

MEETING: CABINET
DATE: Thursday 15th April, 2010
TIME: 10.00 am
VENUE: Town Hall, Bootle

Member

Councillor

Robertson (Chair)
Brodie - Browne
P Dowd
Fairclough
Lord Fearn
Griffiths
Maher
Parry
Porter
Tattersall

COMMITTEE OFFICER: Steve Pearce
Head of Committee and Member Services
Telephone: 0151 934 2046
Fax: 0151 934 2034
E-mail: steve.pearce@legal.sefton.gov.uk

The Cabinet is responsible for making what are known as Key Decisions, which will be notified on the Forward Plan. Items marked with an * on the agenda involve Key Decisions
A key decision, as defined in the Council's Constitution, is: -

- any Executive decision that is not in the Annual Revenue Budget and Capital Programme approved by the Council and which requires a gross budget expenditure, saving or virement of more than £100,000 or more than 2% of a Departmental budget, whichever is the greater
- any Executive decision where the outcome will have a significant impact on a significant number of people living or working in two or more Wards

If you have any special needs that may require arrangements to facilitate your attendance at this meeting, please contact the Committee Officer named above, who will endeavour to assist.

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A G E N D A

Items marked with an * involve key decisions

<u>Item No.</u>	<u>Subject/Author(s)</u>	<u>Wards Affected</u>	
1.	Apologies for Absence		
2.	Declarations of Interest Members and Officers are requested to give notice of any personal or prejudicial interest and the nature of that interest, relating to any item on the agenda in accordance with the relevant Code of Conduct.		
3.	Minutes Minutes of the meeting held on 4 March 2010		(Pages 9 - 24)
* 4.	Southport's Visitor Economy Strategy Report of the Leisure and Tourism Director	Ainsdale; Birkdale; Cambridge; Dukes; Kew; Meols; Norwood;	(Pages 25 - 96)
5.	Gardner Avenue Allotments Joint report of the Interim Head of Corporate Legal Services and Leisure and Tourism Director	Netherton and Orrell	(Pages 97 - 108)
6.	Constitution - Senior Management Structure Report of the Interim Head of Corporate Legal Services	All Wards	(Pages 109 - 118)
7.	Statutory Officers Report of the Interim Head of Corporate Legal Services	All Wards	(Pages 119 - 124)
* 8.	Statutory Guidance on the Duty to Respond to Petitions Report of the Assistant Chief Executive	All Wards	(Pages 125 - 164)

9.	Formby - Request to include in Postal Address Report of the Assistant Chief Executive	Harington; Ravenmeols;	(Pages 165 - 178)
10.	Basic Need Allocation 2010/11 - Proposed Schemes Report of the Strategic Director - Children, Schools and Families	All Wards	(Pages 179 - 182)
11.	Extended Schools Capital Allocation 2010/11 Report of the Strategic Director - Children, Schools and Families	Birkdale; Derby;	(Pages 183 - 186)
12.	Sure Start Early Years and Childcare Grant - Quality and Access 2009/10 - 2010/11 Report of the Strategic Director - Children, Schools and Families	All Wards	(Pages 187 - 192)
13.	Modernisation Funding 2010/11 - Proposed Scheme Report of the Strategic Director - Children, Schools and Families	Kew	(Pages 193 - 198)
14.	Forefield Junior School, Crosby - Proposed Capital Scheme Report of the Strategic Director - Children, Schools and Families	Victoria	(Pages 199 - 202)
15.	Rimrose Hope CE Primary School, Seaforth - Tenders for Landscaping Works Report of the Strategic Director - Communities	Church; Litherland;	(Pages 203 - 208)
16.	Proposed Replacement Netherton Activity Centre Report of the Strategic Director - Communities	Ford; Netherton and Orrell; St. Oswald;	(Pages 209 - 214)
* 17.	Southport Cultural Centre - Award of the Second Stage Tender Report of the Strategic Director - Communities	Ainsdale; Birkdale; Cambridge; Dukes; Kew; Meols; Norwood;	(Pages 215 - 222)

* 18.	King's Gardens, Southport Report of the Planning and Economic Development Director	All Wards	(Pages 223 - 228)
* 19.	Joint Strategic Housing Land Availability Assessment 2008 - Final Report Report of the Planning and Economic Development Director	All Wards	(Pages 229 - 240)
* 20.	Retained Retail Consultants - Appointment of New Consultants for the Period to the end of 2014/15 Report of the Planning and Economic Development Director	All Wards	(Pages 241 - 246)
21.	Sefton Local Development Scheme 2010 Report of the Planning and Economic Development Director	All Wards	(Pages 247 - 252)
22.	Response to Council Motion - 10:10 Carbon Campaign Report of the Neighbourhoods and Investment Programmes Director	All Wards	(Pages 253 - 262)
* 23.	Additional Pitch Provision for Gypsies and Travellers in Sefton Report of the Neighbourhoods and Investment Programmes Director	All Wards	(Pages 263 - 274)
24.	Enforced Sales Procedure and Property at 24 Lander Road, Litherland Report of the Neighbourhoods and Investment Programmes Director	All Wards	(Pages 275 - 320)
25.	Delegation of Powers in respect of the Discretion to Grant Equity Re-location Loans in the Housing Market Renewal Area Report of the Neighbourhoods and Investment Programmes Director	Church; Derby; Linacre; Litherland; Netherton and Orrell;	(Pages 321 - 326)

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| 26. | Compulsory Purchase Order - Bedford and Queens Road and Klondyke area of Bootle.
Report of the Neighbourhoods and Investment Programmes Director | Linacre;
Litherland; | (Pages 327 - 330) |
| 27. | Former Peoples Showroom - Replacement for St John and St James Church, Klondyke.
Report of the Neighbourhoods and Investment Programmes Director | Derby | (Pages 331 - 344) |
| 28. | Vehicle/Plant Replacements 2009/2012
Report of the Operational Services Director | All Wards | (Pages 345 - 354) |
| 29. | Dry Materials Recycling Contract – Interim Agreement
Report of the Operational Services Director | All Wards | (Pages 355 - 360) |
| 30. | Cabinet Member Reports | All Wards | |
| | a) Cabinet Member - Children's Services (Pages 361 - 364) | | |
| | b) Cabinet Member - Communities (Pages 365 - 368) | | |
| | c) Cabinet Member - Corporate Services (Pages 369 - 374) | | |
| | d) Cabinet Member - Environmental (Pages 375 - 376) | | |
| | e) Cabinet Member - Health and Social Care (Pages 377 - 378) | | |
| | f) Cabinet Member - Leisure and Tourism (Pages 379 - 382) | | |
| | g) Cabinet Member - Performance and Governance (Pages 383 - 386) | | |
| | h) Cabinet Member - Regeneration (Pages 387 - 388) | | |
| | i) Cabinet Member - Technical Services (Pages 389 - 390) | | |

31. Exclusion of Press and Public

To consider passing the following resolution:

That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act. The Public Interest Test has been applied and favours exclusion of the information from the Press and Public.

- * **32. South Sefton Housing Market Renewal – Programme Outturn 2009/10 and Forward Programme 2010/11** Church; Derby; Linacre; Litherland; Netherton and Orrell; (Pages 391 - 398)
- Report of the Neighbourhoods and Investment Programmes Director
- 33. Southport Indoor Market** Ainsdale; Birkdale; Cambridge; Dukes; Kew; Meols; Norwood; (Pages 399 - 408)
- Report of the Strategic Director - Communities

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THE "CALL IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON TUESDAY, 16 MARCH 2010. MINUTE NOS. 296, 297, 298, 299, 301, 302, 304 and 324 ARE NOT SUBJECT TO "CALL-IN"

CABINET

MEETING HELD AT THE TOWN HALL, SOUTHPORT ON THURSDAY 4TH MARCH, 2010

PRESENT: Councillor Robertson (in the Chair)
Councillors Brodie - Browne, P Dowd, Fairclough,
Lord Fearn, Griffiths, Maher, Parry, Porter and
Tattersall

ALSO PRESENT: Councillors Friel, Hands, Kerrigan and McGuire

293. APOLOGIES FOR ABSENCE

There were no apologies for absence.

294. MINUTES

RESOLVED:

That the Minutes of the Cabinet Meeting held on 4 February 2010 be confirmed as a correct record.

295. DECLARATIONS OF INTEREST

The following declarations of interest were received:

Member / Officer	Minute No.	Reason	Action
Councillor Fairclough	296 - Treasury Management Policy and Strategy 2010/11	Personal - His employer is referred to in the report	Took part in the consideration of the item and voted thereon
Samantha Tunney - Assistant Chief Executive	304 - Proper Officer functions	Prejudicial - affected by the proposals in the report	Left the room during the consideration of the item
Councillor Griffiths	311 - Formby High School - Specialist Schools Programme Capital Grant	Personal - He is a Governor of the School	Took part in the consideration of the item and voted thereon

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296. TREASURY MANAGEMENT POLICY AND STRATEGY 2010/11

The Cabinet considered the report of the Acting Finance and Information Services Director which provided details of the proposed procedures and strategy to be adopted in respect of the Council's Treasury Management Function in 2010/11.

RESOLVED:

That the Council be recommended to give approval to:

- (1) the Treasury Management Policy Document for 2010/11;
- (2) the Treasury Management Strategy Document for 2010/11;
- (3) the amendment to banking arrangements contained within the Financial Procedures Rules of the Constitution;
- (4) the Money Laundering Policy Document; and
- (5) the basis to be used in the calculation of the Minimum Revenue Provision for Debt Repayment in 2010/11.

297. THE PRUDENTIAL CODE FOR CAPITAL FINANCE IN LOCAL AUTHORITIES - PRUDENTIAL INDICATORS

The Cabinet considered the report of the Acting Finance and Information Services Director on proposals to establish the Prudential Indicators required under the Prudential Code of Capital Finance in Local Authorities. This would enable the Council to effectively manage its Capital Finance Activities and comply with the Chartered Institute of Public Finance and Accountancy Prudential Code of Capital Finance in Local Authorities.

RESOLVED:

That the Council be recommended to give approval to:

- (1) the Prudential Indicators detailed in the report, and summarised in Annex A, as the basis for compliance with The Prudential Code for Capital Finance in Local Authorities;
- (2) the amendment of relevant Prudential Indicators in the event that any unsupported borrowing is approved as part of the 2010/11 Revenue Budget; and
- (3) delegated authority being granted to the Acting Finance and Information Services Director to manage the authorised Limit and Operational Boundary for external debt as detailed in Section 5 of the report.

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298. CAPITAL PROGRAMME 2010/11 - 2012/13

The Cabinet considered a joint report of the Acting Finance and Information Services Director and Strategic Directors for Communities, Social Care and Wellbeing and Children, Schools and Families in respect of 2009/10 and the development of the 2010/11 - 2012/13 Capital Programme in the light of recent resource notifications received from Central Government and the formulation of the Revenue Budget. Appended to the report at Annex A was the Council's Capital Programme for the period 2010/11 to 2012/13.

This was a Key Decision and had been included in the Council's Forward Plan of Key Decisions.

RESOLVED:

That the Council be recommended to:

- (1) approve the 2010/11 - 2012/13 Capital Programme set out in Annex A of the report;
- (2) confirm that Cabinet Members may continue to approve schemes from within their specific capital allocations included in annex A of the report;
- (3) approve the use of lease facilities in 2010/11 provided that any revenue consequences can be accommodated within appropriate budgets; and
- (4) note that there is no provision for a New Starts Programme during 2010/11.

299. LOCAL GOVERNMENT ACT 2003 - CHIEF FINANCIAL OFFICER'S REQUIREMENTS

The Cabinet considered the report of the Chief Executive and Section 151 Officer which provided an assessment on the robustness of the estimates and the adequacy of the financial reserves based on the budget scenario presented to the Cabinet on 4 February 2010.

RESOLVED:

That the Council be requested to consider the report before approving a Budget and Council Tax for 2010/11.

300. SOUTHPORT CULTURAL CENTRE – TEMPORARY LIBRARY SERVICE

Further to Minute No. 296 of the Cabinet Meeting held on 14 January 2010, the Cabinet considered the joint report of the Strategic Director - Communities, Leisure and Tourism Director and Head of Regeneration

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and Technical Services on the estimated costs identified for the adaptation works required to a number of potentially suitable venues to facilitate a temporary library service in Southport Town Centre for the duration of the Southport Cultural Centre Works.

This was a Key Decision and was included on the Council's Forward Plan of Key Decisions.

RESOLVED: That

- (1) approval be given to the temporary library service being provided in the Southport Visitor Group Offices, Tulketh Street, subject to the necessary negotiations and approval being obtained; and
- (2) the one-off costs be met from existing resources in the Revenue Budget.

301. REVENUE BUDGET 2010/11 AND MEDIUM TERM FINANCIAL PLAN

Further to Minute No. 273 of the Cabinet meeting held on 4 February 2010, the Cabinet considered a report by the Chief Executive which provided an update on current issues relating to the completion of the 2010/11 budgetary process and the Medium Term Financial Plan for 2010/11 - 2012/13.

The Council had to set a Budget and a Council Tax by 10 March 2010 at the latest. In accordance with the Council's Constitution and Statute, the Cabinet was required to propose a budget for independent assessment by the Overview and Scrutiny Committee (Performance and Corporate Services) in advance of the final budget Council. This assessment had taken place at the Overview and Scrutiny Committee meeting held on 16 February 2010.

The report also provided details of the resolution passed by the Overview and Scrutiny Committee (Performance and Corporate Services) on the budget scenario statement presented to the Cabinet, the precepts set by the Police Authority and Fire and Civil Defence Authority, the Parish Precepts and the confirmed levies for 2010/11.

This was a Key Decision and was included on the Council's Forward Plan of Key Decisions.

RESOLVED: That

- (1) the confirmed impact of external levies on the Council Tax be noted;
- (2) the positive outcome of the Trade Unions ballot in relation to the changes to Terms and Conditions be welcomed and the Director of

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Corporate Services be requested to conclude these negotiations in the form of a formal collective agreement;

- (3) it be noted that a further report on workforce planning will be presented to the next meeting of Cabinet;
- (4) the Council be recommended to approve the budget scenario as amended by adjustments, set out in Paragraph 5.12 and Annex B of the report, amended by adjustments for the addition of the one-off costs for the provision of a temporary library service in the Southport Town Centre; and note the updated Medium Term Financial Plan for 2010/11 - 2012/13.
- (5) the final precepts from the Police and Fire Authorities for 2010/11 be noted; and
- (6) the final Parish Precepts for 2010/11 be noted.

302. GOVERNANCE REVIEW – WORKSTREAMS ON THE SEFTON BOROUGH PARTNERSHIP AND AREA MANAGEMENT

The Cabinet considered the report of the Chief Executive on the proposed structure and membership of the Sefton Borough Partnership and a number of principles relating to the partnership and area management following the governance review of this workstream.

This was a Key Decision and was included on the Council's Forward Plan of Key Decisions.

RESOLVED:

That the Council be recommended to:

- (1) approve the broad principles of area management as set out in paragraph 3.5 of the report;
- (2) approve the timescale for the development of area management and the related area based thematic groups in the next municipal year (May 2010 to April 2011);
- (3) approve the broad areas for the development of area management as set out in paragraphs 3.6 and 3.7 of the report;
- (4) approve the proposed roles and membership of the Sefton Borough Partnership Board and Operations Board, as set out in paragraphs 4.2 - 4.5 of the report;
- (5) approve the approach to membership and structure outlined in paragraphs 4.6 - 4.11 of the report;

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- (6) note the intention that quarterly reports from the Assistant Chief Executive and Assistant Director Neighbourhoods will be submitted throughout the 2010/11 Municipal Year which will incorporate changes to membership and development of area management and area based thematic groups; and
- (7) give delegated authority to the Cabinet Member for Performance and Governance to approve any in year changes to the principles agreed in this report, but where the development relates to Area Management, that any proposals be approved by Cabinet.

303. APPROVAL OF THE REFRESHED LOCAL AREA AGREEMENT 2008 -2011

The Council considered the report of the Assistant Chief Executive seeking approval to the refreshed Local Area Agreement 2008 - 2011 following negotiations with Sefton Borough Partnership and the Government Office - North West.

RESOLVED: That

- (1) the refreshed targets for the new Local Area Agreement 2008-2011 be approved; and
- (2) it be noted that targets NI 116, NI 153, NI 154 and NI 171 relating to the economic downturn have been renegotiated and agreed with the Government Office - North West.

304. PROPER OFFICER FUNCTIONS

The Cabinet considered the report of the Chief Executive on the proposed appointment of Officers to undertake the Proper Officer functions in respect of elections, electoral registration, the monitoring officer role and the registration of births, marriages and deaths.

RESOLVED:

That the Council be recommended to give approval to:

- (1) the Electoral Registration Officer Functions for the registration of Parliamentary and Local Government Electors and Acting Returning Officer/Returning Officer Functions for Parliamentary, Local, Parish and European Elections under the relevant provisions of the Representation of the People Act 1983 and European Parliamentary Elections Act 2002 being attached to the post of Assistant Chief Executive and the current postholder be appointed to act as the Proper Officer for all related functions and relevant legislation with effect from 1 April 2010;
- (2) the Assistant Legal Director being appointed as the Monitoring Officer for the Council with effect from 1 April 2010, until he leaves

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the Council or a decision is made regarding which post shall perform this function: this will allow a review to be undertaken as to which post shall in future perform the role of Monitoring Officer;

- (3) the Assistant Director (Democratic Services) being appointed as the Deputy Monitoring Officer for the Council with effect from 1 April 2010, in order to provide greater resilience to this function: it being noted that the title of this post is likely to change as a result of restructuring, and that this title reflects the current post title; and
- (4) the Assistant Director (Democratic Services) being appointed as the Proper Officer for the registration of Births, Marriages and Deaths under the provision of the Local Government Act 1972 and Registration Services Act 1953 and the regulations made thereunder.

305. PROTOCOL FOR LIFTING THE MORATORIUM ON SITING MOBILE PHONE MASTS ON COUNCIL LAND

Further to Minute No. 38 of the Council Meeting held on 22 October 2009, the Cabinet considered the report of the Strategic Director - Communities on the proposed protocol for the moratorium on the siting of mobile phone masts on Council land to be lifted by the Cabinet on a case by case basis.

This was a Key Decision and was included on the Council's Forward Plan of Key Decisions.

RESOLVED:

That the protocol be submitted to the Overview and Scrutiny Committee (Regeneration and Environmental Services) and each Area Committee for consideration prior to approval at a future meeting of the Cabinet.

306. DUNNINGS BRIDGE ROAD CORRIDOR PUBLIC REALM IMPROVEMENTS

Further to Minute No. 143 of the meeting of the Cabinet Member - Technical Services held on 24 February 2010, the Cabinet considered the report of the Strategic Director - Communities which provided details of the proposed project to undertake public realm improvements to the Dunnings Bridge Road Corridor, Bootle and sought approval to the inclusion of the scheme within the Capital Programme for 2010/11.

This was a Key Decision and was included on the Council's Forward Plan of Key Decisions.

RESOLVED: That

- (1) approval be given to the inclusion of the Dunnings Bridge Road Corridor Project within the Capital Programme 2010/11 subject to the funding from the European Regional Development Fund,

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Regional Development Agency and Local Transport Plan being confirmed;

- (2) it be noted that no further expenditure commitment will be entered into until all resources for the project are secured; and
- (3) further progress reports on the project be submitted to the Cabinet.

307. DEYES HIGH SCHOOL, MAGHULL - PROPOSED WORLD OF WORK EXTENSION,

The Cabinet considered the report of the Strategic Director - Communities on the tenders received for the provision of a new world of Work extension at Deyes High School, Maghull.

This was a Key Decision and was included on the Council's Forward Plan of Key Decisions.

RESOLVED: That

- (1) approval be given to the allocation of £1,179,557 in the Children's Services Capital Programme. Funding to be provided through the 14-19 World of Work Diploma Programme (£750,000), the Schools Devolved Formula Capital allocation (£250,000), Schools Modernisation Programme allocation (£138,207), and from the Capital Provision for the Meadows Leisure Centre project (£41,350);
- (2) the lowest revised tender submitted by Lyjon and Company Ltd. of Ellesmere Port in the sum of £955,232.00 be accepted; and
- (3) the Legal Director be requested to enter into a formal contract with the successful tenderer.

308. LANDER ROAD PRIMARY SCHOOL, BOOTLE - PROPOSED ALTERATIONS AND EXTENSION

This item was withdrawn from consideration at the meeting to enable the full costings for the proposed scheme to be obtained and submitted to the Cabinet Urgent Business Committee for consideration.

309. MAGHULL HIGH SCHOOL, MAGHULL - PROPOSED WORLD OF WORK EXTENSION

The Cabinet considered the report of the Strategic Director - Communities on the tenders received for the provision of a new World of Work extension at Maghull High School, Maghull.

This was a Key Decision and was included on the Council's Forward Plan of Key Decisions.

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RESOLVED: That

- (1) approval be given to the allocation of £387,224 in the Children's Services Capital Programme for this scheme, funded entirely from the 14-19 Diplomas budget; and Schools Devolved Formula Capital contribution;
- (2) the lowest tender submitted by Melwood Construction of Huyton in the sum of £300,197.00 be accepted; and
- (3) the Legal Director be requested to enter into a formal contract with the successful tenderer.

**310. HILLSIDE HIGH SCHOOL, BREEZE HILL, BOOTLE -
PROPOSED WORLD OF WORK EXTENSION,**

The Cabinet considered the report of the Strategic Director - Communities on the tenders received for the provision of a new World of Work extension at Hillside High School, Breeze Hill, Bootle.

This was a Key Decision and was included on the Council's Forward Plan of Key Decisions.

RESOLVED: That

- (1) approval be given to the allocation of £236,868.90 in the Children's Services Capital Programme for this scheme, funded entirely from the 14-19 Diplomas budget;
- (2) the lowest revised tender submitted by Construction Partnership UK Limited. of Skelmersdale in the sum of £157,414.90 be accepted; and
- (3) the Legal Director be requested to enter into a formal contract with the successful tenderer.

**311. FORMBY HIGH SCHOOL - SPECIALIST SCHOOLS
PROGRAMME CAPITAL GRANT**

The Cabinet considered the report of the Strategic Director - Children, Schools and Families seeking approval to the implementation of a scheme to enhance the facilities at Formby High School following its redesignation as a specialist school for arts and science.

RESOLVED: That

- (1) the proposed scheme be approved as detailed in the report; and

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- (2) the expenditure for the scheme to be funded from specific resources be included in the Children, Schools and Families Capital Programme 2009/10.

312. AN ECONOMIC STRATEGY FOR RURAL MERSEYSIDE AND ACTION PLAN – PHASE 2

The Cabinet considered the report of the Planning and Economic Development Director on the completion of the Merseyside Rural Economic Strategy and the start of Phase 2 of the study which would involve the development of a detailed Action Plan.

RESOLVED: That

- (1) the content of the report and the progress made to date in the completion of the Merseyside Rural Economic Strategy be noted; and
- (2) further progress reports on the study be submitted to the Cabinet.

313. JOINT EMPLOYMENT LAND AND PREMISES STUDY 2008 - FINAL REPORT

Further to Minute No. 104 of the meeting of the Cabinet Member - Regeneration held on 17 February 2010, the Cabinet considered the report of the Planning and Economic Development Director which provided details of the key findings of the Joint Employment Land and Premises Study which was one of a number of key evidence gathering studies that are being undertaken to inform the Core Strategy process and to guide advice and decisions on individual employment proposals and planning applications.

This was a Key Decision and was included on the Council's Forward Plan of Key Decisions.

RESOLVED:

That the key findings of the Joint Employment Land and Premises Study be approved.

314. NORTH WEST REGIONAL STRATEGY 2010 - DRAFT PART 1 CONSULTATION

Further to Minute No. 105 of the meeting of the Cabinet Member - Regeneration held on 17 February 2010, the Cabinet considered the report of the Planning and Economic Development Director which provided details of the consultation on the Draft Part 1 of the forthcoming North West Regional Strategy and sought delegated authority for the Planning and Economic Development Director to provide (partial) comments on behalf of Sefton and to contribute towards a joint Liverpool City Region response.

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RESOLVED: That

- (1) the key elements of the North West Regional Strategy 2010: Draft Part 1 Consultation be noted and the suggested (partial) consultation response set out in the report be approved; and
- (2) the Planning and Economic Development Director be authorised to send the consultation response and any necessary further consultation comments to the Department for Communities and Local Government as part of the Council's formal response to this consultation exercise.

315. SEFTON BUSINESS VILLAGE PARTNERSHIP REPORTS - 20 JANUARY 2010 MEETING

The Cabinet considered the report of the Planning and Economic Development Director on the recent activities undertaken by the Sefton Business Village Partnerships.

RESOLVED: That

- (1) the report be noted; and
- (2) when appropriate, further reports on the activities undertaken by the Sefton Business Village Partnership be submitted to the Cabinet.

316. PLANNING PORTFOLIO - FEES AND CHARGES 2010/11

Further to Minute No. 130 of the meeting of the Cabinet Member - Technical Services held on 10 February 2010, the Cabinet considered the report of the Planning and Economic Development Director which sought approval to increase the fees and charges levied within the Planning Portfolio.

RESOLVED:

That approval be given to revised fees and charges for 2010/11 set out in the report and the revised financial contributions to be set out in Supplementary Planning Guidance.

317. LEISURE AND TOURISM DEPARTMENT – FEES AND CHARGES 2010/11

Further to Minute No. 97 of the meeting of the Cabinet Member - Leisure and Tourism held on 24 February 2010, the Cabinet considered the report of the Leisure and Tourism Director on proposals for the fees and charges in 2010/11 for a range of services delivered by the Leisure and Tourism Department to be either frozen at the 2008/09 level or reduced to stimulate increased usage.

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RESOLVED:

That approval be given to the Fees and Charges for 2010/11 as set out in Annex A of the report.

318. REGIONAL COASTAL MONITORING PROGRAMME

Further to Minute No. 105 of the meeting of the Cabinet Member - Environmental held on 26 February 2010, the Cabinet considered the report of the Head of Regeneration and Technical Services seeking approval to procure bathymetric survey services in relation to the Regional Coastal Monitoring Programme using the Buying Solutions Framework; and requesting that the Capital Programme be increased to reflect the revised cost of the project subject to Environment Agency approval.

RESOLVED:

That, subject to receiving 100% grant approval from the environment Agency:

- (1) Halcrow Group Ltd. be commissioned to undertake bathymetric surveys via the Buying Solutions Framework at a cost of £295,000; and
- (2) the Capital Programme be increased to reflect the revised cost of the project.

319. RECYCLING COLLECTION SERVICE - FUTURE SERVICE SPECIFICATION

Further to Minute No. 106 of the meeting of the Cabinet Member - Environmental held on 26 February 2010, the Cabinet considered the report of the Environmental Protection Director on the proposed processes to be commenced to ensure that suitable arrangements are in place to continue to provide a recycling collection when the current Dry Recycling Collection Contract expires on 31 March 2011.

Councillors Friel and Kerrigan outlined the concerns of tenants in high-rise accommodation blocks in Bootle with regard to the perceived implementation of additional charges upon the tenants by One Vision Housing to meet the costs for the collection of residual waste from the accommodation blocks and the Environmental Protection Director reported on the correspondence sent to One Vision Housing seeking a meeting to discuss proposals for a single weekly collection of residual waste from high-rise accommodation blocks

This was a Key Decision and was included on the Council's Forward Plan of Key Decisions.

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RESOLVED: That

- (1) the recommendations made by the Overview and Scrutiny Committee (Regeneration and Environmental Services) Working Group that a 'co-mingled collection' be developed be approved subject to an acceptable beneficial arrangement being recommended by Finance Directors and subsequently agreed by all Merseyside Waste Disposal Authority member authorities and the Operational Services Director be authorised to make the necessary arrangements for the implementation of the new recycling collection service that will operate from 1 April 2011 onwards;
- (2) pending a satisfactory conclusion to the issues in (1) above, the Operational Services Director be authorised to make arrangements to tender for the provision of a kerbside sort recycling collection service, based on the materials currently collected with cost options for the addition of new materials;
- (3) the potential cost increase associated with either collection service be noted and included in the Medium Term Financial Plan;
- (4) the Chief Executive be requested to advise the Chief Executive of One Vision Housing that the Cabinet would wish the One Vision Housing Board to respond positively to the proposals to improve recycling at high-rise accommodation, including a single weekly collection of residual waste at the earliest opportunity and that the view of the Cabinet is that One Vision Housing should not impose any additional charges on tenants for the collection of residual waste should One Vision Housing require a frequency of collection in excess of one per week;
- (5) the Operational Services Director advise local councillors of the progress and conclusion upon the discussions with One Vision Housing on the future arrangements for the collection of recycling and residual waste from high-rise accommodation blocks; and
- (6) the Environmental Protection Director submit a report to a future Cabinet meeting on the outcome of the discussions with the Merseyside Councils on the Private Finance Initiative (PFI) recycling targets and the implications for Sefton Council.

320. ENVIRONMENTAL PROTECTION DEPARTMENT - FEES AND CHARGES 2010/11

Further to Minute No. 107 of the meeting of the Cabinet Member - Environmental held on 26 February 2010, the Cabinet considered the report of the Environmental Protection Director which sought approval to increase the fees and charges in 2010/11 for a range of services delivered by the Environmental Protection Department.

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RESOLVED:

That approval be given to:

- (1) the revised fees and charges for 2010/11 as set out in Annex A of the report; and
- (2) the adoption of the Local Authority Pollution, Prevention and Control (LAPPC) fees and charges for 2010/11 following the announcement by the Department for Environment, Food and rural Affairs.

321. GENERAL LICENSING - FEES AND CHARGES 2010/11

Further to Minute No. 87 of the meeting of the Licensing and Regulatory Committee held on 22 February 2010, the Cabinet considered the report of the Environmental Protection Director which sought approval to increase the fees and charges for general licensing services in 2010/11.

RESOLVED:

That approval be given to the revised fees and charges for 2010/11 as set out in Annex A of the report.

322. LEGAL AND DEMOCRATIC SERVICES DEPARTMENT - FEES AND CHARGES 2010/11

Further to Minute No. 107 of the meeting of the Cabinet Member - Corporate Services held on 3 March 2010, the Cabinet considered the report of the Legal Director which sought approval to increase the fees and charges for services provided by the Legal and Democratic Services Department for 2010/11.

RESOLVED: That

- (1) approval be given to the implementation of the discretionary fees and charges as set out in Annex A of the report; and
- (2) it be noted that the various statutory charges for the Department will be implemented once notified by the relevant bodies.

323. PROGRAMME OF MEETINGS - 2010/11

The Cabinet considered the report of the Legal Director which detailed the draft Programme of Meetings for the 2010/11 Municipal Year. This Programme was required to enable the business of the Council to be conducted.

RESOLVED: That

- (1) with the exception of meetings of the Sefton Borough Partnership, the Programme of Meetings for the Council and Regulatory

CABINET- THURSDAY 4TH MARCH, 2010

Committees; Overview and Scrutiny Committees; Area Committees; and Members' Briefings for 2010/11 as set out in annexes A, B and C of the report be recommended to the Council for approval;

- (2) the Programme of Meetings for Cabinet and Cabinet Members for 2010/11, as set out in Annex D of the report, be approved subject to the commencement time for meetings of the Cabinet Member - Regeneration being revised to 10.00 am; and
- (3) the Programme of Meetings of the Sefton Borough Partnership as set out in Annex A of the report be noted.

324. ROYAL GARDEN PARTY 2010

The Cabinet considered the report of the Legal Director which sought the nomination of representatives to attend a Royal Garden Party in July 2010.

It was noted that the Council had been allocated six places, this quota being determined by the population of the Borough. Nominations had to be submitted by 5 March 2010 and the Lord Chamberlain's Office would not accept under any circumstances applications received after the closing date.

RESOLVED: That

- (1) the Mayor and Mayor's Consort, Councillor Hough and Partner, and Councillor D. Jones and Partner be nominated to attend a Royal Garden Party in July 2010; and
- (2) it be noted that the Chair of the Overview and Scrutiny Committee (Performance and Corporate Services) has approved the waiving of the call-in period in accordance with Rule 17 of the Scrutiny Procedure Rules in view of the need to submit the nominations to the Lord Chamberlain's Office by 5 March 2010.

325. NATIONALITY CHECKING SERVICE

Further to Minute No. 106 of the meeting of the Cabinet Member - Corporate Services held on 3 March 2010, the Cabinet considered the report of the Legal Director on proposals for the implementation of a Nationality Checking Service in South Sefton for a trial period of six months.

RESOLVED:

That the fee structure for the service set out in paragraph 9.2 of the report be approved.

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REPORT TO: Cabinet

DATE: April 15th 2010

SUBJECT: Southport Visitor Economy Strategy

WARDS AFFECTED: Southport Wards

REPORT OF: Graham Bayliss, Leisure & Tourism Director

CONTACT OFFICER: Tony Corfield, Assistant Director - Tourism
X2315

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To seek Members agreement to the adoption of the Southport Visitor Economy Strategy as the delivery plan for the cross cutting visitor economy element of the Southport Investment Strategy.

REASON WHY DECISION REQUIRED:

Cabinet approval is required for formal adoption of this strategy

RECOMMENDATION(S):

That the Cabinet approves the recommendations and priorities contained within the Southport Visitor Economy Strategy.

KEY DECISION: Yes

FORWARD PLAN: Yes

IMPLEMENTATION DATE: Upon the expiry of the call-in period following the publication of the minutes of the Cabinet meeting

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ALTERNATIVE OPTIONS:

It is unrealistic and inefficient to attempt to manage the delivery of a multi partner visitor economy supporting service without the benefit of an underpinning strategy and action plan for delivery. In developing this strategy, extensive consultation has been undertaken, including the appointment of international brand consultants and the commissioning of extensive consumer research to ensure 'market facing' solution have been incorporated into thinking at all levels.

Whilst there are many options for progressing Southport's Visitor Economy, the intelligence led approach that has been adopted, provides a clear rationale for the development of products and services that are fit for purpose and provide the best chance of maximising the area's social and economic wellbeing.

IMPLICATIONS:

Budget/Policy Framework:

Within existing budgets and policies

Financial:

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: N/A

Risk Assessment: N/A

Asset Management: N/A

CONSULTATION UNDERTAKEN/VIEWS;

Extensive work planning, creating and consulting on a sequence of earlier strategies and action plans has naturally led to the development Southport as England's Classic Resort. This particular work sets out a proposal for the next 5 years of service delivery on behalf of the Council & its

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partners. It follows the Southport Investment Strategy and the recent Southport Brand Evaluation and Product Development study, both of which have been widely consulted before being adopted by the Council and a variety of public and private partners. The earlier draft version of this strategy was widely consulted upon leading to the production of this final.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	√		
2	Creating Safe Communities	√		
3	Jobs and Prosperity	√		
4	Improving Health and Well-Being	√		
5	Environmental Sustainability	√		
6	Creating Inclusive Communities	√		
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People	√		

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Southport Investment Strategy – Sefton MCB 2008.
Southport Brand Strategy – Locum Destination Consulting 2009.

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BACKGROUND:

The Council has been leading the regeneration of Southport since 1997 through its support for a variety of partnership led programmes of activity. The principle of establishing Southport as England's Classic Resort has been in place since 2003. It represents a Vision for the town's future as a sustainable visitor destination underpinned by a strong, vibrant and successful visitor economy.

The Council resolved to adopt the Southport Investment Strategy as the third chapter of this regeneration process in 2008. One of the main cross cutting themes within the seven themes that make up the SIS is the Visitor Economy Theme.

As a precursor to developing the Visitor Economy Strategy to deliver on this theme, the Southport Brand Evaluation and Product Development study was developed in conjunction with Locum Destination Consulting and adopted by the Cabinet Member for Leisure & Tourism in September 2009. This work has been used to fully inform the development of the Visitor Economy Strategy that is the subject of this report.

The Visitor Economy strategy proposes how the Council and its partners should deliver the next 5-year visitor economy element of progressing the town towards fully achieving its vision of becoming England's Classic Resort. It sets out clear priorities for the development of Southport's visitor products and services so that they are market facing and are capable of maximising visitor expenditures. To that end, the strategy maps out how existing partnerships and frameworks must evolve to achieve this ambition and how opportunities for new investment need to be explored through closer working with the private sector.

The formal adoption of the Southport Investment Strategy (SIS) by Members in 2008 provided the latest platform to develop the resort's visitor economy. In progressing this, the Visitor Economy Strategy provides a 5 year plan that sets out detailed action plans covering the development of Southport's visitor economy infrastructure, how and when this offer should be promoted and how existing delivery structures must be developed to realise these ambitions.

The Visitor Economy Strategy is an integral part of the Tourism Service's strategy to unlock future external funding opportunities. The strategy has been developed in consultation with a wide range of community, private and public sector stakeholders over the last five months and provides a long term 'market facing' plan that will be used to support and influence the ongoing regeneration of Southport's visitor economy. As a result, this strategy will be used as the basis for implementing key development opportunities that include the resort's retail, leisure and cultural offers. The strategy will also be used to inform Southport's marketing efforts and to influence wider policy areas such as transport, spatial planning, crime & anti social behaviour and the provision of specialist business support.

Finally the strategy sets out new working structures that will support the new organisational arrangements (area management etc) being introduced by Sefton Council as a means of aligning available resources with key priorities contained within the Visitor Economy Strategy. This process also sets out a clear path from which the existing public/private sector partnerships operating in Southport (Southport Partnership, Southport Tourism Business Network, Southport Business Enterprise and the Chamber of Commerce) will engage to form a wider 'brand partnership' that will be charged with overseeing the implementation of the priorities contained within the Visitor Economy Strategy.

RECOMMENDATION(S):

- 1) That members formally adopt the recommendations and priorities contained within the Visitor Economy Strategy.

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Southport Brand Partnership

Visitor Economy Strategy 2009 - 2014

March 2010

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1.0 INTRODUCTION

1.1 The Importance of the Visitor Economy to Southport

As the second destination brand within the Liverpool City Region, Southport has established itself as a core part of the Northwest's visitor economy providing a rich and diverse range of leisure, recreational and business tourism experiences for those who visit. The resort attracts over 11.5 million visitors to Merseyside per annum generating in the region of £250 million in day, short break and conference business. Southport's visitor economy also supports over 4000 full time equivalent jobs and creates demand for new and additional services that lead to the creation and growth of business. In short, the visitor economy is recognised as being critical to Southport's long term economic and social prosperity.

Over the last ten years, in excess of £200 million has been invested into the infrastructure of Southport's visitor economy to sustain the attractiveness of the resort in the face of increasing competition from domestic and overseas destinations. The resulting improvements to quality of product now lie at the heart of Southport's ambition to become England's Classic Resort and have exposed new market opportunities within the short break, golf and business tourism markets. In progressing these opportunities further, the visitor economy now acts as a key strategic driver within the Southport Investment Strategy and will be used to anchor regenerative activity over the next 10 – 15 years.

At a sub regional level, the tourism industry in the Liverpool City Region is estimated to be worth £1.3 billion in visitor spend with Southport and Liverpool accounting for approximately 60% of this share. Southport provides a diverse alternative to Liverpool's growing reputation as an international cultural destination and is well placed to capitalise on the increasing numbers of domestic and overseas visitors that are attracted to the city offer. In conference terms, the redevelopment of the Southport Theatre & Convention Centre coupled with increased 3 & 4star hotels has enabled new national market segments to be accessed through closer working with The Mersey Partnership. Similarly the increased awareness of the resort's golf product thanks to the Open at Royal Birkdale in 2008 has reaffirmed the importance of Southport to the region's golf offer and enhanced the national & international reputation of England's Golf Coast.

1.2 England's Classic Resort

The importance of the 'Classic Resort' vision to Southport cannot be understated. Since 2004 it has been responsible for generating significant investment in the town's visitor infrastructure as highlighted above, and has been effective in galvanising stakeholder support for the ongoing development of Southport's visitor economy.

In both product & perceptual terms, 'Classic Resort' means a return to Southport's heritage of being a stylish & sophisticated place that is seen to be 'a cut above' its competitors, capable of meeting the discerning expectations of today's visitors. The values underpinning 'England's Classic Resort' will therefore be evidenced in Southport's unique heritage & culture, in the pristine built and natural environment; the distinctiveness & quality of shopping; the restaurant and accommodation offer; and in the town's vibrant and sophisticated programme of cultural activity.

Clearly, there is still much work to be done in realising this vision. New experiences must be created so that they reflect the aspirations of today's visitors and stakeholders must recognise the levels of service and quality customers will associate with England's Classic Resort brand. This will mean greater attention being paid to improving the perceptions around the quality of Southport's retail offer (both in the short & long term), investing in public realm, improving town centre management and sorting out access & traffic issues that currently, are preventing the resort from capitalising on its unique character and sense of place.

In moving this agenda forward, a brand strategy for Southport recently completed by Locum Destination Consulting provides detailed guidance around how policy for developing and marketing Southport's product offer should be formulated. Whilst the recommendations of the brand strategy cut across a range of different policy areas, this strategy aims to build on Locum's recommendations by providing stakeholders with a 5 year action plan to prioritise activity and focus project delivery. In so doing, the strategy will endeavour to sustain the momentum that has been created to date in supporting Southport's transition into England's Classic Resort and will maximise the destination's wider contribution to the North West's economy as a whole.

1.3 Visitor Markets

Visitors to Southport can essentially be placed into three broad categories, those on business, those staying for a leisure break and day visitors. Whilst the business and golf markets in Southport are benefiting from improved facilities and quality accommodation, those staying in resort for leisure comprise older audiences (65+) occupying the lower socio economic grades (typically C2 D/E). These audiences will remain crucial to the balance of the resort's visitor economy in the short term, however the fragility and limited spending power of these markets means their size and value will reduce significantly over the next 10 years. Whilst this trend is obviously a cause for concern, repositioning Southport as England's Classic Resort will play a fundamental role in appealing to aspirations of the young, family and middle aged markets that possess the levels of disposable income capable of reversing this trend.

Day visitors to Southport are more mixed and account for circa 83% of all visits and generate approximately £350 million plus in expenditure per annum. Although there are still many traditional seaside visitors who are coming for an inexpensive day out, the breadth of Southport's existing product, particularly the retail and leisure attractions offer are attracting younger and more cosmopolitan audiences with particular appeal to those populations in and around Liverpool, Preston & Wigan.

The importance of the regional day visitor market in providing year round support for the vitality of businesses operating in Southport's visitor economy must not be overlooked. On average, day visitor spend in Southport is higher than other comparable destinations and to increase these levels further, Southport must continue to diversify its product offer to create year round demand from North West markets. Along with the resort's specialist retail offer, the new cultural centre and development of the seafront will help achieve this by adding critical mass to weight of the resort's leisure attractions which in turn will generate longer stays and higher per capita expenditures. Similarly, the diversity and credibility these investments will bring to the resort's product offer will also help strengthen links with Liverpool's cultural and heritage offer and the market opportunities this relationship will create.

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1.4 Purpose & Aims

This strategy seeks to provide a clear set of actions and priorities to everyone who will be responsible for delivering the Classic Resort Vision over the next 5 years and will be firmly based on implementing the detailed strategic guidance that has been received to date. Importantly, this will require all stakeholders to understand the breadth of the visitor economy so that a holistic and co ordinate approach to achieving the Classic Resort vision can be adopted. This will not only include Sefton Council's Tourism Team, but also planners, business support services, hoteliers, retailers, hospitality businesses, visitor attractions, cultural organisations and the many other stakeholders that have an interest in the future of the town.

The strategy will also seek to influence decision making and structure the work of stakeholders through priority setting and by developing robust mechanisms for monitoring performance. In so doing, it is anticipated that Southport and its stakeholders will be much better placed to capitalise on investment opportunities that in turn will enhance investor confidence and increase market share. The adoption of this strategy will also help Sefton achieve its wider social, environmental and economic goals.

To that end, the strategy has the following aims:-

1. Begin the process of developing the detail or 'fine grain' of the resort's retail, cultural and recreational product offer to enable Southport's positioning as England's Classic Resort to be implicit among key target audiences.
2. Reposition the resort's culture & leisure product to increase market share among day trip & staying visitor audiences by enhancing Southport's reputation as a "cosmopolitan" destination by 2012.
3. Develop new and existing events that will complement the brand values of a Classic Resort and support Southport's reputation for delivering activity that has a high cultural value by 2012.
4. Raise tourism infrastructure and service standards within the resort to fulfil customer expectations and exceed the benchmark Classic Resort standard.
5. Maximise the potential of Southport's new conference product offer and stock of quality accommodation to increase market share and establish the resort as a credible alternative to rival destinations such as Bournemouth and Harrogate.

2.0 WHERE ARE WE NOW?

2.1 The Tourism Market

Within the tourism industry there has seldom been greater choice for consumers than at present. The expansion of regional airports and budget airlines have made overseas travel easy and inexpensive, UK towns and cities are quickly developing burgeoning leisure, heritage and retail offers, and the information age has allowed access to tourism products 24/7 at the touch of a button. In short, the tourism industry today is unrecognisable compared to that of just 20 years ago.

Domestically, the UK tourism industry is worth some £86billion, employs 1.4 million people with direct tourism spending accounting for 2.7% of UK Gross Value Added. The impacts of the credit crunch, a weakened dollar and a variety of other factors including the expense of visiting the UK are expected to reduce revenues from certain key areas of inbound tourism considerably. Conversely, the relative strength of the Euro may make the UK a more attractive destination for visitors from Europe.

In the short term at least, the world-wide recession is expected to bring increased trips within the UK, particularly within the short breaks market. Visit Britain's Easter 2009 trip tracker with UK residents found an 8% drop in tendency to take an overseas break and a 6% rise in tendency to take a domestic break.

In relation to Business Tourism there has been a 53% growth in all business trips over the last ten years, with over 7 million visits being made to the UK per annum. Similarly international business visitors have contributed a massive £3.5 billion to the British economy. In total, business tourism (domestic and overseas) is estimated to generate revenue in the Northwest region of £1.7bn.

2.2 Market Trends

- Day Visits - Day visits are growing and form the majority of tourism trips within the UK amounting to £45.4 billion in spend. Whilst spend per capita are smaller than those of staying visitors, the sheer volume of UK day visitor market is making it an increasing important source of revenue for many UK tourism destinations. In the Northwest the figure has been calculated as being £6.3bn.
- Inbound Tourism - Inbound tourism into the UK accounted for 31.9 million overseas visitors during 2008 spending £16.4 billion. These figures represent a 2.6% decline in volume and 2.5% (nominal) increase in value compared with 2007 - this was the first decline in visitor numbers since 2001 and driven by unfavorable exchange rates, declining air traffic into the UK and the economic down turn. For the Northwest Inbound tourism accounted for 2.5m overseas visitors in 2008, spending £853m, although this likewise was a drop on 2007.
- Business Tourism – Business tourism, both corporate and MICE (meetings, incentives, conventions and exhibitions) sectors continue to increase and accounted for 18.2 overnight business trips spending £4.5 billion in 2008. It is notoriously difficult to predict how big the business tourism market is given that research samples are often too small to provide

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macro information and based primarily on measuring staying visitors numbers – it is important to note that two thirds of business events within the UK are non-residential.

- Long Stay Domestic Holidays - Long stay (4 nights +) leisure breaks are on the decline, however staying visits by UK residents still equate to 52 million holidays with expenditure reaching £11.4 billion in 2008 (Visit Britain). Given that domestic overnight trips are down 7% in the 12 months to February 2009 (although the current recession is see a trend toward increased domestic breaks – see above 'The Tourism Market'), there is an increasing need for destinations to think creatively about how they package experiences so they are better able to compete for business in the short breaks market. Similarly, UK tourism destinations need to think strategically about how they can create tourism products and services that will appeal to day visitor markets given the increasing need to protect their local visitor economy and maintain market share.
- Short Breaks - Leisure short breaks are weekend-oriented and securing mid-week occupancy is the greater concern for many accommodation providers catering mainly to the leisure market (for those serving the business market, the problem is the reverse).
- Heritage - Heritage plays an important role in UK tourism, generating an estimated 62.5m visits during 2008, which is estimated to be worth in the region of £3 billion to the Northwest alone. Heritage is seen to be a key influence on consumer decision making with research showing that 69% of adults visit at least one historic site each year with almost one in five making a trip every month.
- Event Tourism – Events tourism generates a quarter of the total value of the UK's visitor economy. Britain receives less than 5% of the global events market so the growth potential is huge. The lure of the 2012 Olympic and Paralympic Games has sparked heightened efforts from virtually every part of the UK to attract new events. Although this relates primarily to overseas tourism, events also generate a huge number of domestic tourism visits; some 39% of UK residents attend a special event at least 3-4 times a year. Sport and tourism events combined are estimated to contribute £1.5bn to the economy.

The prospects for growth in this area depend very much on the different genres offered. Recent years have seen significant growth in food festivals and in the run up to 2012 sporting events may increase in importance (it is estimated that the Loch Ness Marathon contributes £1m to the Highland area).

- Cultural Tourism – Cultural tourism has the ability to distinguish/individualize destinations that have strong heritage, community identity & are prepared to invest in the arts. Britain's tourist industry is mainly "cultural" and "heritage" based, with many tourists attracted to the country because of its rich and varied history. For day visitors, 23% indicated that "A bit of culture" was an important factor in a good day out. Meanwhile, for overseas visitors, 57% visited the built heritage (castles, churches, monuments, etc.) during their visit and 46% visited museums/art galleries.
- VFR - Visits to friends and relatives, especially by young people, are booming, accounting for some 44.1 million overnight stays/£4.8 billion expenditure in 2008 (Visit Britain).
- Outdoor Recreation - Tourism connected to outdoor activities, whether walking, cycling or other activities in the countryside are on the increase. 24% of all overseas visitors went

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walking in the countryside on their visit and 66% of UK residents go for a day out in the countryside at least 3-4 times a year. It is possible that this area will grow, under the impetus for 'low environmental impact' activities and activities that improve wellbeing. Regardless of this, in the eyes of the domestic staying visitor, unspoilt countryside, beaches & coastlines are the two most important factors in choice of destination.

- Retail - Forecasts are being reset to reflect the impact of worldwide recession, however predictions still indicate that UK retail market is set to increase in size over the next 5 years (UK Retail Futures 2011: Sector Summary, Datamonitor predicted sector growth of 15% over the next five years equating to just over £312bn). Whilst the growing popularity of on line shopping and 'out of town' retail centres has the potential to jeopardise retail visits to town centres, established tourism destinations must endeavour to use their wider leisure/business/cultural offer to diversify the retail experience and secure competitive advantage.
- Arts & Creative Industries - Data from the Betamodel suggests that nationally the creative industries sector accounts for 1m jobs in 68,000 organisations, with 91,000 employees in the Northwest in 6,500 firms. Typically, this sector tends to be particularly reflective of SMEs and 88% of Northwest creative firms had 20 employees or less. This is an area showing signs of growth particularly in the Northwest and from 1999 to 2008 the number of enterprises in the region had grown by 82% and the number of employees by 87%. In terms of the value of this sector this is harder to quantify, but estimates from DCMS (including publishing) place this sector at 7.3% of the UK's total GVA.

Accommodation

- There has been a big switch from serviced accommodation to self-catering for long breaks.
- Serviced accommodation is the favoured option for short breaks, but self-catering is also on the increase.
- There has also been a recent growth towards upmarket and serviced apartment types of self-catering establishments, including modern furnishings and high-tech equipment, and these establishments attract both leisure and business guests.
- There is strong demand for self-contained holiday villages, including holiday villages based on static caravans (especially in seaside locations).
- Business Tourism however, has shown the largest movement towards star rated and branded hotels as opposed to the traditional conference hotels.

Demographics

- The population is getting older and post-family couples are a growing market - the over 55's are responsible for about 20% of all leisure tourism trips and 40% of spend.
- The population is getting steadily more middle-class and as a result ABC1's now represent and will continue to represent the mass market.
- There will be more single person households and households without children.

Consumer Behaviour & Expectations

- Consumers will continue not to take long holidays in the UK, however demand for quality destinations for short breaks and day trips will continue. It is anticipated that the trend of visiting friends and relatives among young people will also continue to grow.

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- Consumers will increasingly demand the guaranteed quality offered by branded products as well as the individuality of high quality independent products. There will be less tolerance for independent product that does not match the quality of equivalent branded products. Individuality will not be an acceptable excuse for poor quality.
- Consumers will expect product information to be of high quality and to be readily available online, through mobile devices and via blue tooth technology etc. They will also expect online and last minute bookings as standard; be able to produce & access user generated content and expect communication to come through a variety of sources including social networking sites.
- Research suggests that approximately 40% of business travellers will return with their families or colleagues as leisure visitors to destinations they have enjoyed visiting on business.
- Business visits are shorter than most other travellers, however they spend more than twice as much per day over a wide spectrum of tourism services, with conference delegates and visitors to trade shows and exhibitions spending even more.

Competition

- Consumers now have more choice than ever before. New and improved leisure offers abroad are aided by package holidays that are cheap and easily accessible. At home, many of our great towns and cities are developing their own tourism products (leisure and business) and providing significant investment to reinforce the attractiveness of the offer to fully exploit the growing day trip, short break and business tourism markets.

Other factors

- Whilst it is expected to be only a short term influence, the implications of 9/11, 7/7 and the continuing threat of terrorism in the Western World are still relevant and have implications for domestic tourism. Similarly the threat from a worldwide flu pandemic is just around the corner and has clear potential to destabilise the UK tourism economy.
- Climatic changes will also be a factor on the future demand within the tourism industry. Rising sea levels by 2050 (between 12cm – 67cm); rain fall during the summer months is now well above average; average temperatures will increase significantly by 2050.
- Macroeconomic factors that should also be considered are the strength of sterling again the Euro & the US Dollar and the potential implications for inbound tourism into the UK.
- Environmental issues must also be taken into consideration given the increasing importance consumers are paying to green issues in their decision making. Traffic congestion within the UK, waste minimisation, recycling, pedestrian friendly town centres and the increased access to other modes of transport will need to feature heavily in the make up of Southport's visitor economy. Sustainable tourism products and services are now expected as standard by consumers who are becoming increasingly aware of these issues in their decision making.

2.3 Implications for Southport & Key Markets

The temporary down turn in the world economy & the shrinking Eurozone economy, growing awareness among consumers about how their actions will affect the environment and the threat from a worldwide pandemic means that the tourism industry in general faces some challenging times ahead. Whilst there will be demand for tourism products and services at home and from abroad, Southport operates in a very competitive market where disposable incomes for

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consumers to spend on day visits & short breaks are reducing. Similarly as UK business reduce operating expenditures to counter the effects of the world wide recession, budgets for meetings & corporate events will be tightened and there is likely to be a reduction in demand and the size of MICE markets.

The challenge confronting Southport & its stakeholders over the next five years, relates to how prepared it is to work collectively, really understand its key visitor markets and be bold enough to recognise where product improvements need to be made so it remains a distinctive & attractive tourism proposition. To that end, stakeholders must recognise that consumers are becoming increasingly demanding, their experience must meet if not exceed expectations and they will be seeking out well packaged, unique and quality driven experiences. Similarly good customer service and well maintained destinations and facilities are a perquisite – they are a baseline, not a selling point.

Key Markets

Using the Arkenford Segmentation Model (industry recognised tourism market segmentation model - see appendix A) and the results of the 2007 North West Staying Visitor Survey, around 27% of staying visitors to Southport are either Habituals or Followers – the lowest value segments. By comparison Habituals & Followers make up 10% of Manchester's staying visitors and just 7% of Liverpool's. The higher value segments of Style Hounds and Cosmopolitans currently make up only 31% of staying visitors to Southport, compared to 47% and 43% in Manchester and Liverpool respectively. In terms of day visits, the Style Hound and Cosmopolitan segments spend significantly more than other segments (£45 & £38 respectively per trip) with Habituals spending around £15 per day.

Given that Southport will continue to attract day and short break visitors from within the North West, the table shown below demonstrates the size of each of these markets segments compared to other regions of the United Kingdom.

Ark Leisure Segmentation								
	Style Hounds	Cosmopolitans	High Street	Discoverers	Followers	Traditionals	Functionals	Habituals
North East	14%	20%	14%	12%	16%	9%	7%	8%
North West	14%	21%	16%	12%	10%	9%	9%	8%
Yorks & Humb.	10%	19%	17%	13%	12%	14%	7%	9%
East Midlands	11%	12%	19%	15%	15%	12%	9%	7%
West Midlands	11%	24%	20%	10%	8%	10%	9%	7%
Eastern	12%	17%	18%	8%	17%	12%	10%	5%
London	9%	22%	18%	9%	12%	13%	11%	6%
South East	8%	19%	21%	14%	12%	7%	9%	10%
South West	4%	15%	16%	16%	18%	10%	11%	10%
Wales	7%	18%	16%	16%	14%	12%	7%	9%
Scotland	11%	19%	20%	16%	10%	9%	8%	5%

The Southport Brand Strategy provides the framework from which the resort's existing and planned product offer must be developed and communicated if it is to meet the demands of the higher value Arkenford segments. In meeting these challenges however, recognition must be given to the fact that the experiences demanded by these audiences will be influenced by their age, their lifestyle and by the diversity of product making up the destination offer.

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Consequently, it is likely to be the creation of an aspirational evening economy that will be most effective in attracting young trendy high spending visitors (style hounds) to Southport. Similarly developing the strength, quality and diversity of Southport's retail, leisure (including golf) and cultural offering will be most effective in encouraging visits from the older Style Hound and Cosmopolitan audiences.

In terms of the business tourism market, Southport must now work with its sub regional partners to exploit the national associations market. The resort's renewed sense of purpose following the significant improvements to conference infrastructure makes it a genuine and credible option for the sector of the business tourism sector.

2.4 Sub Regional Working

The proposed restructure of TMP and the implementation of the new Liverpool City Region Tourism Strategy will be a key factor in taking the recommendations of this strategy forward. Within that context, Southport and to a degree the product offering of Sefton's Natural Coast are recognised as key products that will complement the city break experience and enhance the diversity of Merseyside's tourism offer as a whole. It is anticipated that within the 'restructured' TMP, Sefton will have more ability to influence policy and decision making around tourism policy within the sub region as well as becoming involved in the operational and tactical delivery of marketing, business tourism, events and tourism development activities. Consequently, the opportunity to raise the profile of the initiatives highlighted and our ability to secure external funding support should be enhanced.

2.5 The Strategy in Context

The visitor economy is as much about supporting local communities, providing opportunities for inward investment and regeneration as it is about enticing visitors to any one destination. With this in mind, the strategy recognises that tourism in Southport cannot be developed in isolation and it must reflect the needs of local residents, the private sector and the third sector in providing a coherent policy that will enhance Southport's sense of place/cultural identity, civic pride, social and economic well being. As a result, the strategy will evolve and integrate fully with policy and strategic thinking at all levels.

The following sections highlight some of the key strategic drivers that provide the context for this strategy.

Context	Principal Policy Documents
National	<ul style="list-style-type: none"> ❑ <i>DCMS (Central Government) - Tomorrow's Tourism 1999</i> ❑ <i>Visit England – English Tourism Strategy (awaiting publication June 2009).</i> ❑ <i>Visit Britain – British Tourism Framework Review 2009</i>
Regional/Merseyside	<ul style="list-style-type: none"> ❑ <i>Regional Economic Strategy 2006 (NWDA)</i> ❑ <i>A Strategy for Tourism in England's Northwest 2003-2010 (NWDA- Revised 2007)</i> ❑ <i>Action Plan for the City Region (TMP 2005)</i> ❑ <i>The Liverpool City Region – Winning Tourism for England's North West – A Vision and Strategy for Tourism to 2015 (TMP)</i> ❑ <i>Liverpool City Region Destination Management Plan 2008 - 2011 (TMP)</i> ❑ <i>Draft Liverpool City Region Tourism Strategy 2009 – L&R Consulting</i> ❑ <i>Sector Development & Partners for Tourism Growth ERDF</i>

	<i>Business Plan.</i>
Local	<ul style="list-style-type: none"> ❑ <i>A Vision for Sefton - The Community Strategy 2006 – 2011 (Sefton Borough Partnership)</i> ❑ <i>Sefton MBC – Corporate Plan 2008/2009 (Sefton Council)</i> ❑ <i>Draft Southport Brand Evaluation & Development Strategy 2009 (Locum Destination Consulting)</i> ❑ <i>Southport Business Tourism Business Plan 2009 (Blue Sail Consulting)</i> ❑ <i>Southport Investment Strategy (Southport Partnership)</i> ❑ <i>A Tourism Vision for Sefton 2020 - (SMBC: Tourism Dept.)</i> ❑ <i>Sefton Council – Sefton Coast Tourism Development Plan - (SMBC: Tourism Dept.)</i> ❑ <i>Sefton Council - Sefton Cultural Strategy 2007 – 2010 (SMBC: Leisure Dept.)</i>

*** all strategies listed above are available from Sefton Council, Tourism Department.**

Strategies that are considered to be of crucial importance to the development of Southport's tourism product are summarised below:-

NWDA - The Strategy for Tourism in England's Northwest 2007-2010

Updated in 2007, the Northwest Development Agency undertook a midterm review of the tourism strategy for England's Northwest first published in 2003. The focus of the strategy is to ensure that within ten years, England's Northwest offers visitors real excellence and super experiences, wherever they go, and has a thriving visitor economy that is second to none. The strategy provides a clear map for the development of tourism and is closely linked to delivering the key outcomes within the Regional Economic Strategy (RES). As a result the strategy is based on delivering 6 key strategic aims that range from enhanced communication with the region's visitors, demanding higher levels of productivity from those businesses operating in the visitor economy to improved products and higher quality experiences, investment in skills, improved infrastructure and sustainable development.

The regional strategy continues to place great emphasis on 'sub regional partnership working' through the regional tourist boards located in each of the main sub regions (Cheshire/Warrington, Merseyside, Greater Manchester, Blackpool/Lancashire and Cumbria). As the designated tourist board for Merseyside, the Mersey Partnership (TMP) will need to provide strategic direction for the sub region as a whole and ensure that product development and tourism marketing activity are aligned with regional tourism policy.

Draft Liverpool City Region Tourism Strategy 2009

This is a tourism strategy for the Liverpool City Region to 2020 and follows on from the previous 'Vision 2015' strategy, The Liverpool City Region: Winning Tourism for England's North West. It provides a framework to help achieve that vision. It will help all stakeholders with a responsibility or interest in tourism and the visitor economy to prioritise activity and as a result work together effectively to optimise the performance of tourism as a key economic sector for the City Region.

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The Mersey Partnership (TMP) – Destination Management Plan 2008/11

The Destination Management Plan (DMP) is set by the national strategic framework Tomorrow's Tourism and Tomorrow's Tourism Today (DCMS). It is also crucially informed by the Regional Tourism Economic Strategy, the Strategy for Tourism in England's Northwest (2007) and the sub-regional tourism strategy 'The Liverpool City Region – a Winning Brand for Tourism in England's North West'.

The DMP advocates a shared vision for Merseyside's tourism sector in 2015 that places the Liverpool City Region amongst the top 20 European City Region Destinations.

In achieving that vision, the DMP is split into five key strategic objectives:-

- To develop a class destination for conferences and business visits – so that the Liverpool City Region becomes a premier destination choice for association conferences of up to 1500 delegates.
- To promote the Liverpool City Region as a worldclass destination for leisure tourism – with a quality tourism offering and a top ten place in UK's most visited towns by international visitors.
- To develop the sub-region as a Major Events destination of international repute – with at least 3 major events per year that have an international visitor appeal.
- To deliver a warm Liverpool Welcome throughout the City Region – with consistently high customer satisfaction scores in destination benchmarking surveys.
- Destination leadership – to provide successful leadership, partner co-ordination and communication programme within the tourism sector.

Underpinning these objectives, the DMP identifies the following targets for the City Region to achieve by 2015:-

- One of the world's favourite cities - A Liverpool City Region that is amongst the top 20 European city region destinations for tourism. (29th in 2001)
- 25% growth in the number of 'bed nights' spent annually in the Liverpool City Region from 9.7 million in 2003 to 12 million.
- Annual visitor spending of £2 billion (up from £1 billion in 2003).
- 30,000 tourism supported jobs.
- Attain a top 100 place in the ICCA* rankings for international conference business (up from 262nd in 2005).

As the second destination brand within the City Region, the development of Southport's Cultural Centre, phase three improvements to Lord Street & Marine Park are among the Southport Investment Strategy initiatives contained with the DMP as investment priorities. Similarly Southport's emerging status as a regional conference centre, the importance of positing Southport as England's Classic Resort that complements the Liverpool City break experience and the ongoing development of Southport's major events programme are also referenced as being of critical importance to the future well being of the City Region's tourism sector.

Sefton Borough Partnership - A Vision for Sefton: The Community Strategy 2006 – 2011

The Community Strategy aims to achieve realistic improvements in the economic, social and environmental well being of Sefton over the next 10-15 years. The strategy sets out a plan

(comprising four strategic themes) to develop safer & stronger communities, improve services and facilities for all Sefton children and young people, reduce health inequalities between the borough's deprived areas & the rest of Sefton and to build partnerships capable of delivering sustainable economic development and enterprise.

Of particular relevance, the Community Strategy recognises that the visitor economy and Southport's transition into England's Classic Resort will be central to Sefton's future economic prosperity and in the creation of employment opportunities. The emphasis on improving workforce skills, improving opportunities for local residents to access job opportunities within the tourism industry, the promotion of sustainable consumption and the need to address environmental conservation issues are key policy drivers that will be used to support the 'fine grain' of the Classic Resort offer.

Draft Southport Brand Evaluation & Development Strategy 2009 (Locum Destination Consulting)

As the third chapter in a series of work Locum Destination Consulting have undertaken for Southport, the brand evaluation and product development strategy defines the 'fine grain' of the classic resort vision in product development and destination branding terms. Using the Arkenford segmentation model, it identifies a series of product clusters within the resort capable of reaching new consumer audiences as well as offering strategic guidance on branding and communications that will underpin future marketing activity.

The strategy reemphasises the need to utilise Southport's unique sense of place as being the key foundation from which to define the classic resort offer. Consequently, the development of Lord Street and to a lesser extent Kings Gardens/Marine Park will be key components in distinguishing Southport from its rivals. In conjunction with a revitalised seafront offer, the strategy advocates continued investment in these assets so they are able to anchor the leisure & business visitor experience. Importantly, the strategy places great emphasis on making Lord Street work harder for Southport in terms of enhancing the product offer and in attracting new, higher spending audiences. To that end it advocates the need for radical thinking around traffic calming, the evening economy, retail development, public realm works, cultural events and the organisational structures that will be required to oversee the development of Classic Resort brand.

Southport Investment Strategy

The Southport Investment Strategy essentially provides the next chapter of the Southport Seafront Action Plan. Developed in 2008 to guide the development of Southport into England's Classic Resort over the next 10 years, it focuses on taking a holistic approach to the development of the destination into a sustainable and cohesive community. Built around 7 key investment themes – Developing the Visitor economy, Town Centre Management, The Natural & Built Environment, Employment & Business, Housing, Transport and Sustainable & Cohesive Communities, the strategy will seek to guide the activity of stakeholders and provide the strategic rationale from which future investment will be gained.

The Visitor Economy theme will play a key role in driving the work of the other investment themes given the need to ensure products and services are market led and fit the brand attributes that define England's Classic Resort. Within the context of the Visitor Economy theme, the investment strategy sets out the following priority areas that will need to be

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implemented through this strategy in conjunction with the work currently being prepared by Locum and Blue Sail:-

- Focusing Southport's tourism offer toward a defined target audience.
- Maximising opportunities from the Southport Marine Park development.
- Retail Development.
- Developing the Resort's Cultural Offer.
- Defining the Classic Resort brand.
- Skills & training.
- Spreading the benefits of the Visitor Economy.
- Business Tourism.
- Increasing short break markets.
- Information Technology.

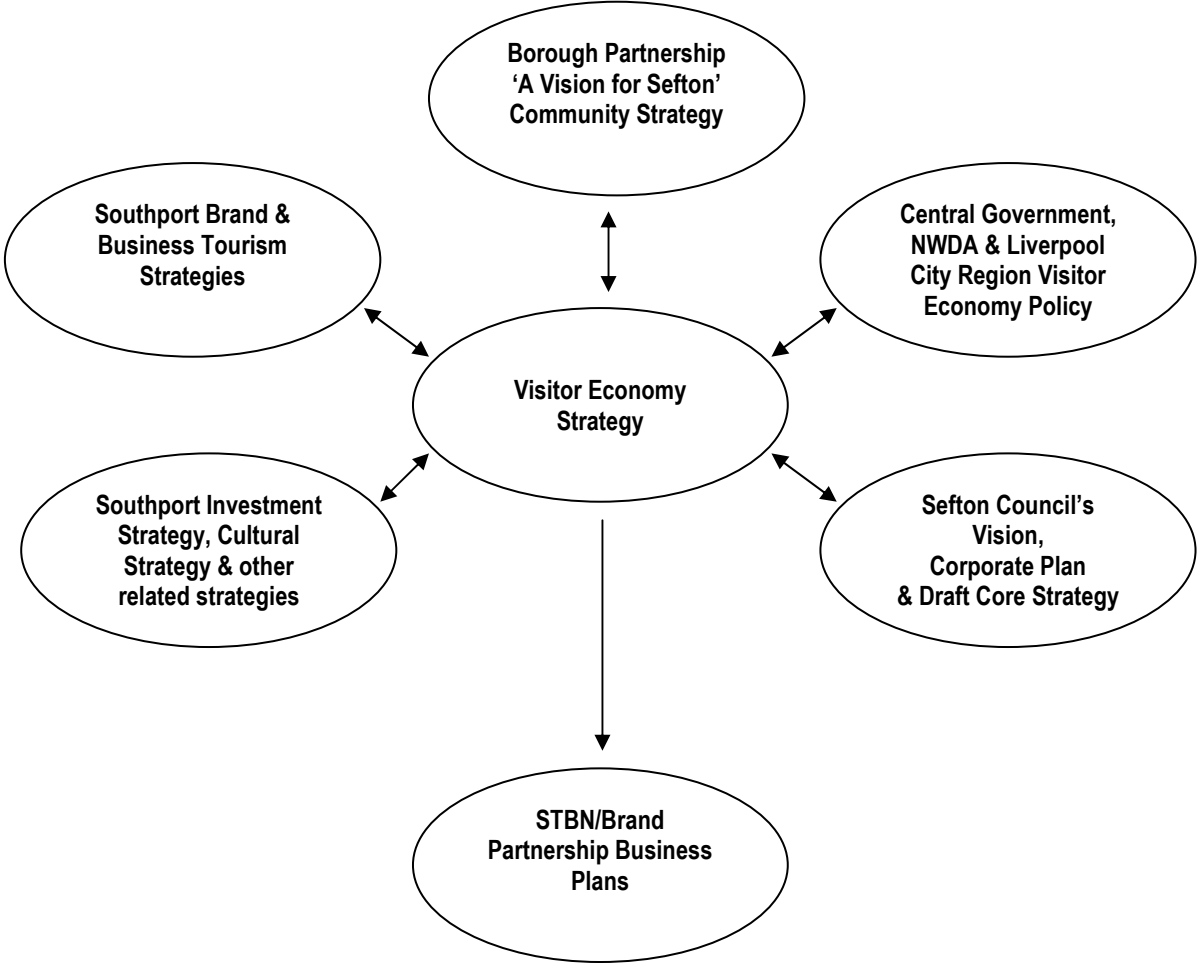
Sefton Coast Tourism Development Plan 2005 - 2008

Shortly to be updated, the tourism development plan recognises that the natural and leisure/recreational offers of Sefton's natural Coast will add significantly to Southport's tourism product in terms of adding to the diversity of the resort's core visitor product. To date the strategy has been successful in implementing the Sefton's Natural Coast brand and marketing strategies. Similarly it has provided the basis for access, interpretation and waymarking projects that have been essential in strengthening the appeal of the coast to day visitors and specialist tourism markets.

Other Strategies

Other strategies that need to be integrated into the Visitor Economy Strategy include Sefton Council's Corporate Plan, Sefton's Cultural Strategy, the Local Transport Plan, the emerging Retail Strategy and others. This will be an evolving process over time, particularly as new key strategic documents are published and existing ones revised.

