

APPENDIX 1

Extract of Executive Board, Executive Board Sub Committee and Executive (Transmodal Implementation) Sub Board Minutes Relevant to the Environment and Urban Renewal Policy and Performance Board

EXECUTIVE BOARD MEETING HELD ON 14 OCTOBER 2010

EXB56 HALTON'S LOCAL TRANSPORT PLAN (LTP3) STRATEGY AND IMPLEMENTATION - KEY DECISION

The Board received a report of the Strategic Director, Environment and Economy on the Strategy and Implementation of Halton's Local Transport Plan (LTP3), approval for a period of consultation.

The Board were reminded that Local Transport Plans (LTPs) were initially introduced by the Transport Act 2000, which set a statutory requirement for local transport authorities to produce a LTP every five years and keep it under review. Since then, the Local Transport Act 2008 had been introduced, which retained the statutory requirement to produce and review LTPs and supporting policies, but changed aspects of the statutory framework including giving local authorities the flexibility to review and update the LTP as they considered appropriate.

Halton Borough Council as a Unitary Authority, was the transport authority for the area of Halton and as such was required to produce a LTP. The current LTP (LTP2) would run until March 2011, with the third LTP (LTP3) due to commence in April 2011. Members were advised that LTP3 would be in two parts; the first would set out a long term strategy to 2026 and the second would consist of a short term (3 year) Implementation Plan, setting out in detail how the strategy would be delivered. Separating strategy and implementation allowed the two parts of the LTP to be renewed (when necessary) on different timescales.

Although Halton would produce an individual LTP3, it had been recognised that working in partnership with the Merseyside Integrated Transport Authority (Merseytravel) or ITA, which was statutorily obliged to produce the LTP on behalf of itself and the Merseyside Districts, would be beneficial for the sub-region. As a result, Halton and Merseyside had synchronised the preparation of their

evidence bases and there was impetus to produce a similar long term vision and strategy across the sub-region. However, the production of Halton's rolling implementation plan would be separate from Merseyside's and would be based on Halton's specific characteristics.

RESOLVED: That

- 1) the LTP3 Strategy and Implementation document be approved for the purposes of a seven week period of consultation; and
- 2) further editorial and technical amendments that do not materially affect the LTP3 Strategy and Implementation document be agreed by the Operational Director – Highways, Transportation and Logistics in consultation with the Executive Board Member for Transportation as necessary, before the document is published for consultation.

EXECUTIVE BOARD MEETING HELD ON 4 NOVEMBER 2010

TRANSPORTATION PORTFOLIO

EXB60 PROPOSED POLICY FOR VEHICLE ACCESS CROSSINGS OVER FOOTWAYS AND VERGES

The Board received a report of the Strategic Director, Environment and Economy on the proposed policy for Vehicle Access Crossings over Footways and Verges.

The Board were reminded that the existing policy was approved on 16 November 2000, and whilst it had been in use for ten years, its scope was limited largely to issues relating to enforcement of unsafe and non-approved access crossings and did not include more detailed procedural matters in connection with the construction of new access crossings.

The Urban Renewal Policy and Performance Board considered a proposed revised policy at its meeting on 25 November 2009, and endorsed the recommendation to refer the policy to the Executive Board for approval.

RESOLVED: That

- (1) the revised policy and procedure for the construction and enforcement of vehicle crossings

over footways and verges which covers:

- (a) criteria for acceptance;
- (b) the application procedure;
- (c) the incorporation of crossings into structural maintenance programmes;
- (d) the procedure for enforcement of non-approved crossings;

as set out in Appendix 1 attached to the report be approved;

(2) for the avoidance of doubt, and subject to the provisions of Section 184(9) of the Highways Act 1980, the Council shall construct any or all access crossings within the Borough and recharge the costs to the frontage property owner; and

(3) complaints and notifications regarding illegal access crossings continue to be prioritised for enforcement on the basis of risk to highway users, with those in an unacceptable position or with hazards such as channel ramps being given priority.

Strategic Director
- Environment
and Economy

EXECUTIVE BOARD MEETING HELD ON 18 November 2010

PHYSICAL ENVIRONMENT PORTFOLIO

EXB63 HALTON CORE STRATEGY PROPOSED SUBMISSION DOCUMENT FOR PUBLIC CONSULTATION - KEY DECISION

The Board received a report of the Strategic Director, Environment and Economy on the Halton Core Strategy Proposed Submission Document for Public Consultation.

