



Executive Board

**Thursday, 24 May 2012 2.00 p.m.
The Boardroom, Municipal Building**

A handwritten signature in black ink, appearing to read 'David W R'.

Chief Executive

**ITEMS TO BE DEALT WITH
IN THE PRESENCE OF THE PRESS AND PUBLIC**

PART 1

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Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda no later than when that item is reached and, with personal and prejudicial interests (subject to certain exceptions in the Code of Conduct for Members), to leave the meeting prior to discussion and voting on the item.	
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<p>In this case the Board has a discretion to exclude the press and public and, in view of the nature of the business to be transacted, it is RECOMMENDED that under Section 100A(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1,2,3 and 5 of Part 1 of Schedule 12A to the Act.</p>	
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In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

REPORT TO:	Executive Board
DATE:	24 May 2012
REPORTING OFFICER:	Chief Executive
SUBJECT:	Liverpool City Region Deal
PORTFOLIO:	The Leader
WARDS:	Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is to provide an update to the Executive Board on the development of the Liverpool City Region deal and the likely timescale for its negotiation and agreement.

2.0 RECOMMENDATION: That the Board

- 1) welcome the progress on agreeing a Liverpool City Region Deal with Government;**
- 2) consider the asks and offers to Government as currently drafted;**
- 3) note the timescales to negotiate and agree a City Deal; and**
- 4) that the Chief Executive, in conjunction with the Leader, be given delegated powers to conclude a City Deal with Government on behalf of the Council.**

3.0 SUPPORTING INFORMATION

3.1 The Government published 'Unlocking growth in cities' in December 2011 which encouraged core cities and their surrounding economic areas to agree a bespoke set of Deals.

These would identify additional powers devolved to local areas in return for additional performance.

The additional powers and responsibilities are designed to remove blockages in a range of different areas and to deliver significant and transformational change.

In return the City Region will commit to deliver a range enabling actions in support of the 'asks'.

3.2 Liverpool City Council agreed a specific City Council deal with Government in January which contained additional responsibilities and some funding, along with a recommendation to the City Council to adopt a Mayoral governance

system. This specific 'Mayoral' City Deal should be seen alongside the wider City Region deal, with all partners and Local Authorities (including Liverpool) playing a full part in the wider City Region deal.

3.3 The LCR Local Enterprise Partnership Board have considered the draft City Region Deal at its last two meetings in March and April. The LEP confirmed the approach to focus on a smaller number of more specific deals with Government.

PROGRESS TO DATE

3.4 A series of LCR discussions have been taking place with Government colleagues over recent weeks to progress detailed "asks" of Government and "offers" from the City Region.

The proposed list of "asks" and "offers" is attached as **Appendix One** and is still in the process of being refined through negotiation with Government.

3.5 In particular attention is drawn to the following elements that are likely to be part of the final set of asks:

- **International Trade Exposition** - Liverpool Vision will be leading on an International Trade Exposition and will bringing a report on this implementation plan to the LEP Board in due course
- **Superport** 3MG features as part of the superport strategy, which is designed to create many new jobs and business opportunities.
- **Transport** - The City Region will need to demonstrate to the Department for Transport that the issues around transport governance will be settled ahead of delegation of further powers and funding. A single strategic transport body for the LCR is proposed. This has long been an ambition of Halton.
- **Knowledge Economy and Science** - The further development and expansion of Daresbury features at the heart of this ask.
- **Low Carbon Economy** - The low carbon ask has been refocused around removing unnecessary regulations and facilitating investments. The opportunities within this sector are particularly strong within this City Region
- **Skills** - A bid for £30m Employer Ownership funding, to give employers more control over skills investments, has been submitted
- **Business Investment Hub** for the City Region, led by the private sector
- **Funding** - Delegation of control over European funding to the City Region and other funding streams currently controlled by Government.
- In parallel, there are plans to submit a City Region Regional Growth Fund programme bid.

3.6 Executive Board are asked to review the asks and offers as summarised in Appendix One and offer comments.

PROCESS

3.7 The asks of and offers to Government, have now been submitted to Cabinet Office. They have also been subject to a challenge session with Greg Clark (Minister for Cities) and Lord Shipley, in mid May.

3.8 After revisions have been made, the document will then be submitted to an Adhoc Ministerial Group (comprising relevant Secretaries of State and chaired by the Deputy Prime Minister) in late June/early July for Cabinet Office to then negotiate with Government departments on the City Region's behalf.

3.9 Once agreed, the document will then be approved by a formal Cabinet Committee, it is hoped that this will be done before the Summer recess.

4.0 POLICY IMPLICATIONS

4.1 The City Deal is at the heart of the Government's localism agenda, passing power to local communities and devolving budgets from central to local government.