Relationship to National, Regional & Local Strategies



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3.0 SWOT Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> • Comparatively wealthy community • Appeal to high spend customers • Lord Street & recent improvements to public realm • Kings Gardens & Seafront Infrastructure • Marine Lake • Reputation for specialist independent retail. • Substantial Conference Venue anchored by Southport Theatre & Convention Centre. • Recent investments in quality of accommodation stock. • Churchtown • Championship Golf Courses • The Flower Show • Strong Events Programme • Sefton's Natural Coast • Recognition as 2nd destination brand with the Liverpool City Region. • Birkdale Village • Breadth of Offer • Distinctiveness 	<ul style="list-style-type: none"> • Pockets of severe deprivation • Declining shopping experience • Small size of Town Centre Retail units • Lack of Town Centre development sites • Shabbiness of Seafront • Stalled development schemes – Scarisbrick Ave THI Scheme etc. • Problems resulting from night economy • Lack of poor weather attractions • Poor access and egress • Poor rail access from north & east • Quality of visitor welcome? • LA boundary issues • Not within easy reach of main transport links.
Opportunities	Threats
<ul style="list-style-type: none"> • Defining England's Classic Resort & RES Priority • 3 year ERDF funding agreement. • New conference facilities & ability to exploit new markets. • Focus on higher value markets. • Southport Investment Strategy, new branding & business tourism strategies. • Southport Marine Park, Marine Lake/Kings Gardens HLF Initiative • Traffic calming & upgrades to Lord Street • England's Golf Coast • Outdoor activities like cycling, walking and sailing • Southport Cultural Centre • Southport Market & creative industries. • Enhancing branded & independent retail offer. • Developing high profile events. 	<ul style="list-style-type: none"> • Short/medium term effects of world recession on visitor numbers, levels of spend and inward investment opportunities. • Further decline of retail offer, exacerbated by the edge of town development & traffic congestion on Lord Street. • Failure to match investment decisions with market need & Classic Resort brand values. • Failure to recognise the importance of investing in Southport's heritage & cultural assets to preserve sense of place and exploit key USP's • Competitor Activity - expanding retail offers of Liverpool One and Preston. • Organisational constraints. • Resource (funding & human) Constraints

4.0 WHERE DO WE WANT TO BE BY 2012?

4.1 Mission Statement

To continue the transition of Southport into the England's Classic Resort by building on the successes of partnership working to date, and by further establishing the resort's reputation as a premier destination for culture, leisure, business and outstanding customer service. In achieving that end, a shared policy for all stakeholders within Southport's visitor economy will be achieved to facilitate the creation of innovative and market facing products. This in turn will allow customer expectations to be surpassed and guarantee the longterm sustainability of the resort's visitor economy and its contribution to Sefton's economy and that of the wider Liverpool City Region.

4.2 Structure & Priorities

Given the breadth of Southport's visitor economy and the development work that needs to be undertaken, the action plan (detailed overleaf) splits activity over a 3 year period into the following development areas (DA):-

1. Advancing Southport's Visitor Economy
 - *Southport – Classic Conference Resort*
 - *Increasing quality and focus of Southport's Leisure Economy*
 - *Not Getting Complacent with Events*
 - *Visitor Welcome*
2. Destination Development.
 - *Priorities for Product Develop in the Visitor Economy*
3. Cross Cutting Themes
 - *A clear understanding of the customer and the market place*
 - *Investing in people skills and enterprise*
 - *Spreading the benefits of the Visitor Economy*
 - *Sustainable Southport – protecting the resort's future*

The priorities contained with DA1 relate to the delivery of sales & marketing activity that will be critical to sustaining and increasing visitor spend in Southport. Mirroring those priorities set out with the Liverpool City Region's Destination Management Plan (DMP) produced by TMP, this DA will guide business planning for Southport's conference, leisure, events and customer welcome products/services as a means of increasing day trips, short breaks and repeat visits. DA2 focuses on prioritising and implementing the recommendations for product development detailed with the Southport Brand Strategy and Visitor Economy Theme of the Southport Investment Strategy (see above). Finally, DA3 sets out 4 'cross cutting' priority areas that are designed to work alongside DA's 1 & 2 so that a holistic approach to the ongoing management and development of the visitor economy in Southport can be adopted.

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4.3 Objective Setting

In addition to the strategic drivers that have been outlined so far, outputs associated with key funding providers such as ERDF, NWDA etc will be used to inform objective setting and dictate how our resources are best utilised. Whilst funding opportunities for the destination development and cross cutting theme sections (DA's 2&3) will be ongoing throughout the lifetime of this strategy, financial support from ERDF (Partners for Growth) and NWDA (Business Tourism Development) has been secured to advance those priorities contained within DA1 (Advancing Southport's Visitor Economy) over the next 3 years. The headline targets for securing this funding relate to increasing visitor volumes and expenditures within Southport and will consequently, provide the main quantifiable objectives for this strategy – see below.

4.4 Partners for Growth - ERDF

The Partners for Tourism Growth initiative (PFG) is a unique project based on a partnership between TMP, Liverpool City Council, Sefton, St Helens and Wirral district councils. Using funding from the European Regional Development Fund (Action Area 3.3), it aims to drive forward a sustainable visitor economy that will make a significant contribution to the regeneration and competitiveness of Merseyside by building a sustainable tourism legacy following the 2008 European Capital of Culture programme. The initiative aims to develop the tourism sector through a focus on the natural & built environment of the City region together with support for planned investment in tourism facilities. The strategic objectives of the project are

- To increase the number of overnight visitors to LCR and the value of the spend generated by those visitors by encouraging them to spend more & stay longer.
- To raise the profile and performance of the LCR as a destination for short breaks & international visitors.
- To attract more day visitors to the LCR and improve attendance at festivals & events.
- Improve the awareness of the LCR as a visitor destination.
- To provide strategic direction & leadership of the tourism sector by the Tourist Board through the delivery of a co ordinate programme of marketing & events support and centralised, common approach to monitoring and evaluation of marketing & events impacts.

The Visitor Economy Strategy will provide the framework from which Sefton's element of the PFG programme will be taken forward over the period 1st July 2009 to 30th June 2012. Working to a budget of £1.7 million, the STBN will match ERDF with a proportion of Sefton Council's tourism revenue budget and private sector investment to implement the aims of this strategy (see section 1.4 Purpose and Aims). The initiative will also support greater collaborative working between stakeholders operating in the resort's visitor economy and TMP to help Southport access domestic and overseas visitor markets where appropriate.

ERDF has been secured on the basis that it will be used to improve the economic and social wellbeing of the Liverpool City Region. In the context of the PFG initiative, the project as whole is required to increase day & overnight visitors to the city region by 771,645 and increase related expenditures by £74 million during its lifetime. Additionally, the programme is expected to safeguard over 7.5K jobs and create an additional 1.6K jobs within the visitor economy, whilst achieving a net increase in GVA for the region of £35 million.

4.5 Business Tourism Fund - NWDA

The business tourism fund has been developed by the NWDA to help Northwest conference destinations compete more effectively within national business tourism markets. To reflect its position within the LCR business tourism sector, Southport has been allocated £80K for the next 2 years to enhance tactical marketing and sales activity targeting the national associations market. Supplemented by the PFG funding, the initiative will be matched by existing budget heads to enhance tactical marketing/PR activity, sales and delegate welcome initiatives via Southport's conference bureau.

Outputs

The headline outputs associated with securing the business tourism fund will rely on demonstrating the economic impact of additional conference business secured in delegate volume and value terms and will contribute toward the quantifiable objectives contained within this strategy. The grant also stipulates targets for PR value generated and venue participation within National accreditation schemes that will be progressed as part of the priorities included within the resort's business tourism business plan (see section 5.1.1 Strategic Priority 1).

As beneficiaries of PFG funding, stakeholders operating within Southport's visitor economy are charged with achieving a proportion of the headline outputs (see above) commensurate with the level of ERDF that has been secured. Combining these targets with those associated with the Business Tourism Fund, the headline objectives to be achieved during the lifetime of this strategy are set out below. These objectives will be supplemented by general performance management indicators associated with the individual elements of the Southport product offer (see section 7.2).

Business Tourism Fund:-

1. To achieve £1 million economic impact of conference business in Southport in 2010/2011
2. To achieve £12,500 equivalent advertising cost media coverage in Southport each year for 2009/2010 and 2010/2011
3. To increase number of participants in national accreditation scheme (MIA) in Southport by 3 by March 2011.

Partners for Growth

1. To increase leisure day & staying visitors to Southport by 422,462 by June 2012 above the current baseline.
2. To increase expenditure among day/staying visitors to Southport from within the Northwest by £25,070,794 by June 2012 above the current baseline.
3. To increase visitor expenditures generated by Southport's events programme by £1,507,104 by June 2012 from the current baseline.

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5.0 How Do We Get There? (Implementation)

Actions and Timeframes for Implementation

This strategy will build upon the successes of the existing STBN Alliance to provide a co-ordinated focus for activity within the visitor economy that will assist Southport's transition into England's Classic Resort. In so doing, it will use the strategic guidance detailed in the Southport Brand Strategy & Business Tourism Strategies (2009) to redefine and enhance Southport's tourism offer so as to appeal to new market segments.

Focussing on the development areas set out above, the following action plans prioritise activity for marketing, sales and investment activity with the aim of enhancing the competitiveness of Southport's visitor economy and adopting a market led approach to its continued regeneration. The lifetime of the strategy will be five years, however given the time limitations of European funding, the strategy will be reviewed during year 3 (2011/12) to evaluate performance and reprioritise activity where appropriate for the remaining 2 years.

To focus the work of stakeholders and interest groups a 3-year action plan has been developed. An 'X' has been used and marked in the action plan to signify when specific work within the visitor economy will either be carried out or considered. Timeframes for delivering associated activity will be fully dependent upon appropriate resources being available, year on year.

5.1 Development Area 1: Advancing Southport's Visitor Economy

5.1.1 Strategic Priority 1 – Southport the Classic Conference Resort

(DMP Priority 1 – To develop a class destination for conferences and business visits – so that the Liverpool City Region becomes a premier destination choice for association conferences of up to 1500 delegates.)

Intention:

- **To strengthen Southport’s position as a national conference centre that has strong appeal among conference buyers predominantly operating in the not-for-profit sector, regional associations and high value exhibitions markets.**

Rationale:-

Business and conference tourism have accounted for much of the recent growth in UK tourism and is responsible for some 29.6 million trips and £9,249 million spend in England. For Southport, business tourism brings valuable ‘off peak’ business in the form of conferences, meetings, exhibitions and dinners. Business visitors are typically higher spending than people on leisure trips generating approximately £73 million for the resort since 2005.

The importance of business tourism to Southport’s Visitor Economy cannot be understated, the recent investments to refurbish & extend the Southport Theatre & Convention Centre coupled with the opening of three new 4-star hotels, have meant the opportunities to target new markets and secure more business has never been greater. In moving forward however, stakeholders have to be aware that the industry is hugely competitive, and whilst Southport has raised its game in facility and quality terms, so have others.

Given these changes and the need to keep pace with rival conference destinations, Blue Sail Consulting on behalf of the STBN have recently completed a new business plan for Southport’s business tourism product. Aimed at improving Southport’s reputation and visibility, the plan sets out a clear framework for developing tactical marketing and sales activities to maximise business from key sectors such as the associations market. The plan also advocates that generating repeat business opportunities will be essential for raising expenditures and that new opportunities to penetrate the exhibitions sector must be taken if adequate returns on the product investments that have been made to date are to be realised. Finally, the plan emphasises the need for a destination sales team that is better equipped to co ordinate sales, PR and marketing activity with both local conference providers and through The Mersey Partnership.

In maximising the resort’s business tourism offer and the revenue it generates, stakeholders must recognise that this must not be done in isolation from the wider development of the destination’s visitor economy. Southport’s new brand & communications strategy, product development, skills, training and research initiatives will all play important roles in strengthening the profile of Southport’s business tourism offer and enable it to appeal to higher-spending target markets. Similarly the importance and quality of the destination’s leisure offer will add to the distinctiveness of the destination as a conference venue and there must be far greater collaboration at all levels to ensure a ‘market focussed’ approach is taken to securing future business.

Priorities	2009/10	2010/11	2011/12	2012/13
<p>1. Continue to enhance and develop direct sales activity in conjunction with TMP to penetrate the associations market with primary targets including northern government, political, trade union, professional & charity association markets. Key actions to include:-</p> <ul style="list-style-type: none"> • Monitor shortlist of competitor destinations & venues to identify potential clients. • Develop & deliver a new sub-national sales campaign through the use of PR, direct mail sales visits & fam trips etc targeting northern association buyers and PCO's. • Research, clean & prioritise the Southport destination database to facilitate more proactive approach for sales. This will include conducting ongoing desk research (web, trade press & use of other media etc), telephone research to check legitimacy of existing data & prioritising leads base on return on investment. • Develop new external sales & promotional events for buyers, including stand alone event for buyers in London, hosting networking events with industry members to increasing familiarisation visits to Southport. • Product Development – Establish voice within Southport Investment Strategy to ensure industry needs are heard and factored into the resort's ongoing regeneration programme. 	X	X	X	X
<p>2. Develop strategic approach to securing repeat business with a view to maximising number of 'high value' conferences/events taking place within the resorts annual conference calendar. Key actions to include:-</p> <ul style="list-style-type: none"> • Agree protocols and shared resources with the report's industry stakeholders to ensure attention to detail is maintained. This will include implementing minimum quality standards for familiarisation visits and client care before, during and after events, organising net working events to show case quality of offer and educate customer facing businesses about the importance of customer care. • Undertake customer satisfaction research including client feedback questions (agreed by stakeholders/service providers), delegate satisfaction surveys and to develop effective mechanisms of tracking & analysing results. • Adopt the principle of a 'Subvention Matrix' to move events to favourable diary spots as a means of maximising conference yield. Key actions will include identifying key conference dates for high value clients whilst proactively managing expectations of lower value clients. 		X	X	X
<p>3. To expand Southport's business tourism market by targeting higher value events. Key actions to include:-</p> <ul style="list-style-type: none"> • Develop initiatives to showcase new investment in resort offer within sales and marketing activity. This will include using new investment as lead message within sales & marketing activity. • Provision of marketing materials, copy images etc for stakeholder partners to use during destination sell, as well as developing networking & familiarisation events for all sales staff. • Empowering major hotels to lead on corporate sales for the destination – working with agents and developing niche 'products' for smaller 		X	X	X

Priorities	2009/10	2010/11	2011/12	2012/13
corporate meetings in partnership with local suppliers including golf days and team building events etc..	X	X		
4. Align the Southport conference product with the NorthWest Development Agency's Business Tourism Strategy to ensure a coherent and practical approach to enhancing the Business Tourism product in the NorthWest.	X	X		
5. Continue to uphold the 'code of practice' for Business Tourism through the criteria set out by the British Association of Conference Destinations.				
6. Through Sefton's Information Technology Strategy, continue to support an integrated programme of ICT development at all major conference venues within the resort. Specifically this will help support the potential development of Blue tooth technology & digital signage that will further enhance Southport's ability to attract those Northern Association buyers.	X	X	X	
7. Conference Marketing – Create and deliver an integrated and sector specific relevant marketing plan for 2009 – 2012 that will improve Southport's reputation & visibility with key markets including the Northern Associations market. Key actions to include:- <ul style="list-style-type: none"> • Utilise new Southport brand development work to guide business tourism branding and creatives. Key focus to be placed on incorporating the defined brand attributes of England's Classic Resort into business tourism promotional activity in terms of destination messaging and images. • Develop & deliver joint Sefton/TMP Southport specific marketing plan targeting primary markets identified by Blue Sail, commissioning specialist PR to raise awareness and visibility within the market (focussing on new investments), attend UK B2B exhibitions (Confex etc), identify opportunities for entering awards to raise profile & ongoing development of digital marketing plan to include continuous improvements to web site, regular e-marketing & use of social media. 	X			
8. Continue to implement a fully integrated delegate incentive scheme within the retail, restaurant and transport sectors to provide delegates with a positive 'Southport Welcome' (see strategic priority 4). The scheme will also provide incentives for delegates to return to Southport as leisure visitors at a later date, including the possible introduction of a dedicated conference 'smart card'.		X	X	X
9. To sustain the conference product post 2012.	X	X	X	X

5.1.2 Strategic Priority 2 – Increasing quality and focus of Southport’s Leisure Economy

(DMP Priority 2 – To promote the Liverpool City Region as a world class destination for leisure tourism – with a quality tourism offering and a top ten place in UK’s most visited towns by international visitors)

Intention:

- **Leisure Tourism programmes and initiatives to be highly market-focused, targeting and promoting Southport’s existing variety of products at appropriate markets**

Rationale:-

Leisure tourism is a fundamental component of Southport’s tourism economy generating somewhere in the region of £250 million in visitor spend per annum. Golf, events, retail, nature/recreational tourism, evening economy and food & beverage form the cornerstones of the resort’s leisure product that when combined with Southport’s unique heritage and emerging opportunities for arts & culture, provide a distinctive offer that will set the resort apart from others.

The definition of England’s Classic Resort brand is highly reliant on these product attributes both in marketing and product terms. Through extensive brand development work recently completed by Locum Destination Consulting on behalf of the STBN, clear direction now exists about how the leisure offer should be communicated to, and developed for, key audiences so they will be encouraged to visit for either short breaks or day trips. Whilst not seeking abandon traditional audiences, it is clear that if Southport’s visitor economy is to grow in the longer term, the resort’s leisure offer must continue to evolve and focus on meeting modern day customer expectations and preferences.

In leisure terms, the definition of England’s Classic Resort in recent years could have been construed as a ‘catch all’ brand that tries to mean all things to all people without actually saying anything at all! Our new approach to developing the England’s Classic Resort brand and the leisure offer that falls within it, will mean looking at the experiences Southport has to offer and creating new, innovative and exciting ways of conveying and matching these experiences to the various segments of our target audiences. As the second destination brand on Merseyside, this will mean capitalising on Liverpool’s emerging status as a ‘world’ city for culture and heritage and using the England’s Golf Coast brand framework to raise the profile of the Classic Resort brand among national & overseas visitors. It will also mean developing a series of strong neighbourhood brands to reflect the depth and diversity of the resort’s product offer to key regional markets identified within the Ark Leisure segmentation model. Lord Street, the seafront, cultural tourism and the evening experience located along West Street, all possess, or have the potential to possess special experiences that will have resonance among audiences young and old.

This element of the strategy will seek to sustain marketing activity associated with Southport’s core leisure tourism offer, whilst placing greater emphasis on using the individual components of the resort’s tourism offer (for example high profile events, culture, retail/Lord Street & golf) to attract high value day & staying visitors, particularly from the short break and VFR market.

Priorities	2009/10	2010/11	2011/12	2012/13
1. Brand – Create new brand guidelines & brand architecture in line with recommendations detailed within Southport Brand Strategy 2009. Focus should relate to the development of England’s Classic Resort brand to reflect broad product attributes including Lord Street, Seafront offer and night-time economy. At the next level down, devise neighbourhood brand and architecture to support regional marketing activity & differentiating experiences among identified target segments.	X	X		
2. Day Visitors – Implement Southport brand strategy proposals to capitalise on the vast potential within regional markets for attracting day trip, VFR and tourism day trip (people who live outside the region but are on holiday staying elsewhere) visitors. Communications themes/messages to concentrate on the attributes of – Lord Street (culture, shopping, food, retail), high profile events, seafront & wider recreational offer etc. Key target audiences to include Cosmopolitan/Style Hound & Traditional/High Street segments aged 45+, High Street/Family segments aged 25 to 45 years) living within 1.5 hour drive time catchment area of the resort including Merseyside, Greater Manchester, North Wales, Cheshire and Lancashire Regions.	X	X	X	X
3. Develop tactical marketing activity to encourage regional day visits & overnight stays among younger Style Hound segments aged 25 – 35 years. Communications themes/messages to concentrate on Southport/West Street brand following improvements to bar/cub offer and development of night time events programme.			X	X
4. Staying visitors – Develop tourism products/packages with trade and tactical marketing initiatives to generate regional overnight stays. Key focus to be placed on growing the short breaks market for Southport’s general leisure offer (Lord Street/retail, food & beverage etc), accommodation offer, high profile events (Air Show, Summer Classics, Musical Fireworks etc) & golf product. Key target audiences to include Cosmopolitan/Style Hound & Traditional/High Street segments aged 45+.	X	X	X	X
5. National & Overseas Leisure Tourism Visitors – Continue to support & align thematic marketing initiatives with TMP/One Plan to promote the Liverpool City Region as a short break destination to national & overseas (European, US/Japan markets etc) visitors with Southport acting as a key destination brand. In reaching these audiences, local marketing strategy will need to recognise the importance of complementing the LCR lead theme of culture & heritage and the Liverpool attack brand principle. Suggested lead theme for Southport include new Cultural Centre, major events programme, golf & Grand National.	X	X	X	X

Priorities	2009/10	2010/11	2011/12	2012/13
6. Cultural Tourism – Working in conjunction with Sefton Council Arts & Cultural Services department, develop integrated approach to the promotion of Southport’s new Cultural Centre within generic resort marketing activity. As detailed in Southport brand strategy, this will include support for regional day trip & short break marketing, adoption/use of new brand guidelines for Southport by Arts & Cultural Services where appropriate & support for integration with the food & beverage, accommodation and retail sectors to create packages that will support short break marketing.	X	X	X	X
7. In line with Southport brand strategy and priorities set out above, develop new 3 year marketing plan to target leisure marketing activity at cosmopolitan (45+) and style hound (25- 35) segments & is in line with product improvements. Key focus of the plan will include <ul style="list-style-type: none"> Enhanced use of e-marketing activities defined with IT development plan – use of social net working sites, blue tooth technology, e-blasts, use of user generated content & SMS communications Creation of customer loyalty schemes to support customer data stock, yield & management. Development of resort web site to accommodate Enterprise Control Management System developed through New Mind. Evaluation on effectiveness, and strategy for printed collateral & exhibitions programme in reaching specified target audiences. Use of specialist PR (see below). 		X	X	X
8. PR – Develop PR policy that will support the proactive & targeted use of specialist PR to secure and reach specified target audiences. This will include features in national woman’s & men’s magazines (Elle, Vogue, Tatler, FHM etc), media relationship building (editors, travel writers etc) & developing innovative stories about Southport & it’s stakeholders that will help secure positive PR in regional & national press.	X	X	X	X
9. Golf – Increase exposure of Southport’s golf product to regional, national and overseas markets by working with TMP and realigning marketing resources and activity with geographically streamlines England’s Golf Coast (EGC) brand. Ensure that as part of the realignment process Southport is established as the ‘hero’ product within the EGC promotional activity and STBN Golf Sub Group has adequate representation with the EGC Partnership.	X	X	X	X
10. Recreational Coastal Tourism – Integrate tactical day visitor marketing activity (walking, cycling, bird watching etc) with the priorities contained within the Sefton’s Natural Coast Marketing Plan & HLF Landscape Partnership Initiative . Particular emphasis to be placed on the adoption/integration of the Sefton’s Natural Coast brand/message into generic resort marketing activity (holiday guide, pocket guide etc) as a means of adding further diversity to the Classic Resort product offer and attracting key regional target audiences within a 1.5/2 hour drive time to the resort/coast.		X	X	X
11. Group and Coach Travel Market – Continue to target coach and group travel markets within a 3 to 4 hour drive time catchment of Southport. In addition to existing promotional activity such as day visitor pocket guide, familiarisation visits, trade advertising and exhibitions etc, retain dedicated group sales function within the Tourism Department to support selected high profile events and new visitor attractions.	X	X	X	X

Priorities	2009/10	2010/11	2011/12	2012/13
12. Long Stay Visitors - Continue to recognise the long stay market place via co ordinated and integrated marketing campaigns.	X	X	X	X
13. To fully extend England's Classic Resort destination branding across all official (and non-official) leisure tourism communications & public realm works.		X	X	X
14. Develop a planned and regular programme of tourism research activity for Southport to 'fill the gaps' in terms of tourism market intelligence. Specifically, this will involve studies, benchmarking, campaign evaluation and visitor surveys – see priority 6.	X	X	X	X

5.1.3 Strategic Priority 3 – Not Getting Complacent with Events

(DMP Priority 3 – To develop the capacity of the City Region to host major events and to successfully bid for and stage major events that will profile the City Region and England's Northwest.)

Intention:

- **Continue to develop and promote a programme of events that establishes Southport as one of the Northwest's premier destinations for high profile events that in turn will support the image & profile of the Liverpool City Region.**

Rationale:-

Whilst Southport has a diverse tourism offer, it is arguably one of the leading event destinations in the Northwest. The Southport Flower Show, Jazz Festival, Airshow and Musical Firework Championships among others, provide an insight into how a diverse range of events can raise the profile of a destination and change visitor perception as well as making a significant economic impact. Attracting well over ½ million visitors per annum, the existing events programme must continue to evolve so that it does not lose touch with the needs & aspirations of the key market segments we are seeking to attract and crucially reflect the brand values associated with England's Classic Resort – both in terms of content & quality. Similarly, we need to think carefully about the role new events can play in further enhancing the profile of Southport as well as how they can be conceived to bring areas of the resort to life, encourage repeat visits and in sustaining visitor numbers off peak.

Southport is in a unique position when compared to other destinations in that it has invested a great deal of time and effort in developing events that are both commercially and environmentally sustainable. Consequently its reputation among professional events companies is growing in stature and must be capitalised upon to enhance the wide and diverse range of events taking place in the resort, as well as ensuring that key events spaces are utilised to their full potential. Stakeholders also need to think clearly and strategically about how events should be used to enhance the suite of products that make up Southport's leisure offer (retail, food & drink, golf etc) and to win business for our conference product, influence key opinion formers and to secure future investment.

Finally, events are 'relevant' on a number of levels. Whilst the commercial benefits are clear for all to see, on other levels they are tremendously powerful in engaging local communities and encouraging civic pride. Through initiatives such as the tourism volunteer programme, encouraging local interest groups to participate in our events and encouraging local residents to simply attend events, we begin to build a sense of community that benefits the overall visitor experience as well as encouraging visits from their friends and relatives. Consequently, this element of the strategy will focus on enhancing existing, and introducing new events to reinforce these aspirations as well as attracting high spending visitors from key target audiences.

Priorities	2009/10	2010/11	2011/12	2012/13
1. Continue to deliver a diverse and quality driven events programme, backed by co ordinated marketing activity so that returns from day and staying visitors are increased year on year.	X	X	X	X
2. Continue to Introduce 'commercial realism' into the development of core activity (Southport Air Show, Musical Fireworks, Summer Classics, Southport Food & Drink Festival etc) so that a commercially sustainable events programme continues to exist following completion of the Partners for Growth programme (June 2012).	X	X	X	X
3. Continue to work with tourism stakeholders in Southport to develop existing events as a mechanism for raising visitor expectations and perceptions of Southport as a vibrant, exciting and cultural destination. Specifically this will include investments in:-				
<ul style="list-style-type: none"> • Southport International Jazz Festival: 		X	X	X
<ul style="list-style-type: none"> 1. Encourage higher profile artists to enhance programme credibility in conjunction with Arts & Cultural Services. 2. Replicate Cork international Jazz Festival model for development of 'festival club' element in conjunction with accommodation sector. 3. Continue to expand town centre business participation. 4. Utilise other public spaces in Lord Street for daytime performances – Lord Street gardens, band stand, Kings Gardens etc. 5. Reintroduce community/jazz jam programme. 6. Work with Southport Melodic Jazz to develop clear rationale for the structure and promotion of the International Jazz festival and the SMJ Winter Festival. 				
<ul style="list-style-type: none"> • Southport Air Show: 	X	X	X	X
<ul style="list-style-type: none"> 1. Continue development of quality driven 'landside' village component & participation of related major brands – BMW, Liverpool John Lennon Airport, KLM, Manchester Science & Industry Museum etc. 2. Investigate increased usage of Victoria Park to provide parking provision and incorporate elements of Air show ground experience. 3. Continued investment in diversity of flying programme - including static aircraft displays and use of beach landing strip. 4. Strengthening partnership arrangements with Liverpool John Lennon Airport/major carriers. 5. Working with RAF to increase their reliance on the Air Show for recruitment in the North West. 6. Continue to exploit corporate hospitality markets. 				
<ul style="list-style-type: none"> • Southport Flower Show – Support the Southport Flower Show Company Limited to position the event as the leading independent & friendliest flower show in the UK with an appeal to a broad cross section of the public by 2013. 	X	X	X	X
<ul style="list-style-type: none"> • Southport Food & Drink Festival 		X	X	X
<ul style="list-style-type: none"> 1. Expand footprint of festival & improve links across the town centre. 2. Build on success of the tour of Britain Cycle Race and investigate the feasibility of utilising carriageway space on Lord Street. 				

Priorities	2009/10	2010/11	2011/12	2012/13
3. Develop 3 year partnership agreement with Taste of the Northwest Ltd, local restaurateurs & Sefton Council aimed ensuring the long term sustainability of the event post 2012.				
<ul style="list-style-type: none"> • Summer Classics: <ol style="list-style-type: none"> 1. Continue to develop relations with private sector to secure high profile performances on Friday/Sunday evenings of the concert series. 2. Investigate potential of joint venture agreement with the Southport Flower Show limited with regards to long term development/sustainability of the event. 3. Confirm ongoing support of the Royal Liverpool Philharmonic Orchestra for the Summer Classic concert series and begin assembling option for long term development of the classic element of the event. • Southport Comedy Week: <ol style="list-style-type: none"> 1. Retain current format of festival. • British Musical Firework Championships: <ol style="list-style-type: none"> 1. Consider alternative site options within resort to consolidate and ensure long term sustainability of the championships as well as sustaining economic impact – subject to logistical and cost constraints, options include seafront/pier & Victoria Park. 2. Develop business case for pyrotechnic conference before and during championships. 3. Continue to develop corporate hospitality options 		X	X	X
4. Facilitate the development of new events that add diversity and appeal to the resorts events offer as well as supporting the wider brand attributes associated with Classic Resort. Specifically, this will include:-				
<ul style="list-style-type: none"> • Summer programme of cultural events activity located within key public open space on Lord Street. • Development of major golf festival with in Victoria Park linked to England's Golf Coats and developed in conjunction with the Southport Flower Show Ltd. • Development of major 3 week Christmas retail event focussing on Lord Street to supplement promotional activities and help Southport compete with other retail centre within the NW during this important period. • Support for major cultural activity with resort's creative quarter and within main Southport Cultural Centre programme. • Sport - Develop strategy for the bring regionally significant sporting events to key spaces in Southport – Lord Street, Victoria Park, Marine Lake and beach. 		X	X	X
5. Continue to enhance customer services allied to the events programme by continuing to develop new media initiatives (online/e-ticketing, sms ticketing, advance online & computerised booking facilities in conjunction with Arts & Cultural Services), group booking packages and improved scheduling of forth-coming events activity.	X	X	X	X
6. Work strategically with TMP, Liverpool City Council and associated partners to develop regional and national events led marketing initiatives that	X	X	X	X

Priorities	2009/10	2010/11	2011/12	2012/13
include selected high profile Southport events (Southport Flower Show, Southport Air Show etc) & the Grand National as a mechanism of increasing hotel occupancy levels and spend within the resort. In addition work with Liverpool City Council to grow district events based on the legacy of Capital of Culture and associated promotional activity that is 'pan Mersey' focussed e.g. the Mersey River Festival & Matthew Street Festival.				
7. Develop funding opportunities to support the ongoing development of the event Volunteer Programme in conjunction with Sefton CVS.	X	X	X	X
8. In conjunction with the Conference & Corporate Sales Section, Economic Regeneration & TMP, use high profile events as strategic mechanism for engaging opinion formers, travel writers, potential investors and media editors within the Northwest and beyond to support ongoing regeneration efforts in Southport and growing credibility of the report's corporate offer.	X	X	X	X

5.1.4 Priority 4 - Visitor Welcome

(DMP Priority 1- To continue to develop a public realm that is an asset to the visitor experience and sets new standards of maintenance. DMP Priority 2 - To provide a quality offering to all visitors to the City Region, capitalising on the natural friendliness of local residents to offer outstanding customer service).

Intention:

- ❑ **Customer Service - To provide the visitor with an integrated ‘tourist information’ network, providing the customer with sparkling customer service standards and high quality information.**
- ❑ **New technology - Southport to be recognised as a leader in technologies, recognising and anticipating new opportunities in the tourism market place, resulting in improved communications with customers and stakeholders.**
- ❑ **A resort destination for all visitors – Developing Southport’s reputation for welcoming all visitors.**

Rationale:-

Essentially England’s Classic Resort brand is made up three main components comprising the visible brand/logo that will be used persuade people to come the resort, the quality of product offer (golf, retail, food & beverage, natural & build environment) that visitors will experience when they get here and the quality of welcome they receive during their stay. The visitor welcome ranges from the friendliness of local residents and the quality of service received from the breath of people working on the ‘front line’ (taxi drivers, hotel receptionists, waiters etc) to the accessibility of new technology that will make their visit convenient, memorable and most importantly enjoyable. Importantly, the quality of welcome should be extended to all visitors irrespective of their social graded, age, ethnic origin or sexual orientation.

These particular attributes are critical parts of the Classic Resort brand and require investment, time and effort dedicating to them so that customer expectations created through our promotional literature and PR can genuinely be realised. Since Southport’s last tourism strategy was agreed in 2005, there have been huge advances in progressing the resort’s visitor welcome including the development of our dedicated volunteer programme, the creation of Sefton Tourism Skills business plan and more recently Sefon’s Visitor Economy Information Technology Plan. Whilst many of the projects contained with these documents are still in their infancy, they provide a clear, and informed direction for the destination to follow (in policy & development terms) in creating a benchmark that is consistent with a classic resort and in maximising visitor expenditures. In the context of this work and the Liverpool City Region’s priorities for developing customer service in general, this section of the strategy sets out our key priorities for action over the life time of this plan.

Strategic Emphasis	2009/10	2010/11	2011/12	2012/13
<p><input type="checkbox"/> Customer Service</p>				
<p>1. Develop proposals & secure funding to move and refit TIC within Southport Cultural Centre by 2012.</p>				X
<p>2. Continue to evolve accommodation booking service through MERVIN (Merseyside Visitor Information Network) and increase participation of Southport's accommodation sector.</p>				
<p>3. Classic service – make quality of service a central feature in Southport's Classic resort positioning across all sectors – Support programmes aimed at sustaining the quality agenda – in particular VAQAS (Visitor Attraction Quality Assurance Scheme), MIA (Meetings Industry Association) Hospitality Assured Programme etc. Provide information and advise to improve awareness of the Disability Discrimination Act (DDA) and support/connect to 'Liverpool City Region Welcome' programmes etc.</p>				
<p>4. Based on Sefton volunteer training scheme & the family of 'Welcome To Excellence', customer care schemes, develop training sessions twice yearly targeting new & existing front line staff. Targeting taxi drivers, hotel staff, traffic wardens, gardeners, street cleaning staff, volunteers, retail staff on Lord Street etc, the sessions will be structured to familiarise staff with the product/Classic Resort offer, service standards and their ambassadorial role within the resort.</p>		X	X	X
<p>5. Support branding of Southport as a Classic Resort by working with TMP to improve world class service, behaviour, motivation and knowledge of people working in Southport's tourism industry (see also Priority 7 – Investing in People, Skills and Enterprise). .</p>		X	X	X
<p>6. Continue to provide a comprehensive distribution system to ensure all official tourism literature is available at key welcome points around the resort (train/bus stations, theatres, hotels etc), electronically and is effectively disseminated at regional, national and international levels – as appropriate to the target market.</p>	X	X	X	X
<p>7. Work in partnership with Tourist Board/TMP and STBN members to encourage Southport's accommodation sector to attain the new Common Standards for Assessment being introduced by the AA & Visit Britain (Quality in Tourism). In helping achieve that end, the 'inspected-only' policy will continue to be implemented before accommodation is included in official tourism media/visitor information services (holiday guide, accommodation booking service, web etc) so as to ensure minimum standards for accommodation are met.</p>	X	X	X	X
<p>8. Work with the resorts hoteliers, restaurateurs and publicans to raise standards and increase inclusion in independent tourism guidebooks such as the Blue Guide, Good Hotel Guide, Good Food Guide and Good Pub Guide.</p>	X	X	X	X
<p>9. Regularly liaise with the local Tourist Guides Association to ensure that guides receive up to date information on Southport and regularly feedback on tourist views of the town.</p>	X	X	X	X

Strategic Emphasis	2009/10	2010/11	2011/12	2012/13
10. Ensure appropriate official Southport Tourism literature is widely available at key outlets in the town, to cross sell the visitor offer and to manage visitors effectively around the town, retaining them for longer periods.	X	X	X	X
11. Continue to support Coach Host & Tourism Volunteer programmes.	X	X	X	X
12. In conjunction with TMP & NWDA, lobby Visit England to complete licensing agreement with Trip Advisor and seek out alternative methods of linking visitsouthport.com to user generate destination reviews.	X	X	X	X
□ New Technology				
<p>1. Implement recommendations of Southport Information Technology Strategy, including:-</p> <ul style="list-style-type: none"> • Web Management & Quality Assurance - Development of resort web site to accommodate Enterprise Control Management System developed through New Mind; creation of 'web editor function coupled with appropriate back office support, creation of 3-year editing and optimisation plan for visitsouthport.com & developing relations with Avarto & New Mind to enhance web performance. • Web Enhancement – In conjunction with Avarto & New Mind develop detailed proposals for enhancing functionality of visitsouport.com including provision of weather & tide information, increasing use of DMS rich media content, online product packaging & use of electronic venue planning software to improve usability of main conference web site. • Improving Customer Information – Work in conjunction with Arts & Cultural Service & Southport Flower Show to advance Arts About Manchester/NWDA proposals to develop an interoperable ticketing/customer data solution for Southport events programme. Desired outcomes will include the creation of a mobile/online/face to face ticket sales system, reserved/unreserved ticket facilities, customer data storage/segmentation functionality and capability to support e-marketing initiatives – e-blast, SMS texting etc. • Creation of Online shop at visitsouthport.com • New Technology – Including implementation of blue tooth messaging devices at key locations including Southport Theatre & Convention Centre, Esplanade Park & Ride, Splash World, TIC/Cultural centre etc; developing MP3/pod casts to enhance thematic/online marketing, conference sales, walks & cycling tours of Southport & Sefton's Natural Coast (in conjunction with Southport Cycle Town initiative). • Digital Signage – Assess the potential for internal & external plasma/digital signage device(s) within STCC, TIC and other key locations to enhance conference delegate information and support familiarisation trips; continue to establish feasibility and cost of road side digital signage to replace existing gateway signage at Kew and Plough roundabouts. 		X	X	X

Strategic Emphasis	2009/10	2010/11	2011/12	2012/13
<p><input type="checkbox"/> A resort destination for all visitors</p>				
<p>1. Develop partnerships with specialist providers to raise issues of accessibility with the local tourism industry. In particular, work in partnership with the 'Tourism for All' initiative to provide advice on legislation concerning the Disability Discrimination Act.</p>	X	X	X	X
<p>2. Undertake planned, regular, access audits of local public tourism provider facilities and premises, in partnership with the Regional Tourist Board/TMP, the voluntary sector and Sefton Council Equal Opportunities officers.</p>	X	X	X	X
<p>3. Ensure that official Southport tourism literature incorporates up to date access information each year, including information on local bus operators offering low-floor accessible entrances and the Shopmobility scheme.</p>	X	X	X	X
<p>4. Enhance co-ordination and customisation of information tailored to meet the needs of all, including people with particular requirements in accessing information (braille, large print, loop system), and public tourism venues.</p>	X	X	X	X

5.2 Development Area 2: Destination Development

5.2.1 Priority 5 – Priorities for Product Development in the Visitor Economy.

Intention:

- **Position Southport as the England’s Classic Resort by strengthening and introducing a more competitive, quality driver product ‘offer’, for both existing and emerging markets.**

Rationale:-

In 2004 Southport embarked on its ambitious journey to become the Northwest’s and then England’s Classic Resort. Since that time over £200 million worth of investment has been made to upgrade the resort’s tourism infrastructure that included the expansion of the Southport’s conference centre & theatre, the building of new four star hotels, refurbished pier and public realm improvements along Lord Street to name a few. Despite all this success, reduced sums of public funding combined with dented private sector confidence (due to the global economic down turn) means that clear focus on adopting ‘market facing’ solutions to lever in future investment in the resort’s product offer and consolidate its current position must take priority. In so doing, the definition of the Classic Resort brand must be further defined to make local residents, stakeholders, visitors and future investors alike understand our vision and realise the huge potential the destination’s visitor economy has, the kinds of audiences it must seek to attract and those areas where improvements are still needed.

In meeting this challenge, the Southport Brand Strategy (Locum Destination Consulting) was completed in June 2009 and forms the focus for the implementation plan of the Southport Investment Strategy Visitor Economy theme. Building on the investment strategy’s concept of creating distinctive neighbourhoods in Southport, the brand strategy provides detailed guidance about developing the ‘fine grain’ of these business clusters and provides all stakeholders with responsibility for making it happen – Council Planners, Tourism Teams and the private sector partners. Central to this is the acceptance that creating customer-facing products will provide the foundations on which a successful destination brand can be created and should take precedence in guiding the resort’s ongoing regeneration. To that end, enhancing existing and creating new visitor experiences within Southport will be undertaken on a ‘block by block’ basis so that decision making can be informed, regeneration activity can be prioritised and crucially stakeholders have the ability to input into this process.

In strategic terms, it is crucial that we recognise the importance of Lord Street in providing a unique and distinctive heritage offer that differentiates the resort from rival destinations. However if we are to progress the visitor economy both commercially and environmentally, then new thinking around how we make the most of this unique space must be considered for the sake of the resort’s future prosperity. Consequently our ability to attract the right mix of branded & independent retail into the area will be central as will improving the ambience of Lord Street and making it work harder to connect the town centre with its seafront. Perhaps most importantly, the collective responsibility on us all to conserve and maintain a pristine built environment within this area of the town

provides us with a real opportunity to create a distinctive sense of place in which residents and visitors alike feel special.

The opportunities to harness the potential of the arts & creative industries through the Southport Cultural Centre initiative are also crucial and provide the catalyst from which the development of the resort's cultural offer can be developed, providing renewed focus for independent retail along Market Street & King Street. Similarly, reinvigorating Southport's night-time economy is a priority given the need to encourage younger visitors (21 – 35 yrs) to the resort and the high per capita expenditures they bring. The current offer falls below par, both in the diversity of quality product offer and the perceived fear of crime that is sadly blighting the sector's ability to meet the brand values associated with England's Classic Resort and to capitalise on the stylish, aspirational offer for which the town has a growing reputation.

Finally, Southport's seafront has the potential to unlock further opportunities for the resort if future development is innovative and bold enough to meet the aspirations of modern day mass market visitors, whilst providing year round facilities that will generate additional spend from which the local economy can grow. Investments in the Ramada Plaza Hotel, the Southport Theatre & Convention Centre, the Marine Way Bridge set the benchmark for which the redevelopment of the rest of the seafront must seek to emulate. However, this must be done sensitively and aim to rejuvenate the distinctive heritage features of the resort's seafront, particularly Kings Gardens as well as ensuring there is investment in those streets that link the seafront to Lord Street.

The values set out in the brand strategy will underpin much of this work and will be used to focus regenerative activity on creating high quality experiences capable of matching the brand attributes of England's Classic Resort whilst appealing to the most lucrative market segments.

Given uncertainty of time scales and other factors associated with intensive capital regeneration, the breadth of these projects clearly goes far beyond the scope of this strategy and will be reliant on the implementation of planning & transport policy coupled with external support from organisations such as the NWDA & Heritage Lottery Fund. However such is the scale and importance of the visitor economy to the Southport's economic & social wellbeing, the brand strategy will be used to influence and prioritise a number of key themes/projects/initiatives contained within the SIS. As a result, the visitor economy initiatives contained within this strategy will be developed in conjunction with the thematic groups comprising the SIS and seek to deliver the following outcomes over the next three years.

Strategic Emphasis	2009/10	2010/11	2011/12	2012/13
<p>1. Local Development Framework - Incorporate key recommendations & general development principles of the Southport brand strategy within Southport Town Centre Supplementary Development Plan (SPD) in order to create a supportive planning policy framework that will; a) rationalise the delivery of key elements/themes within the Southport Investment Strategy; b) provide an effective mechanism for stimulating investment in the development of the town centre's visitor offer. This will include:-</p> <ul style="list-style-type: none"> • Buildings, Streetscape & Public Realm – <ol style="list-style-type: none"> 1. Develop a local design code that reflects England's Classic Resort brand guidelines (developed under strategic priority 2) for signage, street furniture etc. 2. Set out clear parameters & priorities to conserve Southport's unique heritage character and developing the resort's distinctive sense of place. Key areas for consideration must include preservation & maintenance of built architecture of Lord Street (including canopies & shop fronts), parks & gardens (Kings Gardens, Victoria Park) & seafront/town centre connecting routes including Scarisbrick Avenue & Neville Street. 3. Priorities for the creation & design of spaces within the public realm that will support increased town centre events, designer retail experience and improvements to the resort's night-time economy offer. • Character Areas & Quarters – Support development of eight neighbourhood quarters (as set out within the brand strategy) to align regeneration policies of Sefton Council and private sector developers with the needs/aspirations of identified target audiences. This will include developing policy to implement the 'block by block' approach (in conjunction with landlords & tenants) to build on the identified character areas making up Lord Street, as well as the smaller area offers within the town centre which include the proposed market zone, night zone & Scarisbrick Village etc. • Retail - Focussing on the zoned/neighbourhood brand offers contained within the brand strategy, planning policy must encourage retail development that integrates with the resort's existing urban fabric as per the 'experience retail' principle - combining retail with leisure, entertainment & culture to create a visitor experience that is wider & richer than just the retail offer alone. More specifically, the policy should emphasise the need to encourage infill retail development within the 'fine grain' of individual buildings, streets & grouping of streets together with site assembly opportunities (vacant units, floor space options, development land) to attract national mid-upper range multiple shops in the immediate vicinity of Lord Street (potential sites could include vacant Woolworth's building, areas around Wayfarers Arcade & Cultural Centre). • Accommodation – Establish a flexible policy toward the change of use of the resort's existing stock of small hotels & guest houses for high quality commercial or residential accommodation. <p>2. Priorities for Retail Development – Upgrade quality of the resort's retail offer in line with the brand strategy to enhance the diversity of the overall product offer to attract high value audience segments. Key priorities during the lifetime of this strategy will include:-</p> <ul style="list-style-type: none"> • Experience Retail/Major Retail Development – In conjunction with key partners, undertake major feasibility study to identify sites within the immediate environs of Lord Street that will:- 	X	X	X	X
		X	X	X

Strategic Emphasis	2009/10	2010/11	2011/12	2012/13
<ol style="list-style-type: none"> 1. Provide required floor space to attract major 'on brand' retail – including amalgamation of vacant units and use of upper floor space. 2. Strengthen the mix of retail, leisure & entertainment uses to support the concept of 'experience retail' development in Southport. 3. Consider development options that reflect the 'block by block' approach to the development of the resort's predefined character areas. <ul style="list-style-type: none"> • Large Retail Brands: Central Lord Street & Chapel Street– <ol style="list-style-type: none"> 1. In conjunction with SIS Town Centre Management Thematic Group, map empty retail units and identify those sites that have the potential to increase footfall to support independent retail offer– particularly focus for attention includes key sites on Lord Street and Chapel Street. 2. Based on guidance offered in brand strategy & in conjunction with SIS communications strategy, increase number & range of 'on-brand' national multiple shops operating in the mid-upper range of the market by targeting desirable operators/commercial agents & developing proactive relations with property landlords. 3. In conjunction with Sefton Council's Planning & Economic Regeneration Department investigate the feasibility of developing tenancy incentives packages & other support from Sefton to incentivise relocation opportunities – e.g. staff training, development & recruitment offered through Sefton@Work, specialist grants, resort's retail performance & clear message about vision/'experience retail principle' etc. • Specialist/Independent Retail: Market Street, Scarisbrick Avenue & Central Lord Street – <ol style="list-style-type: none"> 1. In conjunction with SIS Town Centre Management Thematic Group establish empty retail units and encourage clusters of 'character' independent retailers on Market Street, King Street & Scarisbrick Avenue. 2. Encourage greater breadth of on-brand specialist retail on Lord Street/Wayfarers Arcade such as designer bag or shoe stores. 3. Develop strategies that are conducive to relocation of existing tenants into appropriate business cluster area to encourage critical mass through 'block by block' development approach. 4. In conjunction with Sefton Economic Regeneration Team/SIS Business Support Thematic Group, align existing grants incentive schemes and target new business grant opportunities to support the development of specialist/independent retail. 5. Develop relationships with landlords/commercial letting agents to develop a strategy for 'pop up' retail within vacant shop units. • Experience Retail – Consider the potential for the creation of an Experience Retail Development Group, comprising champions/representatives composed of land owners and retailers, to guide and develop 'block by block' proposals for the introduction of a greater mix of retail, leisure & entertainment used. • Business Improvement Districts (BIDS) – Work in conjunction with Southport Business Enterprise to develop case for and kick start BIDs for Chapel Street & Lord Street given the renewed impetus provided by the Southport Investment Strategy and the 				

Strategic Emphasis	2009/10	2010/11	2011/12	2012/13
<p>Southport Brand Strategy.</p>				
<p>3. Night-time Economy – Revise existing Evening Economy Strategy (2004) to capitalise on the exclusivity of Southport’s existing night time economy and develop initiatives for attracting new operators, improving night time environment and tackling issues around anti social behaviour. Key priorities will include:-</p> <ul style="list-style-type: none"> • Defining development area/zone for principle night time offer as Coronation Walk, Waverly Street & West Street. • Develop strategies for improving mix of tenant/operators that will help establish a ‘cultured’ & ‘chilled’ environment able to enhance the attractiveness of the destination to high value younger markets. • Develop relations with existing operators to conceive and progress the development of the night time economy with a view to advising over public realm, lighting and support for targeting ‘on brand’ operators. • Work in partnership with existing operators & Southport’s Community Safety Area Partnership (CSAPS) to develop initiatives around tackling the actual and perceived issues that relate anti social behaviour (rowdy/threatening behaviour) in the resort’s evening economy. • Develop strategy with Planning & Economic Regeneration Department to consider range of permissible uses for vacant sites/premises within Night Time Zone as a means of supporting proactive searches for new operators. • Build on existing licensing policy that encourages operators not to tolerate or encourage undesirable behaviour among its customers, developing events & to encourage appropriate behaviour among customers. • Develop potential of creating Business Improvement District within night time zone as a means of improving cleansing, strategic development of the area, greater stakeholder representation & promotional activity • Develop be spoke public realm & lighting strategy for the night time zone that will enhance the areas identity/sense of place and improve safety. 		X	X	X
<p>4. Arts & Creative Industries – In conjunction with the development of the new Cultural Centre and development of Southport’s market operation, develop strategy with key stakeholders to guide the development of creative industries around the environs of Market Street & King Street (proposed cultural quarter). Key priorities include:-</p> <ul style="list-style-type: none"> • Develop relations with landlords & commercial letting agents to ascertain potential development sites within the cultural quarter – including buildings & land plots that can be combined/converted to provide workspace, studio space & exhibition space for the broad range of businesses that comprise the creative sector - craft, design, photography, visual arts etc. • Establish Cultural Quarter Group including local arts practitioners, Southport Cultural Centre, Southport Market, landlords & business support services to guide the strategic development & management of the cultural quarter. • Develop strategy to attract anchor tenants for the cultural quarter and opportunities for easy in/out rental agreements to new entrants (graduates local community arts groups etc) into the industry. • Build relations with local arts colleges. • In conjunction with Economic Regeneration & Business Link, develop financial support & advise packages design to help creative 		X	X	X

Strategic Emphasis	2009/10	2010/11	2011/12	2012/13
industries set up/relocate to the defined cultural quarter. <ul style="list-style-type: none"> • Support development of social enterprise initiatives and associated opportunities for employment, education & skills development within the sector. 				
5. Transport Policy – In conjunction with SIS Transport theme, develop the following proposals:- <ul style="list-style-type: none"> • To enhance the visitor experience and capitalising on the potential of Lord Street to significantly enhance the quality of Southport’s economy, undertake feasibility studies to investigate the options for creating an environment that is pedestrian friendly. • Develop integrated public transport systems get visitor to, and move them around Southport effectively –pedestrian and cycle route improvements (Southport Cycle Town Initiative). • Work with West Lancs Council to improve easterly access to Southport through the implementation of improved traffic management systems in Ormskirk. • Expansion/upgrading of park and ride facilities & lobby to upgrading quality and speed of the easterly bus/train service to Southport. 		X	X	X
6. Seafront Development - Support long-term objectives aimed at improving the quality of resort’s seafront offer & improving the linkage between Southport Town centre with its seafront. Key priorities for development during the lifetime of this strategy will include:- <ul style="list-style-type: none"> • Progressing design competition and development of Southport Marine Park to reflect Southport Brand Strategy and expectations of key target audiences. • Develop stage 2 submission for Kings Gardens HLF programme. • Work with Southport Flower Show Limited to realise the potential of Victoria Park. • Support Pontins Ocean Parks initiative and associated opportunities for the development of visitor facilities in Southport & Sefton’s Natural Coast. 	X	X	X	X
7. Communication Strategy - Based on the aforementioned priorities, devise communication plan that will raise the profile of, and promote understanding about the Southport Investment Strategy to key audiences – local residents, local business, stakeholders & potential investors. The core objectives for the communications strategy will be aimed at:- <ul style="list-style-type: none"> • Galvanising public, private & voluntary sector support for SIS though clear understanding of vision and desired outcomes. • Conveying an innovative & holistic approach to social & economic regeneration. • Promoting confidence in Southport & develop the climate for inward investment at all levels. • Developing an ‘inclusive’ approach to Southport’s ongoing regeneration capable of maximising economic and social returns. 		X		

5.3 Development Area 3: Cross Cutting Themes

5.3.1 Priority 6 – Intelligence Led: A clear understanding of the customer and the market place

Intentions:

- ❑ To ensure that data collection systems are in place to capture key visitor information and enhance customer relationship and destination management capabilities.
- ❑ To have a planned, regular, funded programme of tourism market research for Southport, focussed on ‘filling the gaps’ in tourism knowledge that existing data collection programmes cannot fill. Be one-step ahead, anticipating new and future market developments and trends.

Rationale:-

A clear understanding of the customer and the marketplace will be essential if informed decisions about the promotion and development of Southport’s tourism sector are to be made and gaps in visitor knowledge filled. Through the implementation of Southport tourism data management plan in 2006, there have been significant improvements in the collection and dissemination of performance data relating the resort’s visitor economy including that collected through MERVIN (Merseyside Visitor Information Network), attraction’s, accommodation providers, TIC enquiries and via the internet. This in turn has helped to improve the accuracy of the volume and value data provided by STEAM (Scarborough Tourism Economic Activity Monitor) and the quality of local information available to evaluate the year on year performance of Southport’s visitor economy.

From a qualitative perspective the use of destination benchmarking and events surveys are also crucial in showing how effective promotional activity has been in attracting target audiences, recording satisfaction levels and in assessing whether the quality of our offer matches expectations. Importantly, this type of research also shows how Southport’s visitor offer compares to that of competing destinations and where improvement is required to reach the Classic Resort standard.

Despite these successes, it is essential that we do not become complacent and constantly strive to improve our visitor knowledge base so as to keep pace with changing customer expectations and preferences. At present, large gaps exist in the provision of visitor information that will constrain our ability to gauge the performance of some sectors of the resort’s visitor economy. As an example, the ability to forecast hotel occupancy levels and identify the times where excess capacity exists in the accommodation sector is being restricted through the lack of accurate & up to date information. Similarly, our failure to measure visitor footfall within the town’s retail centre is having severe implications for gauging performance against other comparable retail destinations and is limiting efforts to speak with confidence to new retail operators. From a market evaluation perspective we must also find new ways of evidencing the volume and value of visitors to the resort by market segment as a means of evidencing the returns on investment made in promotional and product development activity. Robust research

techniques to evaluate the environmental impact of activity within the Southport's visitor economy must also be developed.

Finally, such is the size and importance of the visitor economy to Southport, it is important that information is provided to evidence the contribution of the public purse in sustaining this vital element of Sefton's economy. From an environmental, social & financial point of view, the ongoing development of Southport's visitor economy will be of direct relevance to the quality of life of those living within its environs, therefore structuring appropriate research activity to measure the impact of these benefits on our local communities is now of crucial importance.

As a result of these issues, priorities for research activity will be structured as follows:-

Strategic Emphasis	2009/10	2010/11	2011/12	2012/13
<p>1. Data Management – Continue to operate Tourism Data Management Plan/centralised visitor information database for Southport and Merseyside tourism information providers –via MERVIN (unique user web enquiries, accommodation bookings, brochure requests, event ticket sales etc), local visitor attractions (TIC etc), registered coach statistics etc. Fill gaps in existing data provision as follows:-</p> <ul style="list-style-type: none"> • Occupancy Data – Develop monthly accommodation survey with TMP to provide occupancy information with participation from 6 hotels – key focus will be to evidence economic impact, room vacancy rates and associated residents expenditure patterns. • Town Centre Footfall Data – Commission Spring Board UK to install counting devices on Chapel Street & Lord Street to estimate town centre footfall numbers & benchmark against comparable UK destinations. • Coastal Data - Implement data collection programme with Sefton Coast & Countryside Service, National Trust & RSPB for 6 vehicle counting points located along Sefton's Natural Coast (Marshside, Ainsdale, Formby (2) & Crosby (2)). • Parking Data - Secure monthly data seats from key park & ride sites with Southport including the Esplanade Park & Ride & Fairways Park & Ride. • Events Data - Develop appropriate model for estimating/recording attendance levels at free events taking place in Southport. • Conference Data – Conduct regular conference research to establish volume and value of business being won by the conference bureau. <p>2. Volume & Value - In conjunction with key partners including TMP, provide annual volume and value estimates of performance in Southport's visitor economy:-</p> <ul style="list-style-type: none"> • STEAM (Scarborough Tourism Economic Activity Monitor) – In conjunction with TMP undertake annual programme of volume & value research activity for Sefton to show tourists staying in serviced accommodation/non serviced accommodation/with friends & relatives and on day trips together with associated impacts (economic, employment support, tourist days etc). Develop appropriate weighting to gauge headline performance for Southport's visitor economy. • Volume & Value by market sector – Investigate the potential of developing volume & value research using the Arkleisure 		X	X	X
		X	X	X

Strategic Emphasis	2009/10	2010/11	2011/12	2012/13
segmentation model for Southport based on a) target market segment (Cosmopolitans, Traditional etc) & b) product segment - Events, Conference and Leisure Tourism (including coast & retail).				
<p>3. Qualitative Research - In conjunction with key partners including TMP, the Southport Flower Show & Sefton MBC Arts & Cultural Services, Sefton MBC undertake regular programme of sector specific primary research will include:-</p> <ul style="list-style-type: none"> • Coastal Research – In conjunction with Sefton Coast Partnership/Landscape Partnership Project & TMP conduct coast wide qualitative programme of research to gain user opinions, profile and expenditure. • Events Research – Commission Northwest Research Services (via TMP) to undertake site surveys at two events per year to support events development and evidence outputs connected with the ERDF Partners for Growth initiative. • Leisure Research – Commission destination benchmarking activity or similar to maintain focus and competitiveness of the resort's tourism offer & gauge profile of current visitors, expenditure & satisfaction levels. • Group Travel – Attitudinal survey work undertaken by coach hosts. • Cultural Tourism – Integrate research activity as appropriate with Arts & Cultural Services to ascertain the impact of Southport's emerging cultural product offer (cultural centre, creative sector etc) so that marketing and programming activity (exhibitions programme, performing arts programme) can be developed accordingly. • Online research – Develop existing e-database to structure ongoing programme of online research to increase frequency of consumer research as a means of informing future communications policy, aiding perception analysis and product development activity (e.g. developing evening economy, heritage offer etc). Key areas for development in this regard will include the resort's events programme, cultural and conference product offers. • Visitor profiling research – In conjunction with Arkenford, develop segmentation analysis of current visitor audiences allied to key publications including the resort holiday & pocket guide. • Conversion Research - to identify the percentage of people requesting & receiving a Short Breaks & Holiday Guide who then have visited / will visit. 		X	X	X
<p>4. Community Research – Utilise existing community based research and develop closer working relations with Sefton's Community Cohesion Service to commission new qualitative research aimed at assessing local perceptions of the visitor economy and the barriers (perceived & actual) preventing participation - fear of crime, youth disorder, rowdiness etc.</p>		X	X	X
<p>5. Support National, regional and sub regional research initiatives including annual Destination Performance UK baseline survey (coastal strand), Merseyside Tourism Survey, Tourism Business Performance Survey, Partners for Growth/ERDF Key Performance Indicator reports and Merseyside Visitor Surveys.</p>	X	X	X	X
<p>6. Secure funding for new developmental areas of primary research as appropriate – brand awareness, product development, the evening economy, heritage and other niche markets.</p>		X	X	X

5.3.2 Priority 7 – Investing in people skills and enterprise

Intention:

- **Work with partners including TMP, Sefton@Work and the Sector Skills Council (SSC) to reduce the number of ‘hard to fill’ tourism vacancies in the resort, to tackle career development issues, and work force skill base shortages during the period 2009 – 2013.**

Rationale:-

As Southport continues its transition into England’s Classic Resort throughout the next 5/10 years, there will be huge focus on establishing the resort’s emerging leisure, cultural, accommodation and retail offers so they are fit for purpose and are able to attract new high spending visitors. In reaching that point, investments made to date must be matched by equal consideration being given to training and skills development that will enable a level of customer service to fulfil, if not exceed customer expectations.

In recognition of this fact, Sefton Council’s Tourism Skills Business Plan has been developed to address the challenge of recruiting, training and retraining a workforce competent to deliver the high standards of service associated with a benchmark Classic Resort. In this regard the plan focuses on capitalising on the potential for increased employment opportunities offered through the concept of classic resort by developing initiatives to ensure local residents/communities are equipped with the skills and knowledge of the tourism industry demanded by businesses operating within the sector. The appointment of a dedicated Employment Liaison Officer (ELO) to champion the tourism skills agenda at local level and facilitate communication between skills providers/stakeholders and the industry has done much to progress these issues.

However, issues still remain. Recent research work that surveyed 30 Southport businesses operating in the tourism sector show that skill levels among Sefton residents and those in the hinterland are at a lower level than is seen nationally; in addition, it would appear that the area’s workforce receives lower levels of training (this prevalent overall – rather than specifically within the tourism sector). From a perceptual point of view, poor pay and working conditions within the industry are still affecting good quality recruitment and retention of staff. As a result, the sector is still seen by many as a ‘job’ rather than a credible career option. This fact, coupled with a general lack of awareness among employers as to the variety of existing and bespoke training courses available to them and their staff, compounds the problem further.

This issue is of crucial importance to the prosperity and sustainability of Southport’s visitor economy. Our ability to provide the standards of service consistent

with the Classic Resort brand will be one of the core measures new and existing visitors will use to judge the quality of their experience. In meeting this challenge the resort's tourism industry must now recognise the importance of skills and training not only in terms of the quality of service delivery, but also in terms of how it will improve the profitability of their business. In taking greater responsibility for its actions, the potential exists to overcome the negative perceptions of the industry that are restricting the calibre of people choosing Southport as a place to work.

Strategic Emphasis	2009/10	2010/11	2011/12	2012/13
<p>In developing the key recommendations of the Tourism Skills Development over the lifetime of this strategy, the following key actions are proposed:-</p>				
<p>1. Overcoming perceptions of the industry.</p> <ul style="list-style-type: none"> • Improve the profile & scope of tourism careers in Southport by raising awareness of the destination's 'Classic Resort' ambition among schools, colleges & recruitment agencies. Interventions may include appointing industry champions, providing careers trips to key attractions/hotels/events/entertainment venues & increased presence at careers fairs etc. • Develop communications strategy (within SIS communications plan) to maximise publicity around industry success stories including new entrants/operators to Southport, business performance and employee development initiatives etc. • In conjunction with Sefton Education Business Partnership, assess promotion of tourism careers in Southport schools & colleges & develop new initiatives with TMP that can be used in the longer term to address poor perceptions of the industry at an early age. • In conjunction with partners support initiatives to develop work experience placements aimed at encouraging young people into the industry. • Raise the profile of Southport and the tourism career opportunities it offers via inclusion in Springboard initiatives (web site etc) - Springboard UK is a young dynamic organisation which promotes careers in hospitality, leisure, tourism and travel to a range of potential recruits and influencers 	X	X	X	X
<p>2. Encouraging skills & training.</p> <ul style="list-style-type: none"> • In conjunction with Sefton@Work & Southport Employment Liaison Officer (ELO) continue 121 dialogue with, and enhance communications to, tourism businesses in Southport aimed at raising awareness of the Learning & Skills Council funded Routeway Initiative, identifying ongoing training needs and signposting to external courses provided by TMP and external training agencies. • Work in conjunction with TMP, external training providers & Sefton@Work/ELO 'package' training & skills offered to employers as a means of providing continuity between training initiatives, facilitate medium term staff career development and to increase the level of transferable skills. • In conjunction with TMP and other skill providers, develop flexible training scheme initiatives to overcome issues around 	X	X	X	X

Strategic Emphasis	2009/10	2010/11	2011/12	2012/13
<p>releasing staff for training during business hours. This will include considering the potential of providing web interface/online training initiatives.</p> <ul style="list-style-type: none"> Establish performance monitoring systems for external training undertaken by business operating within Southport's visitor economy. 				
<p>3. Business Leadership.</p> <ul style="list-style-type: none"> Develop structured programme of seminars and information portals for businesses operating in the visitor economy to share best practice information that relates to staff retention, personal development & work place environment. In conjunction with Sefton@Work, encourage business champions capable of advocating the benefits of the ELO service to others, understand the importance of employee career progression and are willing to act in an ambassadorial capacity for the ongoing development of the skills agenda in Southport. Establish the potential of creating a Skills Development Sub Group that reports to the STBN/Brand Partnership. In conjunction with Sefton@work/ELO target smaller businesses and assess the need for guidance in HR areas such as setting up personal development plans etc. 	X	X	X	X
<p>4. Continue to organise the Southport Ambassador Awards scheme on an annual basis, rewarding employee excellence, recognising and disseminating good employment practice amongst the local tourism industry, and promoting the importance of tourism as a career.</p>	X	X	X	X

5.3.3 Priority 8 – Spreading the benefits of the visitor economy

Intention:

- **To develop community ownership, responsibility for and participation within Southport's Visitor Economy**

Rationale:-

In supporting Southport's transition into England's Classic Resort, the resort's heritage, retail, conference and leisure offers will play a huge part in attracting the diverse range of visitors required to sustain the visitor economy and stimulate investment opportunities. Whilst these products will define what Southport is and what visitors perceive Southport to be, those who live and work in the resort will play an equally important role in bringing the destination to life and developing its distinctive sense of place. As a result, the visitor economy must be developed so that it is relevant to and reflects the needs of its community and encourages their participation within it.

Recent survey work indicates that perceptions among our local communities of anti social behaviour, crime and safety in Southport are having a negative impact on people's wellbeing and constraining their ability to enjoy the variety of experiences the town has to offer. In redressing this imbalance, tourism policy must continue to integrate with other social regeneration initiatives and remove these barriers (actual & perceived) so that communities take pride in Southport and contribute toward its development as a vibrant, dynamic and exciting destination. In achieving this balance, the potential exists to truly distinguish the destination from its competitors by creating an environment where sustainable and cohesive communities are an integral part of the product offer rather than simply co existing with it.

Through out 2007 & 2008, the Tourism Department has been proactive in using the opportunities associated with the visitor economy to improve the lives of our communities and consequently the quality of visitor experienced offered. The recruitment of 150 volunteers to work on the events programme for example now supports the Southport visitor welcome programme as well as helping volunteers enhance their career and social skills. Similarly, the Tourism Routeway programme run in conjunction with [Sefton@work](#) is creating employment and training opportunities for local people to work in the visitor economy, and the emergence of the resort's cultural offer is enabling interaction with the Southport's artistic & creative communities. From January to June 2009, 24 people have been recruited through the Tourism Routeway programme, including businesses like Prego Restaurant and the Weatherspoon. In addition to this 16 businesses have been assisted with recruitment of staff with more than 60 people being recruited.

Given these successes, and the clear relationship between a successful destination and the extent to which people want to live and work within it, this strategy

will seek to develop the foundations from which this model can be extended to embrace a much broader cross section of Southport's visitor economy. This will involve closer working with the voluntary & community sectors including Sefton CVS and the Southport Community Safety Area Partnership to help overcome problems relating to antisocial behaviour, crime and wide ranging environmental issues. It will also involve targeting communications to encourage greater community participation in leisure & recreational tourism as well as supporting opportunities for social and local business enterprise.

Strategic Emphasis	2009/10	2010/11	2011/12	2012/13
<p>1. Tourism Routeway Programme – In conjunction Sefton@work, continue to employ Employment Liaison Officer and work with Job Centre Plus, Southport College et.al. as a means of creating training and employment opportunities for local residents in the tourism & hospitality industry.</p>	X	X	X	X
<p>2. Encouraging Participation within the Visitor Economy</p> <ul style="list-style-type: none"> • Volunteer Programme – In conjunction with Sefton CVS expand the exiting tourism volunteer programme to enhance community volunteer opportunities in the hospitality, leisure and cultural sectors. Key aims will include structuring volunteer activity to support those outputs associated with the Child Poverty Pilot Programme, providing opportunities for young people and developing bespoke volunteer initiatives as part of the Phase 2 Kings Gardens HLF programme (pending programme approval). • Developing Cultural opportunities <ul style="list-style-type: none"> ➤ Reconstitute monthly community 'jazz jam' sessions in conjunction with the Southport International Jazz Festival. ➤ Develop community engagement programmes for all ages as part of the Southport Comedy Week (in conjunction with Comedy Trust). ➤ Encourage community participation within Southport main events programme – Air Show, Musical Fireworks etc ➤ Encourage and provide support for community led events & activity within Southport's public open spaces. ➤ Support community based activities associated with Southport Cycle Town initiative. 		X	X	X
<p>3. Encouraging Enterprise within the Visitor Economy – Through integrated working with Sefton Council's Regeneration Department and those priorities set out in section 6, align grants support and advise packages through Sefton Integrated Business Service (SIBS) to create incentives for local and social enterprise within Southport's tourism sector.</p>		X	X	X
<p>4. Community Safety & the Environment – Based on priorities set out above and those of the Southport Community Safety Area Partnership, develop action plans with Sefton Council's Community Safety Unit to develop safer and stronger communities within Southport. Key issues to be covered during the lifetime of this strategy are as follows:-</p> <ul style="list-style-type: none"> ➤ Where practical, align tourism marketing activity with Sefton community segmentation analysis (conducted by ACORN) to increase numbers of local residents benefiting from the Visitor Economy - major events programme, cultural activity, retail offer etc. 		X	X	X

Strategic Emphasis	2009/10	2010/11	2011/12	2012/13
<ul style="list-style-type: none"> ➤ Develop structured framework for the targeted use of the Community Payback Programme to tackle gaps in existing service provision including cleansing, graffiti & maintaining the resort's tourism infrastructure etc. ➤ Develop detailed action plan for Phase 2 Kings Gardens HLF scheme (pending approval) to tackle existing and perceived problems relating to young people, anti social behaviour, under age drinking and crime. ➤ In conjunction with the existing night time economy group, develop initiatives for enhancing Southport's evening economy as set out in section 6. <p>5. Communications - In conjunction with partners, establish communication plans for the Southport Cycle Town Project, Sefton's Natural Coast Landscape Partnership Programme & Southport Investment Strategy to increase community input, understanding and participation within each of these initiatives.</p>		X	X	X

Agenda Item 4

6.0 Resource Allocation: People and Partnerships

6.1 Creating a Brand Partnership

The recommendations of the Southport Brand Strategy and the Business Tourism Business Plan provide clear guidance around how Southport's visitor economy must evolve to appeal to the kinds of people that will sustain the resort's visitor economy in the long term. In establishing the England's Classic Resort brand, all stakeholders must understand that this journey will relate as much to developing the right marketing & PR strategy as it will to providing good customer service and creating market led products. Whilst combining these elements efficiently will allow Southport to genuinely deliver outstanding tourism experiences, without the appropriate structures in place to provide all stakeholders with the opportunity to understand and influence this transition, success will be limited.

The existing STBN model has moved huge progress in overseeing the marketing of Southport's visitor economy over the last 10 years, however, the time is now right for it to have greater influence over the collection of functions associated with developing the Classic Resort brand. In achieving this, the STBN must become the lead organisation for the visitor economy in Southport and become effective in engaging the wide range of stakeholders that are responsible for the destination's promotion and development at all levels – strategic planners, transport operators, town centre management, attractions operators etc. Engaging these interests through the creation of an overarching Destination Brand Partnership that is linked to the implementation of the resort's new brand strategy seems the most appropriate and functional option to pursue.

The principle of creating a brand partnership is centred on developing a structure that is representative of all the resort's key stakeholders and is capable of delivering the wide ranging priorities detailed within this strategy. This approach is intended to make the partnership relevant to the commercial objectives of those operating within Southport's visitor economy so that it is better placed to reflect their needs, and can respond quickly and effectively to market change. In operational terms, the partnership will underpin the management of the visitor economy in Southport by ensuring the delivery of England's Classic Resort brand is focused and true to the principles contained within the brand strategy, it will support initiatives to attract investment for development of new product, and provide effective mechanisms for monitoring and evaluating the impact of the strategy. In short, this will mean rationalising & streamlining the array of groups that currently influence the marketing, sales and product development within the resort's visitor economy, into a balanced & integrated partnership that shares a common vision, goals and objectives.

