 Structural Footway Maintenance  
2020/21 Carriageway Surfacing, resilient routes.

The number and frequency of requests for resurfacing appear to be increasing, recently received enquiries include:

- Kelsall Avenue, Blackburn
- Amber Avenue, Blackburn
- Beryl Avenue, Blackburn
- St Michaels Close, Blackburn
- Harbour Lane, Edgworth
- Hob Lane, Crow Trees Lane, Entwistle Hall Lane, Edgworth
- Woodbank Avenue, Darwen
- Sarah Street, Darwen
- Parsonage Road, Blackburn
- Yew Tree Drive, service roads, Blackburn

Present funding levels, both revenue and capital, effectively restrict consideration of only the Borough's major classified roads for the foreseeable future. It would be unrealistic to expect or anticipate routine, planned resurfacing of any side streets or cul-de-sacs in the foreseeable future. Whilst the structural condition and visual appearance of these roads will continue to deteriorate the authority will continue to inspect them to ensure that safety defects are identified and repaired.

The public disillusionment in the condition of the highway is reflected in the disappointing results expressed in the recent NHT survey reported previously.

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## 5. POLICY IMPLICATIONS

None

## 6. FINANCIAL IMPLICATIONS

The highway revenue budget is fully committed to routine and reactive maintenance, the capital maintenance budget is committed to the programme described above which effectively precludes resurfacing roads such as Woodlands Grove.

## 7. LEGAL IMPLICATIONS

The Council has a duty to maintain the adopted highway under the Highways Act 1980.

This is an ordinary petition as defined in the Council's constitution as being one signed by at least 6 people and submitted by people who live, work or study in the Borough. Part 7 of the Constitution outlines the possible mechanisms for petitions and this report and response is one such type of valid response.

## 8. RESOURCE IMPLICATIONS

None

## 9. EQUALITY AND HEALTH IMPLICATIONS

**Please select one of the options below. Where appropriate please include the hyperlink to the EIA.**

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. (*insert EIA link here*)

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. (*insert EIA attachment*)

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## 10. CONSULTATIONS

None

## 11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

## 12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published on the day following the meeting.

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<b>VERSION:</b>	<b>1</b>
<b>CONTACT OFFICER:</b>	<b>Matthew Joyce</b>
<b>DATE:</b>	21 <sup>st</sup> December 2017
<b>BACKGROUND PAPER:</b>	Appendix 1 Petition Received.



**PETITION FOR RE SURFACING OF WOODLANDS GROVE DARWEN BB31JZ**

I the undersigned resident of Woodlands Grove Darwen BB31JZ am seriously concerned regarding the state of the road surface condition between the numbers 5 and 28 of that road.

The tarmac coating is breaking away and there are numerous large areas where the substrate is visible.

This uneven and broken surface results in rocking of vehicles when driving over it and is a hazard for pedestrian use.

The area of main concern is between numbers 9 and 24, outside the driveway to 24 the road surface is sinking around a large man hole cover.

As a resident I believe the road is in need of a total resurface and will not benefit from patching up which falls away quickly.

The entrance stretch of the road from number 1 to 5 is also in need of proper repair.

I am happy with the resident of number 11 to take this matter forward to Blackburn with Darwen Council Highways department asking that the road be re surfaced.

HOUSE NUMBER	PRINTED NAME	SIGNED NAME	DATE 2017