

# Public Document Pack

## Executive Member Decisions

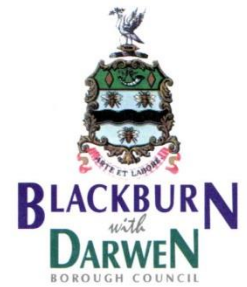
**Friday, 5th March, 2021**

## AGENDA

- |    |   |         |
|----|---|---------|
| 1. | Disposal of Land at Heys Lane                             |         |
|    | EMD Pt 1 Disposal of Heys Lane v1.1                       | 2 - 10  |
|    | Annex A - Site Plan                                       |         |
|    | Annex B - Ownership Parcels                               |         |
|    | EIA-Checklist Heys Lane                                   |         |
|    | EMD Pt 2 Disposal of Heys Lane v2                         |         |
| 2. | SSN's addition to Fees and Charges booklet                |         |
|    | SSN's addition to Fees and Charges booklet                | 11 - 17 |
|    | Appendix 1 for SSN's addition to Fees and Charges booklet |         |
|    | SSN's addition to Fees and Charges booklet                |         |
|    | EIAChecklist  |         |

Date Published: 5<sup>th</sup> March 2021  
Denise Park, Chief Executive

## Executive Member Decision



<b>REPORT OF:</b>	Executive Member for Finance and Governance, Executive Member for Growth and Development
<b>LEAD OFFICERS:</b>	Strategic Director of PLACE
<b>DATE:</b>	Friday, 5 March 2021

<b>PORTFOLIO(S) AFFECTED:</b>	Growth and Development
<b>WARD/S AFFECTED:</b>	Ewood Blackburn South & Lower Darwen
<b>KEY DECISION:</b>	Yes

### SUBJECT:

Disposal of land at Heys Lane, Blackburn

### 1. EXECUTIVE SUMMARY

1.1 To seek approval to sell 2.86 acres of land at Heys Lane, Blackburn ("the Site"), as illustrated on the plan attached at Annex A, to Bidder A.

### 2. RECOMMENDATIONS

That the Executive Members:

2.1 Note, the Council owned site makes up a small part of 101 acres of residential development land at Bank Hey, currently in multiple ownership.

2.2 Approve the sale of the site to Bidder A for the agreed price.

2.3 Authorise the Director of HR, Governance and Engagement, to complete the necessary legal formalities.

### 3. BACKGROUND

3.1 The site provides an access point into the Bank Hey Development Site, which is allocated for residential development in the Local Plan. The masterplan for the area estimates 315 homes to be built by 2026, with potential for an additional 335 homes beyond this date bringing the total number of residential properties to 650. The Council has identified the opportunity to include its non-strategic land in this larger site to maximise potential capital receipt.

3.2 The Bank Hey Development Site extends to 101.85 acres (41.2 hectares) and is in multiple ownership. The Council's proportion of the site is calculated at 2.8%.

3.3 Lea Hough Chartered Surveyors have promoted Bank Hey Development Site on behalf of the joint landowners and validated and accepted an offer for the land from Bidder A.

3.4 The Council will receive a 2.8% share of the minimum sale price. If lower than expected abnormal costs lead to a higher land value, the Council's receipt will be increased proportionately.

3.5 Contracts are anticipated to exchange in Spring 2021. Allowing an extended period to obtain planning due to the size of the site, completion is expected in April 2022.

3.6 The Council's capital receipt will be received upon completion.

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

4.1 The Council has combined its site with those of a number of other landowners in order to maximise the benefit and value of the site.

4.2 Should the transaction not be completed the Council will retain a piece of land with little value or use when considered in isolation.

4.3 The disposal of the wider Bank Hey Development Site will make a significant contribution to achieving the Council's housing delivery targets.

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

5.1 The disposal method accords with the Council's approved policy for disposals.

5.2 The site is allocated for housing development within the Council's adopted Local Plan Part 2 (2015). The proposed disposal will help to progress delivery of essential housing development in accordance with the Local Plan, and will work towards meeting the Council's targets for housing delivery.