Given the detailed strategic guidance we now have in place and the priorities for development contained within this strategy, the following structure sets out how Southport's Brand Partnership will operate.

Southport Partnership Board
Southport Investment Strategy

Southport Brand Partnership
Brand Strategy/Visitor Economy Strategy
SBE, STBN, COT

SIS Visitor Economy Development

- Conduit for SIS thematic groups /brand partnership.
- Nurturing & prioritising product development & investment.
- Destination Welcome – ICT, business engagement & skills.
- Co ordinating research & performance management.
- Nurturing sector development eg evening economy, Arts & Creative Community in support of emerging cultural offer etc.

SIS –

- Transport & Access
- Natural & Built Environment
- Employment & Business
- Town Centre Co ordination
- Cohesive Communities
- Housing

Golf Development

Destination Marketing

Business Tourism

Restaurateurs

Retail Development

- Product development – clubs, accommodation, tour operators etc.
- Local/regional & national golf promotion & PR via ECG brand.
- Event support & development.
- Relationship management - Golf clubs
- Research & evaluation

- All leisure destination marketing & PR.
- Marketing partnerships (cultural, events, groups, retail, transport etc)
- Product clustering – short break/day visit incentives.
- Research & evaluation.
- DMS & e-media.
- Marketing/PR support for emerging brands

- Sales & relationship building.
- Marketing & PR
- Targeting conference/exhibition opportunities.
- Research
- Performance management.
- Subvention Policy.
- Conference Ambassadors

- Accreditation & quality assurance.
- Event development - Food & Drink Festival etc.
- Sector development – local produce, customer incentives.
- Influencing leisure marketing & PR.

- Influencing leisure marketing & PR.
- Retail trends/information exchange.
- Town Centre Management.
- Retail cluster development.
- Retail event development.

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The proposed structure effectively streamlines activity associated with implementing each development area into focussed delivery groups that will avoid duplicating the efforts of the partnership and ensure available resources are targeted appropriately and allocated efficiently.

In contrast to the existing STBN 'sub group' approach, this proposal allocates responsibility for all leisure destination marketing activity under one function. Consuming the work of the existing group travel sub group, the work of the destination marketing function will include responsibility for looking across the other delivery groups and targeting marketing campaigns on their behalf as and when required. It will also focus on developing marketing partnerships with key product sectors comprising the resort's visitor economy particularly the accommodation offer, emerging cultural offer and in supporting the retail offer. Furthermore, the group will also support the tactical marketing of the resort's events programme, define research priorities, supporting emerging brands such as the night time economy and work with stakeholders/operators to 'package' the leisure opportunities in support of short break and day visitor marketing campaigns.

Rationalising leisure destination marketing activity in this way will allow the remaining delivery groups to focus specifically on the strategic development of their individual product areas in line with the standards associated with the Classic Resort brand. This will include addressing quality and service standards, encouraging greater representation/co operation from other private sector stakeholders and developing new initiatives that will help diversify the product offer and attract new visitors – developing thematic events for example.

In terms of business tourism, the delivery group will focus on implementing the key actions contained within Blue Sail's business plan aimed at reaching new markets whilst protecting existing business. Core functions of the group will include addressing quality issues with accommodation providers, developing a collective responsibility for targeting and selling to key conference buyers and working in conjunction with Liverpool's conference bureau to structure sales, PR and marketing activity. Importantly, the group will also need to consider the improvements required of the resort's leisure product in order to enhance the attractiveness of the conference offer to key buyers – public realm, retail, evening economy etc.

The biggest challenge facing the brand partnership, and indeed the development of Southport's visitor economy as a whole will be its ability to link the sales & marketing activity with the co-ordinated and prioritised development of Southport physical offer and infrastructure. In addressing this issue, the new Visitor Economy Group will provide the conduit between the Southport Investment Strategy's thematic groups delivering regeneration activity and the brand partnership. Focussing specifically on investment and nurturing new product to enhance Southport's visitor offer (see DA2), the group will focus on guiding the work of the SIS thematic groups so that regeneration activity and initiatives reflect the needs of the visitor economy. This approach will allow the 'know-how' and commercial expertise of stakeholders to be factored into product development decisions as well as ensuring the mechanisms are in place for them to engage and influence this process. The visitor economy group will also take on responsibility for destination welcome, research and skills initiatives to a significantly higher level of detail than has been experienced before.

The brand partnership itself will essentially replace the STBN Alliance and through its extended remit, work to encourage new stakeholders to become members and champions of the partnership. Meeting on a quarterly basis, the partnership will be responsible for monitoring the performance of the delivery groups, addressing performance issues and developing strategy

based on the priorities contained within the Visitor Economy Strategy. Importantly, the partnership will be committed to implementing the Classic Resort brand as has been detailed within the brand strategy. Its members will act an ambassadorial role to encourage support for the Southport's chosen direction and in recruiting new playing into the partnership.

The proposed structure also formalises the links between the brand partnership and existing Southport Partnership Board to raise the profile and importance of the visitor economy in the wider regeneration agenda associated with the Southport Investment Strategy. The approach will also provide access to key decision makers and other partnerships such as Sefton's Chamber of Commerce.

6.2 Next Steps

1. Develop detailed proposal for governance of the brand partnership & consult with STBN.
2. Target a cross section of public, private & community stakeholders to form the brand partnership.
3. Recruit a brand champion capable of chairing the partnership meetings, recruiting partners from key stakeholders, leading initiatives & helping secure investment.
4. Develop brand partnership constitution & agree priorities with Southport's Brand Strategy.
5. Develop communications strategy targeting stakeholders and wider communities to raise the profile of England's Classic Resort and its relevance to the economic and social wellbeing of those living, working & investing in the report.

6.3 Key Funding Streams

NWDA, ERDF/Partners for growth funding and private sector contributions, will be synthesised with Sefton Council's annual budget setting process to provide a robust cost framework for the years ahead. Expenditure and activity plans will be detailed within core business plans that will/have been developed to implement priority areas 1-4 & 6 outlined above. The remaining action areas will be funded through budgets falling outside the direct control of the Southport Brand Partnership/SMBC Tourism Department and through securing additional external funding that will be developed during the lifetime of this strategy.

Supporting Merseyside's reclassification into an Objective 2 area, transitional funding has been awarded to the Liverpool City Region via the Northwest Operational Programme (EU Action Area 3.3) for the period July 09 to June 2012. This funding has been allocated to help sustain investments made through the preceding Objective 1 programme as a means of sustaining economic growth and creating jobs. Given the size and increasing importance of the Visitor Economy to the long term prosperity of the Liverpool City Region, Southport has secured ERDF resources under the Partners for Growth initiative (see section 4.4) amounting to £870,715 allocated over three years commencing 1st July 2009 to 30th June 2012. It has also been awarded £80K from the NWDA's Business Tourism Development fund for the period August 2009 to July 2011.

These funding allocations will be matched by Sefton Council's core tourism budget and contributions from the STBN. The table below set out how will be allocated between priority areas 1-4 & 6 during the lifetime of this strategy.

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Partners for Growth Activity Themes	Year 1 (£) July 09 – Dec 09			Year 2 (£) Jan 10 – Dec 10			Year 3 (£) Jan 11 – Dec 11			Year 4 (£) Jan 12 – June 12		
	ERDF	SMBC	STBN	ERDF	SMBC	STBN	ERDF	SMBC	STBN	ERDF	SMBC	STBN
Destination Marketing <i>Visitor Economy Strategy Priority Areas 1 & 2</i>	87474	62474	25000	174570	124569	50000	174759	124759	50000	87473	62473	25000
Event Development <i>Visitor Economy Strategy Priority Area 3</i>	0	0	0	80000	80000	0	50000	50000	0	20000	20000	0
Event Marketing <i>Visitor Economy Strategy Priority Areas 2 & 3</i>	20604	20604	0	30000	30000	0	30000	30000	0	10000	10000	0
*Research <i>Visitor Economy Strategy Priority Area 6</i>	0	0	0	15805	15805	0	15805	15805	0	10000	10000	0
Destination Development <i>Visitor Economy Strategy Priority Area 4 (ICT Element)</i>	0	0	0	16149	16149	0	21954	21954	0	0	0	0

* Supplemented with additional destination research co-ordinated through TMP project monitoring & evaluation programme.

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7.0 HOW DO WE KNOW THAT WE HAVE ARRIVED?

7.1 Performance Management

The collation of performance management information will be undertaken by the Tourism Department (see Priority 6). Through the creation of an agreed set of Key Performance Indicators (KPI's) data sets will be used to monitor and evaluate the performance of those sectors comprising Southport's visitor economy (see below). KPI information will be published on a monthly basis (where feasible) and made available to all members of the Southport Brand Partnership, Sefton Council and other partner organisations such as TMP and Sefton's Chamber of Commerce.

As per the department's existing data management plan, performance management data gathered by the Tourism Department will also be used to inform annual local, regional and national research & performance management initiatives including:-

- TMP – Visitor Economy volume & value estimates for Liverpool City Region
- TMP – Partners for Growth monitoring & performance management.
- Destination Performance UK – Coastal Destination Benchmarking Analysis.
- Sefton Council – SPRINT & contribution to local/regional/national performance indicators.
- Locally agreed business performance targets – including environmental & employment measures?
- National Quality Measures
- Others?

7.2 Visitor Economy - Key Performance Indicators

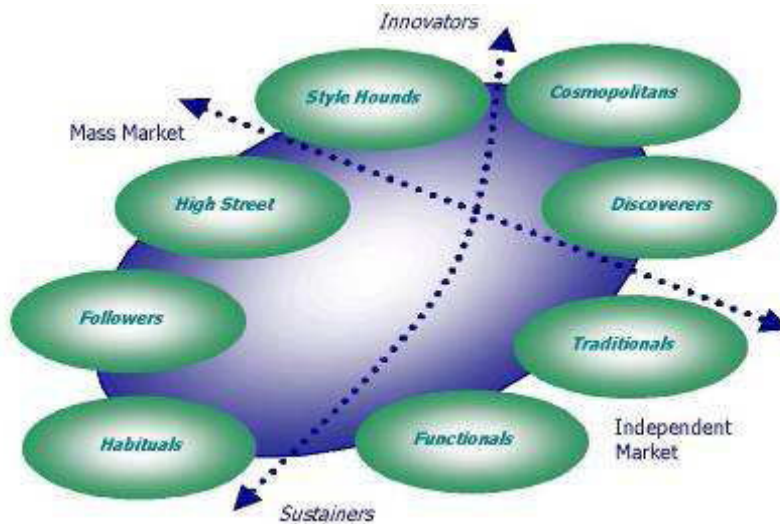
KPI	Indicator Data Source	Monthly / Annually
Satisfaction Indicators <ul style="list-style-type: none"> ➤ % Visitors rating overall experience good/excellent. ➤ % of customers considering TIC experience good/excellent. ➤ % of users who consider destination web site good or excellent 	Destination Benchmarking/Events Research Surveys. Destination Benchmarking Surveys Online Surveys	Annual Annual Annual
Economic Indicators <ul style="list-style-type: none"> ➤ Number of day visitors/trips (+ % increase/decrease). ➤ Number of overnight stays/trips (+% increase/decrease). ➤ Value of day visitor spend (+% increase/decrease). ➤ Value of staying visitor spend (+% increase/decrease). ➤ Value of day visitor spend per head (+% increase/decrease). ➤ Value of staying visitor spend per head (+% increase/decrease). ➤ Net Local Authority spend on tourism per head of population. ➤ Number of accommodation bookings made through MERVIN ➤ Value of accommodation bookings made through MERVIN ➤ Return on investment for marketing campaigns (as a ratio) ➤ Annual average bed space & bedroom occupancy of accommodation. ➤ Number of FTE tourism related jobs ➤ Number of placements on Tourism Routeway Programme 	Attractions, Hotel Occupancy, Town Centre Footfall & Resort Parking data used to inform STEAM/Arkenford Volume & Value Estimates MERVIN MERVIN Event/Marketing Spend as a ratio of total annual visitor expenditure Monthly hotel occupancy surveys STEAM Estimates Sefton@work KPI's	Annual Annual Annual Annual Annual Annual Month Month Annual Month Annual Annual

KPI	Indicator Data Source	Monthly / Annually
<p>Sustainability Indicators</p> <ul style="list-style-type: none"> ➤ % of residents indicating they are satisfied with the local impact of tourism. ➤ Ratio of annual visitors per head of population. ➤ % of visitor economy enterprises (accommodation, attractions, activities) with a recognised environmental certification. ➤ % of visitor economy enterprises (accommodation, attractions, activities) participating in green tourism accreditation schemes ➤ % of visitor economy enterprises (accommodation, attractions, activities) participating in quality accreditation schemes. ➤ FTE visitor economy related jobs as a percentage of total FTE jobs 	<p>SMBC/Southport ACORN Analysis. STEAM/ACORN Analysis</p> <p>TMP Green Tourism Business Scheme TMP advocated schemes</p> <p>TMP Green Tourism Business Scheme TMP advocated schemes</p> <p>SMBC/Southport Brand Partnership Quality in Tourism (VB)/ The AA</p> <p>STEAM/SMBC Planning & Economic Regeneration</p>	<p>Annual Annual</p> <p>Annual Annual</p> <p>Annual Annual</p>
<p>Organisational Indicators</p> <ul style="list-style-type: none"> ➤ Number of new/ existing Brand Partnership/STBN members, year on year 	<p>Tourism Marketing</p>	<p>Annual</p>
<p>Marketing Communications Indicators.</p> <ul style="list-style-type: none"> ➤ Number of unique users to www.visitsouthport.com ➤ Response rates/conversions to direct marketing campaigns (event ticket sales, golf tee times booked etc). ➤ Response rates/conversions to e-marketing marketing campaigns (event ticket sales, golf tee times booked etc). ➤ E-marketing activity undertaken as a ratio of printed marketing activity. ➤ Amount of air time/ column square inches of media coverage. 	<p>Conversion research, marketing service data collection systems, TMP/Partners for Growth Monitoring.</p>	<p>Month Quarterly</p> <p>Quarterly</p> <p>Annual Quarterly</p>

KPI	Indicator Data Source	Monthly / Annually
<p>Business Tourism Indicators</p> <ul style="list-style-type: none"> ➤ Conference bookings confirmed through Southport Conference Bureau ➤ Conference bookings confirmed through TMP Conference Bureau ➤ Number of unique users to www.southportconferences.com ➤ Number of familiarisation visits undertaken ➤ Number of live enquiries. 	<p>Chaser, Delegate Response Forms, LJ Forcaster Reports.</p>	<p>Month Month Month Month</p>
<p>Headline Product Development Indicators (creating baseline in year 1)</p> <ul style="list-style-type: none"> ➤ Capital Investment Funding Secured ➤ Volume of vacant retail floor space ➤ Visitor economy enterprise supported through business grants & advice. ➤ Cultural Enterprise supported through business grants & advice. ➤ Retail footfall benchmarked against comparable destinations ➤ Retail development enquiries made ➤ Retail development enquiries converted 	<p>All data to be provided through Southport Partnership/Southport Investment Strategy Implementation Group.</p>	<p>Annual Annual Quarter Quarter Month Quarter Quarter</p>

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Appendix A: The Ark Leisure Model



MAIN SEGMENTS IN THE ARKLEISURE SYSTEM			
STYLE HOUNDS	HIGH STREET	FOLLOWERS	HABITUALS
'Young Free Single', impulsive Fashion counts Brand counts Looking for fun with friends Most not seriously sporty	Main stream early adopters Followers of high street fashion Care what others think Happy to buy packaged options	Strongly influenced by what others will think Don't want to be seen as old fashioned Less active Slow to adopt Avoid risk	Largely inactive, low spending group Very traditional, strongly resistant to change Risk adverse Value relaxation, peace and quiet
COSMOPOLITANS	DISCOVERERS	TRADITIONALS	FUNCTIONALS
Strong, active, confident Style & brand important, but as an expression of their self made identity. High spenders especially on innovation and technology Looking for new challenges, new experiences, Globetrotters	Independent in mind and action Little influenced by style or brand but interested in new options Buy on function and value to them Looking for new and educational experiences	Self reliant internally referenced Slow to adopt new options Strong orientation towards traditional values Value individual attention & service	Self reliant Price driven Value function over style Traditional values, but interested in new experiences, not risk adverse

Source: Arkenford Research

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REPORT TO: Cabinet

DATE: 15 April 2010

SUBJECT: Gardner Avenue Allotments

WARDS AFFECTED: Netherton & Orrell

REPORT OF: Interim Head of Corporate Legal Services / Leisure & Tourism Director

CONTACT OFFICER: Dave Mackey - Interim Head of Corporate Legal Services
0151 934 2032

EXEMPT / CONFIDENTIAL: No

PURPOSE / SUMMARY:

To report to Members on the Further Report from the Local Government Ombudsman following her investigation into two complaints arising from incidents at the Gardener Avenue Allotment Site, Bootle in 2007.

REASON WHY DECISION REQUIRED:

Where a further report is issued the Authority has a duty to consider the report within a 3 month timescale and must advise the Ombudsman as to the action it proposes.

RECOMMENDATION(S):

Members have a duty to consider the Ombudsman's report and determine what action to take. Members views are sought.

KEY DECISION: No

FORWARD PLAN: Not applicable

IMPLEMENTATION DATE: Following the expiry of the "call-in" period for the minutes for this meeting.

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ALTERNATIVE OPTIONS:

The Council must consider the Ombudsman's further report and recommendations.

IMPLICATIONS:

Budget / Policy Framework: N/A

Financial: N/A

<u>CAPITAL EXPENDITURE</u>	2006/ 2007 £	2007/ 2008 £	2008/ 2009 £	2009/ 2010 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: N/A

Risk Assessment: N/A

Asset Management: N/A

CONSULTATION UNDERTAKEN / VIEWS

Consult Leisure & Tourism

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		√	
2	Creating Safe Communities		√	
3	Jobs and Prosperity		√	
4	Improving Health and Well-Being		√	
5	Environmental Sustainability		√	
6	Creating Inclusive Communities		√	
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People		√	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Further report on an investigation into Complaint Nos 06/C/15879 and 06/C/16558 against Sefton Council.

Agenda Item 5

BACKGROUND:

1. Members will be aware that the Council has been involved in a longstanding dispute between two factions on the Gardner Avenue Allotment Site, Bootle. A number of complaints have been made to the Ombudsman. On the 15th May 2008 Cabinet considered two reports from the Ombudsman. The reports concluded that there had been maladministration by the Council and recommended that the Council should pay compensation to the two Claimants and formally apologise.
2. At the meeting Cabinet also considered a petition submitted by residents and also received copies of additional handwritten correspondence which was circulated at the meeting at the request of the Claimants. Members resolved:-

That the report and petition be deferred for further consideration at the next Cabinet Meeting pending the submission of a detailed report by Officers on the two investigations into the Gardner Avenue Allotment Site, Bootle.

3. The matter was subsequently reported to the Cabinet Meeting on the 12th June 2008 when it was resolved that:-
 - (i) **The action recommended by the Local Ombudsman in the two reports be not accepted.**
 - (ii) **The Legal Director be authorised to prepare a statement of the reasons why the Council did not take the action recommended in the two Local Ombudsman's reports.**
4. Following the meeting the Ombudsman was advised of the cabinet decision. Section 31(2a) of the Local Government Act 1974 states that if after issuing a report, the Local Government Ombudsman is not satisfied with the action that the Council has taken she may make a further report setting out those facts and making recommendations. The Council has now received the Ombudsman's further report (attached at Annex A).
5. The Ombudsman's powers are contained in the Local Government 1974. The Council is obliged to make copies of the report available for inspection by the public for a period of three weeks. The Authority must give public notice by way of advertisement in local newspapers publicising the fact that copies of the report are available for inspection.
6. The Authority has a duty to consider the report within a three months timescale and must advise the Ombudsman as to what action it proposes to take. If the Ombudsman is still not satisfied that the recommendations have been satisfactorily dealt with then she may require the Council to publish a

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statement in local newspapers and at Council offices stating that she considers the Authority's response to be unsatisfactory, together with details of any action recommended by the Ombudsman in the further report. If the Authority wishes it may also include a statement of the reasons for not having taken the action recommended in the report. The statement must be published in two consecutive weeks in the local newspapers.

7. Members are asked to consider the Further Report.

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Further Report

on an investigation into
complaint nos 06/C/15879 & 06/C/16558
against Sefton Metropolitan Borough Council

25 February 2010

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Investigation into complaint nos 06/C/15879 & 06/C/16558 against Sefton Metropolitan Borough Council

1. Section 31(2A) of the Local Government Act 1974 (as amended) says that if, after issuing a report, the Local Government Ombudsman is not satisfied with the action that an authority has taken or proposes to take, a further report shall be issued setting out those facts and making recommendations.
2. In April 2008 I issued reports following investigations into two separate complaints that related to the Council's management of an allotment site. A long and acrimonious dispute between a number of the allotment holders had been exacerbated by the way that the Council had leased the site to individuals acting on behalf of an unincorporated association; the absence of tenancy agreements; and the actions it took when the unincorporated association was without elected representatives. As a result of the way parties to the dispute conducted themselves, Council officers had been drawn into spending a disproportionate amount of time and effort on issues raised and on previous complaints to the Ombudsman. Investigation of those previous complaints had been discontinued when the Council agreed to take various actions including issuing tenancy agreements on the model used by the National Society of Leisure & Allotment Gardeners (NSALG).
3. My finding on complaint 06/C/15879 was that the Council acted with maladministration causing injustice when it locked Mr C out of the allotment site because he would not sign a tenancy agreement that appeared different to the NSLAG model but was materially the same. I found that the Council had locked Mr C out without regard to his status and rights under allotment law. I did not consider that the Council's desire to bring order to the site could justify it ignoring the law. I recommended that the Council should apologise to Mr C and pay him £25 for each week that he was prevented from working his allotment together with £250 for his time and trouble in pursuing his complaint.
4. Complaint 06/C/16558 concerned the Council's handling of an allegation made against Mr B by another allotment holder and its suggestion that Mr B had received a police caution. I found that, although the Council decided to take no action on the allegation, it had acted with maladministration in forming a view (which it expressed to Mr B in writing) without giving him an opportunity to respond. My investigation established that the police had never cautioned Mr B and therefore a Council statement to me was false. I found that the Council had acted with maladministration in making a claim that was false and recommended that it should: apologise to Mr B, formally retract its statement that he had been cautioned; and pay him £1,000 in recognition of his time, trouble and cost in making his complaint and his distress.

5. After issuing my reports, I was surprised and disappointed to learn of local newspaper reports of comments made on them by Council officers. I wrote to the then Chief Executive on 19 May 2008 setting out the case law on how local authorities should consider an Ombudsman's report. I drew attention to case law about local authority consideration of Local Government Ombudsmen's findings in the case of *Bradley v Secretary of State for Pensions* which dealt, in part, with whether a Minister or Government Department had to accept the findings of the Parliamentary Ombudsman. This confirmed and restated the position established in earlier cases as summarised by Lord Justice Wall:

In cases involving the Local Government Ombudsman (LGO), the citizen who has invoked his assistance has - in law – no substantive remedy against the local authority concerned if that authority rejects the LGO's conclusion. It is true that the citizen could apply for judicial review of the local authority's decision not to implement the LGO's findings, but the system, as I understand it, depends upon the convention that local authorities will be bound by the findings of the LGO. It must follow inexorably that if a local authority wishes to avoid findings of maladministration made by a LGO, it must apply for judicial review to quash the decision.

This, in my judgment was what the Eastleigh case was about and why, with respect, Lord Donaldson of Lynton MR was right to hold that in the context of the 1974 Act, the Parliamentary intention was that "reports by ombudsmen should be loyally accepted by the local authorities concerned": - see [1988] 1 QB 855 at 867A-C.


6. The Council's Cabinet considered the matter at meetings on 15 May and 12 June. The Cabinet resolved not to accept my recommendations as it was '*... concerned that in all the circumstances to accept the recommendations was unlikely to resolve the conflict on the site.*'
7. My reports were appended to a covering report of Council officers. On seeing a copy of that report I wrote again to the then Chief Executive to express my grave concern about: the introduction of irrelevant considerations by the officers' report and allotment holders attending the meetings; the influence that irrelevant considerations clearly had on the Cabinet's decision; the disrespectful and discourteous comments about my office made in the officers' report; an apparent misapprehension about the content of one of my reports and of the most basic principles of public law. I stressed that my investigations and reports were into the Council's discharge of an administrative function and that I had no interest in the disputatious relationships between allotment holders.

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8. In response, information was provided to me in relation to 06/C/16558 that I pursued with Merseyside Police. The Police again confirmed that no formal caution was ever issued to Mr B but also explained how Council officers could have come to believe that one had. In light of that explanation I am prepared to accept that, although entirely erroneous, Council officers believed that a caution had been issued. This does not, however, obviate my finding that the Council acted with maladministration in claiming that Mr B had been cautioned by the Police when enquiries made through the proper channels would have established that he had not.
9. In the time since I issued my reports there have been significant changes within the Council and further communications with officers. Regrettably, I understand that the Council remains unwilling to apologise to Mr C and Mr B and maintains its view that it would be inappropriate to make the payments I recommended because to do so would perpetuate and inflame the continuing ill-feeling at the allotment site.
10. I am not satisfied with the action taken by Sefton Metropolitan Borough Council since I issued my two reports. I am particularly concerned that the officers ignored the established common law relating to Ombudsman's reports and recommended that the Council should not comply with my recommendations because of their unhappiness with the investigation and my conclusions.
11. The Council should have addressed its mind to the remedies that I recommended for the maladministration that I found i.e.:
 - a. that it had locked Mr C out of his allotment without regard to his status and rights under allotment law, which could not be ignored simply because it wished to restore order to the site;
 - b. that it had formed and expressed in writing a view about Mr B's involvement in an altercation without giving him an opportunity to respond;
 - c. that it falsely claimed that Mr B had been cautioned by the Police;and that it should:
 - retract its suggestion that Mr B had been subject to formal police caution and apologise to him for that and the way it handled a complaint against him;
 - pay Mr B £1,000 for their time, trouble and costs of bringing their complaints to me and for the anguish and distress the allegation of a police caution caused to them;

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- apologise to Mr C and compensate him with £25 for every week that he was locked out of his allotment and £250 for his time and trouble in bringing his complaint which could have been avoided by an explanation of the tenancy agreement;
 - ensure that the facts in any dispute about allotments are determined by an independent person and with advice from the National Society of Allotment and Leisure Gardens on allotment law;
 - have clear and accessible policies for dealing with complaints about the behaviour of residents and ensure that officers are properly trained in how to investigate those complaints fairly.
12. I trust that the Council will now give proper consideration to this Further Report.


Anne Seex
Local Government Ombudsman
Beverley House
17 Shipton Road
York
YO30 5FZ

25 February 2010

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Agenda Item 6

REPORT TO: Cabinet
Council

DATE: 15 April 2010
13 May 2010

SUBJECT: Constitution – Senior Management Structure

**WARDS
AFFECTED:** All

REPORT OF: Interim Head of Corporate Legal Services

**CONTACT
OFFICER:** Dave Mackey 0151 934 2032

**EXEMPT /
CONFIDENTIAL:** No

PURPOSE / SUMMARY:

To seek Members approval to amend the Council's Constitution to reflect the recent Senior Management Re-structure.

REASON WHY DECISION REQUIRED:

The Constitution must be regularly updated to reflect the Council's current structures and any new legislation.

RECOMMENDATION(S) TO COUNCIL:

- (i) That Members formally approve the amended Delegations to Officers and consequential minor changes to Portfolios.
- (ii) That the Assistant Chief Executive be formally appointed as the Council's "Scrutiny Officer" as required by Section 31 of the Local Democracy, Economic Development and Construction Act 2009.
- (iii) That the terms of reference of the Standards Committee be amended pursuant to Section 202 of the Local Government & Public Involvement in Health Act 2007.

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KEY DECISION: Not applicable

FORWARD PLAN: Not applicable

IMPLEMENTATION DATE: Following the expiry of the “call-in” period for the Minutes for this meeting.

ALTERNATIVE OPTIONS:

The Constitution needs to reflect the Council’s current structure.

IMPLICATIONS:

Budget / Policy Framework: Not applicable

Financial: Not applicable

	2006/ 2007 £	2007/ 2008 £	2008/ 2009 £	2009/ 2010 £
<u>CAPITAL EXPENDITURE</u>				
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: Not applicable

Risk Assessment: Not applicable

Asset Management: Not applicable

CONSULTATION UNDERTAKEN / VIEWS

Not applicable.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		√	
2	Creating Safe Communities		√	
3	Jobs and Prosperity		√	
4	Improving Health and Well-Being		√	
5	Environmental Sustainability		√	
6	Creating Inclusive Communities		√	
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People		√	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Not applicable.

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BACKGROUND:

- 1.0 As a consequence of the recent Senior Management Restructure it has been necessary to review the Constitution to ensure that appropriate titles, functions and delegations are in place. Members are asked to formally approve the attached amended delegations to Officers and consequent minor amendments to Portfolios which reflect the recent Senior Management Review.
- 2.0 **Appendix 1** sets out the current Senior Management structure. The Constitution reflects that the Chief Executive and three Strategic Directors will have a number of thematic responsibilities and service groupings as follows:-

Chief Executive

Thematic Responsibilities:	Service Groupings:
<ul style="list-style-type: none">• Transformation• Intelligence• Performance Improvement• Communications	<ul style="list-style-type: none">• Policy Development• Performance Improvement and Monitoring• Communications, Media, Public Relations and Advertising• Research and Intelligence• Overview & Scrutiny• Local Strategic Partnership• Democratic Services• BSF
	Corporate Services: <ul style="list-style-type: none">• Legal• Finance• Personnel• Procurement and Commissioning• Combined Client Functions

Strategic Director – Childrens Schools and Families

Thematic Responsibilities:	Service Groupings:
<ul style="list-style-type: none"> • Children and Young People • Creating a Learning Community • Safeguarding • Every Child Matters 	<ul style="list-style-type: none"> • Childrens Social Care • Childrens Trust • Schools • Early Years • Extended Schools • Youth Service • Policy 14 – 19 Strategy • Inclusion • Community Delivery • Research and Intelligence

Strategic Director – Communities

Thematic Responsibilities:	Service Groupings:
<ul style="list-style-type: none"> • Sustainable Economic Development and Enterprise • Environmental Sustainability • Strategic Asset Management 	<ul style="list-style-type: none"> • Regeneration • Economic Development • Planning • Building Control • Transportation • Neighbourhoods • Strategic Housing and Housing Market Renewal • Environmental Health • Trading Standards • Licensing • Technical Services
	<p>Operational Services</p> <ul style="list-style-type: none"> • Waste and Recycling • Street Scene • Public Conveniences • Specialist Transportation • Vehicle Fleet • Management and Maintenance • Building Cleaning • School Crossing • Catering • Security Force

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Strategic Director – Social Care and Wellbeing

Thematic Responsibilities:	Service Groupings:
<ul style="list-style-type: none">• Health and Wellbeing• Creating Safer, Stronger Communities• Personalisation• Customer Strategy	<ul style="list-style-type: none">• Adult Social Care• Leisure• Culture• Libraries• Cemeteries and Crematoria• Tourism• Safer/Stronger Communities• Community Cohesion• Public Health• Health Integration

Scrutiny Officer

Section 31 of the Local Democracy, Economic Development and Construction Act 2009 requires County Councils and Single Tier Authorities to appoint a “Designated/Scrutiny Officer”. The Officer has responsibility to:-

- Promote the role of Overview & Scrutiny Committees
- Provide support for Overview & Scrutiny Committees
- Provide support and guidance to Members and Officers in relation to Overview & Scrutiny Committees

The Officer concerned may not be the Monitoring Officer, Chief Officer or Head of Paid Service. It is recommended that the Assistant Chief Executive who has operational responsibility for the Overview & Scrutiny function should be formally appointed as the “Designated/Scrutiny Officer” and the Constitution has been amended to reflect this proposed appointment.

Politically Restricted Posts

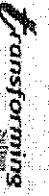
Restrictions on the political activities of Local Government employees were introduced by the Local Government and Housing Act 1989. Originally the post of Independent Adjudicator was created to consider applications from Local Authority employees seeking exemption from political restrictions in respect of their posts and to give general advice on the criteria for designation of politically restricted posts. This function has now been transferred to the Standards Committee and the terms of reference for the Standards Committee have been amended accordingly,

3.0 Summary

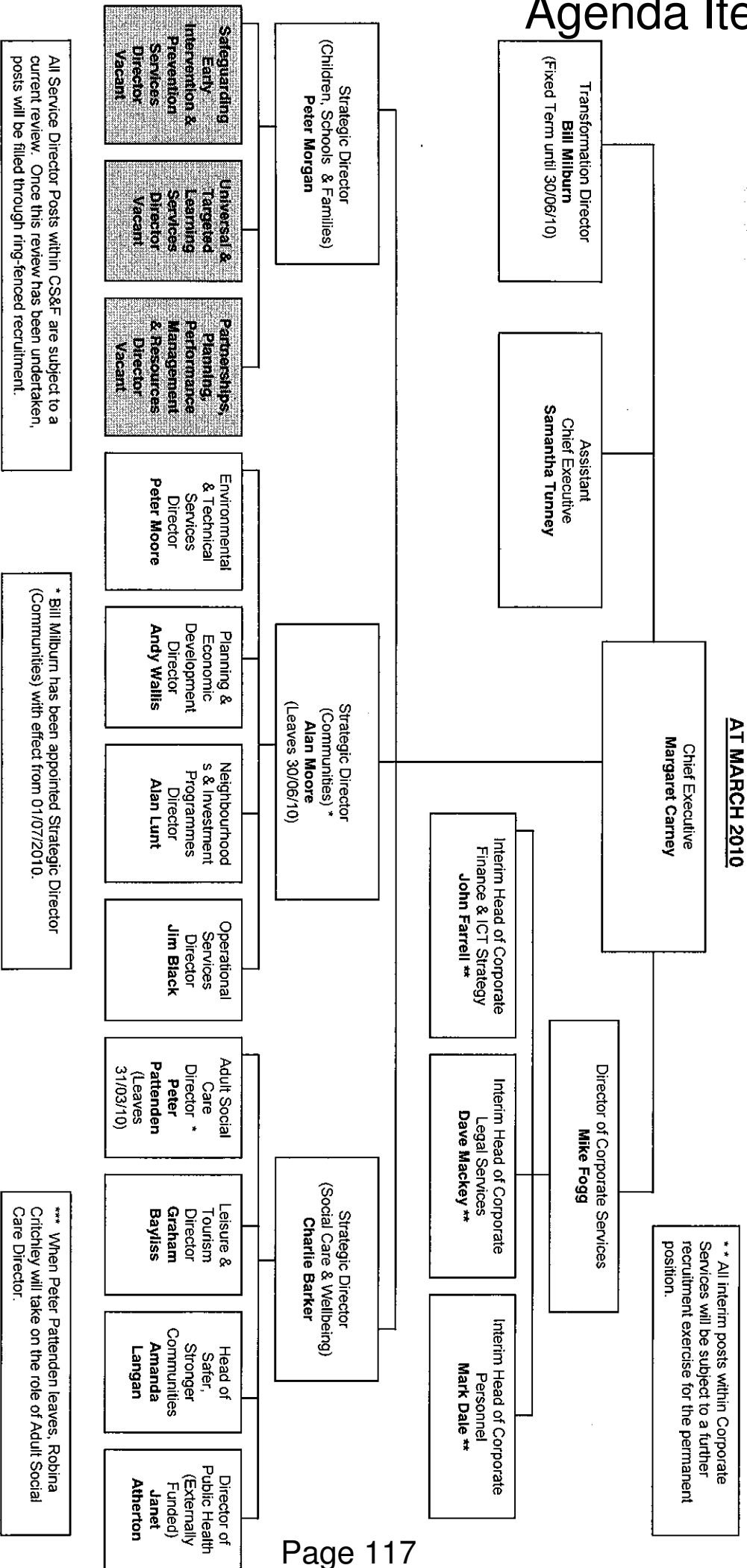
Members are asked to formally approve the amendments to the Council's Constitution as set out above.

Copies of the Constitution, as amended, will be circulated and made available in the offices of the Political Groups and will be circulated to all Members after the forthcoming Local Elections in May.

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**SEFTON COUNCIL
SENIOR MANAGEMENT STRUCTURE
AT MARCH 2010**



All Service Director Posts within CS&F are subject to a current review. Once this review has been undertaken, posts will be filled through ring-fenced recruitment.

* Bill Milburn has been appointed Strategic Director (Communities) with effect from 01/07/2010.

*** When Peter Pattenden leaves, Robina Critchley will take on the role of Adult Social Care Director.

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Agenda Item 7

REPORT TO: Cabinet

DATE: 15 April 2010

SUBJECT: Statutory Officers

**WARDS
AFFECTED:** All

REPORT OF: Interim Head of Corporate
Legal Services

**CONTACT
OFFICER:** Dave Mackey
0151 934 2032

**EXEMPT /
CONFIDENTIAL:** No

PURPOSE / SUMMARY:

To report to Members on the role of the Council's Finance Officer and to suggest that the Council puts interim arrangements into place.

REASON WHY DECISION REQUIRED:

To ensure there continues to be appropriate arrangements for the proper administration of the Council's affairs.

RECOMMENDATION(S):

That the Chief Executive is formally appointed the Council's S151 Officer on an interim basis until such time as the Head of Corporate Finance and ICT Strategy is appointed and commences the duties of the post.

KEY DECISION: No

FORWARD PLAN: No

IMPLEMENTATION DATE: Following the expiry of the "call-in" period for the minutes for this meeting

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ALTERNATIVE OPTIONS:

The possibility of interim assistance has been considered but this has cost implications.

IMPLICATIONS:

Budget / Policy Framework: Not applicable

Financial: Not applicable

<u>CAPITAL EXPENDITURE</u>	2006/ 2007 £	2007/ 2008 £	2008/ 2009 £	2009/ 2010 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: The Local Government and Housing Act 1989 does not preclude such an appointment

Risk Assessment: Without appropriate interim measures there is a risk to the Council's ability to identify sufficient options to balance the budget and achieve a sustainable longer term financial position.

Asset Management: Not applicable

CONSULTATION UNDERTAKEN / VIEWS

Not applicable

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		√	
2	Creating Safe Communities		√	
3	Jobs and Prosperity		√	
4	Improving Health and Well-Being		√	
5	Environmental Sustainability		√	
6	Creating Inclusive Communities		√	
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People		√	

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3.0 BACKGROUND:

- 3.1 Under Section 151 of the Local Government Act 1972, Local Authorities are obliged by law to appoint a Finance Officer with responsibility for the proper administration of the Council's financial affairs. Those Officers appointed on or after September 1988 must also hold a recognised accountancy qualification, by virtue of the Local Government Finance Act 1988.
- 3.2 The Financial Director's role is crucial to the good governance of the Council. The Chartered Institute of Public Finance and Accountancy (CIPFA) has recently published good practice guidelines in a revised Statement on the Role of the Chief Finance Officer. This stresses the importance of the post-holder in ensuring the organisation controls and manages money well and that strategic planning and decision making are in alignment with financial strategies.
- 3.3 Within the public sector the Chief Finance Officer must also be accountable in the decision making process, able to balance competition for limited resources across a range of objectives and be able to promote and help deliver value for money whilst safeguarding tax payers monies. CIPFA's statement sets out five overarching principles which constitute the core activities and behaviours of a Chief Financial Officer within public service organisations, namely:-
- He/she is a key member of the Leadership Team, helping it to develop and implement strategy and to resource and deliver the organisations strategic objectives sustainably and in the public interest.
 - He/she must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the organisations overall financial strategies.
 - He/she must lead the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.
 - He/she must lead and direct a finance function that is resourced to be fit for purpose.
 - He/she must be professionally qualified and suitably experienced.
- 3.4 Members will be aware that the previous Finance & Information Service Director and the Senior Assistant Finance & Information Service Director have left the Authority and John Farrell has taken on the role of Interim Head of Corporate Services and ICT Strategy under the new Senior Management Structure.

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- 3.5 The post of Head of Corporate Finance and ICT Strategy has been advertised and the interviews for the post will be held at the end of April 2010. Thereafter, it is possible that the person appointed to the post may need to serve notice of up to three months with his/her current employer and may only commence employment with Sefton Council in late July/early August 2010.
- 3.6 Accordingly, there is the potential for the Authority to be left without a suitably qualified Senior Officer with responsibility for the Council's financial management at a time when the Council is facing severe budgetary shortfalls. In those circumstances it is recommended that the Chief Executive and Head of Paid Service be appointed as interim Section 151 Officer pending the permanent resolution of the situation. Members will be aware that the Chief Executive does hold appropriate financial qualifications and has undertaken the statutory role of Section 151 Officer in her two previous Authorities. It is recommended that the appointment should be on an interim basis until such time as the Head of Corporate Finance and ICT Strategy is appointed and commences the duties of the post.

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Agenda Item 8

REPORT TO: Cabinet

DATE: 15th April 2010

SUBJECT: Statutory Guidance on the Duty to Respond to Petitions

WARDS AFFECTED: All

REPORT OF: Assistant Chief Executive

CONTACT OFFICER: Andrea Grant Ext 2030

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To inform the Cabinet of the new statutory guidance on the duty to respond to petitions and propose a timetable for implementation by the deadline of 15th June 2010.

REASON WHY DECISION REQUIRED:

To enable a petitions scheme to be implemented by the statutory deadline of 15th June 2010.

RECOMMENDATION(S): That

- (1) the new statutory duty to respond to petitions be noted;
- (2) the Chief Executive, in consultation with the political group leaders, be authorised to submit a petitions scheme to the Council meeting on 13th May 2010 for implementation by 15th June 2010;
- (3) consequential amendments to the Council's Constitution be submitted to the Council meeting on 13th May 2010 for consideration; and
- (4) a further report on the implementation of e-petitions by 15th December 2010 be brought to a future meeting of the Cabinet.

KEY DECISION: Yes

FORWARD PLAN: No - Rule 15 Form submitted to the Chair of O&S (Performance and Corporate Services)

IMPLEMENTATION DATE: Following the expiry of the call-in period following the publication of the minutes of the meeting.

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ALTERNATIVE OPTIONS:

None

IMPLICATIONS:

Budget/Policy Framework: None arising from this recommendations within this report although the Petitions Scheme to be proposed to Council will be an amendment to the Constitution

Financial: It is expected that the national cost to the public sector of responding to local petitions will be approximately £4.7 million per year, decreasing over time. These costs arise from increased work for council officers, time at council meetings and overview and scrutiny committees, and set up costs for e-petitions. Local authorities will each receive a grant for 2010/11. This amount will vary by local authority dependent on the local population. It is expected that funding for future years will be incorporated into the revenue support grant.

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: This is a new statutory duty.

Risk Assessment: There is a risk of a legal challenge if a scheme is not in place by the statutory deadline

Asset Management: None arising from this report.

CONSULTATION UNDERTAKEN/VIEWS

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CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		√	
2	Creating Safe Communities		√	
3	Jobs and Prosperity		√	
4	Improving Health and Well-Being		√	
5	Environmental Sustainability		√	
6	Creating Inclusive Communities	√		
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People		√	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Chapter 2 of Part 1 of The Local Democracy, Economic Development and Construction Act 2009
The Local Authorities (Petitions) (England) Order 2010
The Local Authorities (Petitions) (England) Order 2010 (Explanatory Memorandum)
The Local Democracy, Economic Development and Construction Act 2009 (Commencement No. 3) Order 2010

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1.0 BACKGROUND:

- 1.1 Sections 10 to 22 of The Local Democracy, Economic Development and Construction Act 2009 include requirements for every principal local authority in respect of petitions.
- 1.2 A consultation exercise on the draft guidance relating to petitions was completed on 24th February 2010 and on Tuesday 30th March 2010, the Government published statutory guidance (attached as Appendix 1) and a commencement order for the petitions scheme. This requires the Council to have a petitions scheme (in line with the statutory guidance) in place by 15th June 2010. The implementation of e-petitions has been delayed to 15th December 2010.
- 1.3 The main statutory requirements that will relate to the Council are as follows –
 - i) To have an on-line petition facility which allows anyone to set up a petition on the Council's system, and allows anyone to 'sign' the petition on-line by 15th December 2010.
 - ii) To adopt a petition scheme (by 15th June 2010) which sets out how the Council will acknowledge receipt of petitions and advise the petition organiser how the petition will be dealt with. The Act requires that the petition scheme define three categories of petition, and set a minimum number of signatures for each type of petition.
- 1.3 For 'ordinary petitions', the guidance is that the Council should treat as a petition anything which identifies itself as a petition, or which a reasonable person would regard as a petition. Standing Order 11.2 will therefore require amendment to reflect this revised definition.
- 1.4 'Petitions requiring Debate' must be reported to full Council for debate, and the Council will be able to set a higher number of signatures as the threshold for this type of petition. It should be noted that currently the guidance states that the threshold must be no higher than 5% of the local population, although the Government expects that in most cases the threshold should be much lower. According to the most recent population estimates, 5% of Sefton's population is 13,755. It is also recommended that the petition scheme be reviewed after 12 months and the threshold be reviewed if no debates have been triggered.
- 1.5 'Petitions to hold an officer to account' must name a senior officer and will trigger an open meeting of an appropriate Overview and Scrutiny Committee at which the officer may be questioned by the Committee in relation to his or her actions on a particular matter. The Council will be able to set a different threshold number of signatures for this type of petition, although again, a low threshold is recommended. The names and job titles of officers to which this will apply must be contained with the petition scheme.

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- 1.6 To fall in with the requirements of the scheme, the petition must relate to a function of the authority or, to 'an improvement in the economic, social or environmental well-being of the authority's area to which any of the authority's partner authorities could contribute'. The Act provides that a petition may be signed by anyone who lives, works or studies in the authority's area.
- 1.7 The Council will be able to reject petitions that are considered to be vexatious, abusive or otherwise inappropriate.
- 1.8 The new petition scheme does not apply to petitions relating to planning decisions and licensing decisions are also specifically excluded.
- 1.9 Where the petition organiser is not satisfied by the actions taken by the authority in response to a petition, the petition scheme must give a right of appeal to a relevant Overview and Scrutiny Committee. That Committee will then be able to review the decision and action taken by way of a response and make appropriate recommendations.

2.0 Timetable for implementation

- 2.1 The timetable for implementation is problematic due to the forthcoming local elections and the need for the petitions scheme to be approved by the Council prior to inclusion in the Council's Constitution. In line with the calendar of meetings approved at the last Council meeting, this would need to be approved at the meeting of the Council scheduled for 13th May 2010.
- 2.2 Decisions need to be made regarding the number of signatures required to trigger a full Council debate and the holding of a senior officer to account.
- 2.3 It is therefore proposed that a draft scheme be produced and considered by the political group leaders following the local elections. A complete scheme will then be forwarded to the Council meeting on 13th May 2010 for consideration.

3.0 Sefton's current arrangements

- 3.1 The Council already has a long established process for dealing with petitions. Area Committees hear and consider petitions relating to matters within their purview (with the exception of specific planning or licensing matters which follow the procedures set out in the Council and Committee procedure rules).
- 3.2 In addition, Members of the public may attend meetings of the Council to present petitions, including making a brief (5 minute) statement as to the content of their petition. Councillors may also present a petition on behalf of residents on matters affecting their ward. The rules governing petitions at the moment are set out below:

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- Persons intending to present a petition are required to notify the Legal Director by 12 noon on the day before the Council Meeting.
 - Petitions need to be signed by at least 25 people, who are residents of the Borough.
 - Petitions must be relevant to the discharge of the Council's functions.
 - Petitions should not refer to individual officers of the Council by name.
 - Petitions are referred, without debate, to the appropriate Cabinet Member or Committee.
 - The Mayor, in consultation with the Legal Director, has the power to determine that a petition is out of order, where it does not comply with the above procedures.
- 3.3 There will need to be consequential amendments to the Constitution to ensure that the arrangements for petitions meet the requirements of the new scheme. It is proposed that these amendments be collated and forwarded to the Council on 13th May 2010 for consideration.



Listening to communities:
Statutory guidance on the duty to respond to petitions

Agenda Item 8



Listening to communities:

Statutory guidance on the duty to respond to petitions

Communities and Local Government
Eland House
Bressenden Place
London
SW1E 5DU
Telephone: 030 3444 0000
Website: www.communities.gov.uk

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Tel: 0300 123 1124
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Introduction

Context

1. The Local Democracy, Economic Development and Construction Act 2009 (referred to in this document as 'the 2009 Act') aims to reinvigorate local democracy – putting local authorities at the forefront of the drive to reconnect people with public and political decision-making. This democratic renewal is about restoring trust and confidence in local government and its institutions and its starting point is the citizen.
2. While the Place Survey shows that 80 per cent¹ of people are happy with their area, satisfaction with the way the council runs things is low at 45 per cent. The perception in communities that people can influence decisions that affect their local area is even lower. The duty to respond to petitions is an important step towards addressing this.
3. Signing a petition is one way for citizens to express their concerns and priorities to their local authority and the Citizenship Survey shows that petitions are the most popular and recognised form of civic action². Some local authorities already have well developed processes for responding to petitions and approach them as an opportunity to listen to the community and demonstrate strong local leadership.
4. However, this is not the case across the board. Communities and Local Government examined all English local authority websites in April 2008, and found that only one in five councils make details about how to submit a petition publicly available. In a climate where only 39 per cent³ of people feel they can influence decisions in their local area and in some areas only 48 per cent⁴ feel that their council keeps them well informed about the services it provides, it is essential that we ensure people can easily find out how to send their views about public services to local decision makers. If not, people will continue to feel that their views are not welcome, and will be discouraged from trying to get involved in local decisions in the future.
5. The petitions provisions in the 2009 Act, are a significant step towards addressing this situation.

¹ Place Survey: England – Headline Results 2008 (Revised), <http://www.communities.gov.uk/publications/corporate/statistics/placesurvey2008>

² 60 per cent of those people who engaged in an act of civic participation in 2007-2008 signed a petition, Citizenship Survey, 2007-2008

³ Citizenship Survey April to December 2007

⁴ Place Survey

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6 | Listening to communities: Statutory guidance on the duty to respond to petitions

Guidance

6. The statutory guidance to which local authorities will be required to pay regard can be found on pages 7 – 32. This guidance sets out the key principles and key requirements of the petitions duty and gives guidance to which local authorities⁵ must have regard when designing and complying with their petition scheme. It gives information about the role of overview and scrutiny committees under these requirements. It also contains, at Annex A, a model scheme which local authorities may choose to adopt or to adapt to local circumstances. This guidance does not replicate the provisions set out in the legislation and should be read in conjunction with Sections 10 – 22 of the 2009 Act and the Local Authorities (Petitions)(England) Order 2010 (SI 2010/898).

⁵ The petitions duty applies to principal local authorities, defined for the purpose of Chapter 2 of the Local Democracy, Economic Development and Construction 2009 Act as a) a county council in England; b) a district council in England; c) a London borough council; d) the Common Council of the City of London in its capacity as a local authority; e) the Council of the Isles of Scilly; f) a county or county borough council in Wales. However, this guidance applies only to principal local authorities in England.

Chapter 1

The petition scheme

Key principles:

- ensuring that local people know how to express their views
- local authorities will take action to respond to petitions
- local people know that their views have been listened to
- keeping prescribed requirements on councils to a minimum, and
- building on local authority best practice

Key outcome:

Everyone, no matter where they live, will be easily able to find information about how to petition their local authority and they will know what to expect from their local authority in response.

Overview

7. The petitions duty in the 2009 Act means that for the first time councils will be required to respond to petitions and tell local people what action is going to be taken to address their concerns. Petitions can no longer be ignored because they raise a difficult or challenging issue in the local area.
8. Government believes that local authorities should approach their petition scheme from the starting point of responding to all the petitions they receive. Petitions are an important tool for local people to raise concerns with their locally elected representatives and we expect petitions to trigger action where appropriate. This guidance includes examples of the responses local authorities should consider in four key areas, under-performing schools, alcohol related crime and disorder, under-performing health services and anti-social behaviour.
9. The model scheme at Annex A demonstrates these principles by setting out that all petitions, regardless of the number of signatures, will receive a response providing they follow the guidelines set out in the scheme. The model scheme also gives details about the types of action the 'model' local authority will take in response to petitions on key areas of concern.

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8 | Listening to communities: Statutory guidance on the duty to respond to petitions

Summary of requirements

10. The 2009 Act requires all principal local authorities in England to establish a scheme for handling petitions made to the authority.
11. The scheme:
 - must be approved by a meeting of the full council before it comes into force;
 - must be published on the principal local authority's website and by any other method appropriate for bringing it to the attention of those who live, work or study in its area
 - can be revised at any time but the revised scheme must be approved and publicised as detailed above; and
 - the authority must comply with its petition scheme.
12. The 2009 Act requires petition schemes to meet some minimum standards in order to ensure minimum entitlements which all citizens can expect. Beyond this small number of requirements local authorities have a high level of flexibility about how they approach the duty – leaving a lot of scope for local determination.
13. The requirements are:
 - anyone who lives, works or studies in the local authority area, including under 18's, can sign or organise a petition and trigger a response
 - a facility for making electronic petitions is provided by the local authority
 - petitions must be acknowledged within a time period specified by the local authority
 - among the many possible steps that the principal local authority may choose to take in response to a petition, the following steps must be included amongst the options listed in the scheme:
 - taking the action requested in the petition
 - considering the petition at a meeting of the authority
 - holding an inquiry
 - holding a public meeting
 - commissioning research
 - a written response to the petition organiser setting out the authority's views on the request in the petition
 - referring the petition to an overview and scrutiny committee

- petitions with a significant level of support trigger a debate of the full council. Councils will determine this threshold locally but it must be no higher than 5 per cent of the local population (see Chapter 2)
 - petitions with a requisite level of support, set by the local authority, trigger a senior local government officer to give evidence at a meeting of the authority's overview and scrutiny committee (see Chapter 3)
 - petition organisers⁶ can prompt a review of the local authority's response if the response is felt to be inadequate (see Chapter 4)
14. The requirements listed above are the minimum set by the 2009 Act. Local authorities are encouraged to consider designing a scheme which is wider than these requirements, for example, responding to petitions from those who do not live, work or study in the local area or e-petitions which are not made through the authority's own e-petition facility.
 15. Section 18 of the 2009 Act clarifies that local authorities can include other information which they consider to be appropriate in their petition scheme. For example, details about how they handle petitions which do not qualify under the scheme or which apply to the functions of another principal local authority, particularly in areas with two tiers of local government.
 16. Once published the local authority must comply with its petition scheme but can revise it at any time by taking the steps set out in Section 11 of the 2009 Act.

Designing a petition scheme

17. Principal local authorities, when designing their petition scheme, are expected to
 - take into account local circumstances to ensure that the scheme is locally appropriate; for example, *the same thresholds set in a densely populated urban area may not be suitable for a rural authority, the same thresholds may not be appropriate for a ward-specific issue in comparison to one affecting a county.*
 - ensure that the scheme is accessible to all; for example, *the e-petitions facility is compliant with web accessibility standards*
 - ensure that the process is easy for citizens to use; for example, *that the scheme sets thresholds which are achievable for petitions on very local, as well as authority wide, concerns, no previous knowledge of council procedure is needed in order to submit a petition, the scheme is written in Plain English, people know what they have to do in order to receive a response*

⁶ "petition organiser", in relation to a petition made to a principal local authority, means—

(a) the person designated in the petition as the person with whom the authority may deal in relation to the petition, or

(b) such other person as agrees with the authority to be the person with whom the authority may deal in relation to the petition;

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10 | Listening to communities: Statutory guidance on the duty to respond to petitions

18. Government expects any thresholds which local authorities decide to set to be locally achievable. We expect that where practical local authorities will set low thresholds, such as those used in the model scheme at Annex A. The model scheme takes the approach already used by some local authorities of setting no threshold for triggering a response to a petition. This means the 'model' local authority responds to all the petitions it receives, providing that the petition follows the guidelines set out in the scheme i.e. the petition is not discriminatory or about an excluded matter such as a planning decision.
19. Local authorities should also consider whether variable thresholds would be appropriate to their local circumstances. For example, top tier authorities might consider setting the same threshold as district councils for matters specific to each of their constituent district areas. Government expects local authorities' petition schemes to ensure that petitions on very local issues, such as anti-social behaviour in a particular street, will receive a response from the council. Setting no threshold, or thresholds which vary depending on the issue or geographic location affected, might be one method of achieving this.
20. Thresholds can be reviewed after a period of activity and amended if necessary provided the process set out in paragraph 11 and Section 11 of the 2009 Act is followed. Should it become apparent that authorities are setting requirements which are unachievable, the Secretary of State has the power to direct them, to amend their petition schemes.
21. The model petition scheme at Annex A can be used by local authorities as a starting point and guide as to how a scheme might operate. Principal local authorities may choose to adopt this scheme as a whole or amend it to reflect local circumstances.

Responding to petitions

22. As a minimum, a local authority's petition scheme must apply if a petition meets all of the following criteria:
 - it calls for the authority to take action
 - it is signed by the requisite number of people who live, work or study in the local area
 - it is made under another enactment but does not qualify under that enactment (see paragraph 34)
 - If made electronically, it is made through the authority's e-petition facility
23. The legislation does not define what constitutes a petition – in virtually all cases it will be immediately obvious whether something is or is not a petition. It is however

important that authorities make sensible judgements about whether to deal with an item of correspondence under its petition scheme or under some other procedure, such as its internal complaints procedure. The Government's view is that authorities should treat as petitions for the purposes of their scheme anything which identifies itself as a petition, or which a reasonable person would regard as a petition.

Verification of signatures and acknowledgement

24. Local authorities can choose to verify the signatures given on a petition should they wish. Authorities must take account of the signatures of people who provide valid addresses where they live, work or study within the local authority area; but authorities may take account of signatures of people who do not supply such information, or supply information which shows that they do not live, work or study in the area.
25. In the case of e-petitions the local authority must decide what counts as an authentic signature, for example it might decide that a valid email address is sufficient, a valid postcode or both.
26. All petitions which meet the scheme criteria (see Section 12(1) of the 2009 Act) must be acknowledged within the period specified in the authority's scheme.

Relevant matters

27. Petitions are a valuable opportunity for local authorities to demonstrate strong leadership on issues of concern to the community. As community leaders and place shapers local authorities have a key interest in issues which, although wider than their functions, affect the local area. In view of this, and their role in the local area agreement process, Section 14(2)(b)(ii) of the 2009 Act requires top tier authorities to respond to petitions which relate to an improvement in the economic, social or environmental well-being of the authority's area to which any of its partner authorities could contribute. This means that these local authorities must deal with petitions which relate to the functions of partner authorities as well as petitions which relate to their own functions, including petitions on matters which are sub-regional and cross-authority.
28. In practice, this may mean acting as an advocate for the local community, working with partners to resolve the issue, lobbying a partner organisation on behalf of the community or instigating an overview and scrutiny review of the issue.
29. Should a petition of this sort call for something which goes against council policy a principal local authority may choose to say 'no' to the request. However, to ensure the step taken in response to the petition is substantive a local authority must clearly explain their position in their response.

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Exclusions

Petitions which are vexatious, abusive or otherwise inappropriate

30. Local authorities should approach the petitions they receive positively and not assume that the motivation is one which is vexatious, abusive or inappropriate. However, petitions, which are in the opinion of the authority vexatious, abusive or otherwise inappropriate, do not qualify under the Section 14 requirement to take steps in response to the petition. Principal local authorities must acknowledge these petitions, as set out in Section 13 of the 2009 Act, and this acknowledgement should explain why the authority will not be taking action.
31. When considering whether a petition is vexatious a principal local authority should use as a starting point the guidance under the Freedom of Information Act 2000. Guidance to the Act states that *“Deciding whether a [Freedom of Information] request is vexatious is a flexible balancing exercise, taking into account all the circumstances of the case. There is no rigid test or definition, and it will often be easy to recognise. The key question is whether the request is likely to cause distress, disruption or irritation, without any proper or justified cause”*⁷. In most circumstances it should be the subject matter of the petition, rather than the personality of the petitioners or the manner in which the issue is supported, that is the deciding factor.
32. It is important that petitions which are abusive or otherwise inappropriate are also identified at this stage. Particular care must be taken when considering petitions which call for an officer to give evidence under Section 16 of the 2009 Act that these petitions relate to the role of the individual in delivering public services and not matters relating to an officer’s personality or private life.
33. The types of petitions which local authorities may consider inappropriate include those relating to matters which are part of ongoing legal proceedings or those which target individual members of a community. However, the decision on what constitutes an inappropriate petition is ultimately for the local authority to decide considering the circumstances of the individual case. In addition, it may be inappropriate for councils to deal with certain petitions during periods when they are subject to restrictions immediately before elections or referendums. A description of what may happen in these circumstances should be set out in the authority’s petition scheme – for example, the organiser might be informed of the date when the petition will be considered, or when material relating to it will be published on the council’s website.

⁷ http://www.ico.gov.uk/upload/documents/library/freedom_of_information/detailed_specialist_guides/awareness_guidance_22_vexatious_and_repeated_requests_final.pdf

Petitions under other enactments

34. Petitions made under other enactments, such as petitions under the Local Government Act 2000 asking for referendum on whether the area should have an elected mayor, should be dealt with according to the procedures set out in those enactments. If such a petition fails to meet the requirements of the enactment in question, for example a petition under the 2000 Act does not achieve the requisite number of signatures, it should be addressed through a local authority's petition scheme in exactly the same manner as any other petition.

Matters excluded by order

35. In order not to duplicate procedures where established processes exist for communities to have their say Government has excluded the following matters from the scope of the petitions duty (see Local Authorities (Petitions)(England) Order 2010):

- any matter relating to a planning decision, including about a development plan document or the community infrastructure levy
- any matter relating to an alcohol, gambling or sex establishment licensing decision,
- any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment

36. However, failure to deliver services in these areas remains within the scope of the duty. For example, a petition on an individual planning application is excluded from the duty but a petition about the local authority's failure to deliver an effective service for planning applications would be within scope.

37. When in receipt of a petition on an excluded matter a principal local authority should acknowledge receipt of the petition and explain why the matter is not covered by the authority's petition scheme. If the petition can be taken into account as part of existing procedures, the authority should explain how this will happen. If the petition cannot be taken into account as part of these procedures a principal local authority should explain the existing arrangements for communities to have their say as part of the process in question.

Appropriate steps

38. Principal local authorities are required to take appropriate steps when responding to the petitions they receive. A local authority's response should be proportionate to the seriousness of the issue and the level of support contained in the petition. The actions referred to above (see paragraph 13 and in Section 14(6) of the 2009 Act need to be among those considered but should not be regarded as the only options. Government encourages authorities to be innovative when considering their response to petitions, **including considering any courses of action open to them that are specific to the** petition.

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39. Examples of appropriate steps local authorities should consider in response to specific subjects are included in the table below.

Petition subject	Appropriate steps
Alcohol related crime and disorder	If a local authority receives a petition about alcohol-related crime or disorder, Government expects them to fully consider with their partners the range of options available to them including considering the case for establishing a designated public place order or, as a last resort, establishing and imposing an alcohol disorder zone covering the relevant area.
Anti-social behaviour (ASB)	As the elected representatives of the local area, and often as social landlord and licensing authority, local councils have a significant role to play in tackling anti-social behaviour. Recently crime and disorder reduction partnerships, of which local authorities are a constituent member, have been challenged to set minimum service standards and publicise these to their local communities by March 2010. The police and many local authorities also have a target to increase public confidence that the police and council are working together to deal with crime and ASB issues that matter most locally. As such, when responding to petitions on ASB, local authorities are expected to consider, in consultation with local partners, all the options available to them including the wide range of powers and mechanisms they have to intervene as part of these roles. They should, for example, work with the neighbourhood policing team in the affected area to identify what action might be taken including what role CCTV might play, consider identifying a dedicated contact within the council to liaise with the community, Registered Social Landlords and other neighbourhood partners on issues of ASB in the area in question and, where appropriate, alert the crime and disorder reduction partnership and crime and disorder overview and scrutiny committee to the issues highlighted in the petition.

Under-performing schools	Local authorities are expected to consider, in consultation with local partners, all the options available to them when working with schools to secure their improvement. For example, on behalf of the local authority, the school improvement partner will play a pivotal role, challenging and brokering support for poorly performing schools. Where a school is under performing the local authority should consider whether it is appropriate in the circumstances to issue a warning notice outlining expectations and a timeframe for the school to improve its performance standards. Other measures available to local authorities, where schools fail to comply with a warning notice or are in an Ofsted category of notice to improve (requiring significant improvement) or special measures include; appointing additional governors, establishing an interim executive board, removal of the school's delegated budgets, requiring the school to enter into a formal contract or partnership or, only if the school is in special measures, closure.
Under-performing health services	Local authorities are expected to work with local health partners to consider the matter raised in the petition including, where appropriate, exploring what role the Local Involvement Network (LINK) might have in reviewing and feeding back on the issue. The health overview and scrutiny committee should also be alerted to the petition and where the matter is sufficiently or potentially serious, the issue should be referred to them to consider for review.

40. The local authority must notify the petition organiser of the steps it intends to take and publish this notification on the authority's website.

E-petitions

41. The 2009 Act applies the same requirements to electronic petitions as to paper petitions, except for the following:
- principal local authorities are only required to respond to e-petitions made through their e-petition facility
 - principal local authorities must decide, when a request to host an e-petition is received, whether the petition is appropriate for publishing on their facility
 - principal local authorities will decide what equates to a signature on an e-petition (see paragraph 25 above and also Section 12(3)(b) of the 2009 Act)
 - Principal local authorities are required to provide a facility for people to submit petitions to the authority electronically. In addition to this, local authorities can choose to respond to e-petitions submitted by other means and should indicate in their petition scheme how they will deal with these types of petitions.

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42. A local authority's petition scheme must secure that the authority's e-petition facility allows citizens to create a petition which can be published online and made available to others for electronic signature. Government does not consider that mere acceptance of emailed petitions meets this requirement.
43. Local authorities should consider how best to integrate their e-petition process with relevant online information and existing online functions, for example, linking petitions to council meetings or decisions, to the minutes or webcast of the relevant meeting, to online forums and most importantly, to the authority's published response to the petition.
44. When taking the decision whether to host an e-petition principal local authorities should, in addition to following the guidance above on vexatious, abusive and otherwise inappropriate petitions, consider those issues pertinent when publishing any information on their website. For example, issues such as data protection, libel and the statutory requirement, as a public body, to comply with equalities and anti-discrimination legislation⁸.
45. Under Section 10 (2) of the 2009 Act principal local authorities are required to give reasons should they decide not to host an e-petition. This will allow petitioners an opportunity to amend and resubmit their petition.
46. Further sector led best practice guidance on e-petitions will be available, including practical advice for selecting and setting up an e-petitions facility and a set of recommended data standards.

⁸ Section 33 of the Equality Act 2006 sets out a list of "equality enactments" covering equalities and anti-discrimination legislation

Chapter 2

Petition debates

Key principle:

Local people know that their views have been listened to and they have the opportunity to hear their local representatives debate their concerns.

Key outcome:

Local people will know that if they can get the number of signatures specified in their council's petitions scheme, they will be guaranteed a public, full council debate on their concerns.

47. A systematic review of evidence on empowerment found that when petitions are linked with decision making there are increased levels of empowerment⁹. Section 15 of the 2009 Act therefore requires that petitions which receive a significant level of support should be debated at a meeting of the full council. Principal local authorities are required to set out in their petition scheme the number of signatures needed to trigger a debate as part of the authority's response. This debate may be added to the agenda of a normal meeting of the full council.
48. Where a petition receives the required level of support to trigger a council debate the council should also consider what other steps they should take in order to ensure their response is adequate (see Chapter 4 – Petition Reviews). A debate alone may not be considered a sufficient response to a petition with this level of support.

The debate

49. The principle behind a petition debate is the increased transparency of the local decision making process. Therefore the petition organiser should be informed in writing about when the debate will be held and with sufficient notice to enable their attendance. This notification should also be published on the authority's website. The Government expects local authorities to endeavour to consider such petitions at the next meeting of the full council but recognises that a balance will need to be struck between the debate of petitions and other council business. In exceptional cases, for example where there are a number of petitions already scheduled for debate, it may not be possible to debate every eligible petition at the next full council

⁹ *Empowering communities to influence local decision making – A systematic review of the evidence*, Communities and Local Government 2009, <http://www.communities.gov.uk/publications/localgovernment/localdecisionreview>

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meeting. On these occasions the Government expects local authorities to ensure the remaining petition debate(s) takes place at the following meeting of the full council.

50. Petitioners should be offered the option of presenting their petition to the council at the beginning of the debate. Principal local authorities should also consider what other contribution the petitioners might make to the discussion, for example, answering questions put by councillors.
51. The debate should conclude with a decision being taken by the full council. This could be a decision to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee. Where the issue is one on which the council executive are required to make the final decision, the full council should decide whether to make recommendations to inform that decision. In line with the principle that local authorities should listen to the people they represent, and give them feedback, the petition organiser should then receive written notification of this decision. The notification should also be published on the local authority's website.

Setting the threshold for debates

52. Local authorities are required to set a threshold for triggering a full council debate and to include this information in their petition scheme. The Government recommends where practical, that local authorities set low thresholds, such as those used in the model scheme at Annex A, at the outset. These thresholds can be reviewed after a period of activity and amended if necessary provided the process set out in paragraph 11 and Section 11 of the 2009 Act is followed. If, for example, no debates were triggered in the space of a year, a local authority should review their threshold and consider lowering it in order to ensure that it is locally achievable.
53. Should it become apparent that authorities are setting requirements which are unachievable, the Secretary of State has the power to direct authorities to amend their petition schemes.
54. The Local Authorities (Petitions)(England) Order 2010 stipulates that the maximum threshold which can be set is 5 per cent¹⁰ of the local population. We expect that in most cases a much lower figure will be considered locally appropriate. The maximum figure should be calculated using the estimate of the population of the area of the authority contained in the Registrar General's population estimates for England and Wales published by the Office of National Statistics. The threshold should be expressed in the scheme as a simple figure so that people know the number of signatures they need to trigger a debate (see model scheme at Annex A for an example).

¹⁰ The 5 per cent maximum threshold is a proxy figure, easy for local authorities to calculate, but not directly related to the number of people eligible to sign a petition.

Exclusions

55. An authority is not required to hold a debate in response to any petition which falls outside the scheme, for example because it is vexatious, or relates to a licensing or planning decision. Petitions calling for evidence from an officer are also excluded from the requirement to hold a debate.

Chapter 3

Giving evidence

Key principle:

Local people know that their views have been listened to.

Key outcome:

Local people have the right to petition for a senior member of council staff to attend a public meeting of the council's overview and scrutiny committee. If enough people sign the petition, a senior officer will have to attend the meeting, answer the committee's questions and explain how they are delivering public services.

56. Principal local authorities' petition schemes must allow for petitions to trigger a senior member of council staff to attend a meeting of the authority's overview and scrutiny committee and answer questions about their work. This builds on existing powers of overview and scrutiny committees who can already require members and officers to attend a meeting of the committee and give evidence. It is based on the principle that local government should be as transparent as possible and that officers are accountable to elected members. It allows members of the local community to make use of petitions to influence the way that this scrutiny takes place.

Existing guidance

57. Guidance¹¹ under the Local Government Act 2000 is already in place to cover the way in which overview and scrutiny committees should conduct themselves when questioning an officer of the local authority – including, for example, considering the appropriate seniority of witnesses to ensure that junior officers are not put under undue pressure, and restricting questions to matters of fact and explanation.

Setting an appropriate threshold

58. Local authorities must consider the detail of how these provisions should work in the broader context of their petition scheme. An authority's petition scheme must specify how many signatures will be needed to require an officer to attend a public hearing.

¹¹ *New council constitutions: guidance to English Authorities*
<http://www.communities.gov.uk/documents/localgovernment/pdf/155181.pdf>

59. Local authorities should consider a suitable threshold according to local circumstances. While local authorities will need to ensure that the level of support is appropriate for the steps triggered, thresholds should be achievable and expressed as a simple figure so that people know the number of signatures needed to trigger this type of response.
60. Again, we recommend where practical, that local authorities set low thresholds, such as those used in the model scheme at Annex A, at the outset. These thresholds can be reviewed after a period of activity and amended if necessary provided the process set out in paragraph 11 and Section 11 of the 2009 Act is followed. If, for example, no such evidence sessions are triggered by petition in the space of a year the local authority should consider the reasons for this including, for example, the level of public awareness of the scheme and whether the threshold set may be too high.
61. Should it become apparent that authorities are setting requirements which are unachievable, the Secretary of State has the power to direct authorities to amend their petition schemes.

Officers to which section 16 applies

62. Principal local authorities must determine which of their officers are able to be called to account in this way and include these details in their petition scheme. This information should include the names and job titles of the officers in question. In order for petitions to have a meaningful impact petitioners must be able to call on the most senior officers to attend meetings and give evidence. Section 16(5) of the 2009 Act therefore requires that, as a minimum, petition schemes provide that the head of paid service – often known as the chief executive of the authority – and the most senior officers responsible for the delivery of services can be required to provide information on their activities at public meetings of overview and scrutiny committees. Petition schemes should apply to senior officers responsible for delivering council functions and public services and not junior members of staff.