The Board were advised that the Core Strategy was the main document in the Local Development Framework (LDF) which formed the statutory development plan for Halton. The Strategy had been prepared against a backdrop of significant changes to the planning system. At the national level, the forthcoming Localism Bill was expected to include provisions affecting planning, whilst planning policy statements and guidance (PPSS and PPGS) were expected to be replaced by national planning statements.

The Board were reminded that the consultation was the last formal public consultation process which was designed to test the soundness of the plan. Such tests for soundness included whether the plan was justified and the most appropriate in the circumstances, whether it was flexible, effective and could be delivered as well as whether

it was consistent with national policy and complied with all legal requirements.

The proposed submission document was attached at Appendix A to the report, and would be subject to an eight week consultation period commencing 29 November 2010.

RESOLVED: That

- a. the Halton Core Strategy Proposed Submission Draft be approved as 'sound';
- b. the Proposed Submission Draft be approved for the purposes of 'Publication' for an eight week period of public consultation under Regulation 27 of the Town and Country Planning (Local Development) (England) Regulations 2004;
- c. the following supporting documents be approved for a concurrent period of public consultation;
 - Sustainability Appraisal (Appendix B)
 - Infrastructure Plan (Appendix C)
 - Statement of Consultation (Appendix D)
 - Habitats Regulations Assessment (Appendix E)
 - Equality Impact Assessment (Appendix F);
- d. further editorial and technical amendments that do not materially affect the content of the Halton Core Strategy Proposed Submission document or the supporting documents be agreed by the Operational Director - Environmental and Regulatory Services in consultation with the Executive Board Member for Physical Environment as necessary, before they are published for public consultation; and
- e. the results of the statutory public consultation exercise on the Halton Core Strategy Pre-Submission document be reported back to the Executive Board following the consultation period, prior to seeking approval of Full Council for Submission to the Secretary of State.

Strategic Director
- Environment
and Economy

ENVIRONMENTAL SUSTAINABILITY

ES42 BEREAVEMENT SERVICES

The Board considered a report of the Strategic Director, Adults and Community which outlined revisions to the Council's policy on memorial safety testing in the light of new guidance issued by The Ministry of Justice. In addition, the report also assessed a partnership approach with Knowsley Metropolitan Borough Council for the use of Widnes crematorium by Knowsley residents.

Members were also updated on the progress in developing new cemetery space in Halton.

In the meantime, due to a decline in burial space, it was recommended that to provide continuity of burial space, the pre-purchasing of graves be temporarily suspended pending the establishment of new cemetery space in both Runcorn and Widnes.

It was further noted that in order to offer a new funeral service Bereavement Services were seeking to liaise with local funeral directors with the aim of offering a low cost, but dignified funeral service to local residents. This would enable families to have a simple, no frills, funeral package for an all inclusive price (to be negotiated).

RESOLVED: That Members of the Committee

1. approve:
 - The revised draft memorial safety policy;
 - the principle of a partnership agreement with Knowsley for the provision of cremation services;
 - the principle of a temporary suspension of the policy allowing the pre purchase of graves;
 - the principle of offering a fixed price funeral option to Halton residents.
2. note the progress on the establishment of new cemetery space; and
3. further reports be submitted to the Executive Board Sub Committee providing detail on the temporary suspension of the pre purchasing of graves policy and the fixed price funeral option to Halton residents.

EXECUTIVE BOARD SUB COMMITTEE 4TH NOVEMBER 2010

TRANSPORTATION PORTFOLIO

ES44 PROPOSED WAIVER OF STANDING ORDERS (PROCUREMENT 3.1 - 3.6) FOR A SINGLE COMPANY QUOTE/TENDER CONTRACT

The Sub Committee considered a report which sought a waiver of tendering Procurement Standing Orders to allow the Operational Director (Highways, Transportation and Logistics) to enter into a Contract for survey, maintenance and improvement works on Public Rights of Way with Groundwork Merseyside without tendering.