5.0 OTHER IMPLICATIONS

5.1 The City Deal will help the LCR and Halton to deliver a number of strategic priorities, at Daresbury, 3MG and the Mersey Gateway Bridge. However, there is an expectation on the part of Government that if Government invest the LCR and Halton will deliver.

6. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

No specific implications are identified

6.2 Employment, Learning and Skills in Halton

The City Region Deal will support new skills opportunities and bring new employment opportunities in Halton and the LCR.

6.3 A Healthy Halton

Increased employment and skills training will help support a Healthier Halton

6.4 A Safer Halton

Increased employment and skills training will help support a Safer Halton

6.5 Halton's Urban Renewal

The development of Daresbury, 3MG and the Mersey Gateway Bridge will support the urban renewal of Halton

7. RISK ANALYSIS

7.1 There is an expectation on the part of Government that if Government invest the LCR and Halton will deliver. Government have made it clear they will seek to recover their investment if the LCR do not deliver on their promises.

8. EQUALITY AND DIVERSITY ISSUES

8.1 There are no specific equality and diversity issues identified in this report.

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

None under the meaning of the Act.

APPENDIX 1 – LIVERPOOL CITY REGION DEAL



Liverpool City Region Deal with Government

9 May 2012

Foreword

On behalf of the business and civic leadership in the Liverpool City Region, we are pleased to submit this proposed City Region Deal to Government.

The Liverpool City Region's economy has closed the gap on national performance in recent years, but there remains a significant challenge to continue this. Working together, our businesses have identified the potential for additional GVA of £2bn and 100,000 jobs over the next 10 years, an opportunity unparalleled in the country. The role of Government and the public sector is to support and facilitate this growth where it is needed.

The asks of Government included in this proposal will help businesses to accelerate their growth and will make a significant contribution towards the rebalancing of the national economy.

There is a commitment from business and civic leaders in the City Region to take the once in a generation opportunity that is before us: this Deal proposal allows Government to match that commitment.

Robert Hough
Chair, Liverpool City Region
Local Enterprise Partnership

Joe Anderson
Mayor of Liverpool and
Chair, Liverpool City Region Cabinet

Executive Summary

Liverpool City Region, with its population of 1.5 million people and £20 billion economy, is a key player in the £120bn North West regional economy. A powerful private and public partnership exists between the Local Enterprise Partnership (LEP), City Region Leaders and newly elected Mayor of Liverpool focusing on the City Region's natural economic strengths of the Super Port, Advanced Manufacturing, the Low Carbon, Knowledge and Visitor economies. This provides the platform to accelerate economic growth across this City Region and the wider Atlantic Gateway, rebalancing the economy and creating opportunities for investment and jobs.

The deal presented in this document seeks to fully capitalise on those assets, build on the impetus of the Liverpool City Mayoral Deal and deliver on the objectives set out within the Atlantic Gateway Business Plan. As Lord Heseltine and Sir Terry Leahy noted in their report for Government, rebalancing Britain has to be more than a slogan. We are committed to make that a reality and have been ruthless in ensuring that our Liverpool City Region Deal reflects and complements our plan, the recommendations of Lord Heseltine and Sir Terry, to enable the Atlantic Gateway to become a genuine corridor for growth and rebalance the national economy.

In achieving our vision and objectives, we must ensure that this success reaches all parts of the Liverpool City Region. This includes addressing some long term structural issues that will hinder our growth, including low business density, significant skills gaps, relatively high levels of unemployment, and relatively low productivity.

The 6 areas set out in our proposal to Government connect and deliver national and local priorities within the Liverpool City Region. They are:

- A Minister for the Atlantic Gateway with support of a designated Whitehall team to drive forward this unique opportunity;
- A international Business Festival of the North which showcases and celebrates the huge array of business opportunities to Europe and the rest of the World - delivering real inward investment across the Liverpool City Region and the North of England;
- Creation of one of the world's premier Green city regions by 2020 by having the world's cleanest urban river and a genuine centre for offshore renewable that capitalises on the business opportunity of offshore wind, renewable energy and the green economy;
- Enhanced support for the internationally recognised science, technology and innovation work in the City Region;
- The creation of the UK's first Skills for Growth Bank – a business owned mutual that provides financial and practical tools for our businesses to nurture the high skilled workforce our economic growth demands; and
- Putting transport at the heart of economic development to enable and build on strategic projects such as the Mersey Gateway as well as rigorously making the case for the Liverpool City Region to be connected to HS2.

Introduction

The Liverpool City Region economy was founded on international trade. The City Region is connected to global markets, through its ports, airports and by its many multinational companies. The Port of Liverpool is one of the largest ports in the country and has the opportunity to regain its position