Appropriate officer

63. The final decisions on which officer should attend, and the questions to be asked of him or her, rest with the overview and scrutiny committee. Under Section 16(10) of the 2009 Act overview and scrutiny committees can decide that for the purposes of addressing the concerns raised in a petition it is more appropriate for another officer to be called to attend instead. The committee may also consider it appropriate to call the relevant elected member with responsibility for the service area in question, in addition to the appropriate senior officer.

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Giving 'grounds'

64. It is essential that the scrutiny prompted by petitions is appropriate and fair to the officers involved. They must not be exposed to inappropriate public scrutiny of their private lives, nor to harassment or bullying. To safeguard officers, Section 16 of the 2009 Act stipulates that the 'grounds' given in the petition for attendance at a meeting of the overview and scrutiny committee must relate to their job – it cannot relate to their personal circumstances or character. An officer is not required to attend a meeting of the overview and scrutiny committee to give evidence if the petition calling for the attendance is deemed to be vexatious, abusive or otherwise inappropriate by the local authority.

Reporting

65. A principal local authority should inform the petition organiser when the overview and scrutiny meeting will take place with sufficient notice to enable them to attend. In any case where the subject of the petition is likely to lead to the discussion of confidential information, and therefore a resolution under the provisions in Part 5A of the Local Government Act 1972 to hold any part of the meeting in private, the reasons and process should be made clear in this notification. This notification should also be published on the local authority's website.
66. After the relevant person has appeared before the overview and scrutiny committee, the committee must make a report or recommendations to the authority (under its existing powers) and send a copy of that report or recommendations to the petition organiser. If appropriate, the report should also be published on the authority's website.

Chapter 4

Petition reviews

Key principle:

That local people know that their views have been listened to.

Key outcome:

Petitioners will be able to appeal to the council's overview and scrutiny committee if they feel the response from their council is not adequate.

67. Section 17 of the 2009 Act is essentially an appeal provision. If a petition organiser is not satisfied with the way an authority has dealt with a petition, this section gives the organiser the power to ask an overview and scrutiny committee to review that authority's response to the petition. The overview and scrutiny committee will decide whether *the steps taken by the authority in response to the petition were adequate*. One of the steps that an authority might take in response to a petition is to refer it to the overview and scrutiny committee for consideration. Should the petition organiser subsequently be dissatisfied with the authority's response to the petition, and request a review by the overview and scrutiny committee, that committee might feel that this could give rise to a conflict of interest. Should this be the case, authorities might wish to arrange for a differently constituted overview and scrutiny committee to carry out any such review. If this is not practicable the committee can still appropriately review whether the authority's response to the committee's recommendations was adequate. Considering petition appeals can help raise public awareness of the important role of overview and scrutiny.
68. The overview and scrutiny committee will bear in mind the list of potential steps which could be used to respond to the petition, listed in Section 14(6) of the 2009 Act. An adequate response is likely to be proportionate to the issue set out in the petition and the level of support the petition has received. High quality responses which take people's concerns seriously should lower the volume of appeals.
69. There may be petition organisers who appeal because the action their petition calls for is rejected, no matter how thorough the council's process for coming to that decision. Reviewing appeals of this sort should not be onerous providing the principal local authority keeps records of how they have decided to respond to each petition.

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70. If the committee has reason to be concerned about the adequacy of the authority's response it may decide to carry out a full review of the issues raised in the petition using their powers under the Local Government Act 2000.

Triggering a meeting of the full council

71. If the overview and scrutiny committee is very concerned – for instance if the committee thinks that the authority is seriously neglecting its responsibility to listen to local people – under Section 21(3)(b) of the Local Government Act 2000¹² the committee can arrange for the full council to carry out the review function. That is to say the overview and scrutiny committee can arrange for the authority's response to the petition to be discussed at a meeting of the full council.

Publicising the outcome of the review

72. Under Section 17(4)(b) of the 2009 Act the principal local authority must inform the petition organiser of the results of the review and Section 17(4)(c) requires that the results are also generally published on the authority's website. Local people will therefore be able to see how many petition organisers appeal against their council's response to petitions compared to other councils – and read the response to the appeals. People will therefore be able to judge for themselves how seriously their council is taking community petitions.

¹² Reg 6(3) (b) of the Local Authorities (Alternative Arrangements) (England) Regulations (SI 2001/1299) for those authorities operating alternative arrangements.

Annex A

Model scheme

In order to demonstrate how the framework set out in the 2009 Act can translate in practice we have created a model scheme which local authorities can choose to adopt or adapt. The example below is based on an authority with a population of 150,000 and is the public facing information about their petition scheme published on their website. The model authority has chosen to respond to all the petitions it receives. Petitions which contain 1500 signatures will be debated by the full council and petitions which call for evidence from a senior officer, and have 750 signatures, will trigger that response. The model authority operates executive arrangements and has responsibility for education and housing functions – authorities which do not have responsibility for such functions may wish to modify some of the illustrative examples given. The model authority holds a full council meeting on a 6 weekly basis. [‘link’ indicates where the council’s webpage includes a link to related information]

Petitions

The council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the council will receive an acknowledgement from the council within 10 working days of receipt. This acknowledgement will set out what we plan to do with the petition. We will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition.

Paper petitions can be sent to:

[insert address]

Or be created, signed and submitted online by following this link [link]

Petitions can also be presented to a meeting of the council. These meetings take place on a 6 weekly basis, dates and times can be found here [link]. If you would like to present your petition to the council, or would like your councillor or someone else to present it on your behalf, please contact [insert name] on [insert phone number] at least 10 working days before the meeting and they will talk you through the process. If your petition has received 1500 signatures or more it will also be scheduled for a council debate [link to section on Full Council Debates] and if this is the case we will let you know whether this will happen at the same meeting or a later meeting of the council.

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What are the guidelines for submitting a petition?

Petitions submitted to the council must include:

- a clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the council to take
- the name and address and signature of any person supporting the petition.

Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person we will contact to explain how we will respond to the petition. The contact details of the petition organiser will not be placed on the website. If the petition does not identify a petition organiser, we will contact signatories to the petition to agree who should act as the petition organiser.

Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. In the period immediately before an election or referendum we may need to deal with your petition differently – if this is the case we will explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the council may decide not to do anything further with it. In that case, we will write to you to explain the reasons.

What will the council do when it receives my petition?

An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. It will also be published on our website.

If we can do what your petition asks for, the acknowledgement may confirm that we have taken the action requested and the petition will be closed. If the petition has enough signatures to trigger a council debate, or a senior officer giving evidence, then the acknowledgment will confirm this and tell you when and where the meeting will take place. If the petition needs more investigation, we will tell you the steps we plan to take.

If the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as council tax banding and non-domestic rates, other procedures apply. Further information on all these procedures and how you can express your views is available here [insert links]

We will not take action on any petition which we consider to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this in our acknowledgement of the petition.

To ensure that people know what we are doing in response to the petitions we receive the details of all the petitions submitted to us will be published on our website, except in cases where this would be inappropriate. Whenever possible we will also publish all correspondence relating to the petition (all personal details will be removed). When you sign an e-petition you can elect to receive this information by email. We will not send you anything which is not relevant to the e-petition you have signed, unless you choose to receive other emails from us. [[link to account settings](#)]

How will the council respond to petitions?

Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:

- taking the action requested in the petition
- considering the petition at a council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the petition for consideration by the council's overview and scrutiny committee*
- calling a referendum
- writing to the petition organiser setting out our views about the request in the petition

*Overview and scrutiny committees are committees of councillors who are responsible for scrutinising the work of the council – in other words, the overview and scrutiny committee has the power to hold the council's decision makers to account.

In addition to these steps, the council will consider all the specific actions it can potentially take on the issues highlighted in a petition. The table below gives some examples.

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Petition subject	Appropriate steps
Alcohol related crime and disorder	<p>If your petition is about crime or disorder linked to alcohol consumption, the council will, among other measures, consider the case for placing restrictions on public drinking in the area by establishing a designated public place order or, as a last resort, imposing an alcohol disorder zone. When an alcohol disorder zone is established the licensed premises in the area where alcohol related trouble is being caused are required to contribute to the costs of extra policing in that area. The council's response to your petition will set out the steps we intend to take and the reasons for taking this approach.</p>
Anti-social behaviour (ASB)	<p>As the elected representatives of your local area, as social landlord and licensing authority, the council plays a significant role to play in tackling anti-social behaviour. The council, in conjunction with our partners in the local crime and disorder partnership have set out minimum service standards for responding to issues of anti-social behaviour, you can find more details about these standards here [insert link].</p> <p>When responding to petitions on ASB, we will consider in consultation with our local partners, all the options available to us including the wide range of powers and mechanisms we have to intervene as part of our role as social landlord and licensing authority. For example, we will work with the neighbourhood policing team in the affected area to identify what action might be taken including what role CCTV might play, consider identifying a dedicated contact within the council to liaise with the community and neighbourhood partners on issues of ASB in the area in question and, where appropriate, we will alert the crime and disorder reduction partnership and crime and disorder overview and scrutiny committee to the issues highlighted in the petition.</p>

<p>Under-performing schools</p>	<p>We will consider, in consultation with local partners, all the options available to us when working with schools to secure their improvement. For example, on our behalf, the school improvement partner will play a pivotal role, challenging and brokering support for poorly performing schools. Where a school is under performing we will consider whether it is appropriate in the circumstances to issue a warning notice outlining expectations and a timeframe for the school to improve its performance standards. Other measures available to us, where schools fail to comply with a warning notice or are in an Ofsted category of notice to improve (requiring significant improvement) or special measures including; appointing additional governors, establishing an interim executive board, removal of the school’s delegated budgets, requiring the school to enter into a formal contract or partnership or, only if the school is in special measures, closure.</p>
<p>Under-performing health services</p>	<p>We will work with local health partners to consider the matter raised in the petition including, where appropriate, exploring what role the Local Involvement Network (LINK) might have in reviewing and feeding back on the issue (the LINK is run by local individuals and community groups and independently supported – their role to find out what people want in terms of local health services, monitor those services and to use their powers to hold them to account). The health overview and scrutiny committee will also be alerted to the petition and where the matter is sufficiently or potentially serious, the issue will be referred to them to consider for review.</p>

If your petition is about something over which the council has no direct control (for example the local railway or hospital) we will consider making representations on behalf of the community to the relevant body. The council works with a large number of local partners [link to list of LAA partners] and where possible will work with these partners to respond to your petition. If we are not able to do this for any reason (for example if what the petition calls for conflicts with council policy), then we will set out the reasons for this to you. You can find more information on the services for which the council is responsible here [link].

If your petition is about something that a different council is responsible for we will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other council, but could involve other steps. In any event we will always notify you of the action we have taken.

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Full council debates

If a petition contains more than 1,500 signatures it will be debated by the full council unless it is a petition asking for a senior council officer to give evidence at a public meeting. This means that the issue raised in the petition will be discussed at a meeting which all councillors can attend. The council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting. The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by councillors for a maximum of 15 minutes. The council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee. Where the issue is one on which the council executive are required to make the final decision, the council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website.

Officer evidence

Your petition may ask for a senior council officer to give evidence at a public meeting about something for which the officer is responsible as part of their job. For example, your petition may ask a senior council officer to explain progress on an issue, or to explain the advice given to elected members to enable them to make a particular decision.

If your petition contains at least 750 signatures, the relevant senior officer will give evidence at a public meeting of the council's overview and scrutiny committee. A list of the senior staff that can be called to give evidence can be found here [insert link]. You should be aware that the overview and scrutiny committee may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition – for instance if the named officer has changed jobs. The committee may also decide to call the relevant councillor to attend the meeting. Committee members will ask the questions at this meeting, but you will be able to suggest questions to the chair of the committee by contacting [insert details] up to three working days before the meeting.

E-petitions

The council welcomes e-petitions which are created and submitted through our website [link]. E-petitions must follow the same guidelines as paper petitions [link to guidelines]. The petition organiser will need to provide us with their name, postal address and email address. You will also need to decide how long you would like your petition to be open for signatures. Most petitions run for six months, but you can choose a shorter or longer timeframe, up to a maximum of 12 months.

When you create an e-petition, it may take five working days before it is published online. This is because we have to check that the content of your petition is suitable before it is made available for signature.

If we feel we cannot publish your petition for some reason, we will contact you within this time to explain. You will be able to change and resubmit your petition if you wish. If you do not do this within 10 working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.

When an e-petition has closed for signature, it will automatically be submitted to [insert details]. In the same way as a paper petition, you will receive an acknowledgement within 10 working working days. If you would like to present your e-petition to a meeting of the council, please contact [insert details] within 10 working days of receipt of the acknowledgement.

A petition acknowledgement and response will be emailed to everyone who has signed the e-petition and elected to receive this information. The acknowledgment and response will also be published on this website.

How do I 'sign' an e-petition?

You can see all the e-petitions currently available for signature here [insert link].

When you sign an e-petition you will be asked to provide your name, your postcode and a valid email address. When you have submitted this information you will be sent an email to the email address you have provided. This email will include a link which you must click on in order to confirm the email address is valid. Once this step is complete your 'signature' will be added to the petition. People visiting the e-petition will be able to see your name in the list of those who have signed it but your contact details will not be visible.

What can I do if I feel my petition has not been dealt with properly?

If you feel that we have not dealt with your petition properly, the petition organiser has the right to request that the council's overview and scrutiny committee review the steps that the council has taken in response to your petition. It is helpful to everyone, and can improve the prospects for a review if the petition organiser gives a short explanation of the reasons why the council's response is not considered to be adequate.

The committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting. Should the committee determine we have not dealt with your petition

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adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the council executive and arranging for the matter to be considered at a meeting of the full council.

Once the appeal has been considered the petition organiser will be informed of the results within 5 working days. The results of the review will also be published on our website.



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Agenda Item 9

REPORT TO: Cabinet

DATE: 15 April 2010

SUBJECT: Formby – Request to include in Postal Address

**WARDS
AFFECTED:** Harington and Ravenmeols

REPORT OF: Assistant Chief Executive

**CONTACT
OFFICER:** Neil Middlehurst
Head of Electoral Services
Tel: 0151 934 2260

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To give consideration to a request to include the name “Formby” in the address for properties within a defined area.

REASON WHY DECISION REQUIRED:

Royal Mail requires the support of the principal authority for an area in respect of any request to amend postal details, prior to Royal Mail commencing period of consultation in respect of such request.

RECOMMENDATION(S):

That Cabinet supports the request made by Mr N Shore of 37 Holmwood Drive, Formby, L37 1PG, to include the town name “Formby” in the address for properties within the defined area listed in Annex A to the report; and approved by Formby Area Committee on 18 March 2010.

KEY DECISION: NO

FORWARD PLAN: NO

IMPLEMENTATION DATE: To be confirmed by Royal Mail

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ALTERNATIVE OPTIONS:

IMPLICATIONS:

Budget/Policy Framework:

Financial:

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal:

Risk Assessment:

Asset Management:

CONSULTATION UNDERTAKEN/VIEWS

Sefton MBC LLPG and Electoral Registration Property Data
Royal Mail Code of Practice – Changing postal addresses and Postcodes

Corporate Objective Monitoring

√

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1.	Creating a Learning Community		√	
2.	Creating Safe Communities		√	
3.	Jobs and Prosperity		√	
4.	Improving Health and Well-Being		√	
5.	Environmental Sustainability		√	
6.	Creating Inclusive Communities		√	
7.	Improving the Quality of Council Services and Strengthening local Democracy	√		
8.	Children and Young People		√	

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1. Background

- 1.1 A request has been received from a Mr N Shore of 37 Holmwood Drive, Formby, L37 1PG to seek the support of the Council to an application to Royal Mail to include the town name of Formby within Royal Mail's address fields for the defined postcode area of Liverpool L37.

2. Procedure

- 2.1 Royal Mail have advised that they are happy to consider this request and make any changes to the locality information for the addresses concerned, providing the additional information does not compromise the quality of the service and the efficiency of their operations. Royal Mail must therefore be provided with an acceptable and clearly defined set of geographical boundary data and a comprehensive list of addresses to identify the area.
- 2.2 Once they have received this information, then they will consult with their operations team to ascertain whether this proposal would cause any operational difficulties.
- 2.3 Assuming there are no operation issues, then Royal Mail will advise the names of those person/organisations who need to support the proposals, from the following:
- Postwatch regional and national committees
 - The principal local authority
 - The local Chamber of Commerce
 - Members of Parliament.
- 2.4 Once Royal Mail have received all the necessary information and letters of support they will write to all properties affected giving them an opportunity to raise an objection to the proposal.
- 2.5 Assuming no more than 20% of those affected object to the change, then Royal Mail will amend the Postcode Address File database (PAF).
- 2.6 Should more than 20% of those affected object, then Royal Mail will ballot all those properties affected. Royal Mail will implement the change if not less than 50% of those polled respond, and a simple majority of households voting are in favour.

3. Current Position

- 3.1 Mr Shore has requested that the Council, as part of the procedure outlined above, support his application to Royal Mail to include the town name of Formby in their address fields for the defined postcode area of Liverpool L37.
- 3.2 As far as the Local Land and Property Gazetteer (LLPG) is concerned, this change would not have much impact. The LLPG holds Formby as the town name for all addresses that have L37 postcodes. Council systems that use LLPG will have Formby in the address for L37 postcodes, so there shouldn't be any problems with correspondence to citizens from these.
- 3.3 The Electoral Registration Officer is now required to import all LLPG data into the Electoral Register as part of a data matching exercise.
- 3.4 The Area Committee is therefore requested to support the request to include the town name of Formby for properties within the defined area. A list of current streets held on the LLPG for Formby are attached to the report as Annex A
- 3.5 If the Area Committee is supportive of this matter the report, together with their recommendation will go on to be considered by the Cabinet at the next meeting on the 15th April 2010. Providing the Cabinet is

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request made to Royal Mail indicating that the Council would be supportive of the request that "Formby" be included within the address of properties within the relevant defined area.

4. Recommendations:

- 4.1 That Cabinet supports the request made by Mr N Shore of 37 Holmwood Drive, Formby, L37 1PG, to include the town name "Formby" in the address for properties within the defined area listed in Annex A to the report; and approved by Formby Area Committee on 18 March 2010.

L37 0AB	SOUTHPORT OLD ROAD	FORMBY	HARINGTON WARD
L37 0AD	SOUTHPORT OLD ROAD	FORMBY	HARINGTON WARD
L37 1LA	MONTAGU ROAD	FORMBY	HARINGTON WARD
L37 1LB	MONTAGU ROAD	FORMBY	HARINGTON WARD
L37 1LD	STANLAWE ROAD	FORMBY	HARINGTON WARD
L37 1LE	COLLEGE AVENUE	FORMBY	HARINGTON WARD
L37 1LF	MONTAGU ROAD	FORMBY	HARINGTON WARD
L37 1LG	VICTORIA ROAD	FORMBY	HARINGTON WARD
L37 1LH	COLLEGE PATH	FORMBY	HARINGTON WARD
L37 1LJ	VICTORIA ROAD	FORMBY	HARINGTON WARD
L37 1LL	VICTORIA ROAD	FORMBY	HARINGTON WARD
L37 1LN	VICTORIA ROAD	FORMBY	HARINGTON WARD
L37 1LP	VICTORIA ROAD	FORMBY	HARINGTON WARD
L37 1LQ	GOLF ROAD	FORMBY	HARINGTON WARD
L37 1LR	SHIREBURN ROAD	FORMBY	HARINGTON WARD
L37 1LS	LARKHILL LANE	FORMBY	HARINGTON WARD
L37 1LT	LARKHILL LANE	FORMBY	HARINGTON WARD
L37 1LU	LARKHILL LANE	FORMBY	HARINGTON WARD
L37 1LW	VICTORIA ROAD	FORMBY	HARINGTON WARD
L37 1LX	LARKHILL LANE	FORMBY	HARINGTON WARD
L37 1LY	BARKFIELD LANE	FORMBY	HARINGTON WARD
L37 1LZ	BARKFIELD LANE	FORMBY	HARINGTON WARD
L37 1NA	COLLEGE CLOSE	FORMBY	HARINGTON WARD
L37 1NB	LARCH WAY	FORMBY	HARINGTON WARD
L37 1ND	FIRS LINK	FORMBY	HARINGTON WARD
L37 1NE	ST PETERS AVENUE	FORMBY	HARINGTON WARD
L37 1NF	ST PETERS AVENUE	FORMBY	HARINGTON WARD
L37 1NG	BIRCH GREEN	FORMBY	HARINGTON WARD
L37 1NH	HOLMWOOD GARDENS	FORMBY	HARINGTON WARD
L37 1NJ	WELD DRIVE	FORMBY	HARINGTON WARD
L37 1NL	ST PETERS CLOSE	FORMBY	HARINGTON WARD
L37 1NN	BEECH DRIVE	FORMBY	HARINGTON WARD
L37 1NP	OAKFIELD DRIVE	FORMBY	HARINGTON WARD
L37 1NQ	BIRCH GREEN	FORMBY	HARINGTON WARD
L37 1NR	OAKFIELD DRIVE	FORMBY	HARINGTON WARD
L37 1NS	HARINGTON ROAD	FORMBY	HARINGTON WARD
L37 1NT	HARINGTON ROAD	FORMBY	HARINGTON WARD
L37 1NU	HARINGTON ROAD	FORMBY	HARINGTON WARD
L37 1NW	BEECH DRIVE	FORMBY	HARINGTON WARD
L37 1NX	PROCTOR ROAD	FORMBY	HARINGTON WARD
L37 1NY	PROCTOR ROAD	FORMBY	HARINGTON WARD
L37 1NZ	SQUIRREL GREEN	FORMBY	HARINGTON WARD
L37 1PA	GORSE WAY	FORMBY	HARINGTON WARD
L37 1PB	GORSE WAY	FORMBY	HARINGTON WARD
L37 1PD	WICKS CRESCENT	FORMBY	HARINGTON WARD
L37 1PE	DUNES DRIVE	FORMBY	HARINGTON WARD
L37 1PF	DUNES DRIVE	FORMBY	HARINGTON WARD
L37 1PG	HOLMWOOD DRIVE	FORMBY	HARINGTON WARD
L37 1PH	BLUNDELL AVENUE	FORMBY	HARINGTON WARD
L37 1PJ	WICKS LANE	FORMBY	HARINGTON WARD
L37 1PL	WICKS GREEN CLOSE	FORMBY	HARINGTON WARD
L37 1PN	HARINGTON GREEN	FORMBY	HARINGTON WARD
L37 1PP	WICKS GREEN	FORMBY	HARINGTON WARD
L37 1PQ	HOLMWOOD DRIVE	FORMBY	HARINGTON WARD
L37 1PR	WICKS GREEN	FORMBY	HARINGTON WARD
L37 1PS	LARKHILL LANE	FORMBY	HARINGTON WARD
L37 1PT	FIRS CRESCENT	FORMBY	HARINGTON WARD
L37 1PU	FIRS CLOSE	FORMBY	HARINGTON WARD
L37 1PW	WICKS CRESCENT	FORMBY	HARINGTON WARD
L37 1PX	WICKS LANE	FORMBY	HARINGTON WARD
L37 1PY	HARINGTON ROAD	FORMBY	HARINGTON WARD
L37 1PZ	HARINGTON ROAD	FORMBY	HARINGTON WARD
L37 1QA	SHIREBURN ROAD	FORMBY	HARINGTON WARD

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L37 1XN	WARREN GREEN	FORMBY	HARINGTON WARD
L37 1XP	HARINGTON CLOSE	FORMBY	HARINGTON WARD
L37 1XR	INCE CRESCENT	FORMBY	HARINGTON WARD
L37 1XS	HARINGTON GREEN	FORMBY	HARINGTON WARD
L37 1XT	VICARAGE ROAD	FORMBY	HARINGTON WARD
L37 1XU	BADGERS RAKE	FORMBY	HARINGTON WARD
L37 1XW	HOLMWOOD CLOSE	FORMBY	HARINGTON WARD
L37 1XX	FISHERMANS CLOSE	FORMBY	HARINGTON WARD
L37 1XY	LENTON AVENUE	FORMBY	HARINGTON WARD
L37 1XZ	VAUGHAN CLOSE	FORMBY	HARINGTON WARD
L37 1YB	VICARAGE CLOSE	FORMBY	HARINGTON WARD
L37 1YD	VICTORIA ROAD	FORMBY	HARINGTON WARD
L37 1YF	VICTORIA WAY	FORMBY	HARINGTON WARD
L37 1YH	GOLF ROAD	FORMBY	HARINGTON WARD
L37 1YX	VICTORIA ROAD	FORMBY	HARINGTON WARD
L37 2DA	KIRKLAKE ROAD	FORMBY	HARINGTON WARD
L37 2DB	KIRKLAKE ROAD	FORMBY	HARINGTON WARD
L37 2DD	KIRKLAKE ROAD	FORMBY	HARINGTON WARD
L37 2DF	ST LUKES CHURCH ROAD	FORMBY	HARINGTON WARD
L37 2DG	BEECHWOOD DRIVE	FORMBY	HARINGTON WARD
L37 2DH	BEECHWOOD DRIVE	FORMBY	HARINGTON WARD
L37 2DJ	BEECHWOOD DRIVE	FORMBY	HARINGTON WARD
L37 2DL	ELM DRIVE	FORMBY	HARINGTON WARD
L37 2DN	BEECHWOOD DRIVE	FORMBY	HARINGTON WARD
L37 2DP	CHESTNUT WAY	FORMBY	HARINGTON WARD
L37 2DQ	BEECHWOOD DRIVE	FORMBY	HARINGTON WARD
L37 2DR	SYCAMORE GROVE	FORMBY	HARINGTON WARD
L37 2DS	CEDAR DRIVE	FORMBY	HARINGTON WARD
L37 2DT	ASH GROVE	FORMBY	HARINGTON WARD
L37 2DU	ASPEN GROVE	FORMBY	HARINGTON WARD
L37 2DW	BEECHWOOD DRIVE	FORMBY	HARINGTON WARD
L37 2DX	BUSHBYS LANE	FORMBY	HARINGTON WARD
L37 2DY	BUSHBYS LANE	FORMBY	HARINGTON WARD
L37 2DZ	BUSHBYS LANE	FORMBY	HARINGTON WARD
L37 2EA	ENNERDALE ROAD	FORMBY	HARINGTON WARD
L37 2EB	LIFEBOAT ROAD	FORMBY	HARINGTON WARD
L37 2ED	ALEXANDRA ROAD	FORMBY	HARINGTON WARD
L37 2EE	BUSHBYS PARK	FORMBY	HARINGTON WARD
L37 2EF	BUSHBYS PARK	FORMBY	HARINGTON WARD
L37 2EG	ELSON ROAD	FORMBY	HARINGTON WARD
L37 2EH	ALBERT ROAD	FORMBY	HARINGTON WARD
L37 2EJ	ALBERT ROAD	FORMBY	HARINGTON WARD
L37 2EL	CAMBRIDGE ROAD	FORMBY	HARINGTON WARD
L37 2EN	ANDREWS LANE	FORMBY	HARINGTON WARD
L37 2EP	ANDREWS LANE	FORMBY	HARINGTON WARD
L37 2EQ	ELSON ROAD	FORMBY	HARINGTON WARD
L37 2ER	ANDREWS YORT	FORMBY	HARINGTON WARD
L37 2ES	CRESCENT AVENUE	FORMBY	HARINGTON WARD
L37 2ET	ROSTRON CRESCENT	FORMBY	HARINGTON WARD
L37 2EU	CARRS CRESCENT	FORMBY	HARINGTON WARD
L37 2EW	ANDREWS LANE	FORMBY	HARINGTON WARD
L37 2EX	CARRS CRESCENT WEST	FORMBY	HARINGTON WARD
L37 2EY	BARTON HEYS ROAD	FORMBY	HARINGTON WARD
L37 2EZ	BARTON HEYS ROAD	FORMBY	HARINGTON WARD
L37 2FF	LANGDALE CLOSE	FORMBY	HARINGTON WARD
L37 2FN	MAYFIELD AVENUE	FORMBY	HARINGTON WARD
L37 2FP	SANDHURST CLOSE	FORMBY	HARINGTON WARD
L37 2FS	QUEENS CROFT	FORMBY	HARINGTON WARD
L37 2FW	MILFORD CLOSE	FORMBY	HARINGTON WARD
L37 2HA	ECCLES ROAD	FORMBY	HARINGTON WARD
L37 2HB	KEW ROAD	FORMBY	HARINGTON WARD
L37 2HD	SUTTON ROAD	FORMBY	HARINGTON WARD
L37 2HE	QUEENS ROAD	FORMBY	HARINGTON WARD
L37 2HF	QUEENS ROAD	FORMBY	HARINGTON WARD
L37 2HG	QUEENS ROAD	FORMBY	HARINGTON WARD

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L37 2HH	ANDREWS LANE	FORMBY	HARINGTON WARD
L37 2HJ	KIRKLAKE ROAD	FORMBY	HARINGTON WARD
L37 2HL	QUEENS ROAD	FORMBY	HARINGTON WARD
L37 2HN	JUBILEE ROAD	FORMBY	HARINGTON WARD
L37 2HP	SEALAND AVENUE	FORMBY	HARINGTON WARD
L37 2HQ	QUEENS ROAD	FORMBY	HARINGTON WARD
L37 2HR	FOSTER ROAD	FORMBY	HARINGTON WARD
L37 2HS	FUNCHAL AVENUE	FORMBY	HARINGTON WARD
L37 2HT	JUBILEE ROAD	FORMBY	HARINGTON WARD
L37 2HU	RANGE LANE	FORMBY	HARINGTON WARD
L37 2HW	JUBILEE ROAD	FORMBY	HARINGTON WARD
L37 2HX	PINEWOOD CLOSE	FORMBY	HARINGTON WARD
L37 2HY	PINEWOOD AVENUE	FORMBY	HARINGTON WARD
L37 2HZ	PINEWOOD AVENUE	FORMBY	HARINGTON WARD
L37 2JA	SEALAND CLOSE	FORMBY	HARINGTON WARD
L37 2JB	KIRKLAKE ROAD	FORMBY	HARINGTON WARD
L37 2JD	WARD AVENUE	FORMBY	HARINGTON WARD
L37 2JE	KIRKLAKE ROAD	FORMBY	HARINGTON WARD
L37 2JF	KIRKLAKE ROAD	FORMBY	HARINGTON WARD
L37 2JG	SEFTON ROAD	FORMBY	HARINGTON WARD
L37 2JH	CHINDIT CLOSE	FORMBY	HARINGTON WARD
L37 2JJ	CHINDIT CLOSE	FORMBY	HARINGTON WARD
L37 2JL	BROOKS ROAD	FORMBY	HARINGTON WARD
L37 2JN	WOODLANDS ROAD	FORMBY	HARINGTON WARD
L37 2JP	BROOKS WAY	FORMBY	HARINGTON WARD
L37 2JQ	SEFTON ROAD	FORMBY	HARINGTON WARD
L37 2JR	CONISTON ROAD	FORMBY	HARINGTON WARD
L37 2JS	CONISTON ROAD	FORMBY	HARINGTON WARD
L37 2JT	DERWENT AVENUE	FORMBY	HARINGTON WARD
L37 2JU	GRASMERE ROAD	FORMBY	HARINGTON WARD
L37 2JW	WOODLANDS ROAD	FORMBY	HARINGTON WARD
L37 2JX	MERE ROAD	FORMBY	HARINGTON WARD
L37 2JY	TARN ROAD	FORMBY	HARINGTON WARD
L37 2JZ	TARN ROAD	FORMBY	HARINGTON WARD
L37 2LA	WOODLANDS CLOSE	FORMBY	HARINGTON WARD
L37 2LB	LANGDALE AVENUE	FORMBY	HARINGTON WARD
L37 2LD	RYDAL AVENUE	FORMBY	HARINGTON WARD
L37 2LE	GREENLOONS WALK	FORMBY	HARINGTON WARD
L37 2LF	ELMDALE CLOSE	FORMBY	HARINGTON WARD
L37 2LG	ASHDALE CLOSE	FORMBY	HARINGTON WARD
L37 2LH	EDENHURST DRIVE	FORMBY	HARINGTON WARD
L37 2LJ	HAZLEHURST CLOSE	FORMBY	HARINGTON WARD
L37 2LL	SPRINGFIELD CLOSE	FORMBY	HARINGTON WARD
L37 2LN	CHURCH GREEN	FORMBY	HARINGTON WARD
L37 2LP	CHURCH WAY	FORMBY	HARINGTON WARD
L37 2LQ	FOXHILL CLOSE	FORMBY	HARINGTON WARD
L37 2LR	GREENLOONS DRIVE	FORMBY	HARINGTON WARD
L37 2LS	MAPLE CLOSE	FORMBY	HARINGTON WARD
L37 2LT	LIME TREE WAY	FORMBY	HARINGTON WARD
L37 2LU	TRAP HILL	FORMBY	HARINGTON WARD
L37 2LW	ST LUKES DRIVE	FORMBY	HARINGTON WARD
L37 2LX	GREENLOONS DRIVE	FORMBY	HARINGTON WARD
L37 2LY	GREENLOONS DRIVE	FORMBY	HARINGTON WARD
L37 2YA	ENNERDALE CLOSE	FORMBY	HARINGTON WARD
L37 2YB	BUTTERMERE CLOSE	FORMBY	HARINGTON WARD
L37 2YD	WICKS LANE	FORMBY	HARINGTON WARD
L37 2YE	GRISEDAL CLOSE	FORMBY	HARINGTON WARD
L37 2YF	SPRUCE WAY	FORMBY	HARINGTON WARD
L37 2YG	EDENHURST CLOSE	FORMBY	HARINGTON WARD
L37 2YH	ANDREWS CLOSE	FORMBY	HARINGTON WARD
L37 2YJ	KIRKLAKE BANK	FORMBY	HARINGTON WARD
L37 2YN	STAPLETON ROAD	FORMBY	HARINGTON WARD
L37 2YP	BURWELL AVENUE	FORMBY	HARINGTON WARD
L37 2YQ	ESKDALE DRIVE	FORI	RINGTON WARD
L37 2YR	ESKDALE CLOSE	FORI	RINGTON WARD

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L37 2YS	ELSWORTH CLOSE	FORMBY	HARINGTON WARD
L37 2YT	STAPLETON ROAD	FORMBY	HARINGTON WARD
L37 2YU	ORWELL CLOSE	FORMBY	HARINGTON WARD
L37 2YW	HADSTOCK AVENUE	FORMBY	HARINGTON WARD
L37 2YX	HEYDON CLOSE	FORMBY	HARINGTON WARD
L37 2YY	MELDRETH CLOSE	FORMBY	HARINGTON WARD
L37 2YZ	TADLOW CLOSE	FORMBY	HARINGTON WARD
L37 3HA	ROSEMARY LANE	FORMBY	HARINGTON WARD
L37 3HB	ROSEMARY LANE	FORMBY	HARINGTON WARD
L37 3HD	LONSDALE ROAD	FORMBY	HARINGTON WARD
L37 3HE	LONSDALE ROAD	FORMBY	HARINGTON WARD
L37 3HF	LONSDALE ROAD	FORMBY	HARINGTON WARD
L37 3HG	LONSDALE ROAD	FORMBY	HARINGTON WARD
L37 3HH	ST GEORGES ROAD	FORMBY	HARINGTON WARD
L37 3HJ	OLD TOWN LANE	FORMBY	HARINGTON WARD
L37 3HL	FRESHFIELD ROAD	FORMBY	HARINGTON WARD
L37 3HN	FRESHFIELD ROAD	FORMBY	HARINGTON WARD
L37 3HP	OLD TOWN LANE	FORMBY	HARINGTON WARD
L37 3HQ	LONSDALE ROAD	FORMBY	HARINGTON WARD
L37 3HR	OLD TOWN LANE	FORMBY	HARINGTON WARD
L37 3HS	OLD TOWN LANE	FORMBY	HARINGTON WARD
L37 3HT	RYMERS GREEN	FORMBY	HARINGTON WARD
L37 3HU	MICHAELS CLOSE	FORMBY	HARINGTON WARD
L37 3HW	FRESHFIELD ROAD	FORMBY	HARINGTON WARD
L37 3HX	ORMS WAY	FORMBY	HARINGTON WARD
L37 3HY	BROWS LANE	FORMBY	HARINGTON WARD
L37 3JA	FRESHFIELD ROAD	FORMBY	HARINGTON WARD
L37 3JB	FRESHFIELD ROAD	FORMBY	HARINGTON WARD
L37 3JD	BARKFIELD AVENUE	FORMBY	HARINGTON WARD
L37 3JE	WICKS LANE	FORMBY	HARINGTON WARD
L37 3JF	WICKS LANE	FORMBY	HARINGTON WARD
L37 3JG	WICKS LANE	FORMBY	HARINGTON WARD
L37 3JH	BARKFIELD AVENUE	FORMBY	HARINGTON WARD
L37 3JJ	COLLEGE AVENUE	FORMBY	HARINGTON WARD
L37 3JL	COLLEGE AVENUE	FORMBY	HARINGTON WARD
L37 3JN	BARKFIELD LANE	FORMBY	HARINGTON WARD
L37 3JP	COLLEGE AVENUE	FORMBY	HARINGTON WARD
L37 3JW	BARKFIELD LANE	FORMBY	HARINGTON WARD
L37 3LY	ALDERSON CRESCENT	FORMBY	HARINGTON WARD
L37 3LZ	ALDERSON CRESCENT	FORMBY	HARINGTON WARD
L37 3NB	CHURCH ROAD	FORMBY	HARINGTON WARD
L37 3ND	CHURCH ROAD	FORMBY	HARINGTON WARD
L37 3NN	HALSALL LANE	FORMBY	HARINGTON WARD
L37 3NP	FURNESS AVENUE	FORMBY	HARINGTON WARD
L37 3NT	GOES LANE	FORMBY	HARINGTON WARD
L37 3NU	GOES LANE	FORMBY	HARINGTON WARD
L37 3NX	WILLOW GROVE	FORMBY	HARINGTON WARD
L37 3NY	GOES LANE	FORMBY	HARINGTON WARD
L37 3NZ	GOES LANE	FORMBY	HARINGTON WARD
L37 3PA	GRABURN ROAD	FORMBY	HARINGTON WARD
L37 3PB	GRABURN ROAD	FORMBY	HARINGTON WARD
L37 3PD	MARSH BROWS	FORMBY	HARINGTON WARD
L37 3PE	OLD MILL LANE	FORMBY	HARINGTON WARD
L37 3PF	OLD MILL LANE	FORMBY	HARINGTON WARD
L37 3PG	FRESHFIELD ROAD	FORMBY	HARINGTON WARD
L37 3PH	GRANTON CLOSE	FORMBY	HARINGTON WARD
L37 3PL	COPPICE LEYS	FORMBY	HARINGTON WARD
L37 3PT	LENDEL CLOSE	FORMBY	HARINGTON WARD
L37 3PU	OLD TOWN LANE	FORMBY	HARINGTON WARD
L37 3PX	HALSALL LANE	FORMBY	HARINGTON WARD
L37 3PY	PAGE COURT	FORMBY	HARINGTON WARD
L37 3QE	HALSALL LANE	FORMBY	HARINGTON WARD
L37 3QG	VICARAGE ROAD	FORMBY	HARINGTON WARD
L37 3QL	BYRON CLOSE	FORMBY	HARINGTON WARD
L37 3QS	WICKS GARDENS	FORMBY	HARINGTON WARD

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L37 3QW	HEYWOOD CLOSE	FORMBY	HARINGTON WARD
L37 3QX	GORES LANE	FORMBY	HARINGTON WARD
L37 3RB	HOLMFIELD PARK	FORMBY	HARINGTON WARD
L37 3RL	SUNNINGDALE GARDENS	FORMBY	HARINGTON WARD
L37 3RQ	FORMBY GARDENS	FORMBY	HARINGTON WARD
L37 3RW	THE EVERGREENS	FORMBY	HARINGTON WARD
L37 4DL	CHAPEL LANE	FORMBY	HARINGTON WARD
L37 4DN	CHAPEL LANE	FORMBY	HARINGTON WARD
L37 4DT	CHAPEL LANE	FORMBY	HARINGTON WARD
L37 4DZ	BROWS LANE	FORMBY	HARINGTON WARD
L37 4HS	BROWS LANE	FORMBY	HARINGTON WARD
L37 7AA	BROWS LANE	FORMBY	HARINGTON WARD
L37 7AD	FORMBY BYPASS	FORMBY	HARINGTON WARD
L37 7AG	VICTORIA ROAD	FORMBY	HARINGTON WARD
L37 7AH	GORES LANE	FORMBY	HARINGTON WARD
L37 7AJ	QUEENS AVENUE	FORMBY	HARINGTON WARD
L37 7AL	CUMMINS AVENUE	FORMBY	HARINGTON WARD
L37 7AN	STANLEY ROAD	FORMBY	HARINGTON WARD
L37 7AP	GREGSONS AVENUE	FORMBY	HARINGTON WARD
L37 7AQ	VICTORIA ROAD	FORMBY	HARINGTON WARD
L37 7AR	RIMMERS AVENUE	FORMBY	HARINGTON WARD
L37 7AS	ST ANNES ROAD	FORMBY	HARINGTON WARD
L37 7AT	ST ANNES ROAD	FORMBY	HARINGTON WARD
L37 7AU	ST ANNES PATH	FORMBY	HARINGTON WARD
L37 7AW	STANLEY ROAD	FORMBY	HARINGTON WARD
L37 7AX	ST ANNES CLOSE	FORMBY	HARINGTON WARD
L37 7AY	WEST LANE	FORMBY	HARINGTON WARD
L37 7AZ	WEST LANE	FORMBY	HARINGTON WARD
L37 7BA	WEST LANE	FORMBY	HARINGTON WARD
L37 7BB	WEST LANE	FORMBY	HARINGTON WARD
L37 7BD	MASSAMS LANE	FORMBY	HARINGTON WARD
L37 7BE	MASSAMS LANE	FORMBY	HARINGTON WARD
L37 7BG	FRESHFIELD ROAD	FORMBY	HARINGTON WARD
L37 7BH	GREEN LANE	FORMBY	HARINGTON WARD
L37 7BJ	FRESHFIELD ROAD	FORMBY	HARINGTON WARD
L37 7BL	FRESHFIELD ROAD	FORMBY	HARINGTON WARD
L37 7BN	DERBY ROAD	FORMBY	HARINGTON WARD
L37 7BP	DERBY ROAD	FORMBY	HARINGTON WARD
L37 7BQ	FRESHFIELD ROAD	FORMBY	HARINGTON WARD
L37 7BR	GRANGE LANE	FORMBY	HARINGTON WARD
L37 7BS	MERSEY AVENUE	FORMBY	HARINGTON WARD
L37 7BT	ARGARMEOLS GROVE	FORMBY	HARINGTON WARD
L37 7BU	ARGARMEOLS ROAD	FORMBY	HARINGTON WARD
L37 7BW	DERBY ROAD	FORMBY	HARINGTON WARD
L37 7BX	ARGARMEOLS ROAD	FORMBY	HARINGTON WARD
L37 7BY	ARGARMEOLS ROAD	FORMBY	HARINGTON WARD
L37 7BZ	ARGARMEOLS ROAD	FORMBY	HARINGTON WARD
L37 7DA	ARGARMEOLS ROAD	FORMBY	HARINGTON WARD
L37 7DB	VICTORIA ROAD	FORMBY	HARINGTON WARD
L37 7DD	VICTORIA ROAD	FORMBY	HARINGTON WARD
L37 7DE	GORES LANE	FORMBY	HARINGTON WARD
L37 7DF	GORES LANE	FORMBY	HARINGTON WARD
L37 7DG	PIERCEFIELD ROAD	FORMBY	HARINGTON WARD
L37 7DH	VICTORIA ROAD	FORMBY	HARINGTON WARD
L37 7DJ	GREEN LANE	FORMBY	HARINGTON WARD
L37 7DN	TIMMS LANE	FORMBY	HARINGTON WARD
L37 7DP	CRICKET PATH	FORMBY	HARINGTON WARD
L37 7DQ	PIERCEFIELD ROAD	FORMBY	HARINGTON WARD
L37 7DU	PARADISE LANE	FORMBY	HARINGTON WARD
L37 7DW	TIMMS LANE	FORMBY	HARINGTON WARD
L37 7DY	BREWERY LANE	FORMBY	HARINGTON WARD
L37 7DZ	BREWERY LANE	FORMBY	HARINGTON WARD
L37 7EA	KENTON CLOSE	FORMBY	HARINGTON WARD
L37 7EB	GREEN LANE	FORI	RINGTON WARD
L37 7HB	LITTLE BREWERY LANE	FORI	RINGTON WARD

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L37 7HR	TIMMS CLOSE		FORMBY	HARINGTON WARD
L37 7HS	DEANS COURT		FORMBY	HARINGTON WARD
L37 7HX	THE BIRCHES		FORMBY	HARINGTON WARD
L37 7HY	CANTERBURY CLOSE		FORMBY	HARINGTON WARD
L37 7HZ	YORK CLOSE		FORMBY	HARINGTON WARD
L37 7JD	OLD LANE		FORMBY	HARINGTON WARD
L37 7JL	MAYFIELD COURT		FORMBY	HARINGTON WARD
L37 0AA	MOSS SIDE	FORMBY	RAVENMEOLS WARD	
L37 0AE	MOSS SIDE	FORMBY	RAVENMEOLS WARD	
L37 0AF	MOSS SIDE	FORMBY	RAVENMEOLS WARD	
L37 0AH	BROAD LANE	FORMBY	RAVENMEOLS WARD	
L37 0AJ	NORTH MOSS LANE	FORMBY	RAVENMEOLS WARD	
L37 0AL	NORTH MOSS LANE	FORMBY	RAVENMEOLS WARD	
L37 0AN	SOUTHPORT OLD ROAD	FORMBY	RAVENMEOLS WARD	
L37 0AP	PASTURE LANE	FORMBY	RAVENMEOLS WARD	
L37 0AQ	NORTH MOSS LANE	FORMBY	RAVENMEOLS WARD	
L37 0AR	EIGHT ACRE LANE	FORMBY	RAVENMEOLS WARD	
L37 0AW	SOUTHPORT OLD ROAD	FORMBY	RAVENMEOLS WARD	
L37 3HZ	BROWS LANE	FORMBY	RAVENMEOLS WARD	
L37 3JS	WATCHYARD LANE	FORMBY	RAVENMEOLS WARD	
L37 3JT	WATCHYARD LANE	FORMBY	RAVENMEOLS WARD	
L37 3JU	WATCHYARD LANE	FORMBY	RAVENMEOLS WARD	
L37 3JX	WATCHYARD LANE	FORMBY	RAVENMEOLS WARD	
L37 3JY	MOSS SIDE	FORMBY	RAVENMEOLS WARD	
L37 3JZ	MOSS SIDE	FORMBY	RAVENMEOLS WARD	
L37 3LA	MOUNT HOUSE ROAD	FORMBY	RAVENMEOLS WARD	
L37 3LB	MOUNT HOUSE ROAD	FORMBY	RAVENMEOLS WARD	
L37 3LD	LONGFIELD	FORMBY	RAVENMEOLS WARD	
L37 3LE	DEANSGATE LANE	FORMBY	RAVENMEOLS WARD	
L37 3LF	DEANSGATE LANE	FORMBY	RAVENMEOLS WARD	
L37 3LG	DEANSGATE LANE	FORMBY	RAVENMEOLS WARD	
L37 3LH	MOUNT HOUSE CLOSE	FORMBY	RAVENMEOLS WARD	
L37 3LJ	MOUNT HOUSE CLOSE	FORMBY	RAVENMEOLS WARD	
L37 3LL	PRIMROSE CLOSE	FORMBY	RAVENMEOLS WARD	
L37 3LN	SCHOOL LANE	FORMBY	RAVENMEOLS WARD	
L37 3LP	SCHOOL AVENUE	FORMBY	RAVENMEOLS WARD	
L37 3LQ	DEANSGATE LANE	FORMBY	RAVENMEOLS WARD	
L37 3LR	WHITEHOUSE AVENUE	FORMBY	RAVENMEOLS WARD	
L37 3LS	WHITEHOUSE LANE	FORMBY	RAVENMEOLS WARD	
L37 3LT	WHITEHOUSE LANE	FORMBY	RAVENMEOLS WARD	
L37 3LU	CABLE STREET	FORMBY	RAVENMEOLS WARD	
L37 3LW	SCHOOL LANE	FORMBY	RAVENMEOLS WARD	
L37 3LX	CABLE STREET	FORMBY	RAVENMEOLS WARD	
L37 3NA	CHURCH ROAD	FORMBY	RAVENMEOLS WARD	
L37 3NF	CHURCH ROAD	FORMBY	RAVENMEOLS WARD	
L37 3NG	CHURCH ROAD	FORMBY	RAVENMEOLS WARD	
L37 3NH	CHURCH ROAD	FORMBY	RAVENMEOLS WARD	
L37 3NQ	CHURCH ROAD	FORMBY	RAVENMEOLS WARD	
L37 3NR	DAVENHAM ROAD	FORMBY	RAVENMEOLS WARD	
L37 3NS	DAVENHAM ROAD	FORMBY	RAVENMEOLS WARD	
L37 3NW	HALSALL LANE	FORMBY	RAVENMEOLS WARD	
L37 3PJ	DOBBS DRIVE	FORMBY	RAVENMEOLS WARD	
L37 3PN	SMITHY GREEN	FORMBY	RAVENMEOLS WARD	
L37 3PP	SMITHY CLOSE	FORMBY	RAVENMEOLS WARD	
L37 3PR	SMITHY GREEN	FORMBY	RAVENMEOLS WARD	
L37 3QB	FRESHFIELD ROAD	FORMBY	RAVENMEOLS WARD	
L37 3QF	CHURCH CLOSE	FORMBY	RAVENMEOLS WARD	
L37 3QN	BROWS CLOSE	FORMBY	RAVENMEOLS WARD	
L37 3QP	WATCHYARD LANE	FORMBY	RAVENMEOLS WARD	
L37 3QQ	LONG LANE	FORMBY	RAVENMEOLS WARD	
L37 4AA	FORMBY STREET	FORMBY	RAVENMEOLS WARD	
L37 4AB	ELBOW LANE	FORMBY	RAVENMEOLS WARD	
L37 4AD	CROPTON ROAD	FORMBY	RAVENMEOLS WARD	
L37 4AF	ELBOW LANE	FORMBY	RAVENMEOLS WARD	
L37 4AG	THREE TUNS LANE	FORMBY	RAVENMEOLS WARD	

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L37 4AJ	THREE TUNS LANE	FORMBY	RAVENMEOLS WARD
L37 4AL	DUKE STREET	FORMBY	RAVENMEOLS WARD
L37 4AN	DUKE STREET	FORMBY	RAVENMEOLS WARD
L37 4AP	DUKE STREET	FORMBY	RAVENMEOLS WARD
L37 4AQ	THREE TUNS LANE	FORMBY	RAVENMEOLS WARD
L37 4AR	DUKE STREET	FORMBY	RAVENMEOLS WARD
L37 4AS	DUKE STREET	FORMBY	RAVENMEOLS WARD
L37 4AT	DUKE STREET	FORMBY	RAVENMEOLS WARD
L37 4AW	ELBOW LANE	FORMBY	RAVENMEOLS WARD
L37 4AX	DUKES WAY	FORMBY	RAVENMEOLS WARD
L37 4AY	PHILLIPS LANE	FORMBY	RAVENMEOLS WARD
L37 4AZ	PHILLIPS LANE	FORMBY	RAVENMEOLS WARD
L37 4BA	KINGS CLOSE	FORMBY	RAVENMEOLS WARD
L37 4BB	KINGS ROAD	FORMBY	RAVENMEOLS WARD
L37 4BD	PHILLIPS CLOSE	FORMBY	RAVENMEOLS WARD
L37 4BE	TYRERS CLOSE	FORMBY	RAVENMEOLS WARD
L37 4BG	PHILLIPS LANE	FORMBY	RAVENMEOLS WARD
L37 4BH	CROSS GREEN	FORMBY	RAVENMEOLS WARD
L37 4BJ	CROSS GREEN	FORMBY	RAVENMEOLS WARD
L37 4BL	CROSS GREEN	FORMBY	RAVENMEOLS WARD
L37 4BN	LIVERPOOL ROAD	FORMBY	RAVENMEOLS WARD
L37 4BP	CROSS GREEN CLOSE	FORMBY	RAVENMEOLS WARD
L37 4BQ	PHILLIPS LANE	FORMBY	RAVENMEOLS WARD
L37 4BR	LIVERPOOL ROAD	FORMBY	RAVENMEOLS WARD
L37 4BS	LIVERPOOL ROAD	FORMBY	RAVENMEOLS WARD
L37 4BT	LYTTLES CLOSE	FORMBY	RAVENMEOLS WARD
L37 4BU	BIRKEY LANE	FORMBY	RAVENMEOLS WARD
L37 4BW	LIVERPOOL ROAD	FORMBY	RAVENMEOLS WARD
L37 4BX	DICKINSON ROAD	FORMBY	RAVENMEOLS WARD
L37 4BY	RAVEN MEOLS LANE	FORMBY	RAVENMEOLS WARD
L37 4BZ	RAVEN MEOLS LANE	FORMBY	RAVENMEOLS WARD
L37 4DA	DICKINSON CLOSE	FORMBY	RAVENMEOLS WARD
L37 4DB	NORBURN CRESCENT	FORMBY	RAVENMEOLS WARD
L37 4DD	RAVEN MEOLS LANE	FORMBY	RAVENMEOLS WARD
L37 4DE	RAVEN MEOLS LANE	FORMBY	RAVENMEOLS WARD
L37 4DF	RAVEN MEOLS LANE	FORMBY	RAVENMEOLS WARD
L37 4DG	RAVEN MEOLS LANE	FORMBY	RAVENMEOLS WARD
L37 4DH	WALKER CLOSE	FORMBY	RAVENMEOLS WARD
L37 4DJ	MEOLS CLOSE	FORMBY	RAVENMEOLS WARD
L37 4DQ	RAVEN MEOLS LANE	FORMBY	RAVENMEOLS WARD
L37 4DR	CHAPEL LANE	FORMBY	RAVENMEOLS WARD
L37 4DU	CHAPEL LANE	FORMBY	RAVENMEOLS WARD
L37 4DX	CHAPEL LANE	FORMBY	RAVENMEOLS WARD
L37 4ED	BROWS LANE	FORMBY	RAVENMEOLS WARD
L37 4EG	FORMBY FIELDS	FORMBY	RAVENMEOLS WARD
L37 4EH	MARSHALLSAY	FORMBY	RAVENMEOLS WARD
L37 4EJ	BEAUFORT	FORMBY	RAVENMEOLS WARD
L37 4EL	SEAFIELD	FORMBY	RAVENMEOLS WARD
L37 4EN	REDGATE	FORMBY	RAVENMEOLS WARD
L37 4EP	REDGATE	FORMBY	RAVENMEOLS WARD
L37 4EQ	DITCHFIELD	FORMBY	RAVENMEOLS WARD
L37 4ER	THIRLMERE AVENUE	FORMBY	RAVENMEOLS WARD
L37 4ES	CORONATION AVENUE	FORMBY	RAVENMEOLS WARD
L37 4ET	CROWN CLOSE	FORMBY	RAVENMEOLS WARD
L37 4EU	FRIARS WALK	FORMBY	RAVENMEOLS WARD
L37 4EW	REDGATE	FORMBY	RAVENMEOLS WARD
L37 4EX	ABBAY CLOSE	FORMBY	RAVENMEOLS WARD
L37 4EY	CHEAPSIDE	FORMBY	RAVENMEOLS WARD
L37 4EZ	CHEAPSIDE	FORMBY	RAVENMEOLS WARD
L37 4FB	THREE TUNS LANE	FORMBY	RAVENMEOLS WARD
L37 4HA	CLOISTER GREEN	FORMBY	RAVENMEOLS WARD
L37 4HB	REDGATE DRIVE	FORMBY	RAVENMEOLS WARD
L37 4HD	BUCKFAST DRIVE	FORMBY	RAVENMEOLS WARD
L37 4HE	FOUNTAINS WAY	FORMBY	RAVEI
L37 4HF	FOUNTAINS WAY	FORMBY	RAVEI

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L37 4HG	ALT ROAD	FORMBY	RAVENMEOLS WARD
L37 4HH	BATTLE WAY	FORMBY	RAVENMEOLS WARD
L37 4HJ	CARTMEL DRIVE	FORMBY	RAVENMEOLS WARD
L37 4HL	KIRKSTALL DRIVE	FORMBY	RAVENMEOLS WARD
L37 4HQ	ALT ROAD	FORMBY	RAVENMEOLS WARD
L37 4HR	ASHURST COURT	FORMBY	RAVENMEOLS WARD
L37 4HT	MEADOWCROFT	FORMBY	RAVENMEOLS WARD
L37 4HU	CHAPEL LANE	FORMBY	RAVENMEOLS WARD
L37 4HX	GLENDALE WAY	FORMBY	RAVENMEOLS WARD
L37 4HY	RAVENSCROFT	FORMBY	RAVENMEOLS WARD
L37 4JF	HAWTHORNE CRESCENT	FORMBY	RAVENMEOLS WARD
L37 4JG	THE NURSERIES	FORMBY	RAVENMEOLS WARD
L37 4JP	HAREBELL CLOSE	FORMBY	RAVENMEOLS WARD
L37 4LF	THE RAVENS	FORMBY	RAVENMEOLS WARD
L37 6AA	PARK ROAD	FORMBY	RAVENMEOLS WARD
L37 6AB	PARK ROAD	FORMBY	RAVENMEOLS WARD
L37 6AD	PARK ROAD	FORMBY	RAVENMEOLS WARD
L37 6AE	PARK ROAD	FORMBY	RAVENMEOLS WARD
L37 6AF	PARK ROAD	FORMBY	RAVENMEOLS WARD
L37 6AG	PARK ROAD	FORMBY	RAVENMEOLS WARD
L37 6AH	BELVEDERE DRIVE	FORMBY	RAVENMEOLS WARD
L37 6AJ	HOGGS HILL LANE	FORMBY	RAVENMEOLS WARD
L37 6AL	BILLS LANE	FORMBY	RAVENMEOLS WARD
L37 6AN	HOGGS HILL LANE	FORMBY	RAVENMEOLS WARD
L37 6AP	PARK CLOSE	FORMBY	RAVENMEOLS WARD
L37 6AQ	PARK ROAD	FORMBY	RAVENMEOLS WARD
L37 6AR	OSBORNE ROAD	FORMBY	RAVENMEOLS WARD
L37 6AS	LANCASTER ROAD	FORMBY	RAVENMEOLS WARD
L37 6AT	LANCASTER ROAD	FORMBY	RAVENMEOLS WARD
L37 6AU	ALTCAR LANE	FORMBY	RAVENMEOLS WARD
L37 6AW	HOGGS HILL LANE	FORMBY	RAVENMEOLS WARD
L37 6AX	ALTCAR LANE	FORMBY	RAVENMEOLS WARD
L37 6AY	ALTCAR LANE	FORMBY	RAVENMEOLS WARD
L37 6AZ	ALTCAR LANE	FORMBY	RAVENMEOLS WARD
L37 6BA	ROYAL CRESCENT	FORMBY	RAVENMEOLS WARD
L37 6BB	ROYAL CRESCENT	FORMBY	RAVENMEOLS WARD
L37 6BD	ROYAL CLOSE	FORMBY	RAVENMEOLS WARD
L37 6BE	KENT AVENUE	FORMBY	RAVENMEOLS WARD
L37 6BG	KENT ROAD	FORMBY	RAVENMEOLS WARD
L37 6BH	ASHCROFT ROAD	FORMBY	RAVENMEOLS WARD
L37 6BJ	ASHCROFT ROAD	FORMBY	RAVENMEOLS WARD
L37 6BL	ASHCROFT ROAD	FORMBY	RAVENMEOLS WARD
L37 6BN	MARINA ROAD	FORMBY	RAVENMEOLS WARD
L37 6BP	MARINA ROAD	FORMBY	RAVENMEOLS WARD
L37 6BQ	KENT ROAD	FORMBY	RAVENMEOLS WARD
L37 6BR	LIVERPOOL ROAD	FORMBY	RAVENMEOLS WARD
L37 6BS	LIVERPOOL ROAD	FORMBY	RAVENMEOLS WARD
L37 6BT	LIVERPOOL ROAD	FORMBY	RAVENMEOLS WARD
L37 6BU	LIVERPOOL ROAD	FORMBY	RAVENMEOLS WARD
L37 6BW	MARINA ROAD	FORMBY	RAVENMEOLS WARD
L37 6BZ	LIVERPOOL ROAD	FORMBY	RAVENMEOLS WARD
L37 6DA	LIVERPOOL ROAD	FORMBY	RAVENMEOLS WARD
L37 6DB	ALT ROAD	FORMBY	RAVENMEOLS WARD
L37 6DD	ALT ROAD	FORMBY	RAVENMEOLS WARD
L37 6DE	ALT ROAD	FORMBY	RAVENMEOLS WARD
L37 6DF	ALT ROAD	FORMBY	RAVENMEOLS WARD
L37 6DG	ALT ROAD	FORMBY	RAVENMEOLS WARD
L37 6DH	MONKS CLOSE	FORMBY	RAVENMEOLS WARD
L37 6DJ	RIVER CLOSE	FORMBY	RAVENMEOLS WARD
L37 6DL	MONKS DRIVE	FORMBY	RAVENMEOLS WARD
L37 6DN	MONKS DRIVE	FORMBY	RAVENMEOLS WARD
L37 6DP	SAVON HOOK	FORMBY	RAVENMEOLS WARD
L37 6DQ	ALT ROAD	FORMBY	RAVENMEOLS WARD
L37 6DR	ABBOTS WAY	FORMBY	RAVENMEOLS WARD
L37 6DS	PRIORY CLOSE	FORMBY	RAVENMEOLS WARD

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L37 6DT	TINTERN DRIVE	FORMBY	RAVENMEOLS WARD
L37 6DU	WINDSOR ROAD	FORMBY	RAVENMEOLS WARD
L37 6DW	MONKS DRIVE	FORMBY	RAVENMEOLS WARD
L37 6DX	WINDSOR ROAD	FORMBY	RAVENMEOLS WARD
L37 6DY	WINDSOR ROAD	FORMBY	RAVENMEOLS WARD
L37 6DZ	WINDSOR ROAD	FORMBY	RAVENMEOLS WARD
L37 6EA	PARK AVENUE	FORMBY	RAVENMEOLS WARD
L37 6EB	PARK AVENUE	FORMBY	RAVENMEOLS WARD
L37 6ED	PARK WAY	FORMBY	RAVENMEOLS WARD
L37 6EE	BALMORAL DRIVE	FORMBY	RAVENMEOLS WARD
L37 6EF	BALMORAL DRIVE	FORMBY	RAVENMEOLS WARD
L37 6EG	SANDRINGHAM ROAD	FORMBY	RAVENMEOLS WARD
L37 6EH	CASTLE DRIVE	FORMBY	RAVENMEOLS WARD
L37 6EJ	HAMPTON ROAD	FORMBY	RAVENMEOLS WARD
L37 6EL	KENSINGTON ROAD	FORMBY	RAVENMEOLS WARD
L37 6EN	PARK ROAD	FORMBY	RAVENMEOLS WARD
L37 6EP	EDINBURGH ROAD	FORMBY	RAVENMEOLS WARD
L37 6EQ	SANDRINGHAM ROAD	FORMBY	RAVENMEOLS WARD
L37 6ER	PARK ROAD	FORMBY	RAVENMEOLS WARD
L37 6ES	PARK ROAD	FORMBY	RAVENMEOLS WARD
L37 6ET	BUCKINGHAM GROVE	FORMBY	RAVENMEOLS WARD
L37 6EW	PARK ROAD	FORMBY	RAVENMEOLS WARD
L37 6EY	ABBOTS CLOSE	FORMBY	RAVENMEOLS WARD
L37 6HD	NURSERY DRIVE	FORMBY	RAVENMEOLS WARD
L37 7AE	SOUTHPORT ROAD	FORMBY	RAVENMEOLS WARD
L37 7AF	SOUTHPORT ROAD	FORMBY	RAVENMEOLS WARD
L37 7DL	GREEN LANE	FORMBY	RAVENMEOLS WARD
L37 7DR	WRIGLEYS LANE	FORMBY	RAVENMEOLS WARD
L37 7DT	WRIGLEYS CLOSE	FORMBY	RAVENMEOLS WARD
L37 7DX	PARADISE LANE	FORMBY	RAVENMEOLS WARD
L37 7ED	CLIFTON ROAD	FORMBY	RAVENMEOLS WARD
L37 7EE	NEW ROAD	FORMBY	RAVENMEOLS WARD
L37 7EF	NEW ROAD	FORMBY	RAVENMEOLS WARD
L37 7EG	RYEGROUND LANE	FORMBY	RAVENMEOLS WARD
L37 7EH	PARADISE LANE	FORMBY	RAVENMEOLS WARD
L37 7EJ	PARADISE LANE	FORMBY	RAVENMEOLS WARD
L37 7EL	THE SPINNEY	FORMBY	RAVENMEOLS WARD
L37 7EN	SOUTHPORT ROAD	FORMBY	RAVENMEOLS WARD
L37 7EP	DEANS GATE LANE NORTH	FORMBY	RAVENMEOLS WARD
L37 7EQ	RYEGROUND LANE	FORMBY	RAVENMEOLS WARD
L37 7ER	DEANS GATE LANE NORTH	FORMBY	RAVENMEOLS WARD
L37 7ES	DEANS GATE LANE NORTH	FORMBY	RAVENMEOLS WARD
L37 7ET	LONGTON DRIVE	FORMBY	RAVENMEOLS WARD
L37 7EU	LONGTON DRIVE	FORMBY	RAVENMEOLS WARD
L37 7EW	SOUTHPORT ROAD	FORMBY	RAVENMEOLS WARD
L37 7EX	HAWKSWORTH CLOSE	FORMBY	RAVENMEOLS WARD
L37 7EY	HAWKSWORTH DRIVE	FORMBY	RAVENMEOLS WARD
L37 7EZ	HAWKSWORTH DRIVE	FORMBY	RAVENMEOLS WARD
L37 7HA	LINGDALES	FORMBY	RAVENMEOLS WARD
L37 7HD	TURNACRE	FORMBY	RAVENMEOLS WARD
L37 7HE	GORSEFIELD	FORMBY	RAVENMEOLS WARD
L37 7HF	BRACKENWAY	FORMBY	RAVENMEOLS WARD
L37 7HG	BRACKENWAY	FORMBY	RAVENMEOLS WARD
L37 7HH	THE RYDINGE	FORMBY	RAVENMEOLS WARD
L37 7HJ	DALES WALK	FORMBY	RAVENMEOLS WARD
L37 7HL	HEATHERWAYS	FORMBY	RAVENMEOLS WARD
L37 7HN	HEATHER CLOSE	FORMBY	RAVENMEOLS WARD
L37 7HP	HEATHFIELD CLOSE	FORMBY	RAVENMEOLS WARD
L37 7HQ	THE PADDOCK	FORMBY	RAVENMEOLS WARD
L37 7HW	SPYMERS CROFT	FORMBY	RAVENMEOLS WARD
L37 8BA	YORK ROAD	FORMBY	RAVENMEOLS WARD
L37 8BB	PRIESTHOUSE LANE	FORMBY	RAVENMEOLS WARD
L37 8BD	CHAPELHOUSE WALK	FORMBY	RAVENMEOLS WARD
L37 8BE	KENYONS LANE	FORMBY	RAVEI
L37 8BG	CHURCH ROAD	FORMBY	RAVEI

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L37 8BH	FLAXFIELD ROAD	FORMBY	RAVENMEOLS WARD
L37 8BJ	SELBY DRIVE	FORMBY	RAVENMEOLS WARD
L37 8BL	ALT ROAD	FORMBY	RAVENMEOLS WARD
L37 8BN	ALT ROAD	FORMBY	RAVENMEOLS WARD
L37 8BP	ROMSEY AVENUE	FORMBY	RAVENMEOLS WARD
L37 8BQ	CHURCH ROAD	FORMBY	RAVENMEOLS WARD
L37 8BR	CROWLAND WAY	FORMBY	RAVENMEOLS WARD
L37 8BS	CLEVE WAY	FORMBY	RAVENMEOLS WARD
L37 8BT	BYLAND CLOSE	FORMBY	RAVENMEOLS WARD
L37 8BU	MOSS GREEN	FORMBY	RAVENMEOLS WARD
L37 8BW	ALT ROAD	FORMBY	RAVENMEOLS WARD
L37 8BX	CATTAN GREEN	FORMBY	RAVENMEOLS WARD
L37 8BY	BULL COP	FORMBY	RAVENMEOLS WARD
L37 8BZ	BULL COP	FORMBY	RAVENMEOLS WARD
L37 8DA	SHAW CRESCENT	FORMBY	RAVENMEOLS WARD
L37 8DB	NORRIS WAY	FORMBY	RAVENMEOLS WARD
L37 8DD	GARDNER ROAD	FORMBY	RAVENMEOLS WARD
L37 8DE	GARDNER ROAD	FORMBY	RAVENMEOLS WARD
L37 8DF	GARDNER ROAD	FORMBY	RAVENMEOLS WARD
L37 8DG	GARDNER ROAD	FORMBY	RAVENMEOLS WARD
L37 8DH	DEVON FARM WAY	FORMBY	RAVENMEOLS WARD
L37 8DJ	MAWDSLEY CLOSE	FORMBY	RAVENMEOLS WARD
L37 8DL	ALTCAR ROAD	FORMBY	RAVENMEOLS WARD
L37 8DP	ALTCAR ROAD	FORMBY	RAVENMEOLS WARD
L37 8DQ	GARDNER ROAD	FORMBY	RAVENMEOLS WARD
L37 8DR	ALTCAR ROAD	FORMBY	RAVENMEOLS WARD
L37 8DS	ALTCAR ROAD	FORMBY	RAVENMEOLS WARD
L37 8DT	ALTCAR ROAD	FORMBY	RAVENMEOLS WARD
L37 8DU	ALTCAR ROAD	FORMBY	RAVENMEOLS WARD
L37 8DW	ALTCAR ROAD	FORMBY	RAVENMEOLS WARD
L37 8DX	GLENMARSH WAY	FORMBY	RAVENMEOLS WARD
L37 8DY	BURLINGTON AVENUE	FORMBY	RAVENMEOLS WARD
L37 8DZ	BURLINGTON AVENUE	FORMBY	RAVENMEOLS WARD
L37 8EA	LOWES GREEN	FORMBY	RAVENMEOLS WARD
L37 8EB	WHALLEY DRIVE	FORMBY	RAVENMEOLS WARD
L37 8ED	EASBY CLOSE	FORMBY	RAVENMEOLS WARD
L37 8EE	BOLTON CLOSE	FORMBY	RAVENMEOLS WARD
L37 8EF	ROSEBAY CLOSE	FORMBY	RAVENMEOLS WARD
L37 8EG	STEPHENSON WAY	FORMBY	RAVENMEOLS WARD
L37 8EN	PRIESTHOUSE CLOSE	FORMBY	RAVENMEOLS WARD

Agenda Item 10

REPORT TO: CABINET MEMBER, CHILDREN, SCHOOLS & FAMILIES
CABINET

DATE: 13 APRIL 2010
15 APRIL 2010

SUBJECT: BASIC NEED ALLOCATION 2010/11: PROPOSED SCHEMES

WARDS AFFECTED: ALL WARDS

REPORT OF: PETER MORGAN
STRATEGIC DIRECTOR - CHILDREN, SCHOOLS & FAMILIES

CONTACT OFFICER: CHRIS DALZIEL (0151 934 3337)

**EXEMPT/
CONFIDENTIAL:** NO

PURPOSE/SUMMARY:

The purpose of this report is to seek approval for the capital schemes detailed in this report.

REASON WHY DECISION REQUIRED:

The Cabinet Member has delegated powers to approve the proposed schemes and to refer them to Cabinet for inclusion in the Children, Schools & Families Capital Programme 2010/11.

RECOMMENDATION(S):

The Cabinet Member is recommended to:-

- (i) approve the schemes detailed in this report;
- (ii) refer them to Cabinet for inclusion in the Children, Schools & Families Capital Programme 2010/11.

KEY DECISION: No.

FORWARD PLAN: Not appropriate.

IMPLEMENTATION DATE: Following the expiry of the "call-in" period for the Minutes of the Cabinet meeting.

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ALTERNATIVE OPTIONS:

Not appropriate.

IMPLICATIONS:

Budget/Policy Framework: None.

Financial: There are no financial implications for the Council's general resources as all funding for the proposed schemes is from specific resources (Basic Need Allocation 2010/11) with contributions from Schools' Devolved Formula Capital (DFC) funding and the Kitchen and Dining Room Targeted Capital Funding (TCF) as previously reported.

<u>CAPITAL EXPENDITURE</u>	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £	2013/ 2014 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton Funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: Not appropriate.