It was noted that Groundwork Merseyside (formally Mersey Valley Partnership) had worked closely with the Council for a number of years and had carried out a significant amount of work on the Public Rights of Way network. This approach had been beneficial to the Council and Groundwork also brought added value for the following reasons:

- their knowledge and expertise in the detailed design and management of works on site, the Rights of Way network and landowners;
- enabling of volunteers (900 person hours in the last financial year) and those on Supported Employment and Future Jobs Fund Schemes;
- leverage of additional funding;
- a whole package of identifying (via the SLA) and delivering work, saving Council officer time in design, management and dealing with legal issues with little intervention from officers;
- significant experience in the type of works required; and
- partnership approach.

Members noted that Officers had considered two alternative options. Firstly, the existing terms contracts had been examined but these did not have sufficient scope of works for all minor works to Public Rights of Way. Secondly quotations could be sought through the Due North system. However, detailed designs and specifications would need to

be produced in advance for each type of work and the administrative aspects of Public Rights of Way maintenance and improvements. This would place a demand on officer time and costs and produce delays.

RESOLVED: That

- 1) the Operational Director (Highways, Transportation and Logistics) be authorised to award a contract for survey, maintenance and improvement works on Public Rights of Way (PROW) to the contractor GROUNDWORK MERSEYSIDE covering the financial years 2010/11 and 2011/12 for a period from 4th November 2010 to 4th November 2011, to be funded from the approved capital and revenue budgets for PROW maintenance and improvements for these years, and
- 2) that in light of the exceptional circumstances, namely the combination of functions that Groundwork bring to the service as referred to in this report, and in accordance with Procurement SO 1.8.2, Standing Orders 3.1-3.6 be waived on this occasion.

Strategic Director
Environment and
Economy

EXECUTIVE BOARD SUB COMMITTEE – 18TH NOVEMBER 2010

ENVIRONMENTAL SUSTAINABILITY PORTFOLIO

ES48 BEREAVEMENT SERVICES – PRE PURCHASE OF GRAVES

The Sub-Committee had previously considered a report which sought approval to temporarily suspend the right to pre-purchase graves pending the establishment of new grave space (Minute No ES42 refers). Both Widnes and Runcorn Cemeteries had approximately 6 years of burial space remaining. As the burial space was seen to reduce, an increasing number of comments and enquiries were being made to the Bereavement Services staff about the diminishing grave space. There was a concern that as grave space was seen to decline there could be an acceleration in the pre-purchasing of graves that would further reduce the remaining years left at each site.

Members considered a report which recommended that in order to provide continuity of burial space, the pre purchasing of graves should be temporarily suspended pending the establishment of new cemetery space in both

Runcorn and Widnes. It was proposed that the change would be managed as follows:-

- all funeral directors would be written to informing them of the temporary suspension of pre purchasing graves;
- a notice would be displayed in the Cemetery Office informing the public of the position;
- any person enquiring about the pre-purchasing of a grave would have their names put on a waiting list until suspension had been lifted. The allocation of pre-purchased graves would then be prioritised according to their position on the list; and
- a notice would be displayed in the Register Office and staff briefed on how to deal with any enquiries should they arise.

RESOLVED: That in consultation with the portfolio holder, the temporary suspension of the policy allowing the pre-purchase of graves be approved.

Strategic Director
Adults and
Community

EXECUTIVE BOARD SUB COMMITTEE – 2ND DECEMBER 2010

SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

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

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

NEIGHBOURHOOD LEISURE AND SPORT PORTFOLIO

ES57 WIDNES RECREATION CLUB

The Sub-Committee considered a report on the progress on the development and management of the Widnes Recreation Club site. At a previous meeting of the Executive Board, it approved a process to market test for expressions of interest to develop the site and gave delegated authority to the Strategic Director and portfolio holder to move to letting a lease.

Following an advert placed to attract expressions of interest, three completed pre qualification questionnaires were received and two of the expressions of interest moved to the second stage of submitting proposals for the management and development of the premises. Both submitted proposals but only one addressed the issues the Council wished to see addressed in the descriptive document.

RESOLVED: That

- (1) the Board endorse the progress on the development and management of the Widnes Recreation Club site;
- (2) the Operational Director of Community Services be authorised to enter into negotiations with Widnes Sports Limited for the development and lease of the Widnes Recreation Club site;

- (3) the Strategic Director, Adults and Community, in conjunction with the portfolio holders for Environment, Leisure and Sport, and Corporate Services be authorised to develop detailed proposals for the development and lease of

Strategic Director
- Adults and
Community

the site; and

(4) the Board resolved that this decision required immediate action due to the deterioration of the site therefore this decision be excluded from the call-in procedure.