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

6.1 The Council will receive a capital receipt upon completion

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

7.1 The disposal method complies with the Council's legal obligations for such transactions and with the Council's Disposal Policy 2019.

#### **8. RESOURCE IMPLICATIONS**

8.1 Legal and surveyor resources will be required to complete the transaction although the disposal will be coordinated by a lead solicitor paid for by the developer.

#### **9. EQUALITY AND HEALTH IMPLICATIONS**

**Please select one of the options below.**

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.

## 10. CONSULTATIONS

10.1 The proposal has been subject to consultations between Council Officers, Executive Members, and Legal and Planning departments. Public consultation will take place on receipt of any future planning application for development of the site.

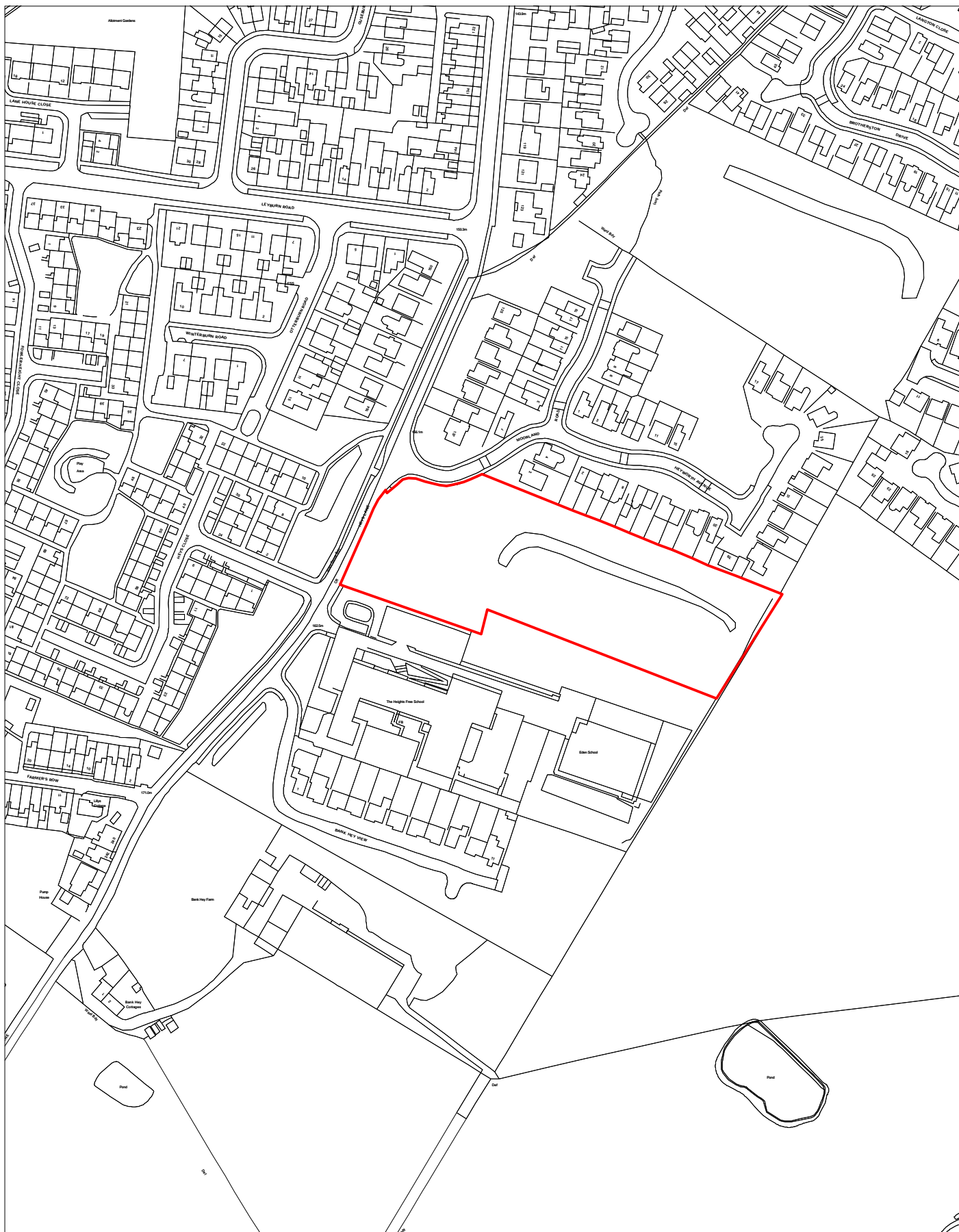
## 11. STATEMENT OF COMPLIANCE

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.

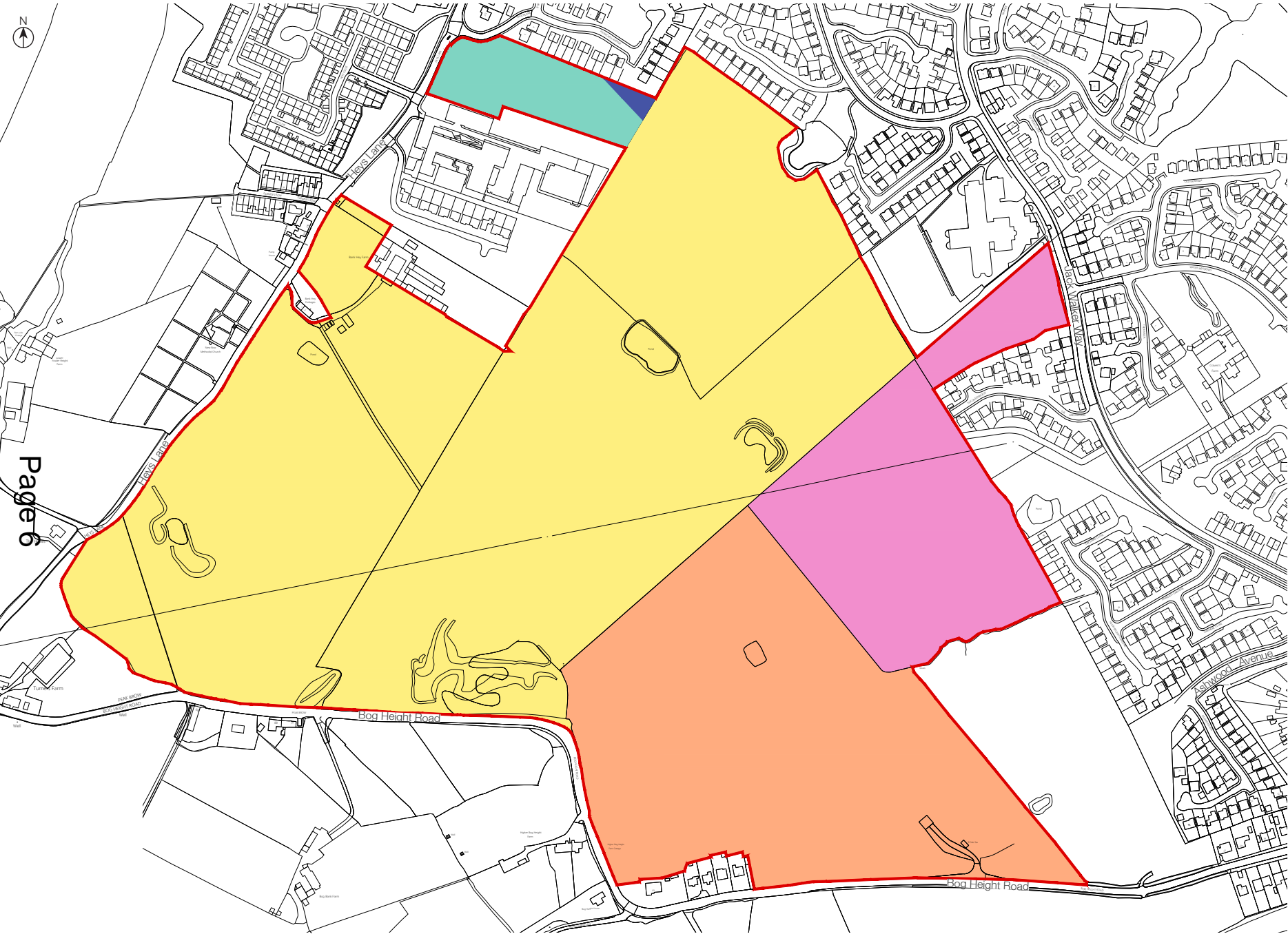
<b>CONTACT OFFICER:</b>	Simon Jones, Growth Programme Director
<b>DATE:</b>	24 <sup>th</sup> February 2021
<b>BACKGROUND PAPER:</b>	None



Scale 1:2500

Page 5

© Crown copyright and database rights 2020. Ordnance Survey licence number: 100019493



Page 6

Reproduced from Ordnance Survey material with the permission of the controller of the controller of Her Majesty's Stationary Office under the Licence No 186287.

Annex B - Site Ownership

## EQUALITY IMPACT ASSESSMENT CHECKLIST

***This checklist is to be used when you are uncertain if your activity requires an EIA or not.***

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

<b>Service area &amp; dept.</b>	Growth and Development	<b>Date the activity will be implemented</b>	04/09/2020
---------------------------------	------------------------	--	------------

<b>Brief description of activity</b>	Disposal of Land at Heys Lane, Blackburn
--------------------------------------	--

Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	<b>Does this activity:</b> Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act (i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not (i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not (i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)	<input checked="" type="checkbox"/> No
<b>FOR = 0</b>	<b>TOTAL</b>	<b>AGAINST = 6</b>

**Will you now be completing an EIA?**

☐ Yes

☒ No

The EIA toolkit can be found [here](#)

<b>Assessment Lead Signature</b>	Simon Jones
<b>Checked by departmental E&amp;D Lead</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Gwen Kinloch</b>
<b>Date</b>	03/09/2020

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted



## Executive Member Decision



**REPORT OF:** Executive Member for Digital and Customer Services

**LEAD OFFICERS:** Strategic Director of Resources (SIRO)

**DATE:** Friday, 5 March 2021

**PORTFOLIO(S) AFFECTED:** Digital and Customer Services

**WARD/S AFFECTED:** (All Wards);

### **SUBJECT:**

SSN's addition to Fees and Charges booklet

### **1. EXECUTIVE SUMMARY**

A statutory service of the council is the management and maintenance of a street name and house numbering database (SNN). This service manages the local street and property numbering to ensure all new streets and properties are correctly annotated to enable services (for example Emergency Services, utilities & broadband) to identify each property as unique. This is an essential service for local property development companies and citizens who seek to alter existing address details or create additional new properties (for example a new housing development or the splitting of a single residential property into multiple properties).

This service is currently provided at no charge and it is proposed that, in line with other local authorities, charges are levied against all future SNN changes requested.

### **2. RECOMMENDATIONS**

It is recommended that from April 1<sup>st</sup> 2021 the Council implement the following charging structure for SSN changes requested ;

- *To create or change an address (including names) £50 + £15 for each extra address/unit.*
- *To change a building name (e.g. flats) £25.*
- *To make changes after we have done the naming and numbering and before the addresses have been used, £100 + £12 for each extra property/unit.*
- *To register a new street £100.*
- *Renaming of a street, £200 + £15 per property on the street (+ any traffic order and legal costs)*

These charges are based on costs currently charged by neighbouring authorities in Lancashire and Greater Manchester. These costs can be seen in the attached appendix.

### 3. BACKGROUND

The SSN service is a statutory service currently managed by a single resource and it is estimated that 50% of the resource time is dedicated to managing SSN, totalling approximately £19,800 per annum (based on a nominal resource charge of £150 per day). Implementing a modest charge for this service, which will impact commercial organisations rather than citizens, would allow the Council to recoup some of the costs of providing this service.

### 4. KEY ISSUES & RISKS

There will be a need to align internal processes to make sure signposting to the SNN service is done correctly in order to capture the fees at the right time.

There could be an increase in FOI requests from housing developers & members of the public regarding how we spend the income. As BwD cannot make a profit from the charges the response will need to be itemised and transparent.

### 5. POLICY IMPLICATIONS

Council policy currently does not exist in respect of SNN charges.

### 6. FINANCIAL IMPLICATIONS

It is estimated that for the year 2019-20 the Council could have generated over £13,000 from the implementation of SSN charges identified above.

### 7. LEGAL IMPLICATIONS

“The power to charge falls under Section 93 of the Local Government Act 2003. This sets out that a Local Authority may charge for discretionary services (services that an authority has the power but not a duty to provide). An authority may charge where the person who receives the service has agreed to its provision and the charge must not exceed the cost of providing the service. Therefore the Council cannot charge for street naming services (as the duty to provide this service is not discretionary), but it can charge for elements of the naming and numbering function (which is a discretionary service) by virtue of Section 17, 18 and 19 of the Public Health Act 1925 coupled with Section 93 of the Local Government Act 2003.”

### 8. RESOURCE IMPLICATIONS

Some work will be necessary to create the financial processes and forms to facilitate recovery of the charges. Some additional FOI requests may be received but these are not expected to be significant.

### 9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below.

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.

## 10. CONSULTATIONS

No specific consultations have been undertaken at this time only that other councils make similar charges for these services.

## 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.

<b>CONTACT OFFICER:</b>	Graham Dean <a href="mailto:graham.dean@blackburn.gov.uk">graham.dean@blackburn.gov.uk</a> ;
<b>DATE:</b>	1 February 2021
<b>BACKGROUND PAPER:</b>	

**Appendix - Charges made for SSN by different local authorities;**

Local Authorities abutting the BwD boundary					
<i>Council</i>	<i>Initial build</i>	<i>Extra plots</i>	<i>Name/Number alteration</i>	<i>Street registration</i>	<i>Street Rename</i>
Blackburn with Darwen (proposed)	£50	£15	£25	£100	£200
<a href="#">Bolton</a>	£58	£12	£115	£115	£230
<a href="#">Ribble Valley</a>	£26	£26	£31	£104	Not specified
<a href="#">Hyndburn</a>	£50	£50	£60	£200	£300
<a href="#">Chorley</a>	£40	£28	£50	£200	£100
<a href="#">Rossendale</a>	£65	£25	£115	£105	Not specified
<a href="#">South Ribble</a>	£115	£100	£100	£100	£200
<b>Average:</b>	<b>£58</b>	<b>£37</b>	<b>£71</b>	<b>£116</b>	<b>£206</b>

## Random Local Authorities in each region

<i>Council</i>	<i>Initial build</i>	<i>Extra plots</i>	<i>Name/Number alteration</i>	<i>Street registration</i>	<i>Street Rename</i>
<a href="#">Bath &amp; North East Somerset Council (SW)</a>	£64	£53	£53	Not specified	Not specified
<a href="#">Arun District (SE)</a>	£160	£25	£55	£160	£160
<a href="#">South Norfolk Council (East)</a>	£126	£37	£63	Not specified	Not specified
<a href="#">Selby District (NE)</a>	£64	£27	£39	Not specified	Not specified
<a href="#">West Lancashire Borough (NW)</a>	£50	£30	£50	£200	£200
<b>Average:</b>	<b>£93</b>	<b>£57</b>	<b>£52</b>	<b>£180</b>	<b>£180</b>

## London Authorities

<i>Council</i>	<i>Initial build</i>	<i>Extra plots</i>	<i>Name/Number alteration</i>	<i>Street registration</i>	<i>Street Rename</i>
<a href="#">Wandsworth</a>	£150	£25	Not specified	Not specified	Not specified
<a href="#">Barnet</a>	£508	£40	£104	£362	£537
<a href="#">Royal Borough of Kensington &amp; Chelsea</a>	£114	£64	£290	£871	£871
<a href="#">Redbridge</a>	£135	£85	£280	£500	Not specified
<b>Average:</b>	<b>£227</b>	<b>£54</b>	<b>£225</b>	<b>£578</b>	<b>£704</b>

## Appendix 1 - Charges made for SSN by different local authorities

Local Authorities abutting the BwD boundary					
<i>Council</i>	<i>Initial build</i>	<i>Extra plots</i>	<i>Name/Number alteration</i>	<i>Street registration</i>	<i>Street Rename</i>
Blackburn with Darwen (proposed)	£50	£15	£25	£100	£200
<a href="#">Bolton</a>	£58	£12	£115	£115	£230
<a href="#">Ribble Valley</a>	£26	£26	£31	£104	Not specified
<a href="#">Hyndburn</a>	£50	£50	£60	£200	£300
<a href="#">Chorley</a>	£40	£28	£50	£200	£100
<a href="#">Rossendale</a>	£65	£25	£115	£105	Not specified
<a href="#">South Ribble</a>	£115	£100	£100	£100	£200
<b>Average:</b>	<b>£58</b>	<b>£37</b>	<b>£71</b>	<b>£116</b>	<b>£206</b>
Random Local Authorities in each region					
<i>Council</i>	<i>Initial build</i>	<i>Extra plots</i>	<i>Name/Number alteration</i>	<i>Street registration</i>	<i>Street Rename</i>
<a href="#">Bath &amp; North East Somerset Council (SW)</a>	£64	£53	£53	Not specified	Not specified
<a href="#">Arun District (SE)</a>	£160	£25	£55	£160	£160
<a href="#">South Norfolk Council (East)</a>	£126	£37	£63	Not specified	Not specified
<a href="#">Selby District (NE)</a>	£64	£27	£39	Not specified	Not specified
<a href="#">West Lancashire Borough (NW)</a>	£50	£30	£50	£200	£200
<b>Average:</b>	<b>£93</b>	<b>£57</b>	<b>£52</b>	<b>£180</b>	<b>£180</b>
London Authorities					
<i>Council</i>	<i>Initial build</i>	<i>Extra plots</i>	<i>Name/Number alteration</i>	<i>Street registration</i>	<i>Street Rename</i>
<a href="#">Wandsworth</a>	£150	£25	Not specified	Not specified	Not specified
<a href="#">Barnet</a>	£508	£40	£104	£362	£537
<a href="#">Royal Borough of Kensington &amp; Chelsea</a>	£114	£64	£290	£871	£871
<a href="#">Redbridge</a>	£135	£85	£280	£500	Not specified
<b>Average:</b>	<b>£227</b>	<b>£54</b>	<b>£225</b>	<b>£578</b>	<b>£704</b>

## EQUALITY IMPACT ASSESSMENT CHECKLIST

***This checklist is to be used when you are uncertain if your activity requires an EIA or not.***

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

<b>Service area &amp; dept.</b>	Digital and Business Change	<b>Date the activity will be implemented</b>	01/04/2021
---------------------------------	-----------------------------	--	------------

<b>Brief description of activity</b>	The SNN service manages the local street and property numbering to ensure all new street and properties are correctly annotated to enable services (for example Emergency Services) to identify each property as unique. This is an essential service for local property development companies and citizens who seek to alter existing address details or create additional new properties. It is proposed that this service be made chargeable with charges in line with other neighbouring local authorities.
--------------------------------------	---

Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	<b>Does this activity:</b> Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act (i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not (i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not (i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)	<input checked="" type="checkbox"/> No
<b>FOR =</b>	<b>TOTAL</b>	<b>AGAINST =</b>

**Will you now be completing an EIA?**

☒ Yes

☐ No

The EIA toolkit can be found [here](#)

<b>Assessment Lead Signature</b>	
<b>Checked by departmental E&amp;D Lead</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date</b>	Click here to enter a date.