Risk Assessment: There are no financial risks associated with this report as all funding is from specific resources.

Asset Management: The proposed schemes are in line with the Children, Schools & Families Asset Management Plan.

CONSULTATION UNDERTAKEN/VIEWS

FD 340 - The Acting Finance and Information Services Director has been consulted and has no comments on this report.

Consultation has taken place with the schools concerned.

CORPORATE OBJECTIVE MONITORING:




<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	✓		
2	Creating Safe Communities	✓		
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being	✓		
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities	✓		
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People	✓		

LINKS TO ENSURING INTEGRATION:


Not applicable.

IMPACT UPON CHILDREN, SCHOOLS & FAMILIES TARGETS AND PRIORITIES:

The proposals will contribute towards the following targets by improving the school environment for the children concerned:-

-  Educational achievement and training.
-  The health of children and young people.
-  Statutory Education Targets.

The schemes will also have a positive impact on the CYPP targets:-

-  Create highly effective, inclusive learning environments for all age groups where learners can enjoy and achieve.

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Report to Cabinet, 6 August 2009, Targeted Capital Funding: Kitchens and Dining Rooms.

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BASIC NEED ALLOCATION 2010/11: PROPOSED SCHEMES

1. Background

- 1.1 Sefton MBC has received a Basic Need allocation for 2010/11 of £654,613 as supported borrowing to support new schemes in 2010/11.
- 1.2 The proposed schemes detailed in this report have an estimated value of £1,015,113, including contributions from Schools' DFC (£204,000) and the Kitchen and Dining Room TCF (£156,500).

2. Proposed Schemes

- 2.1 As Members will recall, all Sefton schools undergo a Condition Survey as part of a rolling programme carried out by officers from Capita Symonds. These surveys identify works in priority order on the Asset Management Plan with D1 being the most urgent.
- 2.2 Officers have identified a number of high priority condition defects as detailed below and it is proposed to address these issues in 2010/11. The schools concerned will contribute a proportion of funding, whenever possible, from their DFC allocation and some schemes have attracted funding from the Kitchen and Dining Room TCF allocation as previously reported.

School	Project	Basic Need £	School DFC £	Kitchen & Dining Room TCF £	Total £
Shoreside Primary	Window Replacement	130,000	-	-	130,000
Hatton Hill Primary	Kitchen Refurbishment	40,000	40,000	80,000	160,000
Summerhill Primary	Kitchen Refurbishment	33,000	27,000	60,000	120,000
Valewood Primary	Kitchen Refurbishment	98,613	-	16,500	115,113
Valewood Primary	Roof Repairs	34,000	34,000	-	68,000
Larkfield Primary	Roof Repairs	44,000	44,000	-	88,000
Linacre Primary	Boiler Replacement	24,000	24,000	-	48,000
Range High	Conversion of Oil Boiler to Gas	87,000	35,000	-	122,000
Stanley High	Boiler Replacement	164,000	-	-	164,000
Total		654,613	204,000	156,500	1,015,113

3. Recommendations(s)

- 3.1 The Cabinet Member is recommended to:-
- (i) approve the schemes detailed in this report;
 - (ii) refer them to Cabinet for inclusion in the Children, Schools & Families Capital Programme 2010/11.

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REPORT TO: CABINET MEMBER, CHILDREN, SCHOOLS & FAMILIES
CABINET

DATE: 13 APRIL 2010
15 APRIL 2010

SUBJECT: EXTENDED SCHOOLS CAPITAL ALLOCATION 2010/11

WARDS AFFECTED: DERBY & BIRKDALE WARDS

REPORT OF: PETER MORGAN
STRATEGIC DIRECTOR - CHILDREN, SCHOOLS & FAMILIES

CONTACT OFFICER: CHRIS DALZIEL (0151 934 3337)

**EXEMPT/
CONFIDENTIAL:** NO

PURPOSE/SUMMARY:

The purpose of this report is to seek approval for the proposed schemes detailed in this report.

REASON WHY DECISION REQUIRED:

The Cabinet Member has delegated powers to approve the proposed schemes detailed in this report and to refer them to Cabinet for inclusion in the Children, Schools & Families Capital Programme 2010/11.

RECOMMENDATION(S):

The Cabinet Member, Children, Schools & Families, is recommended to:

- (i) approve the proposed schemes;
- (ii) refer the funding to Cabinet for inclusion in the Children, Schools & Families Capital Programme 2010/11.

KEY DECISION: No.

FORWARD PLAN: Not appropriate.

IMPLEMENTATION DATE: Following the expiry of the "call-in" period for the Minutes of the Cabinet meeting.

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ALTERNATIVE OPTIONS:

Not appropriate.

IMPLICATIONS:

Budget/Policy Framework: None.

Financial: There are no financial implications for the Council's general resources associated with this report as all funding is from specific resources. It is proposed that £100,000 funding for the scheme at Bedford Primary School will be funded from the Extended Schools Grant 2010/11, £123,270 from the School's DFC and an additional £51,730 from other school budgets which will increase the Capital Programme as shown in the table below.

<u>CAPITAL EXPENDITURE</u>	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £	2013/ 2014 £
Gross Increase in Capital Expenditure	51,730			
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
Bedford Primary School Budget	51,730			
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton Funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: None.

Risk Assessment: There are no financial risks associated with this report as all funding is from specific resources.

Asset Management: The proposals are in line with the Children, Schools & Families Asset Management Plan.

CONSULTATION UNDERTAKEN/VIEWS

FD 355 The Head of Corporate Finance & Information Services has been consulted and has no comments on this report.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	✓		
2	Creating Safe Communities	✓		
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being	✓		
5	Environmental Sustainability		✓	
6	Creating Inclusive Communities	✓		
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People	✓		

LINKS TO ENSURING INTEGRATION:

Extended schools provide a range of services and activities, often beyond the school day, to help meet the needs of children, their families and the wider community. The core offer for mainstream special schools is:

- ❖ high quality 'wraparound' childcare provided on site or through other local providers;
- ❖ a varied menu of activities to be on offer such as homework clubs, study support, sport, dance, drama and special interest clubs;
- ❖ parenting support;
- ❖ swift and easy referral to a wide range of specialist services;
- ❖ providing wider community access to ICT, sports and arts facilities, including adult learning.

The proposals detailed in this report will contribute to building on the good practice of Extended Schools in Sefton which integrate the five elements of the Every Child Matters Agenda.

IMPACT UPON CHILDREN'S SERVICES TARGETS AND PRIORITIES:

The proposals will have a positive impact on and contribute to the five CYPP targets and the following LAA targets.

- ❖ Educational achievement and training;
- ❖ Health of children and young people;
- ❖ Making a positive contribution;
- ❖ Community involvement;
- ❖ Statutory education targets.

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

None.

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EXTENDED SCHOOLS CAPITAL ALLOCATION 2010/11

1. Background

- 1.1 Sefton MBC has received an Extended Schools Capital Grant of £237,019 in 2010/11.
- 1.2 This funding is to support the drive for all primary schools to provide the core offer of extended services which include a varied range of activities, including study support, parenting and family support, swift and easy access to specialist services and community use of facilities including adult and family learning.

2. Proposals

- 2.1 Members will recall that a major scheme is nearing completion at Farnborough Road Infant and Junior Schools to provide a new dining room/performance space and kitchen together with phase 3 Children's Centre. The old dining room will be demolished and both schools are exploring improvements to the external environment to provide greatly improved play spaces for all pupils both during and after the school day. It is proposed to make a contribution of £20,000 towards this scheme which has an estimated value of £70,000. Both schools have made a considerable contribution from their DFC towards the dining room new build and will make up the balance for this proposal.
- 2.2 The Governors at Bedford Primary School are proposing to build a Family Room which will provide much needed additional accommodation to support family learning both at the school and for parents of pupils at the nearby Cambridge Road Nursery and Children's Centre.
- 2.3 The scheme has an estimated value of £275,000 with the school contributing £123,270 from Devolved Formula Capital and £51,730 from the school budget. It is proposed to find the balance of £100,000 from the Extended Schools budget 2010/11.
- 2.4 If the schemes at Farnborough Road Infant and Junior and Bedford Primary Schools are approved then a balance of £117,019 will remain to support new schemes in 2010/11.

3. Recommendation(s)

- 3.1 The Cabinet Member, Children, Schools & Families, is recommended to:
 - (i) approve the proposed schemes;
 - (ii) refer the funding to Cabinet for inclusion in the Children, Schools & Families Capital Programme 2010/11.

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REPORT TO: CABINET MEMBER, CHILDREN, SCHOOLS & FAMILIES
CABINET

DATE: 13 APRIL 2010
15 APRIL 2010

SUBJECT: SURE START EARLY YEARS & CHILDCARE GRANT: QUALITY &
ACCESS 2009/10 - 2010/11

WARDS AFFECTED: ALL WARDS

REPORT OF: PETER MORGAN
STRATEGIC DIRECTOR - CHILDREN, SCHOOLS & FAMILIES

CONTACT OFFICER: CHRIS DALZIEL (0151 934 3337)

**EXEMPT/
CONFIDENTIAL:** NO

PURPOSE/SUMMARY:

The purpose is to report on the schemes from 2009/10 and to seek approval for proposed schemes detailed in this report.

REASON WHY DECISION REQUIRED:

The Cabinet Member has delegated powers to approve the schemes and to refer them to Cabinet for inclusion in the Children, Schools & Families Capital Programme 2010/11.

RECOMMENDATION(S):

The Cabinet Member is recommended to:-

- (i) note the revised distribution of funding for schemes in the 2009/10 programme;
- (ii) approve the proposed schemes detailed in this report for 2010/11;
- (iii) refer the funding to Cabinet for inclusion in the Children, Schools and Families Capital Programme 2010/11.

KEY DECISION: No.

FORWARD PLAN: Not appropriate.

IMPLEMENTATION DATE: Following the expiry of the "call-in" period for the Minutes of the Cabinet meeting.

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ALTERNATIVE OPTIONS:

Not appropriate.

IMPLICATIONS:

Budget/Policy Framework: None.

Financial: There are no financial implications for the Council's general resources as all funding is from the specific resources of the Sure Start Early Years and Childcare Grant. All proposals detailed in this report can be contained within the capital funding available.

<u>CAPITAL EXPENDITURE</u>	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £	2013/ 2014 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton Funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: Not appropriate.

Risk Assessment: There are no risks associated with this report as all funding is from specific resources.

Asset Management: Not appropriate.

CONSULTATION UNDERTAKEN/VIEWS

FD – 353 - The Acting Head of Corporate Finance & Information Services has been consulted and has no comments on this report.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	✓		
2	Creating Safe Communities	✓		
3	Jobs and Prosperity	✓		
4	Improving Health and Well-Being	✓		
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities	✓		
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People	✓		

LINKS TO ENSURING INTEGRATION:

The proposals detailed in this report will link to the following priorities of the CYPP which will contribute to ensuring integration.

- ❖ Reduce health inequalities.
- ❖ Create and maintain an environment where people feel safe.
- ❖ Create highly effective, inclusive learning environments for all age groups where learners can enjoy and achieve.
- ❖ Create a culture and an environment where people can make a positive contribution to their community.

IMPACT UPON CHILDREN, SCHOOLS & FAMILIES TARGETS AND PRIORITIES:

The proposals will have a positive impact on the CYPP priorities detailed above and to the following LAA targets:

- ❖ Improved health and reduced inequalities.
- ❖ Educational achievement and training.
- ❖ Looked After Children.
- ❖ The health of children and young people.
- ❖ Changing perceptions.
- ❖ Crime.
- ❖ Community involvement.
- ❖ Statutory Education Targets.

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Report to Cabinet 11 June 2009. Sure Start Early Years & Childcare Grant 2009/10.

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SURE START EARLY YEARS & CHILDCARE GRANT: QUALITY & ACCESS 2009/10-2010/11

1. Background

- 1.1 Members will recall that approval was given on 11 June 2009 for outline allocations from the Sure Start Early Year & Childcare Grant (EYCG): Quality & Access 2009/10. Settings from the private, voluntary and independent (PVI) and maintained sector were invited to bid for grants totalling £92,040 in one of 4 categories and indicative amounts were allocated to each category.
- 1.2 Sefton MBC has been allocated a further £960,958 in EYCG: Quality & Access in 2010/11. The grant has three aims:
- ❖ to improve the quality of the learning environment in early years settings to support the delivery of the Early Years Foundation Stage (EYFS), with particular emphasis on improving play and physical activities and ICT resources;
 - ❖ to ensure all children, including disabled children, are able to access provision;
 - ❖ to enable the Private, Voluntary and Independent (PVI) providers to deliver the extension to the free offer for 3 and 4 year olds and to do so flexibly.
- 1.3 It is expected that the majority of this capital grant will be used to improve the quality of the environment in PVI early years and childcare settings both to support higher quality experiences for young children and to ensure that all children can access services and benefit from them. Spending on the maintained sector is not precluded.

2. Update on 2009/10 Schemes

- 2.1 The table below shows the proposed allocations for each of the four categories of small capital grants from the 2009/10 grant and also the actual allocations based on the bids received from the Early Years settings.

	Initial Funding Allocated £	Final Funding Allocated £
Block Play	20,000	6,000
Creative Learning Areas	50,000	76,418
Out of School ICT Packages	12,000	9,041
Out of School Storage	10,040	-
Total	92,040	91,459

This leaves a balance of £581.00 to be carried forward into 2010/11.

- 2.2 An indicative allocation of £400,000 to support access for pupils with disabilities and £341,918 to support the flexible delivery of the free offer to 3 and 4 year olds was carried forward from 2009/10 into 2010/11 in order to ensure that the funding was allocated strategically to benefit the maximum number of children.
- 2.3 In total therefore £742,499 was carried forward into 2010/11 which, with the £960,958 allocation for 2010/11, gave a total to support new schemes of £1,703,457.

3. Proposed Schemes for 2010/11

- 3.1 Officers from the Early Years Team invited bids for grants from the PVI sector and Out of School settings and these were considered against the following criteria:-
- ❖ quality of setting;

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- ❖ commitment to inclusion;
- ❖ evidence of working in partnership;
- ❖ location and demographics;
- ❖ value for money.

3.2 Government Office, North West has approved the allocations and Officers from the Capital Programme Team have assisted in evaluating the value for money aspect of the bids by visiting the settings and considering the capital proposals.

3.3 It is also proposed to allocate a further £63,498 to provide Creative Learning Areas in an additional number of settings as this particular aspect was oversubscribed in 2009/10.

3.4 The proposed schemes with a total value of £1,214,337 are detailed in the table below. If these schemes and the Creative Learning Areas in 3.3 are approved then a balance of £489,120 will be available to support further schemes.

Name of Nursery	Area	Proposed Scheme	Estimated Cost £
Frantastic	Southport	Extension to form extended schools room.	140,735
Holy Trinity	Southport	Internal modifications to form new room and entrance.	59,999
St Thomas' Out of School Club	Maghull	Extension to form extended schools room.	135,000
Bumbles	Maghull	Extension to baby room and improvements to external play.	55,225
Early Days	Formby	Alternations to relocate WCs and to form large room.	25,000
Early Learners	Bootle	Rationalise WCs and provide access to play area from under 5s room.	58,750
Formby Day Nursery	Formby	Extension to form play room and milk room.	65,800
Little Buds	Lydiate	Toilet and changing room extension to link two rooms.	60,000
Sunflowers	Southport	Development of outdoor room.	68,738
Tiny Hearts	Waterloo	Development of outdoor room.	65,224
YMCA	Southport	Outside play room and link corridor.	93,324
Big Picture	Southport	Internal screens to reduce noise, external gardens developed.	59,443
Kinderworld	Southport	Refurbish WCs and kitchen. Outdoor play developed.	44,650
Home from Home	Waterloo	Extension to rear.	38,981
Gingerbread	Crosby	Toilets and external classroom developed.	72,850
Fun 4 Kidz L30	Netherton	Refurbish the parent room and extended school room.	70,618
Christ Church Youth Club	Bootle	Adaptation to form after school room.	100,000
Total			1,214,337

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4. Recommendation(s)

4.1 The Cabinet Member is recommended to:-

- (i) note the revised distribution of funding and the individual allocations for schemes in the 2009/10 programme;
- (ii) approve the proposed schemes detailed in this report for 2010/11;
- (iii) refer the funding to Cabinet for inclusion in the Children, Schools and Families Capital Programme 2010/11.

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Agenda Item 13

REPORT TO: CABINET MEMBER, CHILDREN, SCHOOLS & FAMILIES
CABINET

DATE: 13 APRIL 2010
15 APRIL 2010

SUBJECT: MODERNISATION FUNDING 2010/11: PROPOSED SCHEME

WARDS AFFECTED: KEW WARD

REPORT OF: PETER MORGAN
STRATEGIC DIRECTOR - CHILDREN, SCHOOLS & FAMILIES

CONTACT OFFICER: CHRIS DALZIEL (0151 934 3337)

**EXEMPT/
CONFIDENTIAL:** NO

PURPOSE/SUMMARY:

The purpose of this report is to seek approval for a capital scheme at Kew Woods Primary School, Southport.

REASON WHY DECISION REQUIRED:

The Cabinet Member, Children, Schools & Families, has delegated powers to approve the proposed scheme and to refer the funding to Cabinet for inclusion in the Children, Schools & Families Capital Programme 2010/11.

RECOMMENDATION(S):

The Cabinet Member, Children, Schools & Families, is recommended to:

- (i) approve the proposed scheme;
- (ii) refer the funding to Cabinet for inclusion in the Children, Schools & Families Capital Programme 2010/11.

KEY DECISION: No.

FORWARD PLAN: Not appropriate.

IMPLEMENTATION DATE: Following the expiry of the "call-in" period for the Minutes of the Cabinet meeting.

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ALTERNATIVE OPTIONS:

Not appropriate.

IMPLICATIONS:

Budget/Policy Framework: None.

Financial: There are no financial implications for the Council's general resources as all funding is from specific resources. The majority of funding will come from the Modernisation Capital allocation with contributions from Schools Access Initiative and the School's Devolved Formula Capital.

<u>CAPITAL EXPENDITURE</u>	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £	2013/ 2014 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton Funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: Not appropriate.

Risk Assessment: There are no financial risks associated with this report as all funding is from specific resources.

Asset Management: The proposed scheme will replace mobile accommodation at Kew Woods Primary School and provide new, accessible accommodation over two floors.

CONSULTATION UNDERTAKEN/VIEWS

The Headteacher and Governing Body at Kew Woods Primary School have been fully consulted.

FD 345 - The Acting Finance and Information Services Director has been consulted and has no comments on this report.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	✓		
2	Creating Safe Communities	✓		
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being		✓	
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities		✓	
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People	✓		

LINKS TO ENSURING INTEGRATION:

The proposal will contribute towards the following CYPP priorities:-

- ✚ Create and maintain an environment where people feel safe.
- ✚ Create highly effective, inclusive learning environments for all age groups where learners can enjoy and achieve.
- ✚ Create a culture and an environment where people can make a positive contribution to their community.

IMPACT UPON CHILDREN, SCHOOLS & FAMILIES TARGETS AND PRIORITIES:

The proposal will impact on the following LAA targets and priorities:-

- ✚ Educational achievement and training.
- ✚ Statutory Education Targets.

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

None.

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MODERNISATION FUNDING 2010/11: PROPOSED SCHEME

1. Background

- 1.1 Sefton MBC has received £1,835,462 in Modernisation funding for 2010/11 and £1,262,838 remains available to support new schemes. A further £352,790 remains in the Schools Access Initiative funding to support schemes in 2010/11.
- 1.2 Kew Woods Primary School in Southport is a popular and successful school which admits 45 pupils in each year group and where Nursery and Reception classes are housed in temporary accommodation. The main school accommodation is on two floors and has undersized classrooms and limited storage and breakout space.
- 1.3 The school continues to be oversubscribed and appeals in recent years have led to the school taking over their admission limit in some year groups.

2. Proposal

- 2.1 The proposal is to build 4 new classrooms plus a lift and associated circulation space as phase 1 of a long-term 3 phase development of the school. Phase 2 would provide a nursery classroom and ICT room whilst phase 3 would incorporate a studio as an extension to the school hall and provide much needed extra storage space.
- 2.2 Phase 1 would provide 2 suitably sized reception classrooms to replace the temporary accommodation and a further 2 junior classrooms to the first floor. This could allow the school to increase in size to a 2FE (form of entry) primary school in the future and thus relieve pressure on primary school places in this area of Southport.

3. Funding

- 3.1 The estimated cost of the proposal is £924,472. It is anticipated that piling would be required for the foundations and that an upgrade would be required to the school's main electricity supply, both of which have increased the estimate. The existing Reception mobile accommodation would be relocated in order to make way for the extension and this would be retained in the short to medium term pending phases 2 and 3. The funding will be provided as in the table below:

	2009/10 – 2010/11 £	2011/12 £	2012/13 £	Total £
Modernisation Funding	747,472	-	-	747,472
Schools Access Initiative (2010/11)	50,000	-	-	50,000
School's Devolved Formula Capital	42,528	60,000	24,472	127,000
Total	840,000	60,000	24,472	924,472

- 3.2 If this scheme is approved a balance of £515,366 will remain in Modernisation 2010/11 and £302,790 in Schools Access Initiative Funding 2010/11 to support further schemes.

4. **Recommendation(s)**

4.1 The Cabinet Member, Children, Schools & Families, is recommended to:

- (i) approve the proposed scheme;
- (ii) refer the funding to Cabinet for inclusion in the Children, Schools & Families Capital Programme 2010/11.

G:\Capital\2010 2011\CM Reports\CM Report - Modernisation Funding 2010 2011 - Proposed Scheme - Kew Woods (13&15.04.10).DOC

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Agenda Item 14

REPORT TO: CABINET MEMBER, CHILDREN, SCHOOLS & FAMILIES
CABINET

DATE: 13 APRIL 2010
15 APRIL 2010

SUBJECT: FOREFIELD JUNIOR SCHOOL: PROPOSED CAPITAL SCHEME

WARDS AFFECTED: VICTORIA WARD

REPORT OF: PETER MORGAN
STRATEGIC DIRECTOR - CHILDREN, SCHOOLS & FAMILIES

CONTACT OFFICER: CHRIS DALZIEL (0151 934 3337)

**EXEMPT/
CONFIDENTIAL:** NO

PURPOSE/SUMMARY:

The purpose of this report is to seek approval for a proposed capital scheme at Forefield Junior School, Crosby.

REASON WHY DECISION REQUIRED:

The Cabinet Member has delegated powers to approve the scheme and to refer the funding to Cabinet for inclusion in the Children, Schools & Families Capital Programme 2010/11.

RECOMMENDATION(S):

The Cabinet Member, Children, Schools & Families, is recommended to:

- (i) approve the proposed scheme;
- (ii) refer the funding to Cabinet for inclusion in the Children, Schools & Families Capital Programme 2010/11.

KEY DECISION: No.

FORWARD PLAN: Not appropriate.

IMPLEMENTATION DATE: Following the expiry of the "call-in" period for the Minutes of the Cabinet meeting.

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ALTERNATIVE OPTIONS:

Not appropriate.

IMPLICATIONS:

Budget/Policy Framework: None.

Financial: There are no financial implications for the Council's general resources as all funding is to be provided from specific resources. The scheme will be funded entirely from the school's reserves which will increase the Children, Schools & Families Capital Programme as detailed below.

<u>CAPITAL EXPENDITURE</u>	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £	2013/ 2014 £
Gross Increase in Capital Expenditure	152,876			
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
Forefield Junior School: School Reserves	152,876			
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton Funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: None.

Risk Assessment: There are no financial risks associated with this report as all funding is from specific resources.

Asset Management: In line with Children, Schools & Families Asset Management Plan.

CONSULTATION UNDERTAKEN/VIEWS

FD 348 - The Acting Finance and Information Services Director has been consulted and has no comments on this report.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	✓		
2	Creating Safe Communities	✓		
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being	✓		
5	Environmental Sustainability		✓	
6	Creating Inclusive Communities	✓		
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People	✓		

LINKS TO ENSURING INTEGRATION:

The scheme detailed in this report will help to ensure integration by supporting the following CYPP priorities:-

- ✚ Create and maintain an environment where people feel safe.
- ✚ Create highly effective, inclusive learning environments for all age groups where learners can enjoy and achieve.

IMPACT UPON CHILDREN, SCHOOLS & FAMILIES TARGETS AND PRIORITIES:

The proposal will have a positive impact on the LAA priority of Educational Achievement and Training.

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

None.

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FOREFIELD JUNIOR SCHOOL: PROPOSED CAPITAL SCHEME

1. Background

- 1.1 Forefield Junior School is a popular and successful school in Crosby. However, the entrance to the school is in need of replacement in order to provide a more secure, DDA compliant reception with covered porch area.

2. The Proposal

- 2.1 The school proposes to replace the existing entrance with a larger, more secure reception area with wheelchair access.
- 2.2 The estimated cost of the scheme is £152,876 and this will be funded entirely from the school's reserves.

3. Recommendation(s)

- 3.1 The Cabinet Member, Children, Schools & Families, is recommended to:
- (i) approve the proposed scheme;
 - (ii) refer the funding to Cabinet for inclusion in the Children, Schools & Families Capital Programme 2010/11.

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Agenda Item 15

REPORT TO: Cabinet

DATE: 15th April 2010

SUBJECT: Rimrose Hope CE Primary School, Seaforth
- Tenders for Landscaping Works

WARDS AFFECTED: Litherland and Church

REPORT OF: Alan Moore
Strategic Director - Communities

CONTACT OFFICER: David Kay
Architecture and Buildings manager
Tel No. 0151 934 4527

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

This report is to advise Members of tenders received in respect of the landscape works at the new Rimrose Hope Primary School.

REASON WHY DECISION REQUIRED:

To enable acceptance of tenders and to thereby allow the timetable for implementation and expenditure to be met.

RECOMMENDATION(S):

It is recommended that:

- (i) Subject to checking Cabinet approves acceptance of the lowest tender received in the sum of £ 194,529.00
- (ii) Subject to (i) above the Legal Director be requested to enter into a formal contract with the successful tenderer

KEY DECISION: No

FORWARD PLAN: Not Appropriate

IMPLEMENTATION DATE: Immediately following expiry of the call in period

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ALTERNATIVE OPTIONS:

All alternative options have been considered and have been discounted.

IMPLICATIONS:

Budget/Policy Framework: Included within the Children’s Services Capital Programme is provision for this scheme totalling £6,314,750, this includes provision for landscaping works.

Financial Tenders are due to be received on Thursday 1st April 2010 for the landscaping works at the new Rimrose Hope Primary School, Seaforth.

Details of the tenders received and the resultant overall financial implications are set out in paragraph 2.2 and 3.2 respectively.

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	N/A			
How will the service be funded post expiry?	N/A			

Legal: Not appropriate

Risk Assessment: Not appropriate

Asset Management: Not Applicable

CONSULTATION UNDERTAKEN/VIEWS

The Children's Services Department have been consulted and any comments have been taken into account in preparing this report.

FD 369 - The Head of Corporate Finance & Information Services has been consulted and has no comments on this report.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	√		
2	Creating Safe Communities		√	
3	Jobs and Prosperity		√	
4	Improving Health and Well-Being	√		
5	Environmental Sustainability	√		
6	Creating Inclusive Communities	√		
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People	√		

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Children's Services Capital Programme

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1.0 BACKGROUND

- 1.1 Members will recall that in 2008 the Children's Services Department secured Targeted Capital Funding (TCF) towards the cost of building a new 1½ FE school to replace Beach Road and William Gladstone CE Primary Schools.
- 1.2 Cabinet, at its meeting on 20th March 2008, approved acceptance of the most advantageous main contractor tender and the appointment of Morgan Ashurst to carry out the works.
- 1.3 Although it was initially intended that Morgan Ashurst would undertake all works, including landscaping, it was subsequently established that soil testing would be required on the footprint of the previous school before the landscaping works could be carried out. This testing extended over a period of several months and it became apparent that it would therefore be impractical and uneconomic for Morgan Ashurst to be retained to carry out the delayed landscaping works.
- 1.4 The new school buildings were completed in the summer of 2009, since when they have been in use by the new Rimrose Hope C of E Primary School. The former William Gladstone school buildings were demolished shortly after they were vacated and soil testing to the building footprint has now been concluded.
- 1.5 It is now possible to proceed with the landscaping works, which includes: new paving, fencing, retaining walls, drainage, grassed play areas and planting beds.

2.0 TENDER ACTION

- 2.1 Tenders to carry out the landscaping works have been invited from suitably qualified and experienced contractors, as follows (in alphabetical order):

J. Armor Ltd	Melling
D. Henderson & Son	Southport
Dowhigh Ltd	Netherton
Lyjon Company Ltd	Ellesmere Port
Mellwood Construction Ltd	Huyton
G. Thornton Contracts Ltd	Accrington

- 2.2 Tenders were received on Thursday 1st April 2010, as follows:

Tenderer	Tender	Contract Period
1	£258,750.80	8 Working Weeks
2	£252,254.00	8 Working Weeks
3	£216,422.00	8 Working Weeks
4	£194,529.00	8 Working Weeks
5	£246,193.00	8 Working Weeks

- 2.3 The tenders received will be subject to technical and arithmetical checking. Acceptance of the lowest tender will be subject to such checking

3.0 FINANCIAL IMPLICATIONS

- 3.1 Included within the Children's Services Capital Programme is provision for this scheme totalling £6,314,750 this includes provision for landscaping works.
- 3.2 Subject to the acceptance of the lowest tender received the financial implications may be summarised as follows:

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Lowest Tender Received	£ 194,529.00
<u>Add</u>	
Legal Department Fees	£ 3,000.00
Professional Fees	£ 23,946.52
Total Scheme Cost	£ 221,475.52

3.3 The total cost does not exceed the budget provision and Cabinet is therefore requested to give consideration to accepting the lowest tender received.

4.0 RECOMMENDATIONS

It is recommended that:

- (i) Subject to checking Cabinet approves acceptance of the lowest tender received in the sum of £ 194,529.00
- (ii) Subject to (i) above the Legal Director be requested to enter into a formal contract with the successful tenderer

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Agenda Item 16

REPORT TO: Cabinet

DATE: 15th April 2010

SUBJECT: Proposed Replacement Netherton Activity Centre

WARDS AFFECTED: Ford, St Oswald, Netherton & Orrell

REPORT OF: Alan Moore
Strategic Director - Communities

CONTACT OFFICER: David Kay
Architecture and Buildings Manager
Tel: 0151 934 4527

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

This report is to advise Members of Stage 2 tender submissions received and to seek authorisation for the appointment of a preferred contractor to progress the project.

REASON WHY DECISION REQUIRED:

To allow engagement with the preferred contractor to commence including market testing of work packages leading to establishment of a target cost.

RECOMMENDATION(S):

It is recommended that:

- (i) Cabinet approves the recommendation for acceptance of the most advantageous tender received
- (ii) Subject to (i) above Cabinet authorises the Strategic Director for Communities and Deputy Chief Executive, in conjunction with Capita Symonds Ltd, to provisionally appoint the preferred contractor and for the Technical Services Department to establish a target cost for the project.
- (iii) The Cabinet is requested to note that the Chairman of the Scrutiny and Review (Cabinet; Performance and Corporate Services) has been requested to consent, under Rule 17 of the Scrutiny Procedure Rules, to the call-in period being waived in respect of this matter.

KEY DECISION: No

FORWARD PLAN: Not Appropriate

IMPLEMENTATION DATE: Immediately following the Cabinet Meeting

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ALTERNATIVE OPTIONS:

All alternative options have been considered and have been discounted.

IMPLICATIONS:

Budget/Policy Framework: Included in the Leisure Services Capital Programme is funding totalling £5,600,000 with which to undertake this project.

Financial The main contract tenderers have been required, as part of the tender process, to provide details of their requirements for site set up and preliminary costs and for their overheads and profit on the prime cost of the works.

The overall scheme cost will now be established in conjunction with the approved preferred contractor.

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	N/A			
How will the service be funded post expiry?	N/A			

Legal: Not appropriate

Risk Assessment: Not appropriate

Asset Management: Not Applicable

CONSULTATION UNDERTAKEN/VIEWS

The Leisure Services Department have been consulted and any comments have been taken into account in preparing this report.

FD 370 - The Head of Corporate Finance & Information Services has been consulted and has no comments on this report.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	√		
2	Creating Safe Communities		√	
3	Jobs and Prosperity		√	
4	Improving Health and Well-Being	√		
5	Environmental Sustainability	√		
6	Creating Inclusive Communities	√		
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People	√		

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Leisure Services Capital Programme

Agenda Item 16

1.0 BACKGROUND

- 1.1 The Netherton Activity Centre was a former 3-form entry Secondary School (Warwick Bolam High School), which due to falling school admissions was declared surplus to requirements as a school and closed in July 1986.
- 1.2 The building itself is a traditional 1957 flat roof design school, and most of the current accommodation is based on the pre-existing "classroom" style. Each unit (Sports, Arts, and Library) has its own separate entrance to its particular part of the building, with each area having different, but in many ways related structural problems.
- 1.3 While it has been concluded that the range of services provided in the centre are highly regarded within the community, and important to retain for the foreseeable future, it is clear that the condition of the current building presents the most significant risk to the continuation of the service.
- 1.4 Proposals have therefore been developed for the construction of a new facility on the same site. The new facility will comprise a purpose built library and sports hall, multi use and fitness suites with associated changing facilities. The new 'Jake's' Sensory World, providing visual and physical stimulation to children with profound mental or learning difficulties, will be co-located in the new building with office accommodation for Children's Services SEN staff.
- 1.5 The existing building will be demolished upon completion of the new facility and the area of the former centre will be landscaped, including car parking.

2.0 TENDER ACTION

- 2.1 In accordance with the requirements of the European Procurement Directives a Contract Notice has been placed within the Official European Journal inviting expressions of interest in this project.
- 2.2 A total of 37 contractors subsequently completed a pre-qualification questionnaire and provided details of their financial standing and experience.
- 2.3 The contractor's submissions were scrutinised and graded by officers of Leisure and Technical Services, in conjunction with Capita Symonds Ltd, and a tender shortlist was established, as follows (in alphabetical order):

Allenbuild	Wigan
Conlon Construction	Preston
Kier NW	Knowsley
Mansell Construction	Cheshire
Morgan Ashurst Ltd	Liverpool
ROC Ltd	Rochdale

- 2.4 Tender submissions have now been sought from the short listed contractors to be returned on Thursday 18th March 2010.
- 2.5 The tenderers were required to provide details of cost for pre-contract management (specialist package procurement), site preliminaries (provision and maintenance of site compound, security and accommodation) and their overhead and profit for attendance upon and management of specialist sub-contract packages.
- 2.6 The tenderers were also required to provide details of their customs, practices and systems employed within the following key areas:
 - Time and cost predictability and certainty,
 - Ensuring quality and avoiding defects,
 - Value and Risk Management,

Culture of integration / partnering,
Innovation and best practice,
Community benefits,
Health, safety and welfare Management / training,
Organisation and Management,
Supply Chain Management,

- 2.7 References from the contractor's previous clients have been obtained in order to substantiate the tenderers assertions.
- 2.8 The tenders will be evaluated on the basis of quality and cost in the ratio 70:30. Quality submissions will be assessed on both written submission and at interview. The total tendered costs will be established combining both the site set up and preliminaries cost together with the amount of overheads and profit percentage applied to the anticipated cost of specialist sub-contract packages.
- 2.9 Details of the tender assessment will be provided on the day of the meeting.

3.0 FINANCIAL IMPLICATIONS

- 3.1 Included in the Leisure Services Capital Programme is funding totalling £5,600,000 with which to undertake this project.
- 3.2 The main contract tenderers have been required, as part of the tender process, to provide details of their requirements for site set up and preliminary costs and for their overheads and profit on the prime cost of the works. These have been taken into account as part of the tender evaluation and will be included within the overall scheme cost will now be established in conjunction with the approved preferred contractor.

4.0 SUBSEQUATE ACTION / PROPOSALS

- 4.1 Now that a preferred contractor is identified the contractor will work in conjunction with the client's team to establish the target cost for the works on an open book basis.
- 4.2 Under a Target Cost arrangement competitive specialist sub-contractors tenders will be obtained for each element of the works. The target cost is then derived from the total of the most advantageous of these to which the main partnering contractors tendered overheads and profit and cost of site set up and management are added.
- 4.3 It is expected that the target cost will take approximately 8 to 10 weeks to establish and it is therefore anticipated that this and the total overall scheme cost will be reported to Cabinet for final approval on 19th July 2010.
- 4.4 Members are requested to consider the recommendation regarding the most advantageous tender received and authorise the Strategic Director for Communities and Deputy Chief Executive to, in conjunction with Capita Symonds Ltd, make a provisional appointment of a preferred contractor to permit the target cost for the project to be established.

4.0 RECOMMENDATIONS

It is recommended that:

- (i) Cabinet approves the recommendation for acceptance of the most advantageous tender received

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- (ii) Subject to (i) above Cabinet authorises the Strategic Director for Communities and Deputy Chief Executive, in conjunction with Capita Symonds Ltd, to provisionally appoint the preferred contractor and for the Technical Services Department to establish a target cost for the project.
- (iii) The Cabinet is requested to note that the Chairman of the Scrutiny and Review (Cabinet; Performance and Corporate Services) has been requested to consent, under Rule 17 of the Scrutiny Procedure Rules, to the call-in period being waived in respect of this matter.

Alan Moore
Strategic Director Communities

Agenda Item 17

REPORT TO: Cabinet

DATE: 15 April 2010

SUBJECT: Southport Cultural Centre - Award of Second Stage Tender

WARDS AFFECTED: Southport Wards

REPORT OF: Alan Moore, Strategic Director - Communities

CONTACT OFFICERS: Andy Dunsmore, Technical Services (2766)

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

- 1) To seek Cabinet approval for the award of the Second Stage tender for the construction of the Southport Cultural Centre.
- 2) To provide Members with an update on progress.

REASON WHY DECISION REQUIRED:

The recommendations set out below are required in order to meet the timetable set within the grant aiding bodies' terms and conditions. It is essential to make a start of the main contract in May 2010.

RECOMMENDATION(S):

1. That Cabinet approves the award of the second stage tender to the Bovis Lend Lease for the Target Cost of £11,004,896

KEY DECISION: YES

FORWARD PLAN: YES

IMPLEMENTATION DATE: Immediately following Cabinet Approval

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ALTERNATIVE OPTIONS: The course of action set out in this report is essential to meet the stringent deadlines set by the funding agencies. Any delay to the procurement process would seriously impede the Council's chances of defraying sufficient expenditure to claim the full NWDA and Sea Change contributions to the project.

IMPLICATIONS:

Budget/Policy Framework: The project is in line with corporate and Community Strategy objectives.

Financial: financial implications were set out in the report to Cabinet on 12 November 2009. The total project cost remains £15,300,000

<u>CAPITAL EXPENDITURE</u>	2007/ 2008 £	2008/ 2009 £	2009/ 2010 £	2010/ 2011 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: The proposed procurement route is in line with EU requirements.

The Legal Director will be asked to formalise the respective Contracts in accordance with normal procedures.

Risk Assessment: The tender appraisal associated includes a project risk assessment. Delay to the overall programme will increase the risk of not being able to claim the full NWDA and Sea Change grants with knock on implications for the Council.

Asset Management: The site is owned by the Council; The Council will retain the freehold of the Centre when the work is completed.

CONSULTATION UNDERTAKEN/VIEWS

FD 372 The comments of the Interim Head of Corporate Finance and ICT have been incorporated in this report.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	√		
2	Creating Safe Communities		√	
3	Jobs and Prosperity		√	
4	Improving Health and Well-Being	√		
5	Environmental Sustainability	√		
6	Creating Inclusive Communities	√		
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People		√	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

N/A

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BACKGROUND

1. INTRODUCTION

- 1.1. Members will be aware from previous reports of the complexity this project and the wide range of issues that need to be addressed to enable the project to move forward to a successful conclusion.
- 1.2. Members will also be aware that Sea Change and the NWDA (North West Development Agency) contributions each of £4M are conditional on a target spend figure being achieved by the end of March 2011 in order for the grants to be claimed in full. These are the key drivers to the project.
- 1.3. In order to achieve these targets the Project Programme has been carefully considered and a Procurement Strategy developed
- 1.4. Conscious of the tight timescale for delivery of the project, Officers recommended a two stage tender process be adopted for the contract rather than a single stage process. Subsequently first stage tenders were invited, and Cabinet Urgent Business on 21st January 2010 approved the appointment of Bovis Lend Lease as the Preferred Contractor for the project.
- 1.5. Bovis Lend Lease have been working with the Design Team to seek prices for a series of packages of work that will make up the main Contract. They have also been engaged in careful planning of the works as well as examining potential options for further cost savings.
- 1.6. Having secured prices for the main packages of work and having established provisional sums for those elements of work which have yet to be designed in detail, the Council's design Team and Bovis Lend Lease have been able to establish a realistic Target Cost.

2. SCHEME FUNDING

- 2.1. In November 2009, Members agreed to the Council accepting a grant offer of £4M from the North West Development Agency for the project, to supplement the £4M already received from the Sea Change programme. Members also agreed to a Council contribution of £7.3M to the project this establishing an overall budget of £15.3M.
- 2.2. This budget has been established to fund the construction cost, the pre construction survey work, costs associated with acquisition and legal agreement, design fees, relocation cost for staff, artefacts and equipment, marketing and post handover fit out.
- 2.3. It should be stressed that the offer of funding is conditional on a target spend of £8M being achieved between the NWDA approval of the scheme in November 2009 and March 2011.
- 2.4. Council Officers have been working with Bovis Lend lease to ensure that the above target is achievable within the agreed programme as failure to achieve this target could result in the grant received being less than the full NWDA £4M allocation. This is acknowledged as a risk to the project and highlights the need for the Programme to be adhered to and progress to be carefully monitored.
- 2.5. Members are also be aware that a funding application was submitted to the Heritage Lottery Fund in October 2009 for a further £2.8M contribution to the project. The Council has received a response that the HLF Board did not approve the application. However it appears that the HLF are willing to accept a further, 'more focussed' bid at a later Board meeting this year.
- 2.6. From a programming perspective, Council Officers have already undertaken a Value Engineering exercise with the design team with the aim of reducing the scope and hence the anticipated cost of the works in order for the project not be to be reliant on an HLF

contribution. This exercise has been completed in the full knowledge that the Business Plan remains largely unaffected. However, it should be acknowledged that the receipt of any HLF grant would help increase the scope of what the centre may offer, especially within the final fit out of the rooms.

- 2.7. Officers are anticipating meeting with the HLF team within the next few weeks to agree the focus of a second bid. If successful, a formal grant offer is anticipated later in 2010. Officers will need to determine how additional work can be completed without detrimentally affecting progress.

3. PROGRESS AND RISKS

- 3.1. Acknowledging the importance of fulfilling the principle requirements of the Funding Partners a programme of relocation, surveys and legal negotiations has been established in order to ensure that start on site can be established in May 2010.
- 3.2. Following approval from Cabinet Urgent Business in November, a specialist arts removal company have successfully removed the various works of art to storage for the duration of the works.
- 3.3. A programme of moves for existing staff has also been initiated using vacant space within other Council buildings.
- 3.4. Asbestos, Drainage, Dimensional and Structural Surveys have also been completed following the closure of much of the centre in December 2009. As some of the critical 'As Built Drawings' from the 1980's extension of the building have not been found, some further intrusive work has been necessary within the vacant shop units with Cambridge Walks. These works have been completed out of normal trading hours to minimise disruption to existing traders.
- 3.5. Members should be aware that agreement is required from the owners of Cambridge Walks, for the works to proceed. Their approval is dependent upon their own independent assessment of the impact of the works upon their property. It is anticipated that this assessment will have been completed and hence the legal documentation progressed by the date of this meeting.
- 3.6. If there is a delay in securing the appropriate consent it is suggested that an enabling package of works be let to ensure the May 2010 start date be achieved, but the appointment of Bovis for the main works is delayed until the consent is secured.
- 3.7. Arriva, who currently occupy space within the Cultural Centre were served a notice to surrender their lease by April 2010 in order to allow for vacant possession to be achieved. Arriva have asked for an extension to their current lease until August as their new premises are not available for occupation. Bovis and Officers are looking carefully at the implications of this.
- 3.8. The Council have also been negotiating with the owner of a shop in Cambridge Arcade to determine whether they would be willing to either surrender their lease in lieu of an appropriate compensation payment, relocate to an alternative unit, or cease trading for a short time whilst works progress around their shop. If they are unwilling to accept these offers, or a compensation sum can't be agreed, then works progress within the vicinity of the shop will be programmed to enable them to continue to trade, as per the condition of their lease.

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4. TARGET COST

4.1. The budget headings for the various elements of the project are as per the table below. These costs are based on careful assessment component parts but will be subject to minor changes as the project develops,

4.2. As the table below demonstrates the cost remaining for the main works contract is £11.55M

Costs for Base Contract	Total
Main Contract (including 5% conting)	11,555,141
Service connection (paid in advance by the Council)	131,251
Client Fit Out (inc IT)	633,000
Acquisition	419,570
Relocation Costs	327,095
Design and administration fee	2,076,194
Other Fees (e.g. planning/other consultants)	88,023
Marketing and Consultation	7,000
Surveys	62,726
Total	15,300,000

4.3. The First Stage Tender exercise with Bovis identified the overheads and profits and preliminary percentages to be applied to the Works Packages. Capita have subsequently recommended a 5% contingency be allocated to the budget to fund any unforeseen costs.

4.4. Tenders have been invited for the key construction packages to determine an accurate cost. It is acknowledged that there are a number of less significant packages which still need to be subject to formal tendering when these areas of design have been further developed. Consequentially, Capita, in agreement with Bovis, have established realistic provisional sums for these remaining items.

4.5. Having completed this exercise, the following Target Cost has been established;

Works Packages including Prelims	10,789,114
Overheads and profits	215,782
Target Cost	11,004,896
Contingency (5%)	550,245
Total Anticipated Works cost	11,555,141

5. RECOMMENDATION

- 5.1. On the basis of the two stage tendering exercise completed, it is recommended that the Council enter into a Contract with Bovis Lend Lease for the delivery of the Southport Cultural Centre project for a Target Cost of £11,004,896.

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REPORT TO: Cabinet

DATE: 15th April 2010

SUBJECT: Kings Gardens, Southport

**WARDS
AFFECTED:** Cambridge, Meols, Norwood, Kew, Dukes, Birkdale,
Ainsdale.

REPORT OF: Andy Wallis, Planning and Economic Regeneration Director

**CONTACT
OFFICER:** Andy Wallis, Planning and Economic Regeneration Director
Ext: 3542

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

Further to consideration of the Kings Garden's scheme by Southport Area Committee about the use of s106 resources to provide the funding match required by Heritage Lottery Fund, to seek Cabinet approval to include the Scheme in the Capital Programme underwritten until sufficient s106 resources are generated.

REASON WHY DECISION REQUIRED:

In response to an offer of revised grant terms, to provide confirmation to Heritage Lottery Fund of the Council's support for the scheme and allow progress to be made with a Stage II application for grant funding.

RECOMMENDATION(S):

1. That Cabinet note the Area Committee's decision on the allocation of future s106 resources to provide the funding match required by Heritage Lottery Fund.
2. That Cabinet be asked to include the Kings Garden Scheme in the Capital Programme with the Council's contribution funded as indicated in 1, underwritten until sufficient s106 resources are generated.
3. That Officers prepare the stage 2 submission to HLF on the basis of the revised terms advised by HLF.

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- KEY DECISION:** Yes,
- FORWARD PLAN:** No – Rule 15 Form submitted to the Chair of the Overview and Scrutiny Committee (Performance and Corporate Services)
- IMPLEMENTATION DATE:** Following the expiry of the “call-in” period for the Minutes of the Cabinet Meeting. Detailed scheme design during 2010/11 and 2012, with stage II application to HLF and, subject to grant approval, works to commence on site from 2012/13.

ALTERNATIVE OPTIONS: The scheme is unable to proceed with consequential implications Southport’s tourist offer, future maintenance liabilities and developability of the adjoining Marine Park.

IMPLICATIONS:

Budget/Policy Framework:

Financial:

<u>CAPITAL EXPENDITURE</u>	2009 2010 £'000	2010/ 2011 £'000	2011/ 2012 £'000	2012/ 2013 £'000
Gross Increase in Capital Expenditure		384	96	2,520
Funded by:				
Sefton Capital Resources				
Specific Capital Resources		384	96	2,520
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal:

Risk Assessment:

Asset Management:

CONSULTATION UNDERTAKEN/VIEWS

FD 360 - The Interim Corporate Finance and ICT Manager's comments have been incorporated into this report.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Creating Safe Communities	✓		
3	Jobs and Prosperity	✓		
4	Improving Health and Well-Being	✓		
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities	✓		
7	Improving the Quality of Council Services and Strengthening local Democracy		✓	
8	Children and Young People	✓		

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

None

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1. Background

- 1.1 This has been referred to the Southport Area Committee meeting on 31st March following a briefing to Area Committee Members on 3rd March about the use of future s106 receipts to provide the funding match required by Heritage Lottery in support of this scheme. At the briefing meeting Members offered strong support for the use of s106 for this purpose. The Leaders have also indicated support subject to the Area Committee's endorsement. As HLF had asked for a response to their proposals by 5th March, feedback has already been given to them.

2. The need for Improvement

- 2.1 The business case demonstrating the need to improve Kings Gardens is demonstrated as follows:

- Tackling the quality of the seafront environment is a key aim of the Southport Visitor Economy and is necessary to fully realise the anticipated regeneration benefits of the Southport Marine Park development opportunity.
- King's Gardens will play an integral role in any proposals that come forward for Marine Park. This includes the need to improve the environment, infrastructure and connectivity between the town centre and the seafront.
- This area of the seafront suffers from the highest incidents of recorded crime and anti social activity. The Council also has a liability as the owner of the land.
- It is predicted that due to the long-term nature of the deteriorating infrastructure of the buildings, lighting, Venetian bridge and lake edge, King's Gardens will require significant investment over the next few years, independently of whether the Marine Park development comes forward.
- Kings Gardens is a heritage asset and is listed as Grade II with 9 shelters protected under the Listing Buildings and Conservation Areas Act 1990 for which we have a legal responsibility for maintenance.

3. Heritage Lottery

- 3.1 An application for improvement of Kings Gardens received a Stage 1 pass from the HLF Parks for People Programme in April 2009 with an award of 50% grant towards the development stage costs. This application anticipated grant funding of 50% towards the eligible remedial works costs which was subject to a further, detailed stage 2 submission and approval process by HLF.
- 3.2 However, at the meeting of Cabinet in December, recognising pressures within the Capital Programme, Members agreed to SAMG's recommendations not to proceed with the scheme.

3.3 On being advised of this decision, HLF has indicated its willingness to improve the terms of their funding assistance in an effort to retain the scheme. This will be the largest single grant awarded by HLF in the North West to parks.

4. Financial Implications

4.1 The development stage, shown as (i) in the table below, remains as unchanged, with the Grant Intervention Rate (GIR) remaining at 50%

4.2 However, the delivery stage, (ii) in the table below, has been restructured by HLF to increase their GIR to 75% but with the total grant capped at £4.079m. This means that Sefton's match funding requirement for the scheme's delivery stage is reduced from £2.3 to £1.36m. (The figures shown in parentheses are the original amounts based upon a 50% GIR).

The table also demonstrates the overall funding profile.

	Development Stage (i)			Delivery (ii)				Total (ii) £'000
	10/11 £'000	11/12 £'000	Total (i) £'000	12/13 £'000	13/14 £'000	14/15 £'000	Other Years	
HLF Parks for People	192	48	240	1,889.5	1,889.5	150	150	4,079
Match Required	192	48	240	630 <i>(1112)</i>	630 <i>(1094)</i>	50 <i>(37)</i>	50 <i>(74)</i>	1,360 <i>(2,317)</i>
Total	384	96	480	2,519.5 <i>(2,779)</i>	2,519.5 <i>(2,734)</i>	200 <i>(93)</i>	200 <i>(186)</i>	5,439 <i>(5,792)</i>

5. Use of S106 Resources as Match Funding

5.1 Further to member briefing, the Area Committee at its meeting on 31st March is asked to agree to commit future s106 receipts from future developments in Southport to provide the capital match required to draw down HLF support for Kings Gardens.

5.2 This practice has been successfully used elsewhere in the borough to support the development of the Litherland Sports Park and is also proposed in support of the Netherton Activity Centre.

5.3 In recent years over £1m of s106 money has been invested in Southport improvements, a key beneficiary has been the works carried out in Lord Street.

5.4 Within the Southport Area Committee boundary, there are 41 extant planning permissions with s106 agreements in place which, if implemented will provide

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further funding for greenspace and tree planting. Together they amount to £1.05m

- 5.5 Of these permissions, eleven are expected to produce payments in the total sum of £478,000 in the near future relating to schemes in Kew (£405,000), Norwood (£30,000), Cambridge (£25,000) and Dukes (£18,000).
- 5.6 It is reasonable to expect that in the period between now and 2012/13 further permissions with s106 commitments will be agreed. Until such time that sufficient s106 resources have been received, Cabinet will be requested to underwrite the capital cost of the project in the Capital Programme.

6. Recommendations

1. That Cabinet note the Area Committee's decision on the allocation of future s106 resources to provide the funding match required by Heritage Lottery Fund.
2. That Cabinet be asked to include the Kings Garden Scheme in the Capital Programme with the Council's contribution funded as indicated in 1, underwritten until sufficient s106 resources are generated.
3. That Officers prepare the stage 2 submission to HLF on the basis of the revised terms advised by HLF.

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REPORT TO: Planning
Cabinet Member – Regeneration
Cabinet

DATE: 10th March 2010
17TH March 2010
15TH April 2010

SUBJECT: Joint Strategic Housing Land Availability Assessment Study 2008
– Final Report

**WARDS
AFFECTED:** All

REPORT OF: Andy Wallis – Planning and Economic Development Director

**CONTACT
OFFICER:** Alan Young
Strategic Planning and Information Manager
☎ 0151 934 3551

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To report the key findings of the Joint Strategic Housing Land Availability Assessment Study 2008, one of a number of key evidence gathering studies that are being undertaken to inform the Core Strategy process and to guide advice and decisions on individual housing proposals and planning applications.

REASON WHY DECISION REQUIRED:

To indicate Council support for key advice contained in the study document.

RECOMMENDATION(S):

That:

- (i) Planning Committee and Cabinet Member – Regeneration note the key findings of the Joint Strategic Housing Land Availability Assessment Study for Sefton and recommend that Cabinet endorses them to inform the emerging Core Strategy process;
- (ii) Subject to (iii) below, Planning Committee adopts the key findings of the study to inform the emerging Core Strategy process and use them to inform advice and decisions in relation to individual pre application proposals and planning applications which raise housing issues;
- (iii) Cabinet endorses the key findings of the Strategic Housing Land Availability Assessment Study to inform the emerging Core Strategy process.

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KEY DECISION: Yes

FORWARD PLAN: Yes

IMPLEMENTATION DATE: Following expiry of call in period after Cabinet meeting on 15TH April 2010

ALTERNATIVE OPTIONS:

None

IMPLICATIONS: None

Budget/Policy Framework: None

Financial:

The total cost of the study report is £90,000 of which Sefton's share is £39,500. Provision for this cost is included within the planning Consultancy Revenue Budget"

<u>CAPITAL EXPENDITURE</u>	2009 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: N/A

Risk Assessment: N/A

Asset Management: N/A

CONSULTATION UNDERTAKEN/VIEWS

N/A

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Creating Safe Communities		✓	
3	Jobs and Prosperity	✓		
4	Improving Health and Well-Being	✓		
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities	✓		
7	Improving the Quality of Council Services and Strengthening local Democracy		✓	
8	Children and Young People		✓	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

PPS3: Housing, CLG, November 2006
 Strategic Housing Land Availability Assessments: Practice Guidance, CLG, July 2007

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JOINT STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT 2008 – FINAL REPORT

1.0 Background

- 1.1 Following a competitive tender selection process, the Council commissioned specialist consultants, White Young Green (now WYG), to undertake a Joint Strategic Housing Land Availability Assessment (SHLAA) Study on 7th April 2008. The study is a joint study commissioned on behalf of Knowsley, Sefton and West Lancashire local authorities respectively. The study has been led and tendered for by Sefton and funded by the three local authorities on a split cost basis, priced on an agreed formula based, in part on the number of sites to be assessed. Its principal purposes are to inform the preparation of the Council's Local Development Framework Core Strategy in relation to housing land supply matters and to guide advice on pre application proposals and planning applications which raise housing issues. The study is to be issued in three separate volumes relating to the individual local authorities. Sefton's study has now been completed and Knowsley and West Lancashire studies are almost complete at the time this report has been drafted.
- 1.2 The SHLAA study is regarded as one of the key evidence gathering studies (possibly the key study based on Core Strategy Inspectors' reports) and should be considered in parallel with the Strategic Housing Market Assessment (SHMA) which was previously reported to Members (Planning Committee on 19th August 2009; Cabinet Member - Regeneration on 2nd September 2009 and Cabinet on 3rd September 2009). Specifically, in this regard, PPS3: Housing states at Annex C that:
- 'Strategic Housing Market Assessments and Strategic Land Availability Assessments are an important part of the policy process. They provide information on the level of need and demand for housing and the opportunities that exist to meet it.'*
- 1.3 In short the SHLAA study examines the supply of housing and the SHMA examines the need and demand for housing. Both studies are essential and complementary to each other.
- 1.4 The Joint SHLAA Study report follows the general advice contained in PPS3: Housing and the more specific advice contained in the subsequently published Strategic Housing Land Availability Assessments Practice Guidance which was published in July 2007. In this regard, Practice Guidance in its introduction states that:
- 'Strategic Housing Land Availability Assessments are a key component of the evidence base to support the delivery of sufficient land for housing to meet the community's need for more homes.'*
- 1.5 Planning Committee agreed to the undertaking of such a study on 13th February 2008 and that a further report should be received on the outcome of the study at a later date. This report addresses that commitment.
- 1.6 A copy of the Sefton's part of the Joint SHLAA Study (i.e. Sefton's volume) can be inspected on the Sefton website at www.sefton.gov.uk/shlaa
- 1.7 The study context and approach are set out in Section 2 of this report; the key elements of the study are set out in Section 3 and a summary of the key findings of the study are

highlighted in Section 4. Section 5 highlights some key caveats associated with the study findings and Section 6 sets out the Director's comments on the study. Notwithstanding this, because the study report (and its Appendices) is a long and detailed document, for the avoidance of doubt, this report simply summarises some of the key elements/findings of the study that may be of particular interest to Members, and does not purport to be comprehensive in considering all matters raised in the study report. The definitive position is set out the Strategic Housing Land Availability Assessment: Final Report, February 2010.

1.8 Importantly, the draft study version of the document has been subject to key stakeholder involvement and to a full public and stakeholder consultation that have resulted in detailed comments and criticisms being made. These, in turn, have all been taken into account and have informed the preparation of the final study report. This process and its implications are summarised later in the committee report at Section 2, paragraphs 2.2 and 2.5 below.

1.9 The base date for the Sefton SHLAA is 1st April 2008.

2.0 Study Context and Approach

(i) Study Context

2.1 The general approach to undertaking SHLAAs is now well documented with a significant number of such studies having been completed by local authorities throughout the country. In Greater Merseyside all local authorities have or are undertaking a SHLAA study, albeit in slightly different ways and to different timescales. Sefton did explore, some three years ago, the possibility of a comprehensive sub-regional SHLAA being undertaken but for various reasons it was not possible, including the reason that different local authorities were at different stages in the Core Strategy process at the time. Apart from the current joint study, St Helens and Halton and Warrington have completed a Mid Mersey SHLAA and Liverpool and Wirral are currently co-operating on a producing a joint Cross Mersey SHLAA.

2.2 The SHLAA good practice guidance recommends the production of the assessment should be informed by engagement with key local stakeholders throughout via a Housing Market Partnership. Such a partnership should include house builders, social landlords and local property agents, amongst others. Whilst no formal Housing Market Partnership was organised as part of the SHLAA, extensive consultation has been undertaken with key stakeholders at various stages of the study. The programme of consultation has included two formal stakeholder workshops, a comprehensive 'call for sites' exercise (where developers/landowners and others are invited to submit possible housing sites), and a comprehensive public consultation at the draft stage of the SHLAA report, to which key stakeholders and the public were invited to comment. Importantly, in this regard WYG, who carried out the study, have commented that this effectively amounts to a Housing Market Partnership as advised by the Practice Guidance, namely:

'It is WYG's view that this level of consultation and involvement effectively constitutes a Housing Market Partnership, even though this title was never formally conferred.'

2.3 It is important to be clear that the SHLAA is distinctly different from previous urban housing capacity studies prepared in the context of the now cancelled PPG3, including the Merseyside Sub-Region Urban Housing Capacity Study (including Sefton) that was completed in 2004. The key differences are:

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- whereas urban housing capacity studies covered only existing urban areas, the SHLAA must cover all settlements with housing potential, both urban and rural, going beyond existing settlement boundaries;
- whereas urban housing capacity studies covered only previously developed sites, the SHLAA must cover both previously developed and greenfield land;
- whereas urban housing capacity studies were underpinned by a sequential approach to identifying supply, there is no such requirement in the SHLAA;
- whereas urban housing capacity studies were required to identify only sufficient land to meet any housing target, the SHLAA needs to identify enough land so that a Core Strategy can maintain a continuous delivery for at least 15 years from the adoption of such a plan. To achieve this it should investigate all potential sites and, if appropriate, broad locations with housing potential; and
- whereas urban housing capacity studies were required to include an allowance for windfall sites, the SHLAA is specifically precluded from including such an allowance, unless there is robust evidence of genuine local circumstances that prevent specific sites being identified through the SHLAA process.

(ii) Study Approach

- 2.4 The study approach closely follows the advice set out in the CLG Strategic Housing Land Availability Assessment: Practice Guidance published in July 2007. It draws on preparatory work undertaken in 2007 and early 2008 by the three local authorities, which respectively collated information and produced comprehensive lists of potential housing sites to be reviewed through the SHLAA process. Following on from this WYG were asked to review the work completed by the three local authorities and take the study forward to completion, ensuring compliance with Government good practice guidance.
- 2.5 To give added weight to this study, the draft SHLAA Study has gone significantly beyond the advice in the CLG Practice Guidance. In this respect, the Council undertook two publicised 'call for sites' exercises in order to encourage landowners, developers, and members of the public to submit additional potential sites for consideration. The initial formal 'call for sites' stage lasted from 25 October 2007 to 13 December 2007, and was followed by a second 'call for sites' stage from 27 May 2008 to 18 July 2008. In combination, these exercises generated a total of 212 site submissions. Furthermore, the draft SHLAA Study has additionally been subject to a formal full public consultation in order to maximise the opportunity for stakeholders and others to comment on, and have a direct input to the study. These comments and WYG's responses are set out in Appendix 3 – Summary and Responses to Representations Received at Draft Report Stage of the full report. Among other things, this has enabled the draft findings of the study to be substantiated and tested against the practical experience of landowners, property professionals, and local community members/ the wider public and regional stakeholders. In this regard, the draft SHLAA Study was made available for public consultation between 20th August and 1st October 2009 (6 weeks). Subsequently, this consultation period was informally extended by a week until 8th October 2009. The public consultation generated 72 representations in respect of Sefton and a further 17 additional sites were submitted for consideration.
- 2.6 The SHLAA has identified a total of some 1632 sites to be considered including sites identified by Sefton and 'call for sites' process. Due to the large number of sites identified, it was decided that it was not cost-effective or methodologically advantageous to visit all sites less than 0.1 ha in size. Instead a 10% statistically representative sample of the smaller sites was assessed and the findings grossed up to represent the total population size. In total this meant that 804 sites were subject to detailed appraisal and

visited by the WYG survey team. For the avoidance of doubt all 'call for sites' sites irrespective of size were all visited and assessed. WYG then applied a very detailed 25 criteria appraisal process to all sites visited. Importantly, in order to be considered deliverable for housing sites have to satisfy each of the following criteria:

Be Available – i.e. the site is available now or in the time frame to which they relate;

Be Suitable – i.e. the site offers a suitable location for housing development and would contribute to the creation of sustainable communities; and

Be Achievable – i.e. there is a reasonable prospect that housing will be delivered on the site in the time frame proposed.

3.0 Key Elements of the Study

3.1 As part of the study WYG made an early decision to exclude three categories of site for the following reasons:

Allocated Employment Sites (including Primarily Industrial Areas)

Consistent with the emerging advice in the draft Employment Land and Premises Study, these were considered likely to remain in their existing use and were therefore excluded from the identified housing supply, except where there was a very strong presumption otherwise. In practice only one site in a Primarily Industrial Area has been included in the identified housing supply; that at Foul Lane, south of the railway line, in Southport. This vacant site was specifically identified as being unsuited to continuing employment use by the recently completed Employment Land and Premises Study report, which was reported to Members in the last committee cycle.

Green Belt Sites

Whilst the SHLAA Practice Guidance does not permit Green Belt sites to be automatically excluded from any study, WYG have taken the view that Green Belt sites should be excluded from the overall amount of land with potential for residential development as these sites will be assessed through a separate Study which will consider broad locations for future housing development. In this regard, WYG point out that such a Study is outside the scope of the current commission and, accordingly, the SHLAA simply provides an indication of the total amount of Green Belt land that has been assessed, but deliberately does not ascribe any dwelling yield (i.e. housing delivery numbers) to these sites. To reinforce this stance, WYG further point out that it would be premature to consider these sites at this time, as the suitability of releasing any land from Green Belt has not yet been determined. Only one Green Belt site, the Powerhouse Site in Formby, is recommended, in principle, for housing use. However, this site is identified in the UDP as a 'major developed site in the Green Belt' and therefore has a different status to the other sites submitted. This confirms the view of the recently published Employment Land and Premises Study.

Flood Zone 3 sites

WYG have taken the view that sites located wholly within Flood Zone 3 are not likely to be considered suitable for housing and should not contribute towards the identified housing supply. Where, however, a site is partially located in Flood Zone 3, this part of the site has been removed from its net developable area.

3.2 Furthermore, as part of the study process WYG have adopted the following approach in

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terms of urban greenspaces and non allocated sites in existing employment use:

Urban Greenspace sites

As part of the study WYG made an early decision to take a very cautious view about sites that are designated as Urban Greenspace and other areas of open space that have policy protection. In this regard, a view was taken from Council Officers as to the quality and importance of Urban Greenspace prior to a site assessment being undertaken. Arising from this, Urban Greenspace sites have generally been considered to have very limited housing potential and therefore removed from potential supply where the Council has indicated that housing development would be likely to be resisted.

One exception to this is the Coffee House Bridge site in Bootle, subject of a Supplementary Planning Document, which clearly supports the principle of housing development on part of the site. A limited number of other sites have been considered partially suitable, with redevelopment potentially being acceptable on the footprint of existing buildings.

As a result of the Building Schools for the Future programme, it is probable that a number of school sites that are allocated as Urban Greenspace will become available for residential development in the future after public consultation on possible school amalgamations have taken place. These may add modestly to housing supply at a later date but the SHLAA study, because of prematurity, makes no assumption about any housing contribution from this source. Any contribution from this source would be picked up via subsequent monitoring or study updates.

Non allocated sites in existing employment use

In assessing 'non allocated sites in existing employment use' WYG have again taken a cautious approach, both in terms of the likelihood of such sites coming forward for redevelopment and with regard to whether the use for housing would be likely to be judged acceptable by the Council. In this regard, WYG's site specific assessments have been undertaken on the basis that the redevelopment for housing of sites currently used for employment purposes will generally only be permitted if the development of the site would not lead to an unacceptable loss of employment land supply in the locality. This is consistent with advice presented in the recent Employment Land & Premises Study.

4.0 A Summary of the Key Findings of the Study

4.1 Table 4.1, below, sets out a summary Sefton's housing supply position arising from the final SHLAA study.

Table 4.1 Risk Assessed Housing Supply at 1 April 2008

Source	1-5 Year	6-10 Year	11-15 Year	Total
SHLAA large sites	1,017	1,384	231	2,632
SHLAA small site allowance	216	152	40	408
Commitments	1,913	301	0	2,214
TOTAL	3,146	1,837	271	5,254
RSS Requirements ¹	2,660	2,660	2,596	7,916
Potential over/under supply	486	-823	-2,325	-2,662

¹RSS requirement includes a shortfall of 415 dwellings between 2003 and 2008, in addition to annual requirement of 500 dwellings. The requirement has been apportioned equally (i.e. 32 dwellings per annum) over the RSS period to

2021.

4.2 The key findings from table 4.1 and the full study (from a 1st April 2008 study base date) may be summarised below:

- In total the assessment indicates that Sefton has a 'risk assessed' housing land supply of almost 9.4 years from the study base date of 1st April 2008, against the RSS target of 500 per annum (plus the notional 32 dwellings per annum shortfall – see the footnote to Table 4.1 above). The 'risk assessment' that has been used applies a 20% discount for potential non-delivery of sites based on such factors as currently unknown constraints, changing landowner and developer intentions etc, and is based on best practice elsewhere where these studies have been undertaken.
- Of this headline supply, the majority is considered appropriate to come forward within the first 5 years. As can be seen in the above table, 3,146 units are considered suitable in the 1-5 year period; when compared to a RSS requirement of 2,660 units, this gives a five-year over-supply of 486 units.
- In the 6 to 10 year period there is an identified supply of a further 1,837 units, which compared to a RSS requirement of 2,660 units, presents a shortfall of 823 units. Taken in total with the five-year over supply of 486 units however, there is a ten-year shortfall of 337 units, equating to an overall 9.4 years supply.
- Looking ahead to the 11 to 15 year period there is a modest additional supply of 271 units. When measured against the 11-15 year requirement of 2,596 units, this gives an 11 to 15 year shortfall of 2,325 units.
- Taking the 15-year period 2008 to 2023 as a whole, there is a housing shortfall of 2,662 units (i.e. 337 plus 2,325).
- Accordingly, the study identifies a just less than 10 year 'risk assessed' housing supply covering the period 2008 to 2018 and a modest additional post 10 year supply (arising principally from land at Town Lane, Southport) of 271 units. There is no supply identified for the post 15-year period.
- The study, consistent with PPS3 advice, notes that there is a requirement for local planning authorities to identify, specific, developable sites to provide a 10-year supply of housing and, where possible, a 15-year supply. Where it is not possible to identify specific sites for the 11 to 15 year period, broad locations for future growth should be identified. Given that the study has demonstrated that there is insufficient housing land in Sefton to provide a 15 year supply of housing, WYG advise that there is a clear need for a separate study to be undertaken by the Council:

'...in order to consider the existing Green Belt boundary and identify broad locations where future housing growth could be accommodated. Such broad locations will often adjoin existing settlements, but could theoretically be located wholly outside the existing urban area. Any such assessment is outside the agreed scope of this commission, but it will need to consider Green Belt sites which have been excluded from the quantification of housing supply in the SHLAA. WYG is aware that Sefton and Knowsley Councils are currently in the process of appointing consultants to assist in the preparation of such a study....'

- Whilst not specifically addressed in the SHLAA report, it should be noted that the

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Core Strategy needs to cover the period 15 years from adoption in 2012. This further four year period (to 2027) would suggest the provision of an additional 2000 extra homes, based on an assumed rolling forward of the current RSS housing requirement of 500 dwellings each year to from 2023 to 2027. In total the housing shortfall to 2027 could therefore be of the order of 4,662 units (i.e. 2,662 units to 2023 and 2,000 units 2023-2027).

5.0 Key Caveats to be Attached to the Findings of this Study

5.1 The SHLAA Study at paragraph 1.04 is clear that it:

*'... does not itself represent a statement of Council policy. Whilst it will inform the LDF process, it is for the LDF Core Strategy and Land Allocations documents to decide which sites should come forward for residential development and by what timescale. **The inclusion of sites within the study should not therefore be taken to imply that they will be allocated for development or that the Council will necessarily consider planning applications favourably.**'*

[NB, WYG's emphasis]

5.2 Furthermore, in support of the above the Council has received advice from Counsel that they should specifically add the following caveats to any approval of a SHLAA Study, namely:

(i) the study does not necessary cover all potential housing sites and others may emerge through the planning application or monitoring process;

(ii) in confirmation of WYG's cautionary comment above, the study is not meant to imply that that planning permission for housing development will be granted or is necessarily even likely to be granted for any particular site identified in the study; and

(iii) the study is a construct of broadly based evidence to support the development plan process and not a checklist of individual sites for s.78 planning appeals.

5.3 Given that above, whilst the SHLAA Study is intended to provide a robust and cautious view of overall future housing capacity in Sefton, it is not intended to imply that it is exhaustive in its assessment of supply (i.e. other sites may and are likely to emerge over time), nor that every site identified will necessarily be developed for housing. In this regard, it confirms that it is the best view of overall likely housing capacity at the base date of the study but it will need to be regularly monitored and updated.

6.0 Director's Comments

6.1 The Strategic Housing Land Availability Assessment Study is one of a number of key evidence gathering studies which are being prepared and will be used to inform Sefton's emerging Core Strategy. The study will also be used to inform advice on individual development proposals and planning applications which involve the development of land proposed for housing use. However, bearing in mind the advice of Counsel at paragraph 5.2 above it is important to note that it will be used to provide general advice about the adequacy of housing supply vis-à-vis housing need and most definitely not as a site specific checklist of what is acceptable for housing development in planning terms.

- 6.2 It is generally accepted that the SHLAA Study is the pivotal evidence gathering study which underpins key elements of the Core Strategy process. In this regard its importance is reinforced by PPS3 which makes it clear that the Government attaches great weight to the Strategic Housing Land Availability Assessment Study process and its findings. Any local authority attempting to take forward a Development Plan Document without complying with the core requirements set out in the SHLAA Guidance would be at high risk of its plan being found unsound for a lack of robust evidence. In support of this it is apparent that Core Strategy Planning Inspectors very closely scrutinise the findings of such studies at the public examination stage of Core Strategies. It therefore must be robust and realistic.
- 6.3 The key message contained in the Study is that when measured against Sefton's RSS housing requirement of 500 dwellings per annum, the borough has an almost 10 year (actually just under 9.4 years) supply of housing land from a 2008 base date (i.e. 2008 to 2018), but little supply exists after this period. We also have robust 5 years supply base dated at 2008 (i.e. 2008-2013). Given that the Council has to look forward to at least 2027 as part of its Core Strategy (i.e. 15 years from a notional adoption date), we are likely to have a housing shortfall of about 4,600 units (i.e. slightly more than 9 years at 500 dwellings per annum). In this regard, under the heading 'Stage 9 – Housing Potential of Broad Locations' WYG make three key points at paras 3.69 to 3.71 of their report, namely:
- 3.69 The capacity identified by the study is compared with current RSS targets in order to quantify the number of years housing land supply that Sefton has. Should any SHLAA identify a future shortfall in housing land, this would be a matter for the emerging Core Strategy to consider, which provides an opportunity for local people, key stakeholders and the development industry to make detailed comments about the direction of future growth.*
- 3.70 Additional urban capacity may be found in the future through, for example, sites which are currently in active use becoming unexpectedly available, such as the closure of large employment sites which are not required for future business use. Capacity which comes forward from previously unidentified development sites will be recognised in future revisions of this study. Any additional capacity provided in this manner would ultimately reduce the need for, or delay the phasing of, extensions to the urban area.*
- 3.71 More substantial shortfalls in supply may require planned urban expansion. The form of any urban extension is for the LDF to consider, in the context provided by the findings of the forthcoming Green Belt study and taking into account factors such as sustainability, environmental impact on the surrounding area and existing infrastructure.*
- 6.4 In the context of the above, Members may be aware that the Council has already anticipated the medium to longer-term housing land shortfall suggested by the SHLAA Study and is in the process of commissioning the Green Belt study. This study will be critical to identifying 'broad locations' or 'areas of search' in the Green Belt, both of which are necessary to take forward our Core Strategy. And in this regard a report to Planning Committee on 16th December 2009 addressed the matter in detail. In particular, Members will be aware that this study is categorically not a review of Green Belt.
- 6.5 As a final point it is worth noting that the SHLAA Study and Employment Land and Premises Study (reported in the last Committee cycle) have been undertaken in tandem because they allow land availability to be assessed in terms of competing possible end uses. This is in compliance with best practice elsewhere and the advice in the SHLAA

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Practice Guidance. In this regard, Members will be aware that one of the key findings of the Employment Land and Premises Study was the need, with very limited exceptional circumstances, to protect our existing employment land supply across the Borough. Given this, we do not expect it to be a future significant source of housing land supply. The final SHLAA acknowledges this sensitivity and makes only very modest assumptions about the potential transferability of land in employment use to future housing use.

6.6 To conclude, the completion of the SHLAA Study is timely and has confirmed much of what we were already knew, albeit anecdotally, about housing land supply in Sefton and especially the very tight medium to longer term housing land supply position that exists across the Borough. It does, however, now provide us with a robust evidence base to address the issues arising from these pressures; both in terms of informing advice on pre applications and planning applications and the further work that we have now embarked upon with regard to a Green Belt Study. It will also need to be closely monitored and updated as we move forward with the Core Strategy process.

7.0 Recommendations

7.1 That:

(i) Planning Committee and Cabinet Member – Regeneration note the key findings of the Joint Strategic Housing Land Availability Assessment Study for Sefton and recommend that Cabinet endorses them to inform the emerging Core Strategy process;

(ii) Subject to (iii) below, Planning Committee adopts the key findings of the study to inform the emerging Core Strategy process and use them to inform advice and decisions in relation to individual pre application proposals and planning applications which raise housing issues;

(iii) Cabinet endorses the key findings of the Strategic Housing Land Availability Assessment Study to inform the emerging Core Strategy process.

Agenda Item 20

REPORT TO: Planning
Cabinet

DATE: 7th April 2010
15th April 2010

SUBJECT: Retained Retail Consultants – Appointment of New Consultants
for the Period to the End of 2014/15

**WARDS
AFFECTED:** All

REPORT OF: Andy Wallis – Planning and Economic Development Director

**CONTACT
OFFICER:** Alan Young
Strategic Planning and Information Manager
☎ 0151 934 3551

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

REASON WHY DECISION REQUIRED:

To indicate Council support for this important decision.

RECOMMENDATION(S):

That:

(i) Planning Committee note the report and recommend to Cabinet that WYG be appointed as retained retail consultants to the Council for the period 2010/11 to 2014/15; and

(ii) Cabinet agrees Planning Committee's advice and endorse the appointment of WYG as retained retail consultants to the Council for the period indicated above.

(iii) It be noted that the proposal was a Key Decision but, unfortunately, had not been included in the Council's Forward Plan of Key Decisions. Consequently, the Vice Chair of the Overview and Scrutiny Committee (Councillor Byrom) has been consulted under Rule 15 of the Access to Information Procedure Rules of the Constitution, to the decision being made by Cabinet as a matter of urgency on the basis that it was impracticable to defer the decision until the commencement of the next Forward Plan because of the need to have continuity of advice on retail matters with regard to planning applications and enquiries.

KEY DECISION: Yes

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FORWARD PLAN:

No. Rule 15 authorised by the Vice Chair of the Overview and Scrutiny Committee (Performance and Corporate Services)

IMPLEMENTATION DATE:

Following expiry of call in period after Cabinet meeting on 15TH April 2010

ALTERNATIVE OPTIONS:

None

IMPLICATIONS:

None

Budget/Policy Framework:

None

Financial:

There are no financial consequences as a result of this report. The costs of these consultants will be met from within the Planning Department's budgets over the next 5 years.

<u>CAPITAL EXPENDITURE</u>	2009 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

The financial implications of appointing new retained retail consultants until the end of 2014/2015 can be contained within the Planning and Economic Regeneration Department's revenue budget for next five years.

Legal: N/A

Risk Assessment: N/A

Asset Management: N/A

CONSULTATION UNDERTAKEN/VIEWS

The Finance and Information Services Director has been consulted (Ref FD 362) and concludes there are no financial consequences as a result of this report. The costs of these consultants will be met from within the Planning Department's budgets over the next 5 years.

The appointment of consultants has also been approved by the Vacancy Management Panel, 12th January 2010.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Creating Safe Communities		✓	
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being		✓	
5	Environmental Sustainability		✓	
6	Creating Inclusive Communities		✓	
7	Improving the Quality of Council Services and Strengthening local Democracy		✓	
8	Children and Young People		✓	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Agenda Item 20

RETAINED RETAIL CONSULTANTS – APPOINTMENT OF NEW CONSULTANTS FOR THE PERIOD TO THE END OF 2014/15

1.0 Background

- 1.1 Members of Planning Committee may recall that they received a report on the arrangements to seek expressions of interest for the appointment of new retail consultants, in succession to WYG, on 16th December 2009. It was agreed that Members note the report and agree to receive a further report once the selection process had been concluded.
- 1.2 The selection process has now been concluded. Accordingly, the Director wishes to update Members on the outcome of that process and to seek their endorsement of the preferred consultancy.

2.0 The Selection Process and the Preferred Consultancy

- 2.1 Formal expressions of interest from suitably qualified and experienced retail consultancies were invited via an advertisement in the Planning Magazine and Liverpool Daily Post on Friday 22 January 2010. In this regard consultancies wishing to pursue their interest were required to reply in writing, addressing the requirements of the expressions of interest brief, by Friday 19 February. The outcome of this process was that four consultancies submitted expression of interest. These consultancies were, in alphabetical order, the following:

Colliers CRE
England and Lyle
Roger Tym and Partners
WYG

- 2.2 It was agreed that each of the four consultancies should be interviewed and these interviews all took place on 8th March 2010.
- 2.3 Following a rigorous selection process, embracing both the quality of the submission, relevant experience and price, the Director is of the firm view that WYG should be reappointed. Should Planning Committee and Cabinet endorse this recommendation, WYG would be in place from late April 2010 onwards. The appointment will be annually renewable but should run for five years until 31st March 2015.

3.0 **Director's Comments**

3.1 The need to have robust and timely specialist retail advice from retained retail consultants is well established. Accordingly it is important that we have new retail consultants on board as soon as possible to ensure continuity in this advice.

3.2 After a careful selection process, I am of the firm view that WYG were the consultancy that most closely met the requirements of the expressions of interest brief. Accordingly, subject to Members' endorsement and Cabinet's agreement, I would like to reappoint WYG as the Council's retained retail consultants for the period to the end of 2014/15.

4.0 **Recommendation(s):**

That:

(i) Planning Committee note and agree the report and recommend to Cabinet that WYG be appointed as retained retail consultants to the Council for the period 2010/11 to 2014/15; and

(ii) Cabinet agrees Planning Committee's advice and endorses the appointment of WYG as retained retail consultants to the Council for the period indicated above.

(iii) It be noted that the proposal was a Key Decision but, unfortunately, had not been included in the Council's Forward Plan of Key Decisions. Consequently, the Vice Chair of the Overview and Scrutiny Committee (Councillor Byrom) has been consulted under Rule 15 of the Access to Information Procedure Rules of the Constitution, to the decision being made by Cabinet as a matter of urgency on the basis that it was impracticable to defer the decision until the commencement of the next Forward Plan because of the need to have continuity of advice on retail matters with regards planning applications and enquiries.

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Agenda Item 21

REPORT TO: Planning Committee
Cabinet

DATE: 7 April 2010
15 April 2010

SUBJECT: Sefton Local Development Scheme 2010

WARDS AFFECTED: All

REPORT OF: Andy Wallis, Planning And Economic Regeneration Director

CONTACT OFFICER: Ian Loughlin - 934 3558

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To explain the purpose and proposed content of Sefton's fifth Local Development Scheme (LDS) and seek Members' approval for the submission of the draft document to Government Office North West. The LDS is effectively a project plan which sets out the documents which will be part of the Council's spatial plan, together with a timetable for preparing them. It identifies key resources which will be required to prepare the documents, and is designed to give the public up-to-date information on the dates by which these plans will be prepared.

REASON WHY DECISION REQUIRED:

To meet the requirements of the Planning and Compulsory Purchase Act 2004 (as amended) and Regulations in relation to the preparation of the Council's Local Development Framework.

RECOMMENDATIONS:

That **Planning Committee** recommends that **Cabinet**:

- 1 approve the draft Local Development Scheme, available to view at www.sefton.gov.uk/LDS, for submission to Government Office
- 2 authorise the Planning and Economic Regeneration Director to make any changes required as a result of discussion with Government Office and any minor editorial or presentational changes.

That **Cabinet**:

1. approve the draft Local Development Scheme, available to view at www.sefton.gov.uk/LDS, for submission to Government Office
2. authorise the Planning and Economic Regeneration Director to make any changes required as a result of discussion with Government Office and any minor editorial or presentational changes.

KEY DECISION: No
FORWARD PLAN: N/A

IMPLEMENTATION DATE: Following the expiry of the call-in period for the minutes of the Cabinet meeting

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ALTERNATIVE OPTIONS:

None, the publication of an up-to-date Local Development Scheme is a statutory requirement

IMPLICATIONS:

Budget/Policy Framework: Supports the implementation of Corporate Plan Strategic Objective 7

Financial:

The Local Development scheme (LDS) identifies a number of activities which are needed to bring forward the Local Development Framework. These include carrying out critical studies, consultation, specialist advice, adverts and printing, legal costs and the costs of an independent examination. The total cost over the three years 20010/11–2012/13 is estimated at approximately £280,000 (excluding the Waste DPD which has been committed separately). Existing budgets and Housing and Planning Delivery Grant will be used to meet currently identified costs. However, the most significant cost is for the public examination scheduled for 2011-12, which is provisionally estimated to be £70,000 - £80,000.

The LDS itself does not commit this spending but simply sets out the indicative future costs. Further reports will be brought in due course requesting budget provision for these items.

<u>CAPITAL EXPENDITURE</u>	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £	2013/ 2014 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N				
How will the service be funded post expiry?				

Legal:

Risk Assessment: Risk assessment carried out. See summary in paragraph 6 of the report.

Asset Management:

CONSULTATION UNDERTAKEN/VIEWS

Government Office NW, Merseyside Environmental Advisory Service
FD 365 - The Head of Corporate Finance & Information Services has been consulted and his comments have been incorporated into this report.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Creating Safe Communities	✓		
3	Jobs and Prosperity	✓		
4	Improving Health and Well-Being	✓		
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities	✓		
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People	✓		

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Planning Policy Statement 12: Local Spatial Strategies

Agenda Item 21

1. Introduction

- 1.1 Under the 2004 Planning and Compulsory Purchase Act each Local Planning Authority is required to produce a Local Development Framework (LDF). This is effectively a portfolio of planning documents, such as Development Plan Documents and Supplementary Planning Documents, which will set out Sefton's planning policies. These will range from the Core Strategy, which will set out the strategic vision and objectives for the whole of Sefton, to others that address the needs of specific areas (e.g. Southport Town Centre) or topics (e.g. affordable housing). We are also required to produce a 3-year project plan in the form of a Local Development Scheme in order to help us effectively manage and allocate resources to the production of planning documents.
- 1.2 The LDS must include the key milestones or stages for preparing each Development Plan Document, including when consultation will be undertaken, when we will submit the document to the Secretary of State and when we intend to adopt the document. The Council's performance against these will help determine part of the Housing and Planning Delivery Grant which the Council applies for each year.

2. What does the Local Development Scheme contain?

- 2.1 The draft LDS can be viewed at www.sefton.gov.uk/LDS. Sections 1 to 3 provide an introduction to Sefton and Sefton's current development plan. Section 4 provides a review of the previous Local Development Scheme and our progress in meeting the timetable it sets out.
- 2.2 Section 5 is the heart of the LDS explaining what planning documents we intend to prepare and why. It summarises how the documents fit together, the areas they affect, and the timescales for producing them:
 - Figure 1 shows the relationships between the various documents
 - Appendix A provides a one page profile on each of the planned planning documents
 - Appendix B sets out in calendar form the dates for the various stages of producing our planning documents
- 2.3 Section 6 outlines the requirements of sustainability appraisal and strategic environmental assessment in the development of planning policy. The purpose of these is to ensure that planning policies help to promote sustainable development. Section 7 gives an indication of the resources required to meet the timetable set out in the LDS. Section 8 provides an outline of the studies and background work that have been completed or are underway. These are essential to justify the policies which are proposed. Finally a risk assessment is included at section 9 to show how we will work to avoid delays and errors in the plan making process.

3. Priorities within the Local Development Scheme

- 3.1 The top priority for the next three years is the **Core Strategy**. This is the document that will set out the vision, strategy and core policies for the 'spatial' development of Sefton over the next 15 to 20 years. It will aim to reflect the vision and objectives of other strategies, notably the sustainable community strategy. The majority of the planning policy team's time and focus will be employed in preparing the Core Strategy over the next 2 to 3 years.
- 3.2 A working group of key Members, and representatives of the Sefton Borough Partnership, has been set up to guide the preparation of this document. Studies have

taken place on a wide variety of matters including housing, employment, retailing and flood risk so we have an understanding of current issues. Throughout 2009 we carried out a number of consultation events, including workshops in each of the Area Committee areas and presentations to local groups, and this has improved our understanding of the issues and challenges facing Sefton. Future work will begin to apply this information into the preferred Core Strategy.

3.3 The key dates for the Core Strategy, as set out in the LDS, are:

Consultation on preferred strategy (this will signify the end of the early consultation stage)

Up to December 2010

Publication of submission (final draft) Core Strategy

June 2011

Submission of Core Strategy to Secretary of State

October 2011

Pre-examination hearing

December 2011

Examination in public

March 2012

Receipt of Inspector's Report

July 2012

Adoption of Core Strategy

September 2012

3.4 Work on the **Joint Merseyside Waste DPD** is well underway. The preparation of the Waste DPD is a priority to meet Government targets for managing waste in a more sustainable manner. In particular, Merseyside needs to reduce its reliance on landfill by providing alternative facilities for recycling, reprocessing, treatment and disposal. The Regional Waste Strategy sets objectives, targets and appropriate timescales for these changes, which are reinforced by Regional Spatial Strategy (RSS) policy.

3.5 The Merseyside authorities (Liverpool City Council, Knowsley Council, Sefton Council, St. Helens Council, Wirral Council and Halton Council) have agreed to prepare this DPD jointly, for adoption by 2012. This work is being led by the Merseyside Environmental Advisory Service (MEAS). Consultation of the Preferred Option stage is likely to take place in June-July 2010.

3.6 Work on several other Development Plan Documents will also begin in the three-year period covered by this Local Development Scheme, including the **Allocations DPD**, **Development Management DPD** and the **Seaforth Village Centre Area Action Plan**. It is anticipated that the majority of the work on these documents, including consultation, will not be undertaken until substantial progress has been made on the Core Strategy.

3.7 Although we do not have to programme other documents in the Local Development Scheme it is still important to know other work priorities that will compete for resources during the next year or so. A number of Supplementary Planning Documents will be produced, including on topics such as **Southport Town Centre**, **Safeguarding Employment Land and Sustainable New Housing**. In addition we will also be updating our **Statement of Community Involvement** to take account of changes which

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the Government has made to the plan making stages, to reflect the new corporate consultation strategy and to make improvements from lessons learnt from the past year of undertaking consultation events.

4. Consultation on the Local Development Scheme and next stages

- 4.1 A copy of the draft LDS has been submitted to Government Office for their initial views. They in turn will consult the Planning Inspectorate about how realistic the timescales are for those documents which need to be formally examined. Amendments will be made to reflect their comments before the LDS is formally submitted to Government Office.
- 4.2 Once the draft LDS is finally submitted to Government Office they have 28 days to comment formally. If they do not make any comment the LDS will be approved at the end of that time.
- 4.3 It is recommended that the Director be authorised to approve amendments to the draft LDS arising from the above.
- 4.4 The LDS documents will then be made available at the Planning and Economic Regeneration Department offices in Bootle and on the Sefton web site.

5. Financial Implications

- 5.1 It is currently estimated that the total cost for the LDF to be met in 2010/11 will be in the order of £65,000. This includes the need for specialist consultancy support on housing, Green Belt and environmental studies. These costs are being met from existing revenue budgets.
- 5.2 The estimated costs for 2011/12 and 2012/13 are £70,000 and £145,000 respectively and this includes estimates for further studies and consultation. More precise estimates will be possible when detailed briefs for the work have been completed, and this will be the subject of further reports to the Planning Committee. The costs of preparing the Waste DPD (£105,000) over the period 2008/13 have been committed separately.
- 5.3 The estimated costs include those for a public examination into the Core Strategy. At this stage it is only possible to make a very tentative estimate of costs, and a figure of £20,000 has been identified for 2011/12 and £60,000 for 2012/13. This estimate is based on current Planning Inspectorate and legal fees.

6. Risk Assessment

- 6.1 Developing a programme for the production of documents for a three-year period raises a number of potential risks. Failure to meet committee dates as set out in the project plan may arise for a number of reasons. Potential risks, and the how we will anticipate them, are set out in section 9 of the LDS.

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REPORT TO: Cabinet

DATE: 15 April 2010

SUBJECT: Council Motion - 10:10 Carbon Campaign

WARDS AFFECTED: All

REPORT OF: Alan Lunt – Neighbourhoods and Investment Programmes Director

CONTACT OFFICER: Ian Weller – Energy Manager
0151 934 4221

EXEMPT/CONFIDENTIAL: No

PURPOSE/SUMMARY:

To provide a considered response to the Notice of Motion put forward at full Council on 14 January 2010 and subsequent resolutions at Overview and Scrutiny Committee (Regeneration and Environmental Services) of 9th March 2010 in respect of the resource implications of Sefton joining the '10:10 Campaign on Carbon Savings'.

REASON WHY DECISION REQUIRED:

Referred to Cabinet for consideration in accordance with Rule 15.14 of the Council and Committee Procedures

RECOMMENDATION(S):

The views of the Cabinet are sought as to the next steps to be taken in respect of the 10:10 Carbon Campaign

KEY DECISION: No

FORWARD PLAN: Not appropriate.

IMPLEMENTATION DATE: Upon expiry of the call in period for the minutes of this meeting

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ALTERNATIVE OPTIONS:

No alternative course of action will comply with the Council's constitution

IMPLICATIONS:

Budget/Policy Framework: None as a direct result of this report

FINANCIAL:

	2009/10 £	2010/11 £	2011/12 £	2012/13 £
<u>CAPITAL EXPENDITURE</u>				
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton Funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date?				
How will the service be funded post expiry?				

Legal:

Risk Assessment: No specific risk assessment has been carried out in respect of this issue, although failure to achieve Government Carbon Reduction targets has been risk assessed

Asset Management: Improvement of relative carbon performance of portfolio in compliance with new statutory undertakings

CONSULTATION UNDERTAKEN/VIEWS

FD 368 - The Head of Corporate Finance & IT Strategy has been consulted on this report and has made no comments.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	✓		
2	Creating Safe Communities		✓	
3	Jobs and Prosperity	✓		
4	Improving Health and Well-Being	✓		
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities	✓		
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People	✓		

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Report - Overview and Scrutiny Committee (Regeneration and Environmental Services) meeting – 9th March 2010 - '10:10 Carbon Campaign'

Agenda Item 22

1.0 BACKGROUND

- 1.1 At the meeting of Council on 14 January 2010 a Notice of Motion was put forward to examine the feasibility of Sefton Council signing up to the UK 10:10 carbon saving campaign.
- 1.2 The '10:10' campaign is a non-governmental run public campaign, asking everyone from householders up to very large organisations to make a public commitment to reducing their greenhouse gas emissions by 10% during 2010. This media campaign movement was borne out of the related debates from the Film 'Age of Stupid' which tackled pertinent issues of climate change.
- 1.3 In response, a report was taken to the Overview and Scrutiny Committee (Regeneration and Environmental Services) meeting on 09 March 2010 highlighting the opportunities and challenges should the Council decide to join this campaign.
- 1.4 The resolution of said Overview and Scrutiny Committee was to bring forward the possible resource implications of reaching the desired 10% carbon savings within the next 12 months.

2.0 SEFTON'S CURRENT POSITION

- 2.1 The 10:10 Campaign is designed as a way of making a public declaration of the Councils intentions and commitment to action on carbon mitigation and climate change.
- 2.2 In context of such public commitment:
 - The Council is already a signatory of the North West Development Agency (NWDA) Climate Change Declaration
 - The Council is already a signatory of the UK Nottingham Declaration on Climate Change
 - The Council was the first Mersey local authority to develop a Carbon Management Plan which covers all areas of Council Carbon arisings delivering a 5 year plan to reduce carbon and other related greenhouse gas emissions.
- 2.3 Collectively, this already gives a good public profile to the Council's commitment to mitigating climate change and to carbon reduction.
- 2.4 A report of 16 December 2009 to Cabinet Member(s) for Regeneration, Environmental Services and Technical Services also provides more extensive background and evidence of our proven commitment on Sefton carbon reduction practice.
- 2.5 Sefton Councils own reduction progress under the Carbon Management Plan, reached 13.26% by 2008, from a wide range of actions across waste and recycling, transport, sefton buildings and staff, street lighting and procurement. However, due to vacant posts being frozen within the Energy Division, as carbon lead officers, has led to a temporary hiatus in further recorded progress in the last 12 months. Re-filling of these critical posts is now being addressed through establishment control processes.

- 2.6 It is very important to note that measured progress to date has been based on available grant streams and internal investment, but also a lot of the 'low hanging fruit', so far as readily available carbon savings are concerned, have now already been picked.
- 2.7 Further rapid progress on savings will not now come without actually stopping doing things as a Council completely, or bringing in rolling programme of capital investment in improving energy hungry infrastructure. An outline of proposed actions to achieve progress is given in Section 4.0 below.

3.0 STRATEGIC REVIEW OF CARBON MITIGATION OPERATIONS AND STRATEGY

- 3.1 The 10:10 Campaign guidance states that the purpose of the campaign for Local Authorities is to ensure that the emissions savings made during their 10:10 Action Year are part of long term goals and that any action taken will help realise any future cuts in emissions. It advises careful and considered investment decisions.
- 3.2 In relation to this, a full independent Strategic Review of carbon mitigation strategy and operations was commissioned from Capita Symonds in April 2009, in response to a call from Council Motion in September 08 and approved action at Cabinet in November 2008 for revenue costs to undertake this in 2009/10.
- 3.3 However, whilst we were due to report back to Council by December 2009, despite every effort as the Council client to support the process, Capita Symonds have failed to meet set deadlines and the fundamental requirements of the review brief within the draft version of the review document provided as of March 2010, already 7 months overdue. On this basis, due contractual full quality performance assessment process is being applied to this failed service provision from Capita Symonds.
- 3.4 The conclusive action being that instead, the review will now have to be undertaken and developed in-house, led by the Energy Division. This will inform the strategic and operational direction for Sefton Council to meet new challenging Statutory obligations such as National Indicator 185 and the Carbon Reduction commitment which in turn, will advise on available options and indeed actions to support 10:10 campaign.

4.0 IMPLICATIONS FOR SEFTON COUNCIL IN JOINING 10:10 CAMPAIGN

- 4.1 The '10:10' Campaign requires a commitment to have an absolute reduction in energy use in key areas of electricity, gas and transport of 10% in a measured calendar year commencing by 01 September 2010.
- 4.2 Following the 10:10 Campaign guidance, we will draw our Carbon Emissions baseline from our '*National Indicator 185 - Percentage CO₂ Reduction from Local Authority Operations*' submission to government at 31 May 2010. This will be an indicative carbon emissions baseline, excluding Schools and outsource (service) emissions, for the calendar year 2009/2010.
- 4.3 NI 185 baseline covers direct carbon emissions arising from LA operations specifically:
- All council building assets energy use
 - All transport in delivering the functions of the Council (fuel and business travel)

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- 4.4 However, usefully the 10:10 guidance allows the measured reduction year to then run for 12 months from that baseline declaration i.e. 01 April 2010 to 31 March 2011, with results re-assessed by 31 May 2011 to again co-incide with NI185 statutory reporting.
- 4.5 Currently prioritised work is underway by the Energy Division to meet the baseline calculation required for Carbon Reduction commitment which, due to significant financial risk, legal risk and robust auditing/penalty protocol applied, is key to the Council at this time. This will also help ratify the declaration made for NI 185 and indeed 10:10 campaign declaration.
- 4.6 Below is an illustration in this report only, from supply contract tendered consumptions and related carbon emissions:

Directorate	Gas (Tonnes of CO2)	Electricity (Tonnes of CO2)	Oil (Tonnes of CO2)	Total Carbon Tonnes
CSF (non schools)	349	406	63	818
Leisure	2453	2648	20	5121
Tech Serv	791	2873	0	3664
Enviro Protect	0	102	36	138
H & SC	106	136	0	242
Misc	25	86	0	110
Street Lighting	0	7790	0	7790
New Directions	695	482	0	1177
Total Annual Carbon Emissions	4420	14523	119	19062

- 4.7 Therefore, the Council would be expected to seek a targeted 10% reduction in kWh consumption of 5,140,333 kWh and 1,906 tonnes of CO₂ within 12 months based on an available assessment of energy data, which would be augmented by transport savings options.
- 4.8 Key actions expected by the 10:10 Campaign group would include both promotion of the 10:10 Campaign to the public and business stakeholders as well as implementing measured actions of carbon reduction projects across the scoped remit aligned with NI 185.
- 4.9 The Council's action plan for 10:10 should include:

Part 1 -Supportive/encouragement actions of:

- Encouraging staff to sign up to 10:10 as individuals
- Increase existing staff engagement to cut the organisations emissions
- Encouraging more staff to cycle to work,
- Encouraging more staff to have meat free days
- Encouraging more staff to eat seasonally and locally
- Support and incentivise lift sharing and car pooling

Part 2- Hard intervention measures including:

- Range of 'invest to save' measures to building fabric, heating, lighting and equipment consumptions
- Local and buildings integrated renewables generation
- Construction/installation of more cycle lanes
- Low emission vehicles for rent to staff and public

4.10 The costing model applied to Seftons Carbon Management Plan (CMP) interventions, to save 12% of carbon over 5 years was estimated at £385K on 2006 price matrices,

4.11 As referred to in Paragraph 2.6, the CMP included low cost>high carbon saving options, as well as new waste reduction options which are no longer available. Therefore, in lieu of a final detailed matrix of costed carbon savings options for 2010/11 being drawn up as a recommendation from this report, it is a reasonable suggestion that investment of a minimum of £500K would be needed to achieve 10% carbon savings within a 12-month period.

4.12 Typical types of energy/carbon saving measures and pay-back times are summarised in Table 1 below:

Boiler Plant and Heating/Hot Water		
Measure	Typical Energy/Carbon Saving (%)	Typical Payback (Years)
Condensing boilers	20	2-3
Zone control valves	10	1-3
Insulation of valves and flanges on distribution pipework	60-80	1-2
Thermostatic radiator valves	10	1-2
Reflective foil behind radiators on external walls	10	1/2
Building		
Measure	Typical Energy/Carbon Saving (%)	Typical Payback (Years)
Draughtproofing	15	1-2
Loft insulation	20	1-3
Flat roof insulation	10-15	20
Cavity wall insulation	20	3-5
Internal wall insulation	10-15	5-8
External insulation	10-20	20-25
Water		
Urinal controls	40-80	0.2-1
Volume control in WC cisterns	15-20	0.2-0.5
Percussion taps	40-80	2-3
Tap flow restrictors	20-40	1-2
Management Systems		
Installation of building energy management system	5-10	2-5

Table 1: Energy and Water Saving Measures with Indicative Savings and Payback

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- 4.13 As an illustration we have scoped a range of invest to save measures both for renewables and energy/water measures in our buildings, based on capital investment that would reduce relative Council total consumption and carbon emissions by within the time *following* installation.
- 4.14 **Solar Programme:** Proposal to install 10 No. 3kWp Photo Voltaic systems on existing Council buildings, that are likely to be in service at least 15 years, in accordance with current asset planning and have a suitable south facing aspect available. Each installation will need about 35m² of roof space. There will be an approximate cost of £120K, plus dedicated officer time to manage programme. The return on investment will take approximately 10-12 years, accelerated by new 'feed-in tariff's'. Our electrical savings on site (assuming 80% use) will be 18,000kWh and this would save 9.74 tonnes of CO₂ per annum.
- 4.15 **Wind Programme:** Proposal to install 10 No. 6kW systems in Council sites. There will be an approximate cost of £240K. The return on investment will take approximately 8 years accelerated by new 'feed-in tariff's'. Our electrical savings on site (assuming 80% use) will be 84,096kWh and this would save 46 tonnes of CO₂ per annum. Requires one-officer full time and take 2 years.
- 4.16 **Identified Energy Savings Measures in Sefton Council Buildings Programme:**

Building	Description of Work
Southport Crematorium	Install Building Energy Management System, Replace boiler with high efficiency condensing boiler, Install dual-flush WC's when current WC's require replacement or upgrade, Fit urinal control to back room staff urinal.
Southport Town Hall	Insulate all boiler house pipe work, Install Building Energy Management System, Insulate hot water cylinders, Replace boilers with high efficiency condensing boilers, Install dual-flush WC's when current WC's require replacement or upgrade.
Aintree Library	Fit thermostatic controls to radiators, Install dual-flush WC's when current WC's require replacement or upgrade, Upgrade remaining T12 lighting to T5 versions, Install suspended ceiling to reduce warm air stratification
Bootle Town Hall	Insulate Roof Voids, Install TRV's on radiators, Install occupancy sensors in corridors ,other circulation areas, ground floor, cloakrooms and toilet blocks, Upgrade T12 lighting to T5's, Install Building Management System, Install dual-flush WC's, Draught proof internal window frames and external doors, Install insulated suspended ceiling under fibre glass roof (Education Welfare Service)
Bootle Leisure Centre	Use a liquid pool cover, Install timer switching gear for external uplighting, Install Variable Speed Drives on all pump, Install Building Management System, Install daylight sensors (internally at front of site and toilets and storerooms), Install revolving doors at the site entrance, Upgrade WC's to duel flush versions

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255 Knowsley Rd	Install Loft Insulation (mineral wool quilt), Install Occupancy Detectors (PIR's) on Corridor/ Circulation Lighting, Draught Proof Windows, Replace Entrance Door (UPVC), Upgrade T12 lighting to T5
Lonsdale Road Hostel	Replace / Upgrade existing heating controls on storage heaters, Insulate roof, Replace incandescent light bulbs with high efficiency T5 versions
Sefton Security HQ	Replace boiler in main boiler house with a high efficiency condensing boiler (including weather compensatory controls), Install Building Energy Management System, Replace old cast iron radiators with more energy efficient slim line radiators, Install PIR occupancy detectors in corridors & circulation areas, stores, toilets and kitchenettes, Install dual-flush WC's in toilet blocks (male & female), Fit tap controls in toilet blocks (male & female) and kitchenettes
Ainsdale Library	Install new electric water heaters, Insulate roof voids, Replace oil boiler in main boiler house with a high efficiency condensing boiler, Replace T12 fluorescent tubes with T5 versions
Crosby Civic Hall & Library	Insulate all areas of the roof presently lacking insulation, Replace the 15 year old boiler with a high efficiency condensing boiler, Replace electric water heaters with modern efficient versions, Install Variable Speed Drives on all boiler pumps, Install wireless building energy management system, Replace T12 lighting fittings with T8 slimline versions, Install dual flush WC's in all toilet blocks, Replace older lighting fittings (with diffusers) with Compact Fluorescent Lamps in the bar area

- 4.17 Noting further that, due to the measured year of consumption reduction for the 10:10 Campaign having already effectively commenced on 01 April 2010, all measures/actions would have to be installed and underway immediately to have an effect.
- 4.18 Whilst the 10:10 Campaign declared savings will not themselves be audited, it is felt prudent to publicly declare only those savings that, if investment is now forthcoming, the Council has a realistic chance of achieving relative to this.
- 4.19 Whilst this would be a significant call on investment to be made relation to achieving statutory or 10:10 targets, this will be effectively paid back by savings gained from reduction in energy, fuel and new carbon trading costs within an acceptable period of up to 5 years or less, dependant on measures chosen.
- 4.17 The views of the Cabinet are sought in respect of the next steps to be taken in this matter.

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REPORT TO: Cabinet Member Regeneration
Cabinet Member Communities
Planning Committee
Cabinet

DATES: 17th March 2010
31st March 2010
7th April 2010
15th April 2010

SUBJECT: Additional Pitch Provision for Gypsies and Travellers in Sefton

WARDS AFFECTED: All

REPORT OF: Alan Lunt – Neighbourhoods and Investment Programmes Director
Andy Wallis – Planning and Economic Development Director

CONTACT OFFICER: Jim Ohren, Principal Manager, ☎ 934 3619
Ingrid Berry, Principal Planner ☎ 934 3551

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

This report explains the requirement on the local authority to secure additional pitch provision for gypsies and travellers; seeks approval to the methodology for site appraisal and selection; explains the process and likely timescale for site appraisal and submission of an application for gypsy and traveller site grant; and seeks delegated authority for the relevant Directors to make and submit an application for site grant should a suitable site (or sites) be identified, subject to subsequent endorsement by Cabinet.

REASON WHY DECISION REQUIRED:

A decision is required in order to ensure that the relevant Directors have authority to submit an application for site grant in time for the deadline of 30th April 2010.

RECOMMENDATION(S):

That Planning Committee and Cabinet Members note the report and recommend that Cabinet:

- 1) Note the report and the need to secure additional pitch provision (transit and permanent) for Gypsies and Travellers.
- 2) Approve the methodology for site appraisal and selection
- 3) Authorise the Neighbourhoods and Investment Programmes Director, in consultation with the Planning and Economic Regeneration Director, to make minor changes to the scoring framework if early consultations with key partners/stakeholders show that this is necessary.
- 4) Agree that a further report be submitted to a subsequent Cabinet meeting regarding potential sites.

KEY DECISION: Yes

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FORWARD PLAN: Yes

IMPLEMENTATION DATE: Immediately, following the call in period after the Cabinet meeting on 15th April 2010.

ALTERNATIVE OPTIONS: None

IMPLICATIONS:

Budget/Policy Framework: None

Financial: Exact costs are unknown at this time. Purchase of new site(s) is likely to be covered by a 100% Government grant, although availability is not guaranteed. (Site running costs are not met by the Government grant, but are defrayed by rents and service charges).

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: N/A

Risk Assessment: N/A

Asset Management: N/A

CONSULTATION UNDERTAKEN/VIEWS

FD 347 - The Acting Finance and Information Services Director has been consulted and has no comments on this report.
Environmental Protection Director; Neighbourhoods and Investment Programmes Director;
Planning and Economic Regeneration Director

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Creating Safe Communities	✓		
3	Jobs and Prosperity	✓		
4	Improving Health and Well-Being	✓		
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities	✓		
7	Improving the Quality of Council Services and Strengthening local Democracy		✓	
8	Children and Young People	✓		

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Merseyside Gypsy and Traveller Accommodation Assessment – University of Salford Housing and Urban Studies Unit - 2008
 Partial Review of the RSS - Interim Draft Policy for Gypsies and Travellers – 4NW - 2009
 Gypsy and Traveller Accommodation Needs Assessments Guidance – DCLG, Oct 2007
 Gypsy and Traveller Site Grant Guidance, HCA 2010

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1.0 BACKGROUND

- 1.1 Under Section 8 of the Housing Act 1985 local authorities are required to consider the various accommodation needs of the local population and to carry out periodic reviews in order to provide relevant and appropriate provision to meet these needs. Section 225 of the Housing Act 2004 introduced a specific duty for local authorities to assess the accommodation needs of Gypsies and Travellers within their localities. All authorities across the country are expected to respond to accommodation need where a need has been identified.
- 1.2 In relation to the future housing needs of Gypsies and Travellers, a report on this matter was considered by Sefton's Cabinet on 26th February 2009. This report summarised the findings of the Merseyside Gypsy and Traveller Accommodation Assessment together with the emerging requirements of the Partial Review of Regional Spatial Strategy. The report examined the likely implications for Sefton in relation to future additional permanent and transit pitch provision and meeting the housing and support needs of Gypsies and Travellers and Travelling Showpeople. It also sought delegated authority for the relevant Directors to make representations on behalf of Sefton Council to the Regional Spatial Strategy Partial review consultations and subsequent Examination in Public
- 1.3 The regional dimension is intended to ensure that all local authorities contribute to resolving the current shortage of authorised site accommodation in a strategic manner, which helps redress current imbalances in the pattern of provision, and enhances the sustainability of the Gypsy and Traveller site network.
- 1.4 At the time of the Cabinet report in February 2009 the interim draft Partial Review of the Regional Spatial Strategy was subject to a consultation period, running until early March 2009. It indicated a minimum additional permanent residential pitch requirement for Sefton for the period 2007 to 2016 of 30 pitches, (i.e. 30 over and above the existing 16 pitches provided at present = 46 pitches in total) plus 5 transit pitches and 5 pitches for Travelling Showpeople
- 1.5 In line with the delegated authority granted by Cabinet representations were made on behalf of Sefton Council to the interim draft Partial Review consultation to the effect that the additional requirements were unjustified. The final version of the draft North West Plan Partial Review of the Regional Spatial Strategy was published in July 2009. In this version the figures for Sefton were revised downwards. Instead of 30 additional residential permanent pitches, it said 15 are required, plus 5 transit pitches, and there is no requirement to provide any Travelling Showpeople pitches. A statutory 12-week consultation period on the plan ended on 19th October 2009. The Examination in Public took place in early March and the Secretary of State's decision is expected later this year.
- 1.6 The revised figures vindicate Sefton Council's stance. They are much more acceptable, being very close to the figures arising from the Merseyside assessment commissioned by Sefton jointly with Knowsley, Wirral and Liverpool
- 1.7 The current position, therefore, is that Sefton should have a total of 31 permanent pitches and 5 transit pitches for the period to 2016, with a similar number required over the next 10 years. As of 2010 there are currently 16 permanent pitches in Sefton, (at Broad Lane, Formby). Therefore provision for an additional 15 permanent pitches and 5 transit pitches needs to be made by to ensure adequate provision is made for the period to 2016.
- 1.8 Sefton has an existing policy in its Unitary Development Plan (UDP) for Gypsy and Traveller pitches (policy MD4). This is criteria based, and doesn't identify sites, but could provide the basis for permitting pitches in the absence of identified sites. The Local Development Framework, which Sefton are currently bringing forward, offers an opportunity to allocate

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sites for Gypsy and Traveller pitches. This will provide greater certainty for bringing sites forward and will help to enable funding bids to be successful.

- 1.9 The main document in Sefton's Local Development Framework is the Core Strategy. Work is in progress on this document and it anticipated this will be adopted in 2012. This document is likely to provide the broad policy framework for the provision of housing to meet all needs, including gypsy and travellers. However, it will not allocate land for gypsy and traveller pitches. Therefore, following on from the Core Strategy a Site Allocations Development Plan Document (DPD) will be produced. This will allocate land for uses such as housing and employment and include sites allocated for gypsy and traveller pitches.
- 1.10 Meanwhile, in advance of the adoption of the Core Strategy and the Site Allocations DPD the short term strategy for meeting the housing requirements of Gypsies and Travellers will be to identify suitable sites. As a starting point, it is proposed that we will examine sites over 0.5 hectares identified in the Strategic Housing Land Availability Assessment (SHLAA), as this is the minimum size of site that could meet our needs for a transit site. Ideally a site of about 2 hectares should be identified, but sites of this size are few and far between, so by setting the threshold higher we would be ruling out a number of sites which might be able to meet our needs in combination.
- 1.11 However, the SHLAA is a housing land study. Its purpose is to assess how much new housing land could potentially be available in Sefton over the next 15 years. Therefore it is proposed that these sites will be re-assessed using a bespoke scoring framework (albeit heavily informed by the scoring used in the SHLAA) as there will be different aspects, such as a suitable road access and different flood zone locational requirements, which need to be considered in relation to the identification of sites suitable for gypsies and traveller accommodation. This re-assessment will be used to identify a short-list of sites that will form the basis of consultation on the location of gypsy and traveller sites in Sefton.
- 1.12 Unlike the SHLAA, it is proposed that sites in the Green Belt be included if (and only if) no non-Green Belt sites are found to be suitable. This is because there is a potential that small, non-strategic Green Belt sites may be identified on the edge of the urban area and could be developed without a wider sub-regional Green Belt study having to have been completed.
- 1.13 The proposed site appraisal and selection criteria, in the form of a scoring framework, are attached at Appendix A. The scoring framework covers a range of issues that need to be considered when choosing a suitable gypsy and traveller site. The issues to be considered have been chosen as they have been identified in national policy guidance. These issues include obvious considerations such size and location, flood risk, accessibility and availability but also whether the land is likely to be suitable and whether the location would promote – or hinder - social inclusion. In this latter respect it is important that the site or sites will prove to be safe and secure for gypsies and travellers, will not present a barrier to integration with the wider local community, and also be broadly acceptable to existing local residents. Clearly, sensitivity to these considerations is required in appraising potential sites. Officers are mindful of this and aware of the importance that consultation with all stakeholders will play in arriving at judgments.
- 1.14 The Government has made available, through an annual bidding round, 100% grant aid for providing additional pitches/new sites once they are identified. The closing date for submissions in the current round is 30th April 2010. At the time of writing this report detailed appraisal work using the scoring framework has not been completed. However, it is envisaged that it may be possible to identify a site (or sites) that will prove suitable to submit for site grant funding, either before 30th April 2010 or reasonably soon thereafter. Should this be the case consultation with ward councillors and the local gypsy and traveller community as a minimum will take place as part of the submission, and subsequent Cabinet endorsement will be sought. Any site proposal would, of course, be subject to consultation with local residents as a separate exercise to inform the preparation of the Core Strategy, and ultimately the submission of a planning application.

2.0 CONCLUSIONS

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- 2.1 Sefton are required to identify appropriate sites for Gypsy and Travellers in accordance with the requirements of the North West Regional Spatial Strategy. This report seeks to ensure that potential sites are identified on the basis of an agreed methodology and to allow application to be made to cover the cost of provision of the site, prior to the bid deadline of April 30th 2010. However, this will not prevent the identified sites from being subsequently approved (or otherwise) by Cabinet for the intended purpose.

Scoring Framework / Methodology for the appraisal and selection of potential Gypsy and Traveller sites in Sefton

It is proposed that sites will be assessed using a bespoke scoring framework similar to that used in the Strategic Housing Land Availability Assessment. The assessment will be used to identify a short-list of sites that will form the basis of consultation on the location of gypsy and traveller sites in Sefton.

The scoring framework will cover a range of issues that need to be considered when choosing a suitable gypsy and traveller site. The issues to be considered have been chosen as they have been identified in national policy guidance. For ease of reference the issues have been group into 6 broad types:

- Size and location;
- Suitability;
- Availability;
- Accessibility;
- Achievability; and
- Social inclusion

Below is the list of issues and a draft scoring system for the site assessment. Each issue has a maximum score of 10 with an overall maximum score of 270. At this stage, each of the issues has been given equal weighting. This can be changed if it is agreed that some issues are of more importance than others. Some of the criteria also have the potential to require the removal of the site from further consideration. This acknowledges that some issues are insurmountable.

Following the scoring framework is a site assessment pro forma which will be used to record all the scores.

Scoring Framework

1. Size and Location

a) Site size

The site is over 2 ha	10 points
The site is between 1.5 to 2 ha	7 points
The site is between 1 to 1.5 ha	5 points
The site is between 0.5 to 1ha	3 points
The site is smaller than 0.5 ha	Discard site from search
TOTAL	10 PTS

Notes:

Permanent sites - *The ideal situation would be for all of the 15 permanent pitches to be provided on one site. This will enable the G&T community to stay together. It would also be more cost effective in providing facilities and site management. The minimum ideal site size for 15 pitches and associated facilities is 1.5ha. It would also be cost effective and easier to*

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manage if the transit site was provided on the same site. Sites over 2ha therefore would score the maximum points, with lower scores for smaller sites.

b) Site access

The site is easily accessed directly from an existing main road	10 points
The site is accessible from a suitable (non main) road through non-residential area	7 points
The site is accessible from a suitable (non main) road through less than 100m of residential area	0 points
The site is only accessible through narrow/unsuitable roads or through more than 100 m of residential area	Discard site from search
TOTAL	10PTS

c) Flood Risk

The whole site is in flood zone 1	10 points
The whole site is in flood zones 1 or 2	5 points
Between 0 and 20% of the site is in flood zones 3a or 3b	0 points
Over 20% of the site is in flood zones 3a or 3b	Discard site from search
TOTAL	10 PTS

Notes: PPS25 sets out the types of development that can be permitted in each flood zone. Caravans, mobile homes and park homes for permanent residential use are classed as 'highly vulnerable' and therefore could be permitted in flood zone 1 and, if an exception test is passed, in flood zone 2. If over 80% of the site is in flood zone 3a or 3b then the site is removed from further consideration.

d) Location

The site is within 2.5km of existing site in Formby <u>or</u> is in South Sefton	10 points
The site is within 5km of existing site in Formby	7 points
The site is within 7.5km of existing site in Formby	4 points
The site is within 10km of existing site in Formby	2 points
The site is not within 10km of existing site in Formby and is not in South Sefton	0 points
TOTAL	10 POINTS

The site is in an existing urban area	10
The site is on the edge of an existing urban area	5
The site is detached from an existing urban area	0
TOTAL	10 POINTS

Notes: There are two preferred locations for a new permanent site, either as close as possible to the existing site in Formby, or in South Sefton (classed as the built-up areas of Bootle/Crosby Netherton/Seaforth/Litherland).

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The ideal location for a G&T site is within existing built up areas. G&T sites shouldn't be pushed out away from other residents and should be fully integrated.

2. Suitability

	Yes	Partially	No
Does the site suffer from any physical constraints or barriers (e.g. topography, shape)?	0	5	10
Is the site affected by un-neighbourly uses (heavy industry, power lines, motorways, etc)?	0	5	10
Is there a possibility that the site is heavily contaminated?	0	5	10
Would the site achieve visual and acoustic privacy?	10	5	0
Does the site have any nature or heritage designations?	0	5	10
TOTAL	50 PTS		

Notes: *There are a number of factors that make a site less suitable for development. The above factors are relevant to G&T sites but also to other housing developments. However, there may be some extra criteria or other factors that the G&T community think are relevant, which would only be ascertained as a result of an initial consultation with them.*

3. Availability

	Yes	Partially	No
Does the site currently have a suitable UDP designation?	10	5	0
Is the site in active use?	0	5	10
Is the site subject to multiple or difficult land ownerships?	0	5	10
Is site in Council (or partner) ownership?	10	5	0
Is the owner willing to sell?	10	5	Discard from search
Would the costs involved in purchasing the site be prohibitive?	0	5	10
TOTAL	60 PTS		

Notes: *Regardless of how suitable a site is for development it also has to be available. It is considered likely that developers would resist their site being identified for a G&T site as this would reduce potential value.*

4. Achievability

	Yes	Partially	No
Are there any known significant abnormal costs (including remediation, demolition, etc)?	0	5	10
Does the site need significant new infrastructure (including utilities)?	0	5	10
TOTAL	20 PTS		

Notes: *How easily a site can be brought forward for development is a major factor on whether a site can be developed.*

5. Accessibility

	Yes	No
Is there a Primary school within 600m?	10	0
Is there a Local Centre within 800m?	10	0
Is there a Health Centre of GP within 1000m?	10	0
Is there an employment area within 5km?	10	0
Is there a railway station within 800m or a bus stop (frequent use) within 400m?	10	0
TOTAL	50 PTS	

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Notes: A site will be more sustainable the greater number of facilities and services are within easy reach. The distances used above are the same as used in the SHLAA. It is important that the site is close to a main access road due to potential high levels of traveller movement, particularly in the transit site.

6. Social Issues

	Yes	Partially	No
Is the site acceptable to the needs of the G&T community	10	5	Discard from search
Would the site enable residents to integrate with local neighbourhood?	10	5	0
Would the site provide a safe and secure environment?	10	5	Discard from search
Would the site be broadly acceptable to existing local residents?	10	5	0
TOTAL	40 PTS		

Notes: It is important that G&T sites are integrated into the community and not marginalised. It is also important that the existing local population accept the new residents.

Site ID	
Site Address	

Photo

Map

	For Permanent Site	For Transit Site
Size and Location Score (Max 50)		
Suitability Score (Max 50)		
Availability Score (Max 60)		
Achievability Score (Max 20)		
Accessibility Score (Max 50)		
Social Issues Score (Max 40)		
TOTAL (Max 270)		

Site Survey Comments

Conclusions

Site to be short listed for G&T site yes no

Is the site in the Green Belt? yes no. If yes, could the site be removed from the GB as a non-strategic release? yes no

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REPORT TO: Cabinet Member Regeneration
Cabinet
Council

DATE: 14 April 2010
15 April 2010
13 May 2010

SUBJECT: Enforced Sales Procedure and Property at 24 Lander Road,
Litherland

WARDS AFFECTED: All

REPORT OF: Alan Lunt – Neighbourhoods and Investment Programmes
Director

CONTACT OFFICER: Neil Davies - Housing Market Renewal Division Strategy
Manager 934 4837

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY: To seek approval to the new 'Enforced Sales' Procedure, and in particular to utilise this procedure in respect of a long-term empty property at 24 Lander Road, Litherland.

REASON WHY DECISION REQUIRED:
Cabinet has delegated authority to make decisions in respect of the adoption of such policies

RECOMMENDATION(S):

That Cabinet Member Regeneration notes the report

That Cabinet

1. Approves the use of Enforced Sale powers and the Policy and Procedures as set out in the attached Guide.
2. Recommends the Council to amend the Constitution so that the Cabinet Member - Regeneration has delegated powers to authorise the use of the Enforced Sales Procedure
3. Approves the use of the Enforced Sales Procedure in respect of the property at 24 Lander Road, Litherland.

KEY DECISION: No

FORWARD PLAN: No

IMPLEMENTATION DATE: Upon expiry of the call-in period of the Cabinet Meeting.

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ALTERNATIVE OPTIONS: The Council has already introduced a new Empty Property Strategy, which outlines various options to attempt to return empty homes back into use.

In the case of 24 Lander Road, enforcement notices and works in default have been carried out in the past, to control the negative effects of dilapidation caused by this property. However, the owner has never responded to these actions and the house remains empty. The Council could exercise its use of Compulsory Purchase Powers, but in this instance Enforced Sale is considered the most appropriate option to take, particularly to recoup the debts owed. Alternatively the Council could choose to take no further action, but the house would remain empty and debts to the Council would remain owed.

IMPLICATIONS:

Budget/Policy Framework:

The Empty Properties Strategy was approved by Cabinet in October 2009, which included the use of 'Enforced Sales' as one of a number of enforcement tools the Council may utilise.

Financial:

Successful Enforced Sales will generate payments of historic debts that are owed due to enforcement actions and work in default undertaken on properties. In the case of 24 Lander Rd, debts totalling £13,411 will be repaid from the sale proceeds. However, the Council may need to provide a grant to support refurbishment of the property and its return to use as a social housing unit, for which the Council will receive tenancy nomination rights. The cost of any such grant can be met from existing capital resources.

<u>CAPITAL EXPENDITURE</u>	2009 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources (HMR & WNF)				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? <u>Y</u> /N	When? HMR March 2011			
How will the service be funded post expiry?	No ongoing service implications			

Legal: The Council will be exercising its legal powers under the Law of Property Act 1925, which gives the Council the statutory power to recover costs it has incurred through works in default by enabling the sale of a property to an organisation committed to ensuring it is improved and occupied.

Risk Assessment: During the Enforced Sales Process the property owner may repay the debts owed. While this would satisfy one objective (debt repayment) it does not necessarily mean that the owner will refurbish a property or return it to use and occupation

Asset Management: The procedure involves the Council facilitating the sale of a privately owned property to a third party. Hence there are no implications for the Council's Asset Management, as properties are not owned by the Council

CONSULTATION UNDERTAKEN/VIEWS

The Empty Homes Strategy was the subject of stakeholder consultations prior to its approval.

The property at 24 Lander Rd has been a priority issue and a topic of on-going consultation with local residents groups.

FD 359 - The Head of Corporate Finance & Information Services has been consulted and his comments have been incorporated into this report

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Creating Safe Communities	✓		
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being			
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities			
7	Improving the Quality of Council Services and Strengthening local Democracy		✓	
8	Children and Young People		✓	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Empty Property Strategy (Housing) approved by Cabinet on the 29th October 2009.

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1. Background

- 1.1. Cabinet approved a new Empty Property (Housing) Strategy at its meeting of the 29th October 2009. The Strategy sets out a number of Enforcement Actions, which are available for the Council to utilise within existing legal powers. However, the report also noted that "...implementation (of the strategy) will require a number of procedures and new practices to be developed by officers."
- 1.2. Enforced Sales is a new practice for Sefton, though it has been used by a number of Councils across the country. It is a procedure primarily designed to enable Councils to recover outstanding debts, created by certain enforcement actions that result in land charges against a property. However, it also provides a method for getting long-term, problematic empty properties back into use.
- 1.3. Officers have produced a new Standard Operating Procedure, attached to this report, which provides a complete description of the process and roles involved. Given that this is a new procedure, officers have brought this to the attention of Cabinet for approval, and to avoid any future challenges from property owners on the basis that the Council has not fully considered and approved it's policy and procedures in respect of Enforced Sales.

2. Empty Property at 24 Lander Road, Litherland

- 2.1. This property has been vacant since about 1981. The property is not registered at the Land Registry, but local investigations have revealed the identity of the person believed to be the legal owner. A number of lines of investigation, over many years, have been pursued to try and trace the owner, including via known family members. However, all of these efforts have so far failed.
- 2.2. Over the long period that the property has been vacant, it has been subject to break-ins, vandalism, infestation, fly-tipping, all of which have had a detrimental affect on neighbours and the general neighbourhood. The Council has had to intervene to take various actions to control the negative impact of this property. This has resulted in numerous notices being served, and works in default undertaken.
- 2.3. A large number of local land charges are recorded against this property. In this instance those charges resulting from service of Statutory notice under Section 4 of the Prevention of Damages by Pests Act 1949, over the past 12 years will be recoverable. It should be noted that there are other land charges, which are either older than 12 years, or served under 'non-qualifying' legislation, which are not recoverable using this procedure. There are seven land charges which will be recoverable, the total value of which is £13,411.
- 2.4. Given the level of debt owed to the Council, our inability to trace the property owner, the length of time the property has been vacant and the condition of the property, Enforced Sale is considered to be the most appropriate course of action to take.
- 2.5. In this instance it is likely that a sale will be made to a partner HMR Neighbourhood RSL. A further, more detailed report will be submitted to Cabinet Member Regeneration on these arrangements. However, early feasibility has indicated that a Council grant towards the cost of refurbishment to bring the property back into use, might be required. External Housing Market Renewal Capital Funding could be made available to support the Council grant.

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- 2.6. Should the enforced sale be completed to a partner RSL, they would be required to completely refurbish the property and bring it back into use as a social rented home, which would be made available to a Council waiting list nominee.

ENFORCED SALE

POLICY AND STANDARD OPERATING PROCEDURE

Introduction

Enforced sale is a procedure that is primarily designed to enable councils to recover outstanding debts, created by actions that result in a land charge against a property. However, it also provides a method for getting long term problematic properties back into use and has been adopted by a number of Councils across the country as an effective way of dealing with empty properties.

There are social and financial benefits from adopting the enforced sales procedure. By selling a property that is in a derelict condition to a new owner, there is a likelihood the new owner will refurbish the property and this increases the chances that it will become inhabited again. Financial charges, which could otherwise prove impossible to recover, can be discharged out of the proceeds of sale. It is also hoped that when empty property owners become aware of this initiative they may maintain their properties in a reasonable state and condition resulting in less time spent by the local authority in having to deal with this problem.

A cross departmental enforced sales working group will be created to finalise procedural arrangement details within the Enforced Sales Policy and Standard Operating Procedure. The group will also identify suitable property, take appropriate action and identify existing debts. The group will consist of Officers from Neighbourhoods and Investment Programmes, Planning, Building Control, Legal and Finance Departments.

Limitations of the Procedure

The issues surrounding the empty condition of a property vary so widely that no single measure offers a tailor made solution. Even where the following criteria can be met, it is necessary to consider how likely the Enforced Sales Procedure is to achieve the desired outcome and to ask whether other courses of action might be more suitable.

The Enforced Sales Procedure can be followed even where the owner cannot be traced and even where the property has changed hands – so long as the relevant debt remains.

The procedure may be used to recover debt arising from the exercise of any statutory powers that: -

- Confer a charge on all the estates and interests in the property
- Confer Law of Property rights (i.e. grant the powers and remedies available as if the charge had been created by deed).

Any such charge will bind any prior charges affecting the property, i.e. the council's charge will have a priority over other charges. However, covenants and easements over the property will not be so bound.

If the statutory powers under which the debt has arisen do not confer the above-mentioned rights, then it will be necessary to consider whether Section 7 of the Local Land Charges Act 1975 applies. If it does, then the procedure may still be used, but

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only the estate of the offending party will be bound, not all the states and interests in the property. Other charges may therefore take priority over the council's charge.

Principally, the statutory powers that will enable the procedure to be used are: -

- Prevention of Damage by Pests Act 1949
- Housing Act 1985
- Building Act 1984
- Public Health Act 1936
- Public Health Act 1961
- Environmental Protection Act 1990

Actions in relation to the service of statutory notices under these provisions are most likely to have given rise to the relevant debt(s).

Additionally, the following criteria will be applied when considering whether to instigate the procedure: -

- The principle sum of the original work carried out in default must be at least £300. (This can be the total of a number of combined principle sums)
- **The statutory notices must have been served correctly.** Refer to the relevant statute for the requirements relating to service. All copy notices must have been stamped and signed by the serving officer. The procedure cannot be employed if the notices have not been served in this manner. (If the serving officer is still employed by the council, then it may be possible to ask them to rectify the notice).
- *The serving officer must complete a 'Record of Service of Notice' form on service of the statutory notice.*
- There should be no proposed CPO action within a 2-year period.
- The property must not be the subject of any bankruptcy action. (This would usually be noted on the title).

It should be noted that the right to enforce a sale in order to recover land charges is limited by section 20 of the Limitation Act to 12 years from *when the right to receive the money accrued*, **not** from when the demand was sent out. *However*, where the owner has attempted to repay and any amount has been received, the 12 year period starts afresh from that date.

Properties shown as Unregistered using the On-line Link to the Land Registry

The following key considerations arise in such cases: -

- Where the statutory charge does not bind all the estates and interests in the property, it would probably be inadvisable to proceed unless it is certain that there are no prior charges and that the statutory charge binds the freehold or a long lease.
- It will be necessary for the eventual purchaser of the property to apply for first registration of the title. Difficulties might arise in determining the extent of the land to be registered and in identifying the encumbrances affecting the property.

Human Rights Act 1998

Consideration of the provisions of the Human Rights Act 1998 must be taken by the Council. In particular, Part 1, Article 8 “the right to respect for... private and family life..., home and... correspondence”, and Protocol 1, Article 1 “peaceful enjoyment of ... possessions”, need to be balanced against the general benefits and rights of neighbours and the surrounding community.

A statement that the intended action of the Council in exercising its power of sale is considered to be proportionate, in accordance with the Act, should be included in letters to the Owner and Charges. This will be covered by correspondence issued by Legal Services.

Pre-Action to ESP

Other, more appropriate, types of action, must always be a consideration prior to pursuing ESP. The use of ESP (as well as Compulsory Purchase) should be seen as a means of last resort and it is expected that all informal and formal action will have been taken and exhausted by the Council in order to recover debt and to resolve the existence of the empty property and its associated problems.

The first priority should is always to try and trace owners of empty property and to make contact with them. Every effort is made to try and engage with the owners and to offer them advice and assistance in getting their property back into use. Evidence has shown that early intervention offering support and guidance to property owners can prove very useful in preventing longer-term properties becoming more problematic. Indeed in most cases solutions reached through negotiation and agreement are preferable to enforcement related solutions that are, by their nature, more difficult, expensive and time consuming to undertake.

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Neighbourhoods and Investment Department (NIPD)/ Case Officer Role

1. Identify potential properties for enforced sales
 - a. Proactive
 - b. Reactive

2. Is property suitable for enforced sales
 - a. Is the property empty
 - b. Is property registered at land registry
 - i. If not registered or to check for other interested parties carry out the following additional checks:
 - Council tax records
 - Sending or affixing a letter to the property concerned
 - Make enquiries with neighbours
 - Make enquiries with other departments who may have been involved with the property / historical information
 - Check electoral registered
 - c. Does property have financial local land charges registered against it (at least £1,000)

3. Compile a background file.
 - a. This needs to contain copies of:
 - i. All statutory notice served prior to the Council carrying out the necessary works in default together with the details as to how the notices were served
 - ii. The record of service of notice form
 - iii. The work instructions to the contractor for the work to be carried out
 - iv. All invoices from the contactors along with breakdown of labour and material charges
 - b. These documents are filed in reference number, together with an account summary sheet which shows what is in the file, the notice number and the amount of financial charge, excluding interest, in each case.
 - c. Also in the file are copies of any ownership details, local land charge details and any correspondence sent or received relevant to the property.

4. The Enforced Sales Group (NIPD, Finance, Legal Officers) should now agree whether or not to develop the process further.

5. Re-service of notices.
 - a. All the notices originally served and notices of demand for payment are re-served on the property (with covering letter - Appendix 1). This will ensure that an owner or interested party is made aware of the debt and also ensures that there is adequate evidence available. Notices will be served by the following methods:
 - i. One must be served on the listed owner or owners by first class post, or by hand, or by affixing it to the property and
 - ii. One must be posted to any other address(es) shown on the Land Registry and to any other interested party of which the Council is aware.

- iii. Copies must be stamped and signed by the serving officer.
 - iv. A 'Record of Service of Notice' form must be completed for each by the serving officer.
 - v. A photograph must be taken as evidence of any notices affixed to the property and weekly visits should be made in order to replace any notices that have been torn down.
 - b. Also at this point any notices needed to be served under section 81A Environmental Protection Act 1990 are served (see Appendix 2 for sample 81A).
6. Section 103 notice.
- a. After a period of 28 days if no appeal (as to the Section 81A notice) or payment is made, a notice pursuant to Section 103 of the Law of Property Act 1925 is then served. This notice gives the owner three months to repay the debt.
 - b. The property cannot be sold until the Section 103 notice has expired, but during this time the procedure is progressed through the various stages as far as possible.
 - c. The Section 103 Notices are divided into 2 categories:
 - i. Where notices pursuant to Environmental Protection Act 1990 have been served (see Appendix 3).
 - ii. Where no notices pursuant to Environmental Protection Act 1990 have been served (see appendix 4).
 - d. When serving the notices, a photograph is taken of the property and copies of all the notices served and confirmation of the method of service are attached to the property file and onto the Flare database.
7. Authorisation
- a. Following the expiry of the 3 month period a check needs to be made with the Debt Recovery Team to ascertain whether or not the debt has been paid.
 - b. If the debt has not been paid the officer must review the case with the Section Manager. The review should include consideration of whether the property should be sold to a preferred owner or whether it should be sold at auction.
 - c. If following this review, it is decided that the Enforced Sales Procedure should be followed to its conclusion, the Officer / Section Manager must prepare an authorisation form which, together with the background file, is passed to the Director of Neighbourhoods and Investment Programmes for authorisation under delegated powers (this authority is delegated to Cabinet Member Regeneration by resolution of the Council approval to this Procedure).
 - d. Authorisation and file returned to Case Officer.
6. The Solicitor / Debt Recovery Team is instructed
- a. A copy of the authorisation and the file are then forwarded to the appropriate Debt Recovery Team / Legal Team.
 - b. The Legal team are responsible at this stage to send an instruction to the Debt Recovery Team to:

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- i. Suspend all legal action regarding the debt
- ii. Check the account numbers of the outstanding debts to make sure no payments have been received to date.
- c. Case Officers should continue to make on-going checks at weekly intervals in order to ensure no re-payment has been made.

Solicitors role when the property is registered at Land Registry

7. Check the charges
 - a. Upon receipt of the file from the NIPD Case Officer, go through the Works in Default file and make a list of all the charges. A check then needs to be carried out to find out which charges are still outstanding.
 - b. This is done as there are many ways debts can be paid and there is little point in undertaking work where a charge has been repaid.
 - c. Checks should also be made that the statutory notices have been correctly served.
8. Write to all interested parties
 - a. If charges are still outstanding a letter (see appendix 7) is sent to all persons on the register who have an interest in the property advising them of the position. This will include others who have a charge registered against the property.
 - b. The letter must be copied to the Case Officer for information, who must take a photograph of any notices affixed to the property and carry out weekly visits in order to replace any notices that may have been torn down.
 - c. This letter gives the owner and any other interested parties fair notice of the steps the Local Authority proposes to take. It is accepted that in most cases the whereabouts of the owner will be unknown. Even so a letter addressed to the property and any other address(es) is sent in an attempt to notify the owner. Every attempt is made to give such persons notice of the local Authorities proposals and ample opportunity to repay the debt.
 - d. A period of 21 / 28 days is allowed for the persons served to respond.
9. Registration of charge (this may alter depending on the reaction received from Land Reg – this procedure is one currently used by Manchester with the Lytham District Land Reg)
 - a. If there is no response to the letter and no debts have been repaid then a charge must now be registered with the Land Registry.
 - b. A resolution for the relevant charge(s) must be prepared and be sealed by the Council (see appendix 8). This must record:
 - i. The statutory provisions
 - ii. The service of the necessary notices
 - iii. What work was done and when
 - iv. The registration of the charge in the register of local land charges and claims priority over all estates and interests

- v. A certificate made by the council that it has all the necessary rights and powers to make the application for registration of the charges and that it has taken all appropriate steps in accordance with the relevant statute.
 - c. An application (form AP1) (see Appendix 9 for sample copy) must be prepared for registration of the charge. The current registration fee is £40 per charge provided each charge does not exceed £100,000. (in practice it is only necessary to register a single charge and there may be benefit in so doing since there is a cost of £40 per charge registered. On the other hand, if the owner elects to repay the debt, then he is only bound to pay the charge that has been registered)
 - d. Form SC (see appendix 10 for sample copy) must also be completed in order to claim priority in favour of the council's charge over any existing charge registered against the title.
 - e. The completed application must be sent to Land Registry. This comprises of:
 - i. A covering letter (see appendix 11)
 - ii. The sealed and dated resolutions together with a certified copy of each resolution
 - iii. The land/charge certificate or copies of the correspondence requesting the same
 - iv. Completed form SC
 - f. Confirmation of the application must be provided to the Housing Officer.
10. The charges are registered
- a. Notification of completion of the registration is received from Land Registry on completion of the registration – arrangements are then made for the sale of the property.
 - b. At this point:
 - i. A check is made that the charges have not been paid
 - ii. The Case Officer must be informed of the registration and must be asked whether the property is to be sold at auction or to a preferred purchaser.
 - c. Letters are then sent to the owners and interested parties advising them that the Council's charges are registered and it is the Council's intention to pursue a sale of the property (see appendix 12). This gives the owner and interested parties notice of the Council's intentions so that they cannot claim steps were not taken to notify them.
 - d. The letter must be copied to the Case Officer for information and they must take a photograph as evidence of any notices affixed to the property and weekly visits should be made in order to replace any notices that have been torn down.

Solicitors role when the property is NOT registered at Land Registry

11. Check the charges
- a. Upon receipt of the file from the (NIPD) case officer, go through the Works in Default file and make a list of all the charges. A check then needs to be carried out to find out which charges are still outstanding.

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- b. This is done as there are many ways debts can be paid and there is little point in undertaking work where a charge has been repaid.
 - c. Checks should also be made that the statutory notices have been correctly served.
12. Check that the property is not registered
- a. A search of the index map must be undertaken at the Land Registry to ensure that the property is not registered. The search must also include the adjoining properties. This might reveal what incumbrances affect the property and also the extent/limits of the title of the property in question.
 - b. The extent of the property bound by the charge and that can be sold is ascertained by applying the facts to each case, and the particular statutory provisions that have given rise to the Local Land Charge. The position is clear in the case of Charges which arise under the following legislation. Thus, enforced sales should be able to proceed in these cases:
 - i. Public Health Act 1936, Section 291
 - ii. Prevention of Damage by Pests Act 1949
 - iii. Building Act 1984, Section 107
13. Try to ascertain what incumbrances affect the property
- a. Using any information found during this investigation and any information available as to the name(s) of the owner, the purported owner or any other interested party, a Land Charges Act 1972 search must then be carried out against the name of any such person(s) and the property concerned. This may produce clues as to incumbrances affecting the property e.g. easements, covenants and charges.
 - i. Note: where the statutory charge binds all the estates and interests in the property, any registered charges will be of little significance, other than for the purpose of giving notice to any chargee as to the council's intentions. HOWEVER, where this is not the case, then it would probably be inadvisable to proceed unless it is certain that there are no prior charges and that the statutory charge binds the freehold or a long lease.
 - ii. As stated above, if any of the adjoining properties are registered, it may be possible to ascertain what incumbrances affect the same. This may give a purchaser some clues as to the matters affecting the property and make the property more marketable. The alternative is that no such steps are taken and the purchaser is made aware, via the contract terms, that such is the case. In both cases though, the contract for sale will need to contain special conditions covering the position.
14. Write to all interested parties
- a. If the searches provide any information as to the identity or whereabouts of the owner(s) or other interested parties, or such information is already available, a letter is now sent to all persons having an interest in the property in order to advise them of the position see appendixes 6 & 7). This will include others who have a charge registered against the property. The owners copy must be:

- i. Delivered to the Owner or Owners by post, or by hand or should be affixed to the property and
 - ii. Must be posted to any other address(es) shown on the Land Registry.
 - b. The letter must be copied to the Case Officer for information, who must take a photograph of any notices affixed to the property and carry out weekly visits in order to replace any notices that may have been torn down.
- 15. Enquiries are completed
 - a. If either:
 - i. No information is found as to the identity or whereabouts of the owner(s) or other interested parties or
 - ii. There is not reply within 21 days to the letter above

The property is put forward for sale. The contract for sale will need to contain special conditions.

Selling the empty property – Valuation/Property Services

- 16. Methods of selling the empty property
 - a. Once the Director of Neighbourhoods and Investment Programmes has been advised that the charges have been registered against the title and/or that the property can be put forward for sale, the Director considers how the sale is to be effected and instructs the relevant Head of Valuations and Property Services accordingly. Other than where there is particular justification, sale at auction will be the preferred option.
 - b. If choosing sale by private treaty to a preferred purchaser then commission two independent valuations of the property and have the Council's surveyor to vet the valuations to determine the sale price. Sales to a preferred purchaser should require approval to be obtained from the appropriate Cabinet Member.
 - c. Whatever the method of sale a valuation is undertaken by the local authority's surveyor.
- 17. Contract
 - a. For a registered property the contract for sale will be the same as any contract for sale by a mortgagee.
 - b. In the case of an unregistered property there will probably be no deeds or details of any incumbrances affecting the property and the contract for sale need to reflect this.
 - i. In such cases the form of the resolution prepared in respect or registered land is incorporated into the contract as a recital (see eg in appendix 13 for form of suggested special conditions of sale).
 - ii. On completion of the sale the Land Registry require the Council to provide a letter containing a certification by the Council that it has all the necessary rights and powers to dispose of the property and that it has taken all appropriate steps in accordance with the relevant statute (appendix 14).

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- iii. It will be necessary to make the purchaser's solicitor aware that the letter must be submitted with their client's application for first registration.
- iv. As far as the incumbrances are concerned, the Land Registry will probably make a 'protective entry' on the register to the effect that the property is subject to such incumbrances as affect the same at the date of the registration, no details having been provided on first registration.

18. Title

- a. Where the title deeds have not been recovered the following should be borne in mind:
 - i. Registered titles: copies can be obtained of the documents referred to on the title from the Land Registry. Where they are not available, include an appropriate clause in the contract to cover the position.
 - ii. Unregistered titles: There will probably be no deeds or details of the incumbrances affecting the property.

19. Check charges

- a. Immediately prior to auction/exchange of contracts a further check is made to ascertain whether the charges have been repaid.

20. Post sale

- a. The post sale procedure is to be generally the same as that for a normal sale.
- b. The following deductions will be made from the proceeds of the sale:
 - i. Any auctioneer's fee
 - ii. The legal fee
 - iii. The surveyor's fee
 - iv. NIP Departments administration fee
 - v. The outstanding chargesThese sums will be processed in the same manner as for a normal sale.
- c. If the debts are greater than the proceeds of sale, consider whether the fees are to have first call on the proceeds or not. The auctioneer's fees will have to be paid in any event and the other fees should also have first call on the proceeds. Any remaining debt is taken of the property and placed against the former owner as a personal debt, to be pursued in the normal manner if economically viable.
- d. If any balance remains from the proceeds of the sale and the whereabouts of the owner/the person first entitled is known, then the balance is paid in the normal way.
- e. If, as is most likely, the owner's whereabouts are not known, then the balance must be paid into an interest bearing account. If no claim is then made within a period of 12 years, the money reverts to the Council.

Neighbourhoods and Investment Programmes Department

Magdalen House
30 Trinity Road
Bootle
Merseyside L20 3NJ

Date:
Our Ref:
Your Ref:

Please contact:
Contact Number: 0151 934 4712
Fax No: 0151 394 4276
e-mail:

Dear,

Property Address:
Subject:

I am writing to as our records show/suggest that you have an interest in the above vacant property.

On the dates shown below notices were served upon you requiring you to undertake work in order to remedy unsatisfactory circumstances. Because you did not comply with the Notice, the Council arranged for the work to be carried out in default once it had expired. The cost of the work totals £--- excluding interest. This is now a debt which you owe the City Council and one which comprises a local land charge attached to the property.

Date of Notice	Legislation	Date of Work	Amount

Please note that, should you fail to settle these outstanding debts, or contact the Council within 28 days to discuss this matter, the Council may serve on you a Notice under Section 103 (1) of the Law of Property Act 1925 which would advise you of its intention to sell the above property or some part of such property.

Please also note that the Council will exercise its right to charge interest at a rate of not more than 2% above the current Bank of England base rate, on any sums that are owed to it. For any works where a Section 81a Notice applies, interest will run from the date of service of such Notice; in all other cases, interest will run from the date of service of the aforementioned Section 103 (1) Notice should it be necessary to serve such Notice.

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**Minicom: 0151 934
4657**



Please be advised that you should contact the Officer named at the top of this letter, as my Finance Department will not take payment without my authorisation from that named officer.

This letter has been sent to all those who have, or appear to have, an interest in the above property.

Yours faithfully,

METROPOLITAN BOROUGH OF SEFTON**ENVIRONMENTAL PROTECTION ACT 1990, SECTION 81A**

To: «nadname»
 «nadaddr2»
 «nadaddr3»
 «nadaddr5»

On (date) the Council served on you a Notice under Section 80 of the Environmental Protection Act 1990 ('the Act') requiring the execution of certain works and the taking of such other steps in relation to the above property to abate the nuisance or prohibit or restrict its occurrence or recurrence arising from the defective state of such property.

You failed to comply with such Notice and the Council, in default, carried out such works and took such steps as aforesaid at a total cost to the Council of (£). This is the sum recoverable by the Council pursuant to Section 81(4) of the Act in respect of the above Notice and this Notice is given pursuant to Section 81A of the Act.

I am required by Subsection 81A(2) of the Act to advise you that, pursuant to Subsection 81A(1) thereof, where any expenses are recoverable under Section 81(4) of the Act from a person who is the owner of the premises there mentioned and the local authority serves a Notice on him under Section 81A of the Act (pursuant to which this Notice is given):

- (a) the expenses shall carry interest, at such reasonable rate as the local authority may determine, from the date of service of the Notice until the whole amount is paid, and
- (b) subject to the provision of Section 81A of the Act, the expenses and accrued interest shall be a charge on the premises.

The rate of interest payable is determined by the Council as referred to in (a) above and varies from time to time.

I am further required to advise you of the provisions of Subsections 81A(4) to (6) of the Act which are as follows:

- (4) Subject to any Order under Subsection (7)(b) or (c) below, the amount of any expenses specified in a Notice under this Section and the accrued interest shall be a charge on the premises:
 - (a) as from the end of the period of 21 days beginning with the date of service of the Notice, or
 - (b) where an appeal is brought under Subsection (6) below, as from the final determination of the appeal, until the expenses and interest are recovered.
- (5) for the purposes of Subsection (4) above, the withdrawal of an appeal has the same effect as a final determination of the appeal.
- (6) a person served with a Notice of copy of a Notice under this Section may appeal against the Notice to the County Court within a period of 21 days beginning with the date of service.

If you are in any doubt as to the effect of this Notice, you should take legal advice.

Dated _____ Signed _____

Environmental Health Officer

Environmental Protection Department

«offadd1»
 «offadd2»
 «offadd3»
 «offadd5»

SEFTON METROPOLITAN BOROUGH COUNCIL

**NOTICE UNDER SECTION 103 (1) OF THE LAW OF PROPERTY ACT 1925/ LETTER
BEFORE ACTION (WHERE ENVIRONMENTAL PROTECTION ACT APPLIES)
RELATING TO:**

On the _____, the Council served on you Notice under Section 80 of the Environmental Protection Act 1990 ("the Act") requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ _____.

This is now a debt that is due to Sefton Metropolitan Borough Council as well as a Local Land Charge attaching to the above property. Also, interest is now accruing on such amount at the current statutory rate.

On the date the Council gave you Notice under Section 81A of the Act and the period of 21 days referred to in Subsections 81A (4) (a) and (6) having elapsed and no appeal against that Notice having been made pursuant to the said Subsection 81A (6) then by virtue of the provisions of Subsection 81A (4) of the Act:

1. The expenses incurred by the Council as referred to above and the accrued interest have become a charge on the above property and
2. The Council has for the purpose of enforcing the said charge by virtue of Subsection 81A (8) of the Act all the same powers and remedies under the Law of Property Act 1925, and otherwise, as if it were a mortgagee by deed having powers of sale and lease, of accepting surrenders of leases and of appointing a receiver.

The Council now requires you to pay to it immediately the above amount with the interest owing in respect of it on the date of payment. If you do not pay the amounts due, the Council, without further Notice, can:

- (1) If the debt is not paid within 28 days from the service of this Notice commence proceedings in the County Court for the recovery of the debt or
- (2) If the debt is not paid within three months from the date of service of this Notice sell the above property or some part of such property.

Please note that the Council is legally obliged to give you Notice pursuant to Section 103 (1) of the Law of Property Act 1925 if it chooses the option in point (2) above and this letter constitutes such a Notice.

I would remind you that once again you are required to settle the amounts due to the Local Authority and it is important that you contact me within 28 days to advise me how you intend to proceed.

Please note that you must only attempt to settle this matter after contacting me, as my Finance Department will not take payment without my authorisation and you may incur extra charges through the delay.

If you are in doubt as to the effect of this Notice you should take legal advice.

SEFTON METROPOLITAN BOROUGH COUNCIL

NOTICE UNDER SECTION 103 (1) OF THE LAW OF PROPERTY ACT 1925/ LETTER BEFORE ACTION (WHERE ENVIRONMENTAL PROTECTION ACT DOES NOT APPLY) RELATING TO:

On the _____, the Council served on you Notice under the provision of [] requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ _____.

On the _____, the Council served on you Notice under the provision of [] as above requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ _____.

On the _____, the Council served on you Notice under the provision of [] as above requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ _____.

On the _____, the Council served on you Notice under the provision of [] as above requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ _____.

On the _____, the Council served on you Notice under the provision of [] as above requiring you to carry out certain works to the above property. You failed to comply with such Notice and the Council, in default, carried out such works at a total cost to the Council of £ _____.

These are now debts that are due to Sefton Metropolitan Borough Council as well as Local Land Charges attaching to the above property. Also, interest is now accruing on such amount at the current statutory rate.

By virtue of the above statute(s), the debts due to the Council have, from the date of completion of the said works, taken effect, until recovered, as charges on the above property and the Council has all the same powers and remedies under the Law of Property Act 1925 and otherwise, as if it was a mortgagee by deed having powers of sale and lease, of accepting surrenders of leases and of appointing a receiver.

The Council now requires you to pay to it immediately the above amount with the interest owing in respect of it on the date of payment. If you do not pay the amounts due, the Council, without further Notice, can:

- (3) If the debt is not paid within 28 days from the service of this Notice commence proceedings in the County Court for the recovery of the debt or
- (4) If the debt is not paid within three months from the date of service of this Notice sell the above property or some part of such property.

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Please note that the Council is legally obliged to give you Notice pursuant to Section 103 (1) of the Law of Property Act 1925 if it chooses the option in point (2) above and this letter constitutes such a Notice.

I would remind you that once again you are required to settle the amounts due to the Local Authority and it is important that you contact me within 28 days to advise me how you intend to proceed.

Please note that you must only attempt to settle this matter after contacting me, as my Finance Department will not take payment without my authorisation and you may incur extra charges through the delay.

If you are in doubt as to the effect of this Notice you should take legal advice.

BUILDING ACT 1984

Property Address:

Sefton Metropolitan Borough

1. **WHEREAS** Sefton Metropolitan Borough Council ('the Council') is a 'local authority' within the meaning of S.126 of the Building Act 1984 ('the Act').
2. **AND WHEREAS** a local authority, if it considers that any premises are in such a state as to be prejudicial to health or a nuisance, and unreasonable delay in remedying that defective state would be occasioned by following the procedure prescribed by S.80 of the Environmental Protection Act 1980 may, under S.76 of the Act, serve notice on the owner or occupier of those premises stating that the local authority intend to remedy the defective state and may do so, subject to there being no counter-notice served by the owner or occupier.
3. **AND WHEREAS** a notice under Section 76 of the Act is to be served in accordance with Section 94 of the Act.
4. **AND WHEREAS** the expense of such works may, by virtue of Subsection (12) of S.76 of the Act, be recovered from the owner or occupier of the premises and such expense plus interest thereon, by virtue of S.107 of the Act, from the date of completion of the works shall, until recovered, be a charge upon the premises and all estates and interests in them and gives a local authority, for the purposes of enforcing such a charge, all the powers and remedies under the law of Property Act 1925 and otherwise as if they were mortgagees by deed.
5. **AND WHEREAS** such charge is, by virtue of S.1(1)(a) of the Local Land Charges Act 1975, registerable as a local land charge.
6. **AND WHEREAS** under S.7 of the Local Land Charges Act 1975 a local land charge falling within the aforementioned S.1(1)(a) takes effect as if it had been created by deed of charge by way of legal mortgage within the meaning of the Law of Property Act 1925, but without prejudice to the priority of the charge.
7. **AND WHEREAS S.101** of the Law of Property Act 1925 provides that a mortgagee by deed shall have inter alia the power of sale of the property so mortgaged.
8. **AND WHEREAS** pursuant to a notice dated [] the Council gave notice to the owner or owners of the property known as [] ('the Premises') under Section 76 of the Act by serving the notice in accordance with Section 94 of the Act by

ALTERNATIVE 1 addressing the notice to [] and delivering it to that person **and/or**

ALTERNATIVE 2 addressing the notice to [] and leaving it or sending it in a prepaid letter addressed to that person at [] being the usual or last known residence of that person **and/or**

ALTERNATIVE 3 addressing the n
Limited] at [] secretary of Clerk of []
registered or principal office of []

Agenda Item 24

Limited] and delivering it or sending it in a prepaid letter to that address **and/or**

ALTERNATIVE 4 (it not being practicable after reasonable inquiry having been made to ascertain the name and address of the person to or on whom the notice should be given or served) addressing the notice to the owner or owners of the Premises (naming the Premises) and either delivering it to some person on the Premises or (there being no person on the Premises to whom it can be delivered) affixing the notice or a copy of it to some conspicuous part of the Premises.

ALTERNATIVE 5 (the premises at the date such notice is given or served being unoccupied) addressing the notice to the owner or owners of the Premises (naming the premises) and affixing the notice or a copy of it to some conspicuous part of the premises stating that the Council intended to remedy the defective state of the Premises after the expiration of [] days from the date of service of the notice by carrying out the following works:[]

9. AND WHEREAS there being no counter-notice served upon the Council within the period prescribed by S.76 (3) of the Act, the Council executed the said works between the [date] and the [date] at a cost of the Council of £

10. AND WHEREAS on the [date] the Council registered the cost of the works in Part II of the Sefton Borough Local Land Charges Register as a specific financial charge against the Premises such charge attracting interest at such a rate from time to time applying.

11. AND WHEREAS pursuant to a notice dated [] the Council gave notice to the owner or owners of the property known as [] ('the premises') under Section 76 of the Act by serving the notice in accordance with Section 94 of the Act by

ALTERNATIVE 1 Addressing the notice to [] and delivering it to that person **and/or**

ALTERNATIVE 2 addressing the notice to [] and leaving it or sending it in a prepaid letter addressed to that person at [] being the usual or last known residence of that person **and/or**

ALTERNATIVE 3 addressing the notice to the Secretary of Clerk of [Limited] at [] being the registered or principal office of [Limited] and delivering it or sending it in a prepaid letter to that address **and/or**

ALTERNATIVE 4 (it not being practicable after reasonable inquiry having been made to ascertain the name and address of the person to or on whom the notice should be given or served) addressing the notice to the owner or owners of the Premises (naming the Premises) and either delivering it to some person on the Premises or (there being no person on the Premises to whom it can be delivered) affixing the notice or a copy of it to some conspicuous part of the premises.

ALTERNATIVE 5 (the premises at the date such notice is given or served being unoccupied) addressing the notice to the owner or owners of the Premises (naming the Premises) and affixing the notice or a copy of it to some conspicuous part of the Premises stating that the Council intended to remedy the defective state of the Premises after the expiration of [9] days from the date of service of the notice by carrying out the following works:

12. AND WHEREAS there being no counter-notice served upon the Council within the period prescribed by S.76(3) of the Act, the Council executed the said works between the [date] and the [date] at a cost to the Council of [£].

13. AND WHEREAS on the [date] the Council registered the cost of the works in Part II of Sefton Borough Local Land Charges Register as a specific financial charge against the Premises such charge attracting interest at such a rate from time to time applying.

14. AND WHEREAS the said monies continue to remain outstanding.

THE COUNCIL SEFTON METROPOLITAN BOROUGH COUNCIL being now desirous of exercising their aforementioned power of sale over the premises to recover the costs they have incurred in relation thereto,

1. HEREBY RESOLVES

- 1 (i) to make application to the District Land Registry for Lancashire and Merseyside under the Land Registration Act 1925 to register their charge against all titles subsisting in the Premises.
- 1 (ii) to claim affirm and avow in said application the binding nature of the Council's charge on all estates and interests in the Premises and the priority of the Council's charge over all existing and future charges affecting each and every title in the Premises (whether or not they be registered) such claims affirmations and avowals being supported by the decisions in Bristol Corporation –v- Virgin [1928] 2.K.B.622 and Paddington Borough Council –v- Finucane [1928] Ch567.
- 1. (iii) to affix the Council seal hereto.

2. HEREBY CERTIFIES to HM Land Registry

- 2 (i) as recited in paragraph 4 of this resolution the Act contains provisions conferring a charge on the Premises and on all estates and interests therein.
- 2 (ii) as further recited in paragraph 4 of this resolution the Act confers on the Council all the powers and remedies under the Law of Property Act 1925 and otherwise as if it is a mortgage by deed.
- 2 (iii) the Council has followed the procedure in the Act as to service of notices and the carrying out of the works.
- 2 (iv) the charge(s) for which an application for registration is made pursuant to 1 (i) above affects (s) the whole of the property known as { } and registered under title number(s) []
- 2 (v) as recited in paragraph(s) 10 and 13 of this resolution the charge (s) for which an application for registration is made to 1 (i) hereof was/were registered in

Agenda Item 24

Part 2 of the City of Manchester Register of Local Land Charges on the [] and the []

DATED this day of 20

THE COMMON SEAL OF SEFTON METROPOLITAN BOROUGH COUNCIL was hereunto affixed in pursuance of an Order of the Council of the said borough

**Neighbourhoods and
Investment Programmes
Department**

Magdalen House
30 Trinity Road
Bootle
Merseyside L20 3NJ

Date:
Our Ref:
Your Ref:

Please contact:
Contact Number: 0151 934 4712
Fax No: 0151 394 4276
e-mail:

Dear,

Re:
Address:

The Council has, pursuant to its statutory powers, carried out certain works to the above premises, the cost of which have been registered in Part 2 of the Register of Local Land Charges as financial charges. Notice(s) detailing the works and the costs have been served, together with Notices(s) of demand for payment of the amount(s) due to the Council in order to satisfy the requirements of Section 103(1) of the Law of Property Act 1925.

The Statutes pursuant to which the Council has carried out such works confer, in favour of the Council, a charge on the premises and all estates and interests therein and the Council has, for the purposes of enforcing the charge all the same powers and remedies under the Law of Property Act 1925, and otherwise as if it were a mortgagee by deed having powers of sale, of lease, of accepting surrenders of leases and of appointing a receiver.

The Council proposes, pursuant to its statutory powers, to register the said financial charges against the title to the above premises. Once the charge(s) have been registered, the Council may then sell the premises and apply the proceeds of sale towards the discharge of the debt. If, however, the debt is greater than the proceeds of sale received on any sale, the Council has the right to pursue you for any balance owing, if necessary by legal action.

I should therefore be grateful if you would make arrangements through me for the discharge of the outstanding debt or, if you are not prepared to do this, then please forward to me all the title deeds in your possession relating to the above property. If they are not in your possession, please let me know and advise me of the whereabouts of the deeds.



Minicom: 0151 934 4657



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Please note, if I hear nothing from you within 21 days from the date hereof, I will proceed to register the Council's charges against your title to the above premises.

If you wish to discuss this matter, please do not hesitate to contact me on the above details.

Yours faithfully,

Agenda Item 24

Neighbourhoods and Investment Programmes Department

Magdalen House
30 Trinity Road
Bootle
Merseyside L20 3NJ

Date:
Our Ref:
Your Ref:

Please contact:
Contact Number: 0151 934 4712
Fax No: 0151 394 4276
e-mail:

Dear,

Address:
Your Charge Dated:

I am aware from the contents of the registers of title number [], which relates to the above property, that you have a charge registered against the same. That charge is dated [] and the owner of the property is shown to be [].

The Council has, pursuant to its statutory powers, carried out certain works to the above property, the costs of which have been registered in Part 2 of the Register of Local Land Charges as financial charges.

The Statutes pursuant to which the Council has carried out such works confer, in favour of the Council, a charge on the premises and all estates and interests therein and the Council has, for the purposes of enforcing the charge all the same powers and remedies under the Law of Property Act 1925, and otherwise as if it were a mortgagee by deed having powers of sale, of lease, of accepting surrenders of leases and of appointing a receiver. The said statutes confer a priority on the Council's charge over your own charge and. Therefore, when registered, the Council will be the first chargee.

The Council proposes, pursuant to its statutory powers, to register the financial charges against the title to the above premises. Thereafter the Council may exercise its power of sale over the property and apply the proceeds of sale towards the discharge of the debt due to the Council.

If you wish to repay the outstanding debt due to the Council, I will provide details of the outstanding amounts. Otherwise, I should be grateful if you would forward to me all the title deeds and documents in your possession relating to the property.

If you do not have the deeds and documents in you possession, please let me know. I should be grateful if you were then able to let me know their whereabouts.



Minicom: 0151 934 4657

Env
The Environmental F

Bill Milburn,
ion Director
Page 303
Directorate
is part of the Regeneration



Agenda Item 24

If you wish to discuss this matter, please do not hesitate to contact me on the above details.

Yours faithfully,

Example of resolution – Section 76, Building Act 1984

PROPERTY:

BUILDING ACT 1984

SEFTON METROPOLITAN BOROUGH COUNCIL

1. Whereas Sefton Metropolitan Borough Council ('the Council') is a 'local authority' within the meaning of Section 126 of the Building Act 1984 ('the Act').
2. And whereas a local authority, if it considers that any premises are in such a state as to be prejudicial to health or a nuisance, and unreasonable delay in remedying that defective state would be occasioned by following the procedure prescribed by Section 80 of the Environmental Protection Act 1990 may, under Section 76 of the Act, serve Notice on the owner or occupier of those premises stating that the local authority intend to remedy the defective state and may do so, subject to there being no counter-notice served by the owner or occupier.
3. And whereas a notice under Section 76 of the Act is to be served in accordance with Section 94 of the Act.
4. And whereas the expense of such works may, by virtue of Subsection (2) of Section 76 of the Act, be recovered from the owner or occupier of the premises and such expense plus interest thereon, by virtue of Section 107 of the Act, from the date of completion of the works shall, until recovered, be a charge upon the premises and all estates and interests in them and gives a local authority for the purposes of enforcing such a charge, all the powers and remedies under the Law of Property Act 1925 and otherwise as if they were mortgagees by deed.
5. And whereas such charge is by virtue of Section 1(1)(a) of the Local Land Charges Act 1975, registerable as a Local Land Charge.
6. And whereas, under Section 7 of the Local Land Charges Act 1975, a local land charge falling within the aforementioned Section 1(1)(a) takes effect as if it had been created by deed of charge, by way of legal mortgage within the meaning of the Law of Property Act 1925, but without prejudice to the priority of the charge.
7. And whereas Section 101 of the Law of Property Act 1925 provides that a mortgagee by deed shall have inter alia the power of sale of the property so mortgaged.
8. And whereas pursuant to a notice dated [] the Council gave Notice to the owner or owners of the property known as [] ('the premises') under Section 76 of the Act by serving the Notice in accordance with Section 94 of the Act by -

ALTERNATIVE 1 addressing the Notice to [] and delivering it to that person **and/or**

ALTERNATIVE 2 addressing the Notice to [] and leaving it or sending it in a pre-paid letter addressed to that person at [] being the usual or last known residence of that person **and/or**

Agenda Item 24

ALTERNATIVE 3 addressing the Notice to the Secretary or Clerk of [] Limited] at [], being the registered or principal office of [] Limited] and delivering it or sending it in a pre-paid letter to that address **and/or**

ALTERNATIVE 4 (it not being practicable, after reasonable inquiry having been made, to ascertain the name and address of the person to or on whom the Notice should be given or served) addressing the Notice to the owner or owners of the premises (naming the premises) and either delivering it to some person on the premises or (there being no person on the premises to whom it can be delivered) affixing the Notice or a copy of it to some conspicuous part of the premises.

ALTERNATIVE 5 (the premises at the date such Notice is given or served being unoccupied) addressing the Notice to the owner or owners of the premises (naming the premises) and affixing the Notice or a copy of it to some conspicuous part of the premises stating that the Council intended to remedy the defective state of the premises after the expiration of [] days from the date of service of the Notice by carrying out the following works: [].

9. And whereas there being no counter-notice served upon the Council within the period prescribed by Section 76(3) of the Act, the Council executed the said works between the [date] and the [date] at a cost to the Council of £[].
10. And whereas on the [date] the Council registered the cost of the works in Part 11 of Sefton Council's Local Land Charges Register as a specific financial charge against the premises, such charge attracting interest at such a rate from time to time applying.
11. And whereas pursuant to a Notice dated [] the Council gave Notice to the owner or owners of the property known as [] ('the premises') under Section 76 of the Act by serving the Notice in accordance with Section 94 of the Act by

ALTERNATIVE 1 Addressing the Notice to [] and delivering it to that person **and/or**

ALTERNATIVE 2 Addressing the Notice to [] and leaving it or sending it in a pre-paid letter addressed to that person at [] being the usual or last known residence of that person **and/or**

ALTERNATIVE 3 addressing the Notice to the Secretary or Clerk of [] Limited] at [], being the registered or principal office of [] Limited] and delivering it or sending it in a pre-paid letter to that address **and/or**

ALTERNATIVE 4 (it not being practicable, after reasonable inquiry having been made, to ascertain the name and address of the person to or on whom the Notice should be given or served) addressing the Notice to the owner or owners of the premises (naming the premises) and either delivering it to some person on the premises or (there being no person on the premises to whom it can be delivered) affixing the Notice or a copy of it to some conspicuous part of the premises.

ALTERNATIVE 5 (the premises at the date such Notice is given or served being unoccupied) addressing the Notice to the owner or owners of the premises (naming the premises) and affixing the Notice or a copy of it to some conspicuous part of the

premises stating that the Council intended to remedy the defective state of the premises after the expiration of [] days from the date of service of the Notice by carrying out the following works: [].

12. And whereas there being no counter-notice served upon the Council within the period prescribed by Section 76(3) of the Act, the Council executed the said works between the [date] and the [date] at a cost to the Council of £.
13. And whereas on the [date] the Council registered the cost of the works in Part 11 of Sefton Council's Local Land Charges Register as a specific financial charge against the premises, such charge attracting interest at such a rate from time to time applying.
14. And whereas the said monies continue to remain outstanding.

METROPOLITAN BOROUGH OF SEFTON being now desirous of exercising their aforementioned power of sale over the premises to recover the costs they have incurred in relation thereto,

HEREBY RESOLVES

- 1(i) To make application to the District Land Registry for Lancashire and Greater Manchester under the Land Registration Act 1925 to register their charge against all titles subsisting in the premises
- 1(ii) To claim, affirm and avow in said application the binding nature of the Council's charge on all estates and interests in the premises and the priority of the Council's charge over all existing and future charges affecting each and every title in the premises (whether or not they be registered), such claims, affirmations and avowels being supported by the decisions in Bristol Corporation-v-Virgin [1928] 2.K.B.622 and Paddington Borough Council-v-Finucane [1928] Ch567.
- 1(iii) To affix the Council seal hereto.

HEREBY CERTIFIES TO HM LAND REGISTRY

- 2(i) As recited in paragraph 4 of this resolution, the Act contains provisions conferring a charge on the premises and on all estates and interests therein.
- 2(ii) As further recited in paragraph 4 of this resolution, the Act confers on the Council all the powers and remedies under the Law of Property Act 1925 and otherwise as if it is a mortgage by deed.
- 2(iii) The Council has followed the procedure in the Act as to service of Notices and the carrying out of the works.
- 2(iv) The charge(s) for which an application for registration is made pursuant to 1(i) above affect(s) the whole of the property known as [] and registered under title number(s) [].

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2(v) As recited in paragraphs 10 and 13 of this resolution, the charge(s) for which an application for registration is made pursuant to 1(i) hereof was/were registered in Part 2 of the Sefton Council Register of Local Land Charges on the [] and the []

Dated :

The COMMON SEAL of the
Metropolitan Borough of Sefton
was hereunto affixed in
pursuance of an Order of
the Council of the said Borough

Authorised Signatory:

*****OBTAIN FROM LAND REGISTRY*****
Sample Application for Registration
(Form AP1)
 *****OBTAIN FROM LAND REGISTRY*****

AP1

Application to
change the register

HM Land Registry

If you need more room than is provided for in a panel, use continuation sheet CS and staple to this form.

1. Administrative area(s) and postcode (if known) INSERT RELEVANT DETAILS																					
2. Title Number(s) INSERT ALL TITLE NUMBERS RELEVANT	Deposit No. (if any)																				
3. Application, Priority and Fees in priority order Nature of applications <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="text-align: right;">Value £</td> </tr> <tr> <td></td> <td style="text-align: right;">Not exceeding £100,000</td> </tr> <tr> <td>1. Registration of charge</td> <td style="text-align: right;">Fees paid</td> </tr> <tr> <td>2.</td> <td style="text-align: right;">£40</td> </tr> <tr> <td>3.</td> <td></td> </tr> <tr> <td>4.</td> <td></td> </tr> <tr> <td>5.</td> <td></td> </tr> <tr> <td>6.</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL £40</td> </tr> <tr> <td colspan="2"><i>Accompanying cheques or postal orders should be made payable to 'HM Land Registry'</i></td> </tr> </table>		Value £		Not exceeding £100,000	1. Registration of charge	Fees paid	2.	£40	3.		4.		5.		6.		TOTAL £40		<i>Accompanying cheques or postal orders should be made payable to 'HM Land Registry'</i>		FOR OFFICIAL USE ONLY Record of fees paid Particulars of under/over payments
	Value £																				
	Not exceeding £100,000																				
1. Registration of charge	Fees paid																				
2.	£40																				
3.																					
4.																					
5.																					
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4. Documents lodged with this form <table style="width: 100%; border-collapse: collapse;"> <tr> <td>1. Sealed Resolution(s)</td> <td>2. Cert. Copy Sealed Resolution(s)</td> <td>3.</td> </tr> <tr> <td>4.</td> <td>5.</td> <td>6.</td> </tr> <tr> <td>7.</td> <td>8.</td> <td>9.</td> </tr> <tr> <td>10.</td> <td>11.</td> <td>12.</td> </tr> <tr> <td>13.</td> <td>14.</td> <td>15.</td> </tr> </table>		1. Sealed Resolution(s)	2. Cert. Copy Sealed Resolution(s)	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.					
1. Sealed Resolution(s)	2. Cert. Copy Sealed Resolution(s)	3.																			
4.	5.	6.																			
7.	8.	9.																			
10.	11.	12.																			
13.	14.	15.																			
5. Application lodged by Land Registry Key No. COMPLETE REMAINDER OF FORM AS APPROPRIATE Name Address/DX No Referee	FOR OFFICIAL USE ONLY Codes Dealing Status																				
Telephone No.	Fax No.																				
6. Where the Registry is to deal with someone else The Registry will send any land/charge certificate to the person named in panel 5 above and will, if necessary, contact that Person. You can change this by placing 'X' against one or more of the statements and completing the details below. <input type="checkbox"/> Please send any land/charge certificate to the person shown below <input type="checkbox"/> Please raise any requisitions or queries with the person shown below <input type="checkbox"/> Please issue to the person shown below the following documents If you have placed 'X' against any statements above, complete the following name and address details Name: Address/DX No.																					
Reference	Telephone No.																				

*****OBTAIN FROM LAND REGISTRY*****
**Sample Application for Registration
 (Form SC)**
 *****OBTAIN FROM LAND REGISTRY*****

Application for noting the
**overriding priority of a
 statutory charge**

Land Registry

SC

*If this application is accompanied by either Form AP1 or FR!, you need not complete panels 6, 7 or 8.
 If you need more room than is provided for in a panel, use continuation sheet CS and attach to this form*

1. Administrative area and postcode if known			
2. Title number(s)			
3. If you already made this application by outline application , insert reference number:			
4. Property			
5. Application and fee <i>A fee calculator for all types of applications can be found on Land Registry's website at www.landregistry.gov.uk/fees</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Noting of priority of statutory charge</td> <td style="width: 40%; text-align: right;">Fee paid £</td> </tr> </table> Fee payment method: <i>Place 'X' in the appropriate box.</i> I wish to pay the appropriate fee payable under the current Land Registration Fee Order: <input type="checkbox"/> By cheque or postal order, amount £ made payable to 'Land Registry' <input type="checkbox"/> By Direct Debit under an authorised agreement with Land Registry	Noting of priority of statutory charge	Fee paid £	FOR OFFICIAL USE ONLY Record of fee Paid <hr/> Particulars of under/over payment <hr/> Fees debited £ <hr/> Reference number
Noting of priority of statutory charge	Fee paid £		
6. Documents lodged with this form <i>Number the documents in sequence: copies should also be numbered and listed as separate documents; alternatively you may prefer to use Form DL. If you supply the original documentation and a certified copy, we will assume that you request the return of the original, if a certified copy is not supplied, we may return the original document and it may be destroyed.</i>			
7. The applicant is: <i>Please provide the full name of the person applying for the noting of the overriding priority</i> The application has been lodged by: Land Registry Key No. (if appropriate) Name (if different from the applicant) Address/DX No. Reference E-mail Telephone no.	FOR OFFICIAL USE ONLY Codes Dealing Status		
Fax no.			

Sample Application for Registration (Form SC) continued

<p>8. Where the registry is to deal with someone else <i>We shall deal only with the applicant, or the person lodging the application if different unless you place 'X' against one or more of the statements below and give the necessary details.</i></p> <p style="margin-left: 40px;">Send title information document to the person shown below</p> <p style="margin-left: 40px;">Raise any requisitions or queries with the person shown below</p> <p style="margin-left: 40px;">Return original documents lodged with this form (see note in panel 6) to the person shown below <i>If this applies only to certain documents, please specify</i></p> <p style="margin-left: 40px;">Name _____ Address/DX No. _____</p> <p style="margin-left: 40px;">Reference _____ E-mail _____</p>			
Telephone No. _____	Fax No. _____		
<p>9. Place 'X' in the appropriate box and complete as necessary</p> <p><input type="checkbox"/> I certify that the statutory charge is already registered as entry number _____ in the charges register</p> <p><input type="checkbox"/> I certify that the statutory charge has arisen and this is evidenced by:</p> <p style="margin-left: 40px;">A resolution dated [_____] made by the Applicant enclosed with the accompanying application for registration of the charge</p>			
<p>10. The applicant applies for an entry to be made on the register to show that the statutory charge referred to in panel 9 above has priority over the charge(s) shown in panel 11 below. The statutory charge has priority by virtue of: <i>Please state the provision, etc.</i></p> <p style="margin-left: 40px;">The statements contained in a resolution dated [_____] made by the Applicant enclosed with the accompanying application for registration of the charge</p>			
<p>11. Please identify the charge(s) over which priority is claimed: <i>If there are two or more charges of the same date to the same lender, you must clearly identify which charge(s) priority is claimed over by including a number or other identifier for the charge in the first column</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; text-align: center;"><u>Date of Charge</u></td> <td style="width: 40%; text-align: center;"><u>Lender</u></td> </tr> </table>		<u>Date of Charge</u>	<u>Lender</u>
<u>Date of Charge</u>	<u>Lender</u>		
<p>12. Signature of applicant or their conveyancer _____ Date _____</p>			

Agenda Item 24

Appendix 11 Letter to Land Registry in respect of unregistered property

Your ref:

Our ref:

Date:

The Chief Land Registrar,
Merseyside District Land Registry,
Birkenhead

Dear Sir,

Property:

I refer to the above property, which has today been transferred by the Council under the Enforced Sales Procedure.

In accordance with the procedure agreed with you I, on behalf of the Council and being duly authorised to DO so, hereby certify that:

1. as recited in clause [] of the Contract for Sale dated [] the Act (as referred to therein) contains provision conferring a charge on the Premises and on all estates and interests therein.
2. as further recited in clause [] of the said Contract for Sale the Act confers on the Council all the powers and remedies under the Law of Property Act 1925 and otherwise as if they were mortgagee by deed.
3. the Council has followed the procedure in the Act as to service of notices and the carrying out of the works.
4. the charge(s) pursuant to which the Council has disposed of the property affect(s) the whole of the property known as [] today disposed of by the Council.
5. as recited in clause [] of the Contract for Sale the charge(s) pursuant to which the Council has disposed of the property was/were registered in part 2 of the Register of Local Land Charges on the [].

Yours faithfully

Borough Solicitor.

Neighbourhoods and Investment Programmes Department

Magdalen House
30 Trinity Road
Bootle
Merseyside L20 3NJ

Date:
Our Ref:
Your Ref:

Please contact:
Contact Number: 0151 934 4712
Fax No: 0151 394 4276
e-mail:

Dear,

Re:
Address:

I refer to the above and my letter dated , requesting the Title Deeds and advising you of the Council's statutory powers in relation to the charges outstanding in respect of the above property.

In that letter, I advised you that the Council has the power to sell the above property, for the purpose of enforcing the charge and to deduct from the proceeds of sale the debts due to the Council.

The Council's charge has now been registered at HM Land Registry and it is now the Council's intention to market the property with a view to a sale thereof.

Yours faithfully,



Minicom: 0151 934 4657



INVESTOR IN PEOPLE

Suggested Special Conditions

Building Act 1984 (Section 76) Charge – Unregistered Property

Suggested Special Conditions

1. The Property

All that Property situate at and known as [] in the Metropolitan Borough of Sefton shown for identification purposes only edged on the attached plan.

2. Recitals

2.1 WHEREAS the Vendor is a 'local authority' within the meaning of S.126 of the Building Act 1984 ('the Act') and the steps taken by the Vendor as referred to in these recitals were taken in their capacity as a local authority within the meaning of the Act

2.2 AND WHEREAS a local authority, if it considers that any premises are in such a state as to be prejudicial to health or a nuisance, and unreasonable delay in remedying that defective state would be occasioned by following the procedure prescribed by S.80 of the Environmental Protection Act 1980, may under S.76 of the Act, serve notice on the owner or occupier of those premises stating that the local authority intend to remedy the defective state and may do so, subject to there being no counter-notice served by the owner or occupier.

2.3 AND WHEREAS a notice under Section 76 of the Act is to be served in accordance with Section 94 of the Act.

2.4 AND WHEREAS the expense of such works may, by virtue of Subsection (2) of S.76 of the Act, be recovered from the owner or occupier of the premises and such expense plus interest thereon, by virtue of S.107 of the Act, from the date of completion of the works shall, until recovered, be a charge upon the premises and all estates in them and gives a local authority, for the purpose of enforcing such a charge, all the powers and remedies under the Law of Property Act 1925 and otherwise as if they were mortgagees by deed.

2.5 AND WHEREAS such charge is, by virtue of S.1(1) (a) of the Local Land Charges Act 1975, registerable as a local land charge.

2.6 AND WHEREAS under S.7 of the Local Land Charges Act 1975 a local land charge falling within the aforementioned S.1 (1) (a) takes effect as if it had been created by deed of charge by way of legal mortgage within the meaning of the Law of Property Act 1925, but without prejudice to the priority of the charge.

2.7 AND WHEREAS S.101 of the Law of Property Act 1925 provides that a mortgagee by deed shall have inter alia the power of sale of the property so mortgaged.

2.8 AND WHEREAS pursuant to a notice dated [] the Vendor gave notice to the owner or owners of the Property (in these recitals described as 'the Premises') under Section 76 of the Act by serving the notice in accordance with Section 94 of the Act by

ALTERNATIVE 1 Addressing the notice to [] and delivering it to that person **and/or**

ALTERNATIVE 2 Addressing the notice to [] and leaving it or sending it in a prepaid letter addressed to that person at [] being the usual or last known residence of that person **and/or**

ALTERNATIVE 3 Addressing the notice to the Secretary or Clerk of [Limited] at [being the registered or principal office of [Limited] and delivering it or sending it in a prepaid letter to that address **and/or**

ALTERNATIVE 4 (It not being practicable after reasonable inquiry having been made to ascertain the name and address of the person to or on whom the notice should be given or served) addressing the notice to the owner or owners of the Premises (naming the Premises) and either delivering it to some person on the Premises or (there being no person on the Premises to whom it can be delivered) affixing the notice or a copy of it to some conspicuous part of the Premises.

ALTERNATIVE 5 (the Premises at the date such notice is given or served being unoccupied) addressing the notice to the owner or owners of the Premises (naming the Premises) and affixing the notice or a copy of it to some conspicuous part of the Premises stating that the Vendor intended to remedy the defective state of the Premises after the expiration of [9] days from the date of service of the notice by carrying out the following works:

2.9 AND WHEREAS there being no counter-notice served upon the Vendor within the period prescribed by S.76(3) of the Act, the Vendor executed the said works between the [] and the [] at a cost to the Vendor of [£].

2.10 AND WHEREAS on the [date] the Vendor registered the cost of the works in Part 11 of the Salford City Council Local Land Charges Register as a specific financial charge against the Premises, such charge attracting interest at such a rate from time to time applying.

2.11 AND WHEREAS the expenses incurred by the Vendor as referred to in Recital 2.9 have become a charge on the premises by virtue of Section 107 of the Act as more particularly referred to in Recital 2.4 and the said expenses continue to remain outstanding.

3 Title

3.1 The title to the property is unregistered and the Vendor does not have in its possession any of the title deeds or documents relating to the Property and the Purchaser shall raise no requisition thereon or objections thereto and shall not be entitled to postpone or delay completion as a result thereof.

3.2 The Vendor cannot produce an up-to-date receipt in respect of any yearly rent (if any) payable on the Property nor any other evidence that any such rent has been paid to date (and in which respect the Vendor shall not be liable for any arrears of such rent up to the date of Actual Completion and which liability the Purchaser will assume on Actual Completion) and the Purchaser shall raise no requisition nor be entitled to delay or postpone completion as a result thereof.

3.3 The Purchaser purchases with full knowledge of the fact that on first registration of the title to the Property at HM Land Registry the Chief Land Registrar will make an entry against such title on the following (or similar terms) and the Purchaser shall make no claim or demand against the Vendor in regard thereto:

“The Property is subject to such restrictive covenants and to such rent charges as may have been imposed thereon before [*this will be the date of application for first registration*] and are still subsisting and capable of taking effect”.

4 Possession

Vacant possession of the Property will be given to the Purchaser on Actual Completion.

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5 Covenants for Title

- 5.1** The Vendor is selling all of the estates and interests in the Property as are bound by the Charge(s) arising under Section 107 of the Building Act 1984 as referred to Recital 2.11 of these Special Conditions but freed and discharged from the said Charge(s).
- 5.2** Sections 1 to 9 of the Law of Property (Miscellaneous Provisions) Act 1994 shall not apply to this Agreement and the Transfer of the Property to the Purchaser ('the Transfer') and the Transfer shall contain the following provisions:
- 5.2.1** In consideration of £[naming the amount of the consideration] (receipt of which is acknowledged) the Vendor transfers the Property to the Purchaser
- 5.2.2** The parties agree and declare that the covenants by the Vendor implied by Sections 1 to 9 of the Law of Property (Miscellaneous Provisions) Act 1994 shall not apply to this transfer.

6 Matters affecting the Property

The property is sold subject to and (as the case may be) with the benefit of:

- 6.1** all rents rights exceptions and reservations and covenants and conditions provisions and agreements and declarations or otherwise as subsist and relate to the Property without any obligation or liability on the part of the Vendor (whether as a result of its inability to produce the title deeds or documents to the property or otherwise) to define or provide details of the same.
- 6.2** all Local Land Charges whether registered or not before or after the date hereof and all matters capable of being registered as such
- 6.3** all notices served and orders demands proposals or requirements made by any local or public authority whether before or after the date hereof
- 6.4** all actual or proposed orders directions notices charges restrictions conditions agreements or other matters arising under the town and country planning legislation and environmental law.
- 6.5** all covenants exceptions and reservations of whatever nature all rights of way water light air and other rights easements quasi easements liabilities and public or private rights whatever and to any liability to repair or contribute to the repair of sewers drains fences or other like matters as the Purchaser shall have notice of or shall be apparent on inspection of the Property.

7 Indemnity covenant by the Purchaser

The transfer will contain a covenant by the Purchaser with the Vendor that the Purchaser and its successors in title will henceforth observe and perform all such matters subject to which the property is expressed to be sold in Clause 6.1 of these Special Conditions the breach of which would or could expose the Vendor to liability (either direct or indirect) and will contain an indemnity by the Purchaser in favour of the Vendor against all actions proceedings costs claims and demands which may be made against the Vendor in connection with the breach non-performance or non-observance of the same.

8 Subsales

The Vendor will not be required to execute a Transfer of the property to any person other than the Purchaser and in one parcel and by one transfer.

9 General Conditions

- 9.1** 'The General Conditions' means the Standard Conditions of Sale (Fourth Edition)
- 9.2** The General Conditions are deemed to be incorporated herein so far as the same are applicable to a sale by private treaty and are not varied or inconsistent with these Special Conditions and the

'contract rate' will be four per cent (4%) per annum above the Base Rate for the time being of the Co-operative Bank plc.

9.3 The General Conditions are amended as follows:

- 9.3.1 Standard Conditions 2.2.5 and 2.2.6 shall not apply and the Deposit shall be paid to the Vendor's Solicitor as agent for the Vendor.
- 9.3.2 In Standard Condition 3.1.2 subclause (c) the words "and could not reasonably" shall be deleted
- 9.3.3 Standard Condition 3.4 shall not apply
- 9.3.4 Standard Condition 4.6.2 shall not apply
- 9.3.5 Standard Condition 5.1.1 shall not apply and the buyer assumes the risk when the contract is made
- 9.3.6 Standard Condition 5.1.2 shall not apply and the buyer must buy the Property in whatever physical state it is in at completion.

- 9.3.7 Standard Conditions 5.2.2 (b), 5.2.2 (e) and 5.2.2 (g) shall not apply
- 9.3.8 Standard Condition 5.2.3 shall not apply
- 9.3.9 Standard Condition 5.2.7 shall not apply
- 9.3.10 In Standard Condition 5.2.2 (f) the words "nor change its use and is to comply with all statutory obligations relating to the property and indemnify the seller against all liability arising as a result of any breach of such obligation" shall be added at the end
- 9.3.11 In Standard Condition 7.1.1 the words "or in negotiation leading to it" and "or was" shall be deleted
- 9.3.12 Standard Condition 7.3.2 shall be deleted and the following substituted:
 Compensation is calculated at the contract rate on all sums payable under the contract (other than pursuant to Standard Condition 6.3) for the period between the completion date and actual completion.

10 Non-merger

The contract will not merge in the Transfer on completion but will continue in full force and effect in relation to any matters outstanding at completion.

11 Condition of the Property

The Purchaser is deemed to have made a full and complete inspection of the Property and to have full knowledge and notice of the state of repair and condition thereof in all respects and the Purchaser shall make no claim or demand whatsoever against the Vendor in respect of any matter or thing arising out of or in connection with the state of repair and condition of the Property or any part thereof.

12 Transfer to take effect subject to General and Special Conditions

The transfer is to take effect as if the disposition is expressly made subject to all matters to which the Property is sold subject under the General Conditions and Special Conditions of sale.

13 Completion Date

The sale will be completed at the office of the Vendor's Solicitor before 2.30pm on []

14 Restriction on Assignment

This Agreement is personal to the Purchaser and shall not be capable of assignment.

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Appendix 14

Environmental Protection Department

Magdalen House
30 Trinity Road
Bootle
Merseyside L20 3NJ

Date:
Our Ref:
Your Ref:

Please contact:
Contact Number: 0151 934 4712
Fax No: 0151 394 4276
e-mail:

Dear,

Re:
Address:

I refer to the above property, which has today been transferred by the Council under the Enforced Sales Procedure.

In accordance with the procedure agreed with you, I on behalf of the Council and being duly authorised to do so, hereby certify that:

1. as recited in clause [] of the Contract for Sale dated [] the Act (as referred to therein) contains provision conferring a charge on the Premises and on all estates and interests therein.
2. as further recited in clause [] of the said Contract for Sale the Act confers on the Council all the powers and remedies under the Law of Property Act 1925 and otherwise as if they were mortgagee by deed.
3. the Council has followed the procedure in the Act as to service of notices and the carrying out of the works.
4. the charge(s) pursuant to which the Council has disposed of the property affect(s) the whole of the property known as [] today disposed of by the Council.
5. as recited in clause [] of the Contract for Sale the charge(s) pursuant to which the Council has disposed of the property was/were registered in part 2 of the Register of Local Land Charge

Yours faithfully,



Minicom: 0151 934 4657



Agenda Item 25

REPORT TO: Cabinet
Council

DATE: 15th April 2010
13th May 2010

SUBJECT: Delegation of Powers in respect of the Discretion to Grant Equity
Re-location Loans in the Housing Market Renewal Area

WARDS AFFECTED: Linacre, Derby, Netherton & Orrell, Church, Litherland

REPORT OF: Alan Lunt – Neighbourhoods and Investment Programmes
Director 0151 934 4580

CONTACT OFFICER: Alan Lunt – Neighbourhoods and Investment Programmes
Director 0151 934 4580

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To seek approval from Cabinet and Council to delegate powers and duties related to the provision of loans to facilitate re-housing as part of the Newheartlands Housing Market Renewal Programme

REASON WHY DECISION REQUIRED:

Authority to approve applications for loans to facilitate re-housing is delegated by the Newheartlands Pathfinder to a discretionary panel comprising of representatives of Liverpool City Council, Wirral Council and Sefton Metropolitan Borough Council. At present, there is no provision within the Council's constitution to delegate authority for such decision making to an external panel exercising its discretion to approve loans outside of the agreed policy parameters. Delegating Authority to approve such discretion to the Director responsible for Housing Market Renewal in Sefton will prevent the need to obtain discretionary approval from Cabinet from every decision that involves the use of the Council's Housing Market Renewal or Capital Programme resources in this regard.

RECOMMENDATION(S):

That Cabinet be requested to recommend to the Council that part 3 (Responsibility for Functions) of the constitution be amended by the addition of the following :-

REGENERATION

E : Housing Market Renewal Director

Power to deal with all matters relating to the provision of loans to facilitate re-housing as part of the Newheartlands Housing Market Renewal Programme

Subject to:

- 1) An approved budget for such financial assistance being available, and;

Agenda Item 25

2) Power to amend the criteria used when making awards of financial assistance provided that such decisions and the grounds for them are reported promptly to the Cabinet Member Regeneration.

KEY DECISION: No

FORWARD PLAN: No

IMPLEMENTATION DATE: Immediately following the expiry of the call in period for the minutes of the relevant meetings

ALTERNATIVE OPTIONS:

The council could leave all the decisions in relation to the approval of applications for these loans to the representatives of Liverpool City and Wirral Councils

These decisions could be made by a Cabinet Member being appointed on to the discretionary panel

If delegated authority is not provided, each approval will need to be reported to Cabinet.

IMPLICATIONS:

Budget/Policy Framework: None

Financial: The provision of loans has been approved as part of the Housing Market Renewal Financial Programme 2008-2010 and will form part of the approval for the 2010-2011 programme which will be presented to members at a future meeting of Cabinet. There are therefore, no financial implications involved in this report.

<u>CAPITAL EXPENDITURE</u>	2009 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal:	Provision of delegated authority requires the amendment of the Council's Constitution as there is no provision for the Council to fully perform its duties on the discretionary panel.
Risk Assessment:	No specific risk assessment has been carried out in respect of this matter as general programming issues are covered within the Departmental risk assessment
Asset Management:	N/A

CONSULTATION UNDERTAKEN/VIEWS

Legal Director
 Acting Finance Director (Internal Audit) FD 318 - The Acting Finance and Information Services Director has been consulted and has no comments on this report

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Creating Safe Communities	✓		
3	Jobs and Prosperity	✓		
4	Improving Health and Well-Being	✓		
5	Environmental Sustainability		✓	
6	Creating Inclusive Communities	✓		
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People		✓	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Report - Cabinet Member Regeneration – 7th September 2005 – 'Amendments to Sefton's Private Sector Housing Assistance Policy'

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1.0 Background

- 1.1 Within the Housing Market Renewal (HMR) programme, a budget has been set aside for the provision of equity loans to re-locating owner occupiers. The equity loans process developed by the Newheartlands HMR Pathfinder sets out clear criteria relating to eligibility and the level of financial assistance to be granted to enable owner occupiers to bridge the gap between the amount that they can raise and the cost of a new property.
- 1.2 The agreed Newheartlands policy allows for discretion in the award of loans in the case of appropriate unusual or special circumstances. As a result, during 2004, Newheartlands established a 'Discretionary Panel' to consider cases where this discretion might apply. This Panel may also make recommendations from time to time to the Monitoring and Steering Group established by NewHeartlands to change the criteria, where there are appropriate reasons to do so. The Panel includes officer representation from Liverpool, Wirral and Sefton Councils.
- 1.3 One of the criterion states that in order to be eligible for a loan, the new property must be located within the boundaries of the Pathfinder Authority awarding the loan. As part of an Internal Audit of the Housing Market Renewal Initiative (HMRI) undertaken in the autumn of 2009, the Auditor identified that two equity loans had been awarded by the Discretionary Panel to enable residents to purchase properties outside the borough. These awards were consequently outside of the approved criteria.
- 1.4 The report approved by Cabinet Member Regeneration on the 7th September 2005 contained the procedures to be followed and included the following statement:

"A Discretionary Panel consisting of a representative from NewHeartlands and the three local authorities has been established to consider cases that arise from owner occupiers that fall outside the criteria. The Panel will review the policies and procedures in the light of such cases and will recommend to the Monitoring and Steering Group changes to the criteria. Any owner occupier who is unhappy with the decision of the Discretionary Panel can appeal to a Appeals Panel whose decision will be final."
- 1.5 Elsewhere in the same report, it states:

"The new property must be located within the boundary of Sefton. There is discretion for the Local Authority to waive this criteria in special circumstances approved by the Cabinet Member/ Director".
- 1.6 In relation to the locations in which it is possible to purchase property with the assistance of such loans, the current (July 2009) Private Sector Housing Assistance Policy states:

Such Loans will normally be approved for the acquisition of a replacement home within the Sefton boundary or within the Newheartlands HMRI area. The Council has the discretion to waive this restriction in the event of special circumstances where the applicant needs to move elsewhere to provide care or live close to a carer.
- 1.7 This does not make clear who has the authority to exercise this discretion, and there is clearly scope for confusion in these statements. Indeed the second does not make clear where the delegation lies or whether there is a joint decision to be made. It is therefore necessary to clarify the matter.

- 1.8 As a practical matter, approval of equity loans following applications are generally required as a matter of urgency to ensure that the owner-occupiers concerned are able to proceed to agree terms for the house purchase they are making without unnecessary delay.
- 1.9 It is also appropriate that, where equity loans are being made in circumstances outside of the normal criteria, these decisions should be subject to an appropriate level of scrutiny. It is therefore recommended that such approvals are reported retrospectively for information to the Cabinet Member Regeneration. In addition any changes to the criteria to be applied generally which are approved by the Monitoring and Steering Group should be similarly reported. In this way, the awarding of equity loans can proceed without unnecessary delay, but with appropriate scrutiny and an opportunity for any concerns to be expressed.
- 1.10 An example of where such discretion may be applied is in the case of an individual who wishes to be re-housed outside of Sefton in order to be nearer to a relative for whom they are the main carer. Where there is clear evidence of such circumstances applying, it would be unreasonable to refuse such a request, in circumstances where the Council is removing their current home by compulsory means, whether or not it was outside of the normal policy provision.
- 1.11 The financial risks to the Authority are low as each equity loan is secured on the property purchased. Funding to provide equity loans is approved annually by Cabinet as part of the Housing Market Renewal programme.

2.0 Conclusion

- 2.1 Delegation of responsibility for approving discretionary equity loans to the Neighbourhoods and Investment Programmes Director will empower the Newheartlands Discretionary Panel to make effective decisions regarding the award of loans whilst ensuring effective governance by requiring loans granted utilising discretion to operate outside of the agreed policy, to be reported on an individual basis to Cabinet Member Regeneration.

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REPORT TO: Cabinet Member Regeneration
Cabinet

DATE: 14th April 2010
15th April 2010

SUBJECT: Compulsory Purchase Order and the purchase of new rights pursuant to Section 226(1)(a) of the Town and Country Planning Act 1990(as amended by section 99 and Schedule 9 of the Planning and Compulsory Purchase Act 2004) and Section 13 of the Local Government (Miscellaneous Provisions) Act 1976, of land and interests in the Bedford and Queens Road and Klondyke area of Bootle.

WARDS AFFECTED: Linacre & Litherland

REPORT OF: Alan Lunt – Neighbourhoods & Investment Programmes
Director
Andy Wallis - Planning and Economic Regeneration
Director

CONTACT OFFICER: Lee Payne – Programme Coordinator
0151 934 4842

EXEMPT/CONFIDENTIAL: No

PURPOSE/SUMMARY:

To update members on the change of title of the Compulsory Purchase Orders issued for Bedford Road/Queens Road Phase 3 and Klondyke Phase 1B as part of the Housing Market Renewal programme.

REASON WHY DECISION REQUIRED:

N/A

RECOMMENDATION(S):

That members note the contents of this report.

KEY DECISION:

No.

FORWARD PLAN:

Not appropriate

IMPLEMENTATION DATE:

Following the expiry of the call in period for the minutes of this meeting.

ALTERNATIVE OPTIONS:

N/A

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IMPLICATIONS:

Budget/Policy Framework:

Financial: There are no financial implications.

<u>CAPITAL EXPENDITURE</u>	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £	2013/ 2014 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: Not applicable.

Risk Assessment: Not applicable.

Asset Management: Not applicable.

CONSULTATION UNDERTAKEN/VIEWS

FD 364 - The Interim Head of Corporate Finance and Information Services has been consulted and has no comments on this report.

The views of the Council's Legal Advisor on this matter, Hill Dickinson, were taken into account.

The Interim Head of Corporate Legal Services has also been consulted in the preparation of this report.

CORPORATE OBJECTIVE MONITORING:

Corporate Objective		Positive Impact	Neutral Impact	Negative Impact
1	Creating a Learning Community		√	
2	Creating Safe Communities		√	
3	Jobs and Prosperity		√	
4	Improving Health and Well-Being		√	
5	Environmental Sustainability		√	
6	Creating Inclusive Communities		√	
7	Improving the Quality of Council Services and Strengthening local Democracy		√	
8	Children and Young People		√	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

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BACKGROUND:

1.0 Introduction

1.1 This report concerns the use by Sefton Metropolitan Borough Council of its compulsory purchase powers under section 226(1)(a) of the Town and Country Planning Act 1990 (as amended by Section 99 and Schedule 9 of the Planning and Compulsory Purchase Act 2004) and section 13 of the Local Government (Miscellaneous Provisions) Act 1976 to acquire property, land, interests, and new rights in the Bedford Road and Queens Road and Klondyke areas of Bootle.

1.2 On the 6th August 2009 Cabinet approved the issuing of CPO for the Bedford Road/Queens Road Phase 3 and Klondyke Phase 1B areas, and on the 11th February 2010 the CPOs were issued.

2.0 Change of CPO Title

2.1 Because the Cabinet approval to issue the CPOs was in 2009 and the date of issue of the order was in 2010 the formal name which the CPOs will be known by has now changed to the following:

- The Sefton Metropolitan Borough Council (Bedford Road/Queens Road, Bootle, Phase 3) Compulsory Purchase Order 2010
- The Sefton Metropolitan Borough Council (Klondyke, Bootle, Phase 1B) Compulsory Purchase Order 2010

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REPORT TO: Cabinet Member Regeneration
Cabinet

DATE: 14th April 2010
15th April 2010

SUBJECT: Former Peoples Showroom – Replacement for St John and St James Church, Klondyke.

WARDS AFFECTED: Derby

REPORT OF: Alan Lunt, Neighbourhoods and Investment Programmes Director

CONTACT OFFICER: Lee Payne, HMR Programme Co-ordinator
0151 934 4842
Allan Jones, Project Manager, 0151 934 4229

EXEMPT/CONFIDENTIAL: No.

PURPOSE/SUMMARY:

To seek authority to dispose of part of the former Peoples Showroom site to the Liverpool Diocesan Board of Finance, to develop a new place of worship and community facility.

To seek authority to use Housing Market Renewal funding to make a grant to the Liverpool Diocesan Board of Finance towards the community and landscape elements of the building.

REASON WHY DECISION REQUIRED:

Cabinet has delegated authority with regard to this matter.

RECOMMENDATION(S):

1. That Cabinet Member notes the report
2. That Cabinet:
 - (i) Approves the granting of a two year Development Lease to the Liverpool Diocesan Board of Finance (referred to in this report as 'the Church') for the former Peoples Showroom building, so that the building can be refurbished to use as a place of worship and community facility.
 - (ii) Delegates authority to the Neighbourhoods and Investment Programmes Director to agree the terms for the long-term disposal of the site to the Liverpool Diocesan Board of Finance, upon successful completion of the works under the Development Lease.
 - (iii) Approves the contribution of £200,000 from the housing Market Renewal Programme 2010/11 to the Liverpool Diocesan Board of Finance towards the cost of refurbishing the building for community use and associated landscaping, subject to a legal obligation on the church to provide the agreed level of funding for the project.

KEY DECISION: No

FORWARD PLAN: Not appropriate

IMPLEMENTATION DATE: Following the expiry of the Call in Period for the minutes of this meeting.

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ALTERNATIVE OPTIONS:

The present Church has become seriously dilapidated, and repeated investigations have deemed it too costly and impractical to repair. The congregation has now moved out and are presently worshipping in temporary accommodation. There are no alternative permanent re-location options in the area. The intention is for the existing Church to be demolished and re-developed by a private developer as part of ongoing Housing Market Renewal activity.

IMPLICATIONS:

Budget/Policy Framework:

Financial:

The funding required to deliver this project has been identified within the Housing Market Renewal programme for 2010/11.

<u>CAPITAL EXPENDITURE</u>	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £	2013/ 2014 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal:

None

Risk Assessment:

The key risk is that the Church will be unable to secure the necessary funding required for the project. However, disposal, and making of grants will be conditional on the Church providing the agreed level of funding for the project.

Asset Management:

This investment will provide a shared community facility to replace the one lost by the demolition of the current St John and St James Church building.

CONSULTATION UNDERTAKEN/VIEWS

FD363 - and the comment that the Interim Head of Corporate Finance and Information Services has been consulted and his comments have been incorporated into the report.

The Legal Services Director has also been consulted in the preparation of this report.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	✓		
2	Creating Safe Communities	✓		
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being	✓		
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities	✓		
7	Improving the Quality of Council Services and Strengthening local Democracy		✓	
8	Children and Young People	✓		
LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT				

Agenda Item 27

1.0 BACKGROUND

- 1.1 The present St John and St James Church building, Kirby Road, Orrell, lies within the Klondyke / Hawthorne Road Housing Market Renewal (HMR) intervention area. The Church building is seriously dilapidated and has been deemed too costly and impractical to repair.
- 1.2 The Housing Market Renewal team has been in discussions with the Church for some time to find an alternative location.
- 1.3 The site of the current Church has been earmarked for housing development as part of the housing market renewal programme. The current Church is located immediately adjacent to a successful development of 12 social rented houses that were developed by Riverside Housing Association and occupied in Spring 2007.
- 1.4 On the 30th September 2009 Cabinet Member Regeneration considered an update report on this project and authorised continuing discussions with St John and St James Church pending more detailed cost and budget information. Tenders have now been received and project costs confirmed.

2.0 Project Proposal

Overview

- 2.1 The former Peoples site is located in Bootle, adjacent to Linacre Lane and Hawthorne Road. The site is located in the Klondyke neighbourhood, immediate adjacent to the Klondyke Housing Market Renewal Intervention Area.
- 2.2 The former People's Showroom building is located in the north east of the site, adjacent to Linacre Lane. The Church has appointed architects to develop a refurbishment scheme that will utilise the existing building as a place of worship and community facility. A site plan is appended to this report at Appendix I.
- 2.3 Due to the cost of the original design exceeding the likely budget the Church has reviewed the scheme and now propose to refurbish the building in phases over time as funds become available.
- 2.4 The first phase, which will provisionally start in the June 2010, will provide a refurbished external envelope, ground floor accommodation and first floor structure, albeit with certain areas not fitted out, including the kitchen area. The design drawings for Phase 1 of the scheme are appended to this report at Appendix II, and the design drawings for Phase 2 of the scheme are appended to this report at Appendix III.
- 2.5 The proposed budget and costs contained in this report will realise Phase 1 of the scheme only. It is the Church's intention to raise funds for Phase 2 of the building, however this funding has yet to be secured and the Church are unable to provide details of how they propose to raise the funds.
- 2.6 Planning Consent for the refurbishment scheme was granted on the 16th September 2009 (S/2009/0555).

Existing Site Proposals

- 2.7 The Church has agreed to sell their current site to house builder McInerney Homes, with the proceeds of the sales being 'ring fenced' for use in Phase 1 of the refurbishment of the former People's Showroom building.
- 2.8 Originally, it was intended that the Council acquire the Church utilising Housing Market Renewal resources. Thus the involvement of a developer partner has secured a significant saving to the Council. This housing development will be Phase 2 of the successful Kirby Road

scheme with McInerney Homes acting as contractor and agreement having been reached with Riverside Housing Association to purchase the units for social rent.

Budget/Costs

2.9 The project costs for the Phase 1 refurbishment of the People's Showroom are as follows:

Refurbishment (ex VAT)	£650,000
Landscaping/External	£50,000
Fees	£55,000
VAT payable	£114,000
TOTAL	£869,000

2.10 The Church has secured the following funding towards the scheme:

Promise Appeal (building fund)	£185,000
Savings by using free temporary accommodation	£15,000
Sale of existing site to McInerney Homes	£270,000
Sale of Church furnishings	£7,000
TOTAL	£477,000

2.11 The Church is confident of finding the following funding towards the scheme (*note: funding not yet secured*):

Money raised from the congregation	£50,000
Maximum loan guaranteed & underwritten by Liverpool Diocesan Board of Finance	£100,000
Grant funding from charities and trusts	£30,000
TOTAL	£180,000

2.12 Housing Market Renewal has provisionally agreed the following grants toward community facilities in the building:

Grant towards the cost of refurbishing the building for community use	£150,000
Grant towards the cost of external landscaping area	£50,000
TOTAL	£200,000

2.13 Should the Church be successful in assembling the remaining elements of the budget, and should approval be given to make the HMR grant towards the scheme costs the total project budget would be **£857,000**. The Church is currently in discussions with their preferred contractor to close the budget gap (pt 2.9).

Disposal

2.14 Based upon a valuation carried out by Capita Symonds on behalf of the Council the open market value for the People Showroom site is £300,000.

2.15 It is proposed that upon the successful completion of the scheme, carried out under a Development Lease, the Council will dispose of the site either through a long lease or freehold transfer, with the detailed terms to be agreed by the Neighbourhoods and Investment Programmes Director. It is not anticipated that this will result in a receipt to the Council, effectively discounting the value as above.

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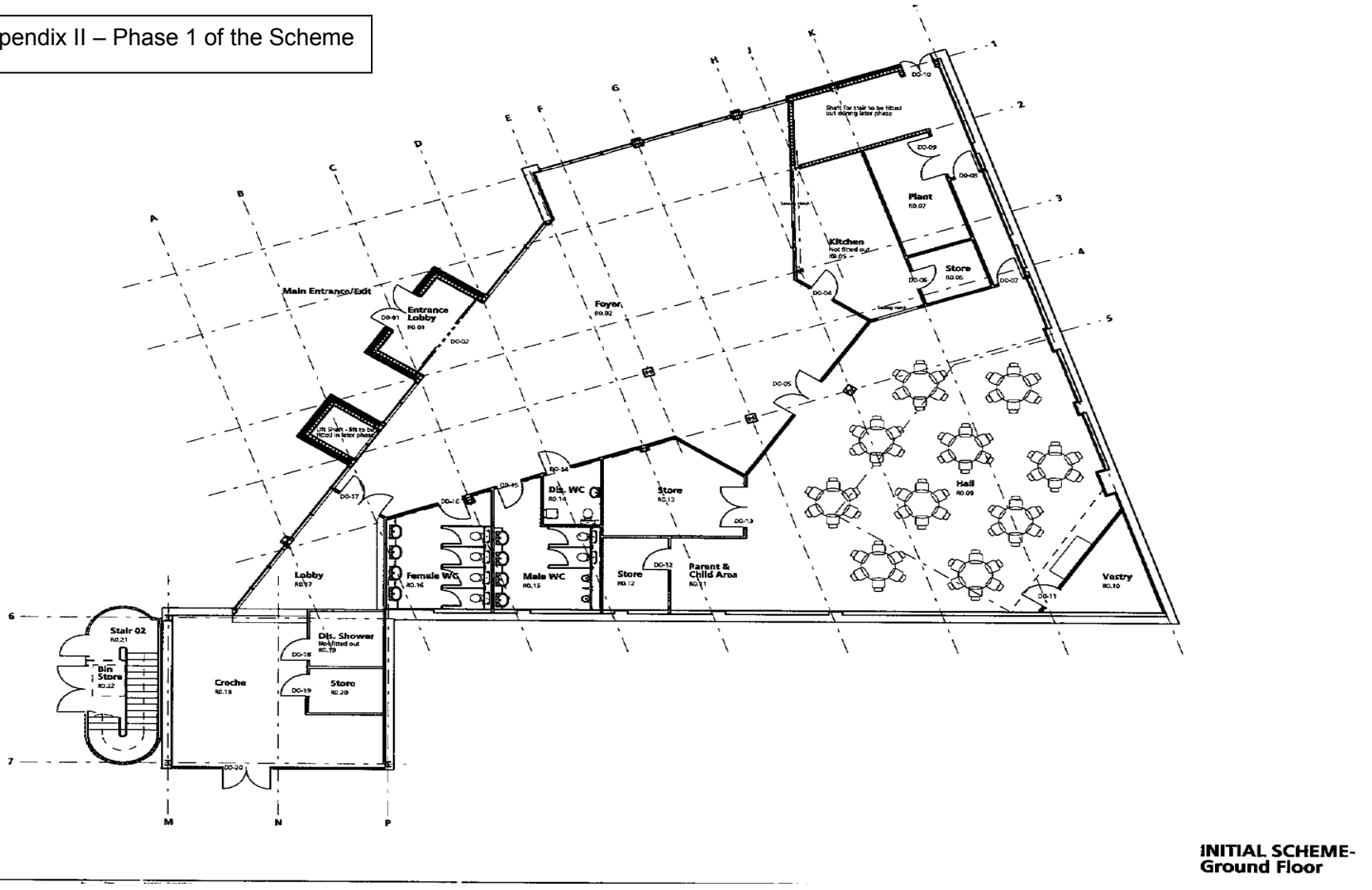
3.0 Community Use of the Proposed Building

- 3.1 The masterplan for the Klondyke area noted the lack of, and need for, community facilities in the area. This proposal is intended to meet that community need.
- 3.2 The Church has put forward proposals for community access to the building. A copy is appended to this report at Appendix IV.
- 3.3 The Church has confirmed that the list of activities currently accommodated by the church, and outlined in this document, would be able to be accommodated in the new building following completion of Phase 1 of the project.

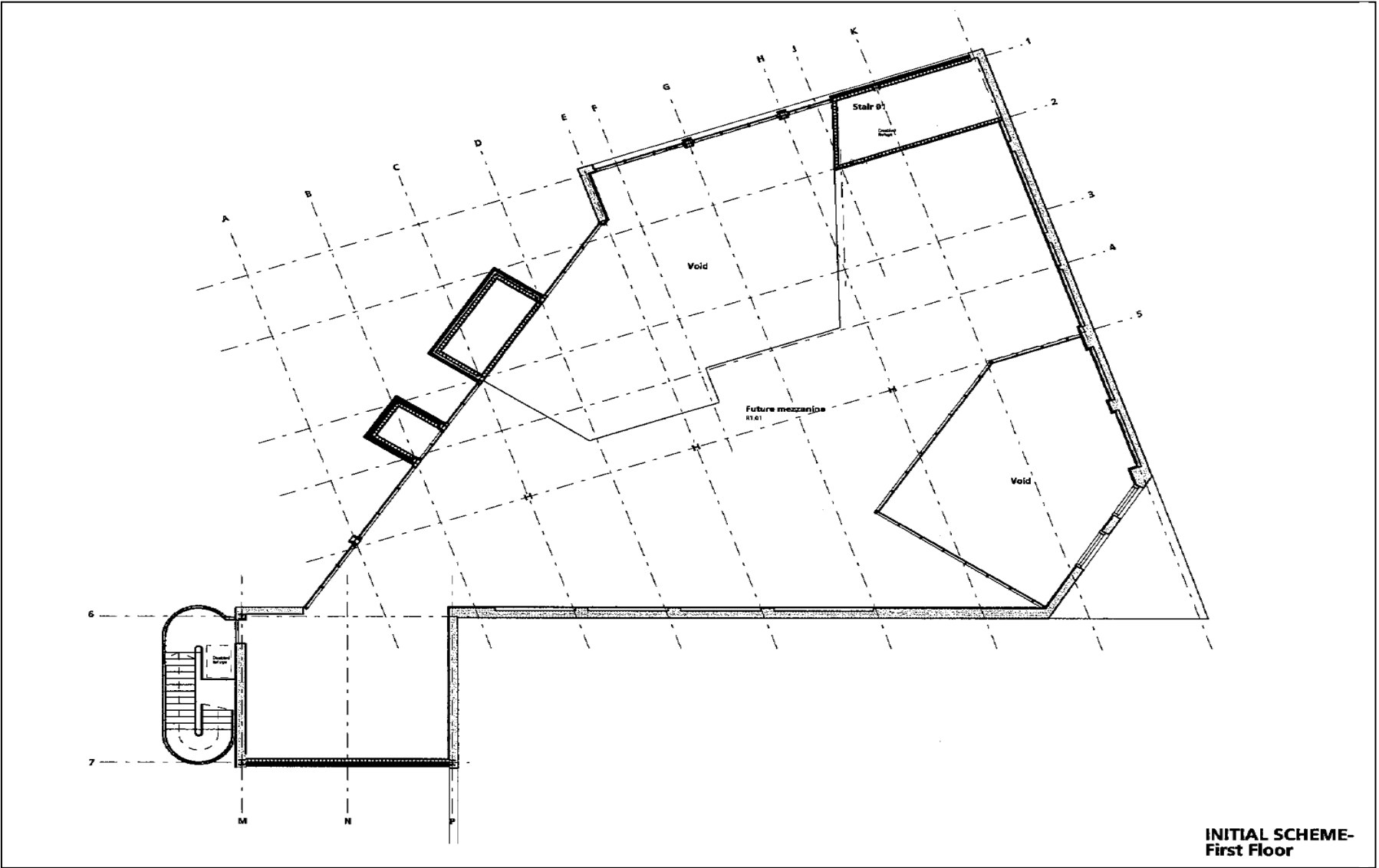
Appendix 1 – Site Plan



Appendix II – Phase 1 of the Scheme

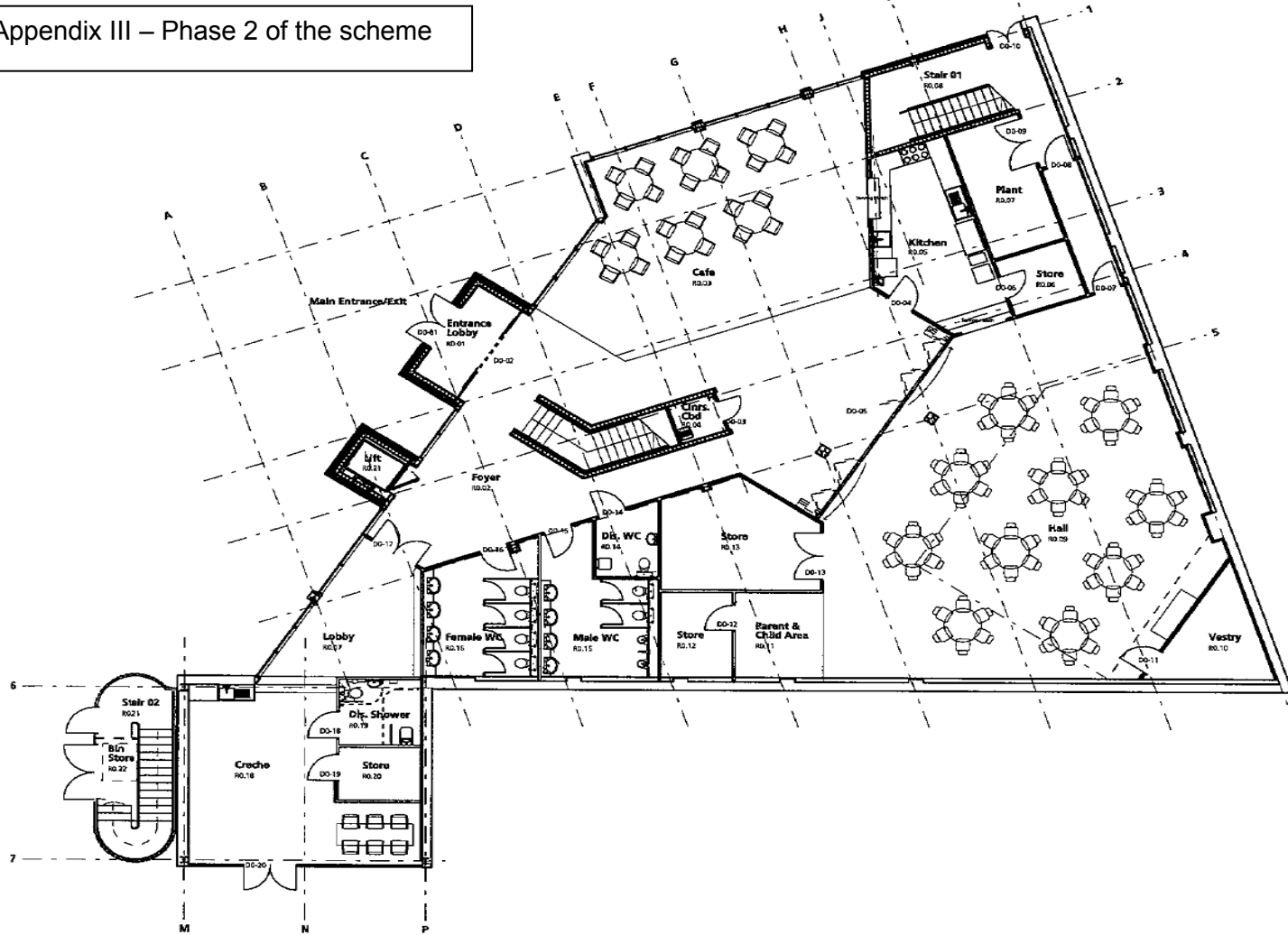


INITIAL SCHEME - Ground Floor

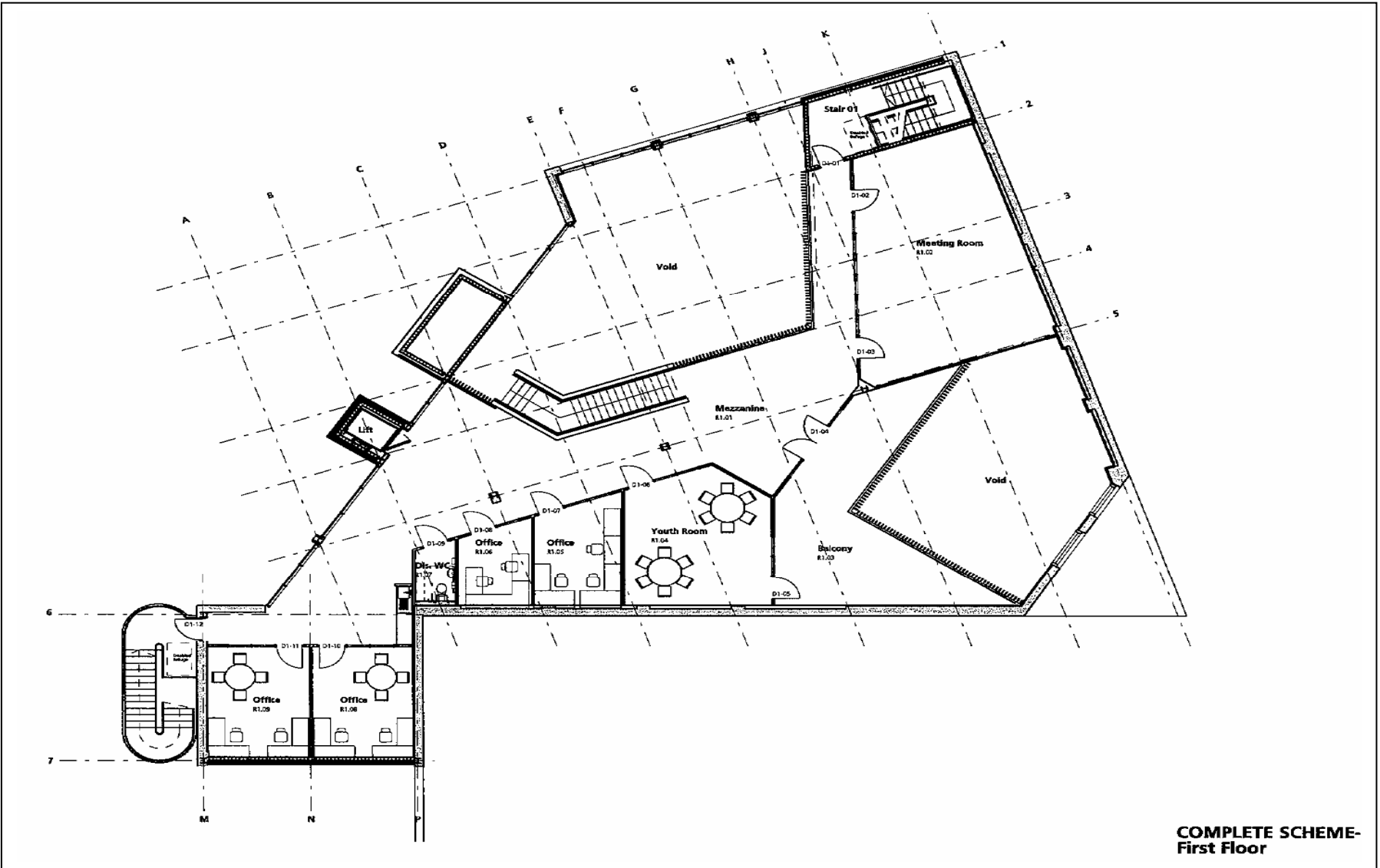


INITIAL SCHEME-
First Floor

Appendix III – Phase 2 of the scheme



COMPLETE SCHEME-
Ground Floor



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Appendix IV – The Church’s proposed Community Use of the Building

**Community Use of the new St John & St James Orrell Hey
Church and Community Centre
(to be located in the refurbished former People’s Ford Showroom on Linacre
Lane)**

As a faith-based charity, St John & St James has an obligation to ensure that use of its buildings does not conflict in any way with the stated aims of the organisation. However, it is hoped that normally the community at large would have full reasonable access to all the facilities, and feel welcomed to make use of them. Only if it is clear that an activity would be out of step with those aims would this not apply. (See defined aims below)

St John & St James Church has always been rooted in the community, and our vision for the new St John & St James Church and Community Centre reflects and expands this role. The vision for our new community church is:

“To identify and meet the spiritual, physical and emotional needs of the community: using knowledge of the local community to identify needs, responding in a holistic way with practical action and resources”.

We have already been successful in delivering services and activities to the community, particularly the over 55’s and also through supporting an organization working directly with children and young people in the local area. Currently the church buildings are the only community resource available in the locality and provide an essential meeting and connecting place for people.

The values set by the church are outlined in each Annual Report as follows:

- **Respect:** acting towards others with respect
- **Inclusivity:** treating all people as of equal worth
- **Accessibility:** recognising and reducing the barriers that people face
- **Understanding:** promoting understanding & tolerance to build stronger relationships
- **Open Door:** being present in the community & responding when people approach
- **Friendliness:** offering non-judgemental companionship
- **Spiritual sensitivity:** recognising and responding to spiritual need
- **Wholeness:** seeing and responding to the ‘whole person’
- **Space:** meeting need through the provision of appropriate facilities
- **Service:** using abilities, skills and resources to contribute to the community and putting others first
- **Security:** providing a safe and secure environment both physically and emotionally

Located in one of the country’s most deprived communities we have identified two groups that have particularly poor outcomes: children & young people and the elderly. At the heart of our vision for the new church and community facility is to:

- Overcome social exclusion in older people
- Improve outcomes for young people
- Bridge the gap between the young and older generations

Our current building from which we deliver all our community activities is due to be demolished in January 2010, and there is no alternative community facility in the

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local area. Council funding would enable us to provide an 850m² community centre from which we would be able to deliver existing and new services to the local community.

The Centre will:

- Provide a unique opportunity to engage positively with community groups and individuals to improve life opportunities and outcomes.
- Be managed locally by a Hall Management Committee (50% Church Rep and 50% Community Rep)
- Employ a community development worker through the Orrell Trust to develop activities in and out of the centre
- Provide essential community space in a highly deprived area

We currently accommodate the following local community organisations:

Group	Activities	Number of users	Frequency of use
SORTED (Over 55s)	<ul style="list-style-type: none"> •Weekly coffee morning •Regular trips/ activities •Bowling •Craft Group 	70-80 60 20 12	Weekly Monthly Weekly Weekly
Credit Union	•Local banking service for the elderly	50	Weekly
JUMP	•Kids' club (5-11 yrs)	50	Weekly (term time)
YKids Children's Charity	<ul style="list-style-type: none"> •Work with schools •Stay & Play and holiday clubs 	3,000 1600	Weekly Annually
Greenacres Nursery	•Parenting course funded by Sefton Fast	10	Weekly (for 10 weeks per year)
Keep fit club	•Exercise sessions for adults & children	10	Weekly
Chill out group	•Safe space for vulnerable adults	5	Weekly
Fruit & Veg. Coop	• Low cost fruit & veg. retail	20-30	Weekly
Church	<ul style="list-style-type: none"> •Sunday worship •Local community events 	50 80	Weekly Quarterly
Intelligents	•Social group for local men	15-20	Monthly
Klondyke Residents' Association	•Local residents' meeting	15-20	Quarterly
Food bank	• Emergency food provision for families in crisis	30	Annually

We also work with the following local community partners:

- **Orrell Trust** – A local charity established in 1996 following the tragic deaths of two children, Jade Matthews and James Bulger, caused by older children

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from the neighbourhood. Its aims are to address local social welfare issues, and it has delivered some valuable intervention work, primarily with children & young people. It is currently refocusing its work and is beginning to look at the issues suffered by people living in the Housing Market Renewal area. It is envisaged that the Orrell trust will be actively involved in the new centre possibly employing a Centre Manager/Community Development Worker based at the centre.

- **BReath+** (part of the Adactus Housing Association Group)
- **Springwell Park Primary School**
- **Greenacres Nursery**
- **Springwell Park Children's Centre**
- **Northfield Church**
- **St George of England Secondary School**

Over the past ten years there have been a number of needs analyses and community consultations undertaken, all of which have identified the need for a local community facility and the need to improve outcomes for the elderly and children & young people.

For information, the defined aims of the St John & St James Church Council, under its broader ecclesiastical purposes, are expressed as follows:

1. Relevant worship which caters for all ages.
2. Pastoral care of the congregation and parishioners.
3. Offering Christian faith as a healing and transforming relationship
4. Developing effective partnerships within the church and wider community
5. Strengthening and supporting leadership at all levels.
6. Promoting and developing volunteering opportunities and vocations amongst members.
7. Developing appropriate activities for children and young people.
8. Seeking effective interaction with and support for local schools.
9. Providing good social opportunities for all ages
10. Maintenance, security and development of the buildings – especially plans for making the present church building redundant and building a new church and community centre.
11. Developing ecumenical relationships and links with the wider Christian community: local churches, the deanery, the diocese and the cathedral.

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REPORT TO: Cabinet Member Environmental Cabinet

DATE: 7th April 2010
15th April 2010

SUBJECT: Vehicle/Plant Replacements 2009/2010

WARDS AFFECTED: All

REPORT OF: Jim Black – Operational Services Director

CONTACT OFFICER: V J Donnelly – 0151 288 6158

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY: To advise the Cabinet Member Environmental and Cabinet of the results of the recent tendering exercise as part of the Annual Vehicle/Plant Replacement Programme, and to seek Member Approval to place orders for the new vehicles and plant items.	
REASON WHY DECISION REQUIRED: To comply with Contracts Procedure Rules	
RECOMMENDATION(S): 1) That the Cabinet Member – Environmental recommends that Cabinet: a) Accept the lowest tenders which comply with specification for each category of vehicle and plant. b) Approve the procurement of the replacement vehicles and plant, as listed in Annex One. c) Approve the sum of £1,084,497 to be included in the capital programme to purchase the required vehicles. With Tender reference T305, a 17 seat minibus, being purchased outright via external funding and the balance of the vehicles being purchased via operating lease arranged by the Finance Director. 2) That Cabinet agree the above.	
KEY DECISION:	NO
FORWARD PLAN:	Not Appropriate
IMPLEMENTATION DATE:	Following the expiry of the “call-in” period for the minutes of the meeting

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ALTERNATIVE OPTIONS: None	
IMPLICATIONS:	
Budget/Policy Framework:	None

Financial:

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure		1,084,497		
Funded by:				
Sefton Capital Resources		1,064,545		
Specific Capital Resources		19,952		
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: None

Risk Assessment: None

Asset Management: None

CONSULTATION UNDERTAKEN/VIEWS

FD 361 – The Interim Head of Corporate Finance and ICT Strategy has been consulted and his comments have been incorporated into this report.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		√	
2	Creating Safe Communities		√	
3	Jobs and Prosperity	√		
4	Improving Health and Well-Being	√		
5	Environmental Sustainability	√		
6	Creating Inclusive Communities		√	
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People		√	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Vehicle and Plant Tenders - January 2010

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BACKGROUND

1. The annual review of the Vehicle and Plant fleet has identified a number of vehicles nearing the end of current operating leases which need to be replaced as they are proving to be expensive to maintain and increasingly unreliable to operate. This will affect service delivery and increase vehicle operating costs for the various user departments/sections that utilise these vehicles.
2. The Cabinet Member will recall that at a previous meeting, held on 16th December 2009, approval was given to commence the tendering process for the procurement of new/replacement vehicles and plant.
3. At this meeting approval was also given to use the Commercial Vehicle Framework Agreement - Contract 565. The benefits to Sefton in utilising this framework are avoiding the hidden costs of conducting a formal tender exercise, reduced time by using a more advanced procedure and benefiting from the combined purchasing power of the Welsh and Merseyside Authorities and the economies that greater annual expenditure achieves.
4. The framework agreement achieves maximum available discounts from the suppliers involved. Suppliers receive support from vehicle manufacturers via dealership or other retrospective agreements. The council has in effect carried out a mini tender exercise via this framework agreement involving designated suppliers, and this has resulted in the majority of vehicles being proposed for purchase will be from suppliers based within the Councils boundary or the geographical sub-region.

RESULTS OF THE TENDERING EXERCISE

5. Attached in Annex One is a summary of the types and numbers of vehicles required together with details of returned tenders and the lowest prices received.
6. Members will note that 14 companies were invited to tender from the Commercial Vehicle Framework Agreement - Contract 565 for the 18 categories of vehicles with a total of 30 tenders received by the deadline.
7. No tenders were received for tender reference number T:316 Citroen Berlingo Vans so departments were consulted on the suitability and costs of Ford Connect Vans to replace existing vehicles. Discussions have also taken place with the Operational Services Department, Cleansing Section and due to recent operational changes certain modifications have been

requested to some vehicles e.g. the supply and fitment of solid GRP Box bodies in lieu of tipping bodies and the fitment of specialist high pressure graffiti cleaning equipment on three vehicles. This has led to further discussion with suppliers to ensure the vehicles will be fit for purpose when delivered. The final selections and modified prices are included in Annex One and Two.

TENDER EVALUATION/FINANCIAL IMPLICATIONS

8. Officers from the Operational Services Department, Transport Section and Finance Department have evaluated the returned tenders. This process requires a number of critical checks and assessments, which include;
 - a) Compliance with specification.
 - b) Arithmetic Accuracy.
 - c) Technical Competence.
 - d) Financial appraisal.
 - e) Warranty and after sales support.
9. Meetings have been held with user departments and vehicle demonstrations provided to ensure that the vehicle and plant items proposed for purchase, and included in the returned tenders, comply with specifications, user requirements and budgetary provision.
10. Annex Two shows the comparisons between the submitted tenders for each category of vehicle, with tenders listed in lowest priced order.

EXISTING DEPARTMENTAL VEHICLES

11. The vehicle and plant items being recommended for replacement are all in secondary lease periods and will not be subject to any lease termination penalties.

ANTICIPATED NEW VEHICLE DELIVERY DATES

12. Due to the specialist nature of certain vehicle types and the fitment of specialist equipment, some will require ~18 weeks to manufacture and build. It is anticipated that all vehicles will be delivered, registered and licensed for use by September 2010.

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FINANCIAL IMPLICATIONS

13. The Capital Cost of the vehicles and plant is £1,084,497 detailed below per Department and/or section:

Department or Section	Cost (£)
Operational Services Department - Cleansing	807,376
Leisure Services	111,203
Coast and Countryside	65,856
Coast and Countryside (externally funded)	19,952
New Directions	41,284
Legal Services (Postal Service)	22,500
Children, Schools and Families	16,326
Total	1,084,497

14. With the exception of Tender reference T:305 (17 Seat minibus), which is to be externally funded, the items will be purchased using an Operating Lease Facility arranged by the Finance Department and will not, therefore, impact on the level of capital resources available.
15. Provision exists within the individual Departmental Budgets for the resultant vehicle lease rentals and operating costs including maintenance road fund licence, fuel, insurance and the operators' licence, if required.

CONCLUSION

16. Many vehicles within the current fleet are now considered to be life expired. Maintenance costs are increasing year by year, there is an increased need to hire replacement vehicles, at additional cost to the authority, and service delivery is impaired by unreliability. If services are to be maintained then the phased introduction of replacement new vehicles and plant is considered to be essential.

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ANNEX TWO		NEW VEHICLES AND PLANT TENDER RESULTS January 2010											
Tender No	Vehicle Type	Number Companies invited to Tender	Number of returned Tenders	Comparison of Submitted Tenders									
T:300	Ford Connect Vans LWB	3	2	Tenderer No 1 Tenderer No 2	11,250 11,998								
	Ford Connect Vans SWB	3	2	Tenderer No 1 Tenderer No 2	10,321 11,069								
T:301	Ford Transit Luton Van	3	2	Tenderer No 1 Tenderer No 2	23,495 Non Compliance with specification								
T:303	Ford Transit LWB Single Cab	3	2	Tenderer No 1 Tenderer No2	£17,611 17,981								
	Ford Transit LWB Double Cab	3	2	Tenderer No 1 Tenderer No 2	18,554 18,729								
T:304	Ford Transit Tipper Single Cab	3	2	Tenderer No 1 Tenderer No 2	18,788 20,225								
	Ford Transit Caged Tipper Single Cab with Tailift	3	2	Tenderer No 1 Tenderer No 2	21,547 22,984								
T:305	Ford Transit Minibus	3	2	Tenderer No 1 Tenderer No 2	19,952 20,657								
T:307	Isuzu 7.5 Ton Curtainsider	3	3	Tenderer No 1 Tenderer No 2 Tenderer No 3	33,565 35,308 35,320								
	Isuzu 7.5 Ton Boxvan with Specialist Graffiti Equipment	3	3	Tenderer No 1 Tenderer No 2 Tenderer No 3	43,355 45,089 45,110								
T:308	Iveco 18 Ton Skiploader	2	1	Tenderer No 1	55,387								
T:312	Ford Galaxy People Carrier	3	2	Tenderer No 1 Tenderer No 2	16,326 16,457								
T:313	Isuzu 7.5 Ton Caged Tipper	3	3	Tenderer No 1 Tenderer No 2 Tenderer No 3	32,750 33,508 34,100								
T:314	Landrover Defender 110	2	1	Tenderer No 1	21,952								
T:317	Iveco 15 Ton Mech Sweeper	2	1	Tenderer No 1	87,677								

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REPORT TO: Cabinet

DATE: 15th April 2010

SUBJECT: Dry Materials Recycling Contract – Interim Agreement

**WARDS
AFFECTED:** All

REPORT OF: J G Black - Operational Services Director

**CONTACT
OFFICER:** Clare Melser – Tel: 0151 288 6144

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To advise the Cabinet of the implications of Cheshire Recycling Ltd, trading as AbitibiBowater Recycling Europe entering administration on February 11th 2010.

REASON WHY DECISION REQUIRED:

To gain approval from the Cabinet to enter into an interim agreement for the provision of the Dry Recycling Service, to ensure the continuity of service until key decisions on the future of the recycling service have been established.

RECOMMENDATION(S):

That Cabinet agree that an Interim Agreement for the continuing provision of a recycling collection service be established with Palm Recycling Ltd. pending the implementation of longer term formal arrangements for future recycling collection service provision.

KEY DECISION: No

FORWARD PLAN: No

IMPLEMENTATION DATE: Following the call-in period.

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ALTERNATIVE OPTIONS: None, It would be very difficult to procure an alternative service provider at short notice due to the specialist nature of this service.

IMPLICATIONS:

Budget/Policy Framework:

Financial: Cost of Interim Agreement will be within existing budget. However, the gross increase in revenue expenditure for 2011/2012 to procure a new service was predicted to be in the region of £1.9m (Finance Department FD 324) which has been included in the Council's MTFP, this revenue implication may now occur during 2010/2011

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources	No			
When?				

Legal:

Risk Assessment:

Asset Management:

CONSULTATION UNDERTAKEN/VIEWS

FINANCE DEPARTMENT AND LEGAL DEPARTMENT

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Creating Safe Communities		✓	
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being		✓	
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities		✓	
7	Improving the Quality of Council Services and Strengthening local Democracy		✓	
8	Children and Young People		✓	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Dry Material Recycling Service Contract – SC3960

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Background:

- 1 On 2nd February 2010, Bridgewater Paper Company Ltd was put into Administration. Bridgewater Paper Company Ltd was the parent company of AbitibiBowater Recycling Europe, this immediately raised concerns for the future trading of AbitibiBowater in relation to the Dry Recycling Service Contract (the Contract).
- 2 Despite assurances Cheshire Recycling Ltd., trading as AbitibiBowater Recycling Europe, entered into Administration on 11th February 2010. The appointed Administrators then completed a sale of the Company's business and assets (but not the debts) to Palm Recycling Ltd for a total consideration of £800,000. Palm Recycling did not purchase the Company as a going concern and as such Palm Recycling is under no obligation to settle any amounts outstanding from Cheshire Recycling Ltd (In Administration). Amounts outstanding will rank as a non-preferential claim against Cheshire Recycling Ltd (In Administration) and will not be paid as an expense of the administration.
- 3 Sefton Council has presented invoices to Cheshire Recycling (In Administration) which have not been paid. The Council has however, on the earlier indications of a potential problem, withheld payments due to the Company. These payments will be netted off under clause 4.39.2.2 of Contract SC3960 and any monies owed to Cheshire Recycling (In Administration) will subsequently be paid.
- 4 On 23rd February 2010 Palm Recycling Ltd asked Sefton MBC to consider signing a Novation Agreement to transfer the existing contract to Palm Recycling in place of Cheshire Recycling Ltd. Following advice from both Legal and Finance it was considered that this agreement be refused on the grounds that it does not comply with European procurement rules, the absence of a Parent Company Guarantee and no financial assurance from Palm Recycling Ltd. As a consequence the Legal Director wrote to Cheshire Recycling Ltd. (In Administration) and formally terminated the Contract with effect from 11th February 2010 under clause 4.39.1.6 of Contract SC3960.

Current Situation:

- 5 Service continues to be provided by Palm Recycling Ltd and their sub-contractor PD Logistics Ltd. To date there have been few disruptions to the service with the exception being the bring bank service. This suffered disruptions for 2 weeks, following takeover, due to the change of sub-contractor servicing these containers, this has now been rectified and service has resumed to a satisfactory level.
- 6 Going forward Sefton MBC will be looking to confirm a short-term interim agreement for the continuation of the current service with Palm Recycling Ltd and their sub-contractor PD Logistics Ltd. It is proposed that an initial period until 30th September 2010 be agreed with an option to extend by further 1-month periods.

- 7 Contract SC3960 was due to formally end on 31st March 2011. The Council is already in the process of making key decisions on the long-term arrangements for recycling collection service provision. It would be appropriate to establish suitable interim arrangements to ensure the continuity of the current service until such time as key decisions about future service provision are made.

These key decisions will determine if the Council:

- Continues in the long term to provide a source separated kerbside service with the possibility of enhancing this service by adding additional materials such as plastics and cardboard.
 - Moves away from a kerbside sort service to a co-mingled collection using a third wheeled bin. In this case the Council would be looking to negotiate a reducing service provision over a given timescale in order for a smooth transition to the new method of service delivery.
- 8 It will now be a priority to accelerate the process of securing the future service, via a re-tendering exercise or implementation of an alternative co-mingled service.

Conclusion

- 9 There are various risks with the current situation that must be acknowledged:
- There is currently no official contract between Sefton MBC and Palm Recycling Ltd or PD Logistics Ltd.
 - Subject to a satisfactory Interim Arrangement being agreed service could effectively cease without notice.
 - It would be very difficult to procure an alternative service provider at short notice due to the specialist nature of the service.
 - Any new recycling service is unlikely to be provided within the existing budget.
 - The Gross Increase in Revenue expenditure for 2011/2012 to procure a new service is predicted to be in the region of £1.9m (Finance Department FD 324) and has been included in the Council's MTFP, however this revenue implication may now affect the 2010/2011 financial year.

Recommendation:

- 10 That Cabinet agree that an 'Interim Agreement' for the continuing provision of a recycling collection service be established with Palm Recycling Ltd. pending the implementation of longer term formal arrangements for future recycling collection service provision.

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CABINET MEMBER'S REPORT

<i>COUNCILLOR</i>	<i>COMMITTEE</i>	<i>DATE</i>
Peter Dowd	Cabinet Member for Children, Schools & Families	15 April 2010

School Inspections

Our Lady of Walsingham - Good

St George of England

A report was recently submitted to me on the outcome of the consultation with St. George of England Stakeholders and a number of parents of students at the school attended the meeting to discuss their concerns about the proposed closure in 2013. Discussion took place concerning the points raised and the action to be taken to support the transition of students to Hillside School. After further consideration it was resolved that we move to the formal statutory process.

BSF

Following a recent recruitment and appointment process, Mike McSorley Head of Technical Services has been appointed as BSF Project Director and Mike Horne (usually with the Liverpool BSF team) will join the LA as BSF Project Manager in July. The Local Authority formally joined the BSF Programme at a Remit Meeting with Partnership for Schools (the National Agency responsible for BSF) on 23 March.

South Sefton Catholic Academy

The Strategic Director and the three Sponsors (the Archdiocese of Liverpool, the Salesian Fathers of Don Bosco and Liverpool Hope University) met with the Governors and Staff of St. Wilfrid's, followed by a similar meeting at Savio Salesian. Whilst there were understandable issues regarding the staffing of the new Academy, the general view was that they were successful meetings, and there was a developing strong commitment to the Academy approach. In addition, an Academy Reference Group has been established comprising of the three sponsors, the headteachers and chairs of governors of the two schools, the DCSF/office of the schools and is chaired by the Strategic Director – Children, Schools & Families. We await approval for the Academy Expression of Interest from the Secretary of State.

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Relationship with Schools

The new Strategic Director has introduced a Termly Report for Headteachers and a Termly Report for Governors, as well as a suggested Local Authority Agenda. The first edition was in January (Spring Term). Meetings have taken place with these key stakeholders, and there has been strong support for the pro-active and formative approach from the Local Authority. The reports for the Summer Term are being prepared and meetings will take place again with headteachers and governors.

Sefton Governors Conference

There will be a newly established Annual Conference for Governors taking place on Saturday, 22 May from 9 a.m. to 1 p.m. at Formby High School. There will be two national speakers contributing to the event as well as a variety of interesting workshops. The Conference is open to all Governors, and I hope that Elected Members who serve as School Governors will be able to attend.

Children's Trust

I chaired a recent Children's Trust Workshop, which is one of a number to be held to develop a clear vision and priorities for children, young people and families in Sefton with a view to compiling our next Children and Young People's Plan. All partner agencies felt very positive about the workshop and the next steps.

Inspection

Necessary preparations are being undertaken for the next major inspection of the Council's arrangements for safeguarding children and young people and its provision for LAC. We are working with our partners across the Borough to ensure that we have a joined up coherent story and most importantly provision. I recently attended Children's Services Overview & Scrutiny Committee to inform them about preparations for the inspection.

Duke of Edinburgh Award

462 young people, together with proud parents and carers, attended a ceremony at Southport Floral Hall to receive their awards. The ceremony was attended by the Mayor and Mayoress together with the Lord Lieutenant and High Sheriff of Merseyside as well as many elected members. Congratulations and well done to all the recipients.

LEISURE BRIEFING

Positive Futures

- Positive Futures have continued to offer children and young people with additional needs the option to participate in short breaks, most recently organising a successful weekend trip away to Bendrigg Lodge.

- The weekend long trip provided all young people with the opportunity to access new sport & leisure activities including climbing, abseiling, indoor

caving, archery, zip wiring, rope courses and a chance to relax in a specially adapted sensory room.

- The children and young people who attended the weekend had not previously stayed away from home before and by attending had benefited from increased confidence and independence with one young resident successfully climbing the wall thanks to staff in attendance.

Targeted Exclusion

- Despite the dark nights, young women in Sefton have shone a bright light on their futures by getting involved in a range of positive activities during the dark nights.
- Targeting young women at risk of exclusion, we have been running evening activities to deliver issue based sessions focusing on important life skills including awareness of the problems of smoking, drugs, alcohol, sex and relationships while also providing an opportunity to enjoy fun exercise and relaxation sessions with young women attending who have previously been excluded from mainstream activities.

Boxing Success

Continuing to inspire the next generation, Netherton Activity Centre's boxing club has once again sparked successful talent as one young girl has been hand selected to attend an Olympic camp in Sheffield to undertake assessments to see if she will progress to join the Great Britain squad.

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CABINET MEMBER - COMMUNITIES

CABINET – 15 APRIL 2010

Sefton Equalities Partnership

Hate Crime Week 2010

A successful Hate Crime Week 2010 was held in February with a wide range of events taking place across our communities. The hate crime conference was attended by Superintendent Paul Giannasi, Office for Criminal Justice Reform, who highlighted the need to focus on the under-reporting of hate incidents and hate crime by some under-represented communities such as those with disabilities. The week culminated in a Hate Crime Football Tournament at Litherland Sports Centre which Everton Foundation won against our Leisure Services Department.

Equality Framework for Local Government

The Council continues to make good progress on the Equality Framework for Local Government currently self assessing as being at 67% of working towards excellence. Work is underway to refresh our approach to equality and diversity with a focus on mainstreaming back into the corporate workings of the council both equality and diversity and public engagement and consultation.

Community Safety Department

Offender Employment Review (announced 12 March, 2010)

Understanding why re-offending makes place is not to excuse it in the first place. Offenders must take responsibility for their actions.

It is widely established that employment, training and education 'pathway' are key to address some of the critical needs that can, and do, drive recidivism. In general offenders have very low levels of numeracy and literacy skills, and have often never know any form of structured employment. Nationally between 30-50% of offenders have this 'pathway' identified as a critical need. In Sefton the 'employment and skills' pathway is one of the main pathways identified by offender managers as being critical if long-term re-offending is to be addressed in Sefton.

Linking PSA 16, (Socially excluded adults) and PSA 23 (Safer Communities) within Sefton is the responsibility of the Safer, Stronger Partnership (see below). However nationally the Department for Work and Pensions, National Offender Management Service and Jobcentre Plus will, following a review, offer every offender:

Agenda Item 30b

- On entering prison have the opportunity to talk to an employment and benefits advisor from Jobcentre Plus to help sort out any outstanding benefits issues
- Whilst in prison be offered a skills assessment and careers advice
- When preparing for release, an opportunity to meet an employment and benefit advisor to help assist looking for a job, looking at vacancies
- On release, advise on appropriate employment/skills training as well as employment help and advice

It is hoped that these measures will address one of the key drivers associated with re-offending and thus make communities safer in the longer term.

Reducing Re-offending, Cutting Crime and Changing Lives (New Duties for Community Safety Partnerships)

Section 108 of the Policing and Crime Act 2009 came into effect on April 1 2010. This has

- Placed a new duty on Community Safety Partnerships to formulate and implement a strategy to reduce offending by adult and young offenders
- Established Probation as the 6th 'responsible authority' on Community Safety Partnerships

The changes have been introduced so as to improve outcomes for local communities, by addressing some of the longer term reasons behind re-offending such as the co-ordination of actions to address issues such as offender housing, health and employment, with one clear and consistent aim; to make communities safer and reduce the harm caused by offending behaviour by addressing the behaviour not just the crime.

Safe and Confident Neighbourhoods Strategy (The Next Steps in Neighbourhood Policing 2010)

The strategy outlines a cross government vision for delivering safe and confident neighbourhoods. The strategy and guidance is based on extending and building on the success of Neighbourhood Policing and Crime and Disorder Reduction Partnerships (CDRPs) which will now be referred to nationally as Community Safety Partnerships (CSPs)

The guidance gives CSPs (supported by LSPs) a clear strategic role in ensuring that suitable and effective neighbourhood partnerships are in place specifically to address local concerns of crime and disorder by:

- Understanding their local communities using the CSPs partners information as well as through information from the local community
- Working with the right mix of operational practitioners, and not just the 'responsible authorities' to address local priorities
- Strengthen the accountability of CSP chairs
- Delivering an Integrated offender management model
- Ensuring that in driving local operational benefit it also adds currency to the broader LSP plans and strategies
- Escalates issues/blockages through the CSP to the LSP.

Naturally the aim of the new guidance is to ensure that vulnerable communities and victims are not let down, and that the accountability of the CSP is transparent to local communities who see 'partnerships' not just 'partners' working effectively together to address the communities local 'community safety' concerns.

Anti-Social Behaviour (ASB) Standards

Tackling antisocial behaviour, addressing local crime priorities, demonstrating that criminals do face tough consequences as well as improving the support given to victims of crime, especially those victims of antisocial behaviour are key issues that Community Safety Partnerships are expected to lead upon.

Making sure that victims, witnesses and the public are aware of their entitlements, the standards of service they can expect to receive and how they will be treated and kept informed are all now known to be critical if Community Safety Partnerships are to increase and to improve victim, witness and public satisfaction.

Community Safety Partnerships have been set some challenges nationally and perhaps more importantly locally to address the community's real concerns in relation to anti-social behaviour.

- Improving the consistency and support available to victims of antisocial behaviour, including feedback on case progression and outcomes of investigations.
- Ensuring that anti-social behaviour victims are aware of the support available and how it is accessed.

Agenda Item 30b

- Promote and publicise the services that are available to victims, witnesses and the wider community so local people feel confident that services are 'on the side' of victims, witnesses and their families.

The Police and the Community Safety Division (have within the Division the Anti-Social Behaviour Unit) have constructed a draft set of ASB minimum standards that the victim/witness can expect to receive that has been agreed by the Police and was presented at the to 31 March meeting of Cabinet Member – Communities.

Safer and Stronger Communities Partnership Event (5th arch 2010)

The event was developed to launch the Partnerships Plan (2009-12). Overall feedback from the day was good, for example 97% of the respondents in the survey said the presentations were good/excellent; 97% found the event informative, with a further 94% learning something new.

Community Payback 2009-10

The partnership has just collated some information about the work streams undertaken by offenders, supervised by colleagues in the Probation Service, as part of a community disposal from Court.

The offenders are directed to grot spots that local communities feel generally unsafe, and the work of the payback programme is to address 'environmental crime' in these areas. In all, across Sefton, more than 900 bin bags of dumped and discarded material/ dog fouled material has been removed along with a further 40 tonnes of fly-tipped material. In addition offenders have also removed graffiti using a high-pressure sand-blaster as well as painted out material when this has been the preferred option.

This work was supported by Officers from Environmental Services.

Councillor Porter
Cabinet Member - Communities

CABINET – 15th APRIL, 2010

CORPORATE SERVICES – CABINET MEMBERS' REPORT

LEGAL & DEMOCRATIC SERVICES DEPARTMENT

1. Caroline Elwood took early retirement on 31st March, 2010, and Dave Mackey is to act as Interim Head of Legal Services until a new Head is appointed.
2. The **Childrens & Social Care Team** were short listed for the **Team of the Year** and **Judith Taggart**, in the Property Team, was nominated for Employee of the Year. Both the Team, and Judith, were runners up, so congratulations all round.

3. Electoral Services

The Electoral Services Team are extremely busy preparing for the Local Government Elections and a possible Combined General Election.

4. Committee & Member Services

In addition to the administrative support provided for various Cabinet / Committee meetings, the Section has supported the following:

School Admission Appeals

During the period from 22 January to 31 March 2010, 24 School Admission appeal hearings (19 High School and 5 Primary School) were organised. The hearings were clerked by the Section.

Members' ICT Issues

During the period from 22 January to 31 March 2010, The Members' ICT Support Officer provided training on IT issues to 17 Councillors and dealt with 122 requests for IT support from Councillors.

Programme of Meetings 2010/11

The Programme of Meetings for 2010/11 was approved by the Council on 25 March 2010 and arrangements are been made for the production and printing of the Council Diary 2010/11, for circulation to Members and Officers in the near future. All of the details have been inputted on to the Modern.gov Committee Management System which can be accessed via the Intranet and Council web site. The Council Year Book 2010/11 will be produced following the Council Elections and Special Council Meeting to be held in May 2010.

The Member Development Steering Group at its meeting on 16 March 2010 approved proposals for two half day Induction Sessions to be held in May/June 2010 for newly elected Members. The final arrangements will be determined in the week following the Council Elections on 6v May 2010.

5. Mayoral

Twining Visits planned for:

15 -16 April 2010 (Mons visiting Sefton)

18 – 22 Jun 2010 (Sefton to Mons)

The Team have begun to support Mons in their bid for the European Capital of Culture 2015 (incidentally the 100th anniversary of the Battle of Mons).

Installation Planning

Initial planning has begun on the forthcoming Installation of the new Mayor, Cllr Mrs M Fearn JP, who will take up office on 20 May 10. The event will follow established practice of the Installation (Southport Town Hall) followed by a formal Dinner at Formby Hall Golf Resort and Spa.

Bootle Town Hall Booklet

A new BTH Booklet has been produced and will shortly go into production. This will be the first revision of this document since 1988.

Temporary Incumbent of Mayoral Attendant Post

Ms Debbie Mills has settled in very well and continues to gain 'on the job' experience.

Civic Dinners

Both the Parish Chairmen's' Lunch (14 January 2010) and the Merseyside Civic Heads Lunch 3 March 2010) went well with complementarily letters being received by the Mayor.

Civic

Bootle Town Hall Kitchen Refurbishment

Since November 2009, Civic & Mayoral Services in conjunction with QD Services and Sines Fine Food, have been working together to have some essential Health & Safety works done to the Kitchen at Bootle Town Hall, these works are part of the tender process that was conducted for the catering contract at Bootle Town Hall for Meetings, Weddings & Functions, to which Sines Fine Food were successful. From these works are goal is to have a fully operational Kitchen to produce a high standard of quality catering at Bootle Town Hall.

New PA Systems at Bootle & Southport Town Halls

Following on from a successful visit to York for a conference held by TYCO Systems, both Jason Carroll and Shaun Pimblett have arranged for TYCO to visit both Bootle and Southport Town Halls on Monday 12th April to view our current PA Systems, with a view to bringing in a new system for mainly the Council Chambers but also other rooms at both venues, having seen a demonstration of the proposed system we are confident that it will prove to be a very essential asset to the Town Halls. Jason will be working with all users of the meeting rooms and will be submitting a report in due course in relation to a potential new system taking into account the DDA requirements.

6. Land Charges

Legal debate is still ongoing regarding land charges and a further report will be brought once issues are resolved.

PERSONNEL DEPARTMENT

A. Pay & Grading Review/Equal Pay

1. On 23rd February Pay and Grading Committee resolved to implement the outcome of the review with effect from 1st October 2010. Committee also recognised that it may not be possible to reach an agreement with the Trade Unions (within the necessary timescales) that formally approves the proposed pay structure. In the event that the new arrangements may have to be imposed, and in order to comply with employment law, Elected Members resolved to give the Director of Corporate Services the delegated authority to issue Section 188 Notices to the Trade Unions and an HR1 notification to the Department of Business, Skills and Innovation. These notices have now been issued.
2. Consultation with the Trade Unions has concentrated on the pay model and related policy issues such as assimilation, pay protection and other mitigation measures. The focus of discussions at the moment is on reviewing allowances to avoid an increase in costs when implementation takes place.
3. Revised equal pay settlement offers were made to employees in December as a measure to try and reduce the Council's liabilities. This has met with limited success but a further 13 claimants have now indicated that they want to settle. In the meantime preparation continues for the Tribunal hearings in June.

B. Establishment Control, Pensions, Payroll & HR Transactional Services

4. The Establishment Control Team have been in preparing and issuing a specification to arvato that will enable a package of SBR savings measures to be implemented with effect from 1st April.
5. The Team is now involved in updating and cleansing data held on ResourceLink in preparation for the implementation of the new pay structure. This has included developing a draft payroll specification, streamlining claims procedures and producing the data extract that will enable a series of letters to be sent to 7,800 NJC employees who will be affected by the review.
6. The Pensions Officer has been closely involved in finalising the arrangements for over 70 staff who decided to take early retirement on 31st March. Policy

Agenda Item 30c

development work continues in respect of determining local discretions and preparing for the pension changes that will apply from 1st April.

C. Health Unit

7. The Corporate Health and Safety Forum next meets on 14th April to discuss progress on the year's work plan (2009/10) and agree the work plan for 2010-2011.
8. The business risks centre on the management of contractors (brought into focus by the relationship with Capita) and the approval and audit of adventure activities.
9. The management of the Health Unit in the temporary absence of any Health & Safety Manager, is also on the agenda.

D. Corporate Learning & Development Unit

10. Coaching Skills for Managers

A complete list has now been received from Directorates of all Managers in Sefton. The first Coaching Skills for Managers course will be held for Directors starting in April 2010.

Another 4 programmes invitations have been sent out for April/June to various levels of managers across the authority.

11. Management Development Programme

The corporate Management Development Programme continues to run very successfully. There are now almost 90 managers who have graduated, four groups (MDP 12 to 15) are live and running at different stages, and MDP 16 begins in April. Feedback from participants and their line managers remains extremely positive, underlining both the professional and personal development that the programme offers.

12. Passport to Move On

The first group of young people have now completed their pre-apprenticeship; therefore 12 young people have progressed on to the Apprenticeship.

The second intake of 15 young people started on 1st March. Group 3 recruitment day is taking place on 14th April.

13. Skills for Life

The Skills for Life launch took place on 5th February at Bootle Town Hall. The Chief Executive, a representative from the Trade Unions, North West Employers Organisation (NWEO), Directors, Senior Managers and Union Learner Reps, attended this event.

The aim of the launch was to provide managers with information so that Skills for Life can be promoted throughout the whole workforce.

The launch will contribute towards the skills award that Sefton MBC is currently working towards.

14. Special Achievements

Three events have taken place in recent days to celebrate the achievement of staff across the council.

- **Outstanding Achievers Awards**

Took place at Bootle Town Hall in the company of the Mayor and Mayoress of Sefton, Cllrs Alf Doran and Gillian Cuthbertson, and the chief executive Margaret Carney.

The event recognises teams and individuals that have made a significant improvement to service delivery, or received major recognition or accreditation, or delivered a very difficult service and achieved outstanding results.

A shortlist of four "Directorate Teams of the Year" and four "Directorate Employees of the Year" are invited to the ceremony where the overall winners are announced.

The Individual winner was Debbie Phillips (Regeneration & Environmental Services Directorate) with runners up Judith Taggart (Chief Executives), Norman Scott (Children, Schools & Families) and Les Meadows (Social Care & Well-Being).

Team Winner was Network Management – Winter Service Team (Regeneration & Environmental Services Directorate) followed by runners up, Sefton OT and Sensory Services (Social Care & Well-Being), Common Assessment Framework (Children Schools & Families), Legal & Democratic Services – Children & Social Care Team (Chief Executive Directorate).

- **Work based learning celebration**

Took place at Bootle Town Hall. The celebration acknowledges and celebrates the achievements of all employees that have achieved an apprenticeship, NVQ or ECDL. To date 265 employees have completed an NVQ, 113 have completed an apprenticeship and 41 employees have successfully completed ECDL in the past twelve months.

- **Management Development Programme**

The latest group to graduate is MDP 11 who received their certificates for chief executive Margaret Carney at a celebration lunch in Bootle Town Hall.

FINANCE AND INFORMATION SERVICES DEPARTMENT

Budget Issues

The closure of the Accounts process for 2009/10 is now underway; the outturn position compared to the budget will be finalised in June. The spending pressures for the Authority identified previously are likely to need the support of one-off resources to arrive at a break-even position for the year.

The budget for 2010/11 was approved by Council on 4 March; the allocation of the budget amendments to service departments is currently being finalised. The department

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will continue to be involved in the Strategic Budget Review / Transformation process during 2010/11.

The project to integrate financial services across all Departments will gather pace during the first half of 2010/11. The subsequent introduction of the new structure will enable the financial savings, identified in the budget, to be achieved.

Client Unit

ICT – The relocation of the Data Centre from Balliol House to St. Peter's House has commenced and is due to complete in May. The move will take slightly longer than planned due to problems encountered with the power supply and with the lifts. ICT staff have moved out of Balliol House into St Peter's House.

Customer Services – A workshop has been held around our Customer Strategy with Strategic and Service Directors, this will inform our overall business plan, and Customer Strategy.

HR and Payroll – Work continues in partnership with the Council to ensure our CRB checks are current. Work is to start on preparation for the introduction of E-Payslips.

Revenues & Benefits – Implementation work for the new Revenues and benefits system is ongoing. The contract with Northgate Information Solutions is now signed and the project is fully underway.

Council tax and Business Rates collection targets have been achieved. This includes the figures for the Docks which have been the cause of much concern during the year.

Procurement

The Procurement Project board, established in January 2010, has identified key areas of spend to target future efficiencies. Discussions will take place with relevant service directors over the next month on how these actions are taken forward. Discussions are also scheduled to take place imminently with the council's service partner, arvato, to agree a strategy to ensure that the most efficient use is made of existing procurement software solutions.

CABINET MEMBER – ENVIRONMENTAL
PORTFOLIO ISSUES – 15 APRIL 2010

<p>AIR QUALITY UPDATE</p>	<p>A Low Emissions Strategy Partnership of City Region authorities, led by Sefton has secured funding from DEFRA (£20,000 and 20 days of consultancy support) for the development of Low Emission Strategies (LES) within the Liverpool City Region. LES seek to use the planning system to implement a range of measures to help reduce emission of carbon and toxic air pollutants from transport associated with new developments, principally by promoting the uptake of low emissions fuels and technologies. The proposal includes: developing a LES planning policy guidance note agreed across the sub-region that can be developed into a formal Supplementary Planning Document (SPD); including LES within the next Local Transport Plan (LTP3); exploring whether offset contributions from new developments can be used to support additional funding for the introduction of low emissions buses; examining how LES can be used to minimise and control construction emissions; examining how LES can be used through taxi licensing to achieve a reduction in emissions from taxis; and examining how LES can be included in local authority sustainable procurement policies.</p> <p>DEFRA have also separately made £40,000 of additional Air Quality Grant funding available to Sefton, as follows: £10,000 contribution to the Low Emissions Strategies Partnership; £5000 to support the development of LES within Sefton; and £25,000 to support a proposed road-washing trial at the Air Quality Management Area near Millers Bridge, Bootle.</p>
<p>PRIMARY AUTHORITY PARTNERSHIP</p>	<p>The Environmental & Technical Services Department has been approached by Pontins with a request to enter into a Primary Authority relationship. A series of preliminary meetings have taken place with the company and a provisional agreement reached to act as Primary Authority for food hygiene. The Department's responsibility will be to advise Pontins on compliance with the law in relation to food safety across their entire estate. Inspection of individual Pontins' sites remains the responsibility of the local authority where the holiday park is situated, however, the local authority in question must be guided by any inspection plan we determine and must refer to us before taking any formal enforcement action in relation to food safety. The Primary Authority Scheme is being heavily promoted by the Local Better Regulation Office (LBRO) as an important element in delivering the Hampton principles of a risk-based, consistent, proportionate and effective regulatory system. Sefton is able to claim costs from a Pontins for work over and above that which would normally be undertaken at Pontins in Sefton. A charging regime has been provisionally agreed with the company. This is an exciting opportunity for the Department and if all goes well the arrangement could be expanded to gradually include other work areas such as food standards and health and safety.</p>
<p>DRY MATERIALS RECYCLING CONTRACT – INTERIM AGREEMENT</p>	<p>In February 2010 the Council's Dry Materials Recycling Contractor went into administration. The appointed Administrators completed a sale of the Company's business and assets (but not the debts) to Palm Recycling Ltd and the Sefton service has continued to be provided by Palm Recycling Ltd and their subcontractor PD Logistics Ltd. To date there have been few disruptions to the service. Sefton is now seeking to confirm a short-term interim agreement for the continuation of the current service with Palm Recycling Ltd and their sub-contractor PD Logistics Ltd., for an initial period until 30th September 2010 with an option to extend by further 1 month periods.</p>

Councillor D Tattersall
Cabinet Member Environmental - 15th April 2010

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Cabinet Member - Health and Social Care Report

Cabinet - 15th April 2010

Inspection of Adult Social Care in Sefton – December 2009

An inspection team from the Care Quality Commission visited Sefton in December 2009 to find out how well the Council was delivering social care.

To do this, the inspection team focussed on the following:

Safeguarding adults whose circumstances made them vulnerable
Improving quality of life for older people
Increasing choice and control for older people

The final inspection report was published on the 16th March 2010.

The Care Quality Commission judges the performance of councils using the following four grades:

Performing poorly
Performing adequately
Performing well
Performing excellently

The inspection team concluded the following for Sefton:

Safeguarding adults whose circumstances made them vulnerable – **performing well**
Improving quality of life for older people – **performing excellently**
Increasing choice and control for older people – **performing well**

Capacity to improve

The Care Quality Commission rates a council's capacity to improve its performance using the following four grades:

Poor
Uncertain
Promising
Excellent

The team concluded that the capacity to improve for Sefton was 'promising'.

Following the publication of the report, there are areas highlighted in the report that need developing.

Agenda Item 30e

An Action Plan has been submitted to the lead inspector in his advisory role and will be presented to our local Business Manager from the Care Quality Commission.

The lead inspector will monitor our progress against the Action Plan.

The lead inspector will present his Inspection Report to Overview and Scrutiny Committee on the 11th May 2010 together with the Action Plan.

Transforming Social Care

I recently received a report informing me of progress in 2009/10 regarding:

Local targets for Transforming Social Care, set in agreement with the Care Quality Commission (CQC); and
How far the Department is in compliance with the DH “Putting People First” Milestones (national performance template).

The results are that, at the end of the third quarter, all local targets are on track and, indeed, three have already been exceeded.

The targets relate to:

- Number of assisted assessments.
- Number of recipients of Direct Payments.
- Number of citizens engaged with the Voluntary Sector.
- Number of citizens registered with the Carers Centre.
- Number of users of Assistive Technology.
- Number of Learning Disability citizens moving into tenancies.

With regard to the national “Milestones” document, I am able to report that the Department is, again, compliant with the required progress.

The Department updates the National Milestones performance document regularly and this is reported to me on a quarterly basis.

As from April 2010, we enter the final year of Transforming Social Care and I will receive further reports on progress.

Councillor Barry Griffiths
Health and Social Care Cabinet Member

CABINET MEMBER - LEISURE AND TOURISM

CABINET BRIEFING - 15th APRIL 2010

CROSBY LAKESIDE ADVENTURE CENTRE AWARDED IFI ACCREDITATION

Crosby Lakeside Adventure Centre has been awarded Inclusive Fitness Initiative (IFI) status for its inclusive facilities. The centre features a fully accessible fitness suite, water sports facilities, conference and teaching facilities as well as residential accommodation, which has been tailored to the needs of disabled users throughout. The centre was judged on access, fitness equipment, staff training, inclusive marketing, range of physical activity opportunities and policies

INSPIRE MARK

'Active Sports' have been awarded the Inspire Mark, the badge of the London 2012 Inspire programme. The London 2012 Inspire programme recognises innovative and exceptional projects that are directly inspired by the 2012 Olympic and Paralympic Games.

Seb Coe, Chairman of the London Organising Committee of the Olympic Games and Paralympic Games said "I am proud that with the help of partners such as Sefton Council we are delivering on the vision to use the power of the games to boost participation in sport

Active Sports enhances existing sport and physical activity programmes, placing a focus on specific activities that will promote participation in the Olympic and Paralympic Sports

FREE SWIM INITIATIVE

The Sport and recreation team have been successful in an application to the ASA for funding to offer free swimming lessons across Sefton. Available to anyone aged 11+ who is not able to swim, the free swimming lessons will be available at Bootle Leisure Centre, Crosby Leisure Centre, Dunes Spalsh World, Meadows and Formby Pool. A huge borough wide marketing campaign will launch the initiative in April.

BACK TO NETBALL

Due to the popularity of the two 'Back to Netball' courses that the Active Workforce and 5 x 30 Teams organised towards the end of last year, the new 'Back to Netball League' is well underway at Bootle Leisure Centre. Over 80 Women have registered to come along and implement the skills learnt over the refresher courses into match games. Ten teams from a variety of organisations including Aintree University Hospitals, SMBC, NHS Sefton and Arvato will be competing against each other across the 12 week league.

UPDATE ON SOUTHPORT LIBRARY

Following the decision to provide Southport with a temporary library service, a number of other decisions and plans have taken place, as follows:

- The library will close for business on Saturday 17th April, 2010

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- The temporary library at the Visiter Office will be provided mid to end of June, once the planning application has been approved, legal documents signed and the works undertaken to the building
- From 19th April until the temporary library is open, the mobile library will stop in Tulketh Street (in the taxi rank by the former Waitrose). It will stop there on Mondays 10am – 1pm; Tuesdays 2 – 5 pm; Saturdays 1-4pm
- A smaller Local History Service will be provided from Formby library as from 8th May 2010

MARKETING

A series of four media familiarisation trips for regional travel journalists are being organised in 2010, the first of which will take place over the weekend of 23-25 April. A familiarisation trip for Scottish golf / sports journalists is being hosted over the weekend of the Grand National (8-11 April). Southport's website is moving to a new platform, design is underway and the new site should go live in May. Two major pieces of print have been delivered – the Conference Portfolio (used at Confex last month) and the Travel trade Guide (for group travel organisers and coach operators). Production of the conference delegate passport and the next edition of Conference Times are underway. Promotional activity to support Sefton's golf offer is being planned in conjunction with the Ricoh Womens British Open which is being held at Royal Birkdale 29 July – 1 August.

DISPERSAL OFFICER

ICT - In process of moving www.visitsouthport.com, Conference and Sefton's Natural Coast website to the Enterprise Platform and introducing Bluetooth boxes and digital signage for visitors.

Southport Ambassador Awards - Successful event took place 3 March, with over 250 guests attending and winners announced on the night.

The Mersey Partnership Awards - taking place on Thursday 10th June 2010 at the BT Convention Centre, Liverpool. Shortlist to be announced soon and will include the Southport Ambassador Awards Winner of Winners, Stuart Cockburn (Formby Hall Golf Resort and Spa) who will go forward to represent Sefton in the "Excellence in Customer Service" award.

EVENTS

Final planning is now underway for the Southport Food and Drink Festival, Full programme of activity with many new events such as an Italian Market, Chocolate event and Whiskey events. New for 2010 are Gala Awards celebrating all that's good about food and drink in Southport.

Southport International Jazz Festival now programmed – currently producing publicity programme. Due to the current closure of the Arts Centre headline gigs are now taking place at the Prince of Wales Hotel, Scarisbrick Hotel and Christ Church.

Southport Summer Classics now programmed – Friday, Magic of Soul and Motown, Saturday is traditional proms style concert with the Northern Chamber Orchestra Sinfonia.

Lord Street Celebrates – new events funded by partners for growth, will raise the profile of the recently refurbished garden areas and Town Hall Gardens / Bandstand. Still in early planning stages - themes for entertainment will be music, performance, street theatre and arts and crafts.

Southport Air show – operational planning meetings taking place regularly. Working with Liverpool John Lennon Airport again – currently in negotiations with operators from the airport to try and get a commercial passenger craft to display at the show.

British Musical Fireworks Championships – this year's competitors all attended the first event briefing / site meeting last month where the rules of the event and health and safety requirements were explained.

Crosby Music Festival – Taking place 29th to 30th May. Full consultation has taken place with Environmental Protection and Merseyside Police to ensure the issues encountered with the event in 2009 have been resolved.

Centenary Flying Event – Small scale event is being developed in conjunction with RAF Woodvale, Manchester Science & Industry Museum, the National Trust, Southport Shore Interest Group and the Formby Civic Society to celebrate 100th anniversary of flight from Formby Beach. Planned activity includes flypast of 6 heritage air craft, exhibition at Formby Library and events at Victoria Road.

VISITOR ECONOMY

Visitor Economy Strategy – Final version is being taken to Cabinet for approval on 15th April.

Partners for Growth – Project is currently on track to deliver outputs and forecast expenditure targets. Officers are currently working with Liverpool over 08 legacy events activity in Sefton.

BUSINESS TOURISM

Maxine McCarthy, Conference & Corporate Sales Manager recently elected to take early retirement effective from 1 April 2010. Remaining team members have made great progress selling the improved STCC facilities as evidenced by a bumper 4th quarter Jan – March, when 17 conferences confirmed for future years equating to an estimated economic impact of almost £13m.

Destination attended International Confex in London in February as a joint venture with Liverpool Convention Bureau and ACC Liverpool – all agreed that this was an excellent start to collaborative exhibiting and will be built upon for next year's show.

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CABINET MEMBER FOR PERFORMANCE AND GOVERNANCE

REPORT TO CABINET – 15th APRIL 2010

1. COMPREHENSIVE AREA ASSESSMENT

The CAA process has commenced for 2010/11. Continuing liaison with the Audit Commission has indicated a lighter touch approach this year with the commission seeking to gather information as much as possible from published resources, such as the SBP website. To ensure one database of resources to the Council and partners, a Partnership Document Library has been established to aid both internal and external performance management. The Audit Commission has been given access to assist the lighter touch approach.

This repository contains up-to-date documents and data on all relevant priorities for the Partnership and for key agencies such as the Council, the PCT and the Fire and Police Services.

1.1 Organisational Assessment

The Organisational Assessment - Use of Resources process was submitted to Price Waterhouse Coopers (PWC) by the deadline of 8th March. The submission included a short summary self-assessment and completed key lines of enquiry.

The basis of the points raised has been drawn from the 2009/10 Use of Resources guidance. PWC have begun reviewing all submitted information and have provided initial feedback. It is not intended as a definitive or final report, and any scores presented at this time would be subject to change.

The feedback details areas where more evidence is required or areas where the requirements for a higher score appear not met. These points are drawn from an initial review, and are intended to be useful and are open to further discussion. The indicative scores are not included at this point, as the review is subject to both internal review and Audit Commission moderation, which may produce further queries at a later point.

The managing performance deadline has not been finally set yet but is likely to be no earlier than May.

2. GOVERNANCE REVIEW

The key milestones in the Governance Review have been met including:

- New Executive arrangements agreed by Council in December 2009, Constitutional amendments made for implementation in the new municipal year;
- Political Conventions in place;
- Refreshed Strategic Borough Partnership Board and Operations Board approved by Council on 4th March and current SBP Board for implementation in the new municipal year;
- Review of Thematics and other Boards being undertaken, and transition plans in process of being prepared to implement new framework for Area Management. Work underway with Political Groups to plan implementation as the first stage of an

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'influence' model for a range of Council Services in the new municipal year (report elsewhere on the agenda);

- Council on 25th March approved a new Performance Management Framework for the Council and the SBP which will be implemented in the new Municipal Year;
- Partnership mapping exercise conducted, new database of partnerships goes live in new municipal year, with governance arrangements of key partnerships being reviewed. New process implemented within the Council to identify, at an early stage, the risks associated with the creation of new partnerships, and controls in place;
- Review of Outside Bodies underway – linked to partnership mapping exercise and a refresh of the Cabinet Member Portfolios following local elections;
- Overview and Scrutiny Away Day is in the process of being planned, to review the current arrangements and determine how O and S can meet its wider responsibilities relative to partners and to take account of the emerging roles of Area Committees and the Area Partnership model;
- Cabinet Member Portfolios will need to be refreshed in 2010/11 to ensure that they reflect priorities and to provide clarity of links to the new organisational structure.

Everything that was planned to be completed and implemented by the new Municipal Year is in the place. The new arrangements will need to be monitored and developed over the next 12 months. The review of the Overview and Scrutiny Function, quite appropriately, will take place in the new Municipal Year as the SBP and area management develops. The emerging arrangements for area management will impact on the O and S role as Area Committees will be well placed to performance manage what is being achieved at a local level by area partnerships.

3. PERFORMANCE MANAGEMENT & INTELLIGENCE

3.1 Performance Management Framework

As indicated above, a new performance management framework has been approved by Council for implementation during the 2010/11 municipal year.

The new framework follows extensive consultation with Members, council officers and partners; and represents a new approach to managing, improving & reporting performance and risk.

3.2 Internal Intelligence

In support of the Strategic Budget Review Workstream on Performance Improvement, the *Knowing & Understanding our Communities Internal Working Group* is completing a data rationalisation exercise.

This exercise will determine what data/information is available within and across council departments, whilst assessing the usefulness of the information, its cost and any supporting IT systems. An initial sift has already been completed, and a follow up exercise to more fully capture the qualitative and usefulness of information will shortly commence.

3.3 Partnership Intelligence / Data Observatory

On 25th March 2010, the partnership intelligence group ("Sefton Understood") held its fourth meeting.

The group identified a number of council workstreams where it will be able to support either immediately or in the near future:

- *New performance management framework* – Sefton Understood will assist in mapping partner contributions and resources to community outcomes, performance indicators and projects/programmes
- *Health Inequalities Overview & Scrutiny Pilot* – Sefton Understood will provide required strategic information or data to support the pilot e.g. demographic information.

3.4 Quarter Four 2009/10 Performance Reporting

Quarter Four monitoring has commenced, and updates against the Corporate Plan, Departmental Service Plans and National Indicators will be completed by departments.

Using Sefton's latest performance, officers will compare our performance with that published regionally and nationally to determine Sefton's direction of travel.

3.5 Service Planning

A lighter touch approach to Service Planning is underway for 2010/11, which involves the identification of no more than 6 priorities per department. A simple pro-forma has been devised and it is proposed these drafts will be assessed against the core evidence base which was commissioned last year with partners on the Strategic Borough Partnership, but which is due to be refreshed to take account of the Joint Strategic Needs Assessment, and other up to date sources of information. Once the Cabinet is in place for 2010/11, Members will take the lead in determining priorities going forward, which will inform the development of the Corporate Plan.

It is anticipated that following this, service plans and new corporate plan will be in place by the end of May/early June for approval. A fuller approach to service planning is under development for 2011/12, but a lighter touch approach will assist the Council determine its priorities in the light of evidence. Supporting information such as value for money assessments, using the Audit Commission data, will be used to appraise services.

The Sefton Borough Partnership will be undertaking a similar exercise using the core evidence base, JSNA etc, to determine the priorities within the Sustainable Community Strategy. The challenge to partners will be to demonstrate how they are meeting, through planning and delivery, the aspirations within that strategy.

3.6 Other Developments

- SPRINT Enhancements version 3.2 will be uploaded mid April after testing.
- Data Quality - National Indicator responsibilities have been amended to include change of officer responsibilities
- The Audit Commission announced the removal of eighteen national indicators from April 2010.

4. Local Area Agreement

The first joint report of performance both Council and Partnership was presented to the Overview and Scrutiny Management Board on the 23rd February (as outlined above). This incorporated LAA performance the Corporate Plan and National Indicators Overview and

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Scrutiny Management Board requested a one-page summary to be produced which will be updated quarterly.

5. CORPORATE COMMUNICATIONS

The last quarter of 2009/10 has been logistically difficult for Corporate Communications as the team has mainly functioned with just two members of staff. This has meant that some pro-active PR work has suffered as the team had to deal with reactive media management issues as a priority.

However, during the last three months, 95 positive press releases have been issued which have generated newspaper coverage with an Estimated Advertising Value of £381,619. No figure for radio coverage is available at this stage, but will be reported to the next Cabinet Member meeting.

The Team has dealt with a total of 177 media enquiries which have resulted in mainly positive or neutral coverage in the media. These enquiries are made by various different media including local, regional and national newspapers, regional radio and regional and national TV (both news and documentaries).

Regular updates have been made to the news section of the Sefton Council Website and also the Team has maintained and updated the 'Informing Sefton' section of the staff intranet to spread corporate messages about the Transformation Programme and other internal matters.

Pre-Election Period "Purdah" guidance has been issued to elected members and Senior Officers for cascading across the authority. This has been drafted by Corporate Communications Team.

The Team is also currently involved in a review of communications activity across the council as part of a Strategic Budget Review Communications PID and updates will be given on this periodically through Cabinet Member meetings.

It is proposed that, in future, the performance of Corporate Communications will be reported on a quarterly basis to Cabinet Member meetings as part of the performance management of this function.

COUNCILLOR IAIN BRODIE-BROWNE

CABINET MEMBER'S REPORT		
Councillor	Committee	Date
Ian Maher	Cabinet Member Regeneration	15 April 2010

Neighbourhoods and Investment Programmes Update

Remediation Progress

Remediation is nearing completion on the site and Bellway have commenced the process of developing the site out with housing for sale, rent and shared ownership.

Work on remediating the former Penpoll site continues and will be completed during early summer 2010.

Orrell Lane Site

Bellway have reported significant interest in this housing development site, having secured 6 sales and 20 firm expressions of interest within two weeks of establishing a sales presence on the site. The form of accommodation to be developed on this site is targeted at 'second time' purchasers and provides larger properties with garages and is proving extremely popular. The number of sales and firm expressions of interest make this site Bellways most popular across the north west region

Pennington Road Footbridge

The formal opening of the iconic new footbridge, selected on the basis of a design competition that attracted entries from across the world including from Egypt and Japan, took place on March 30th 2010. The bridge provides DDA compliant access across the canal for the first time since a bridge was erected at this location in the 1930's

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CABINET MEMBER - TECHNICAL SERVICES

REPORT TO CABINET

15 April 2010

1. Thornton Switch Island Link

Good progress is being made with compiling the Planning Application submission and to ensure the application is complete and robust as possible it will be submitted in early April 2010. In preparation for the Planning Application, the recent public exhibition proved very successful. A number of issues were raised that are being further assessed, but generally there continues to be strong support for the scheme amongst local residents, businesses etc. A full report on the consultation will be included within the Planning Application.

Authorisation to submit the Planning Application was approved at my Cabinet Member Technical Services meeting on the 10th March 2010, and also for the Assistant Director Transport and Spatial Planning to enter into any necessary agreement with the Highways Agency to permit the Council to carry out works on the trunk road at Switch Island.

2. Lancashire County Council, LTP3 – Rail Access to Southport

Lancashire County Council is currently developing the 3rd Local Transport Plan, and has established a Task Group of Members to review rail priorities for inclusion in the Plan.

Stakeholders with an interest in potential rail improvement schemes have been afforded the opportunity to make representation to the Task Group in support of the proposal.

I have authorised a draft paper to be submitted to the Task Group that has been circulated to all Southport Ward Councillors for comment, and will be formally considered at my meeting on the 10th March 2010.

3. 3rd Local Transport Plan for Merseyside

Development of the 3rd Local Transport Plan for Merseyside is progressing for submission later this year, and to become operational in April 2011. It will be in two sections, a longer term strategy/policy document with supporting shorter term implementation plans. LTP3 is now the responsibility of the Integrated Transport Authority (formerly the PTA), but the ITA must reflect the views of the Local District Authorities and a wide range of stakeholders and the public.

Consequently, an initial phase of wide consultation on the “Challenges and Opportunities for Future Transport Provision in Merseyside” was launched on the 3rd March 2010.

A report on the process and a review of Sefton’s Transport Priorities will be considered over the coming weeks.

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4. **SMBC/Capita Symonds Technical Services Partnership**

The Highway Maintenance programme for the new financial year (2010/11) is currently being shared with Area Committees for consultation. Following the impacts of the severe winter, an additional £900k funding has been made available, and assessments are currently ongoing to identify and prioritise those locations that should be treated.

The Architects team have been appointed as Technical Advisors for BSF (Building Schools for the Future) schemes in Sefton.

Design works are already underway for a number of school extension projects, as well as the Litherland High School project, which is scheduled for overall completion by August 2011

A phased relocation of all Arvato staff from Balliol House to St Peters' House is now complete. The Property team are now focussing on the relocation of SMBC's Legal, Personnel and Children's Services staff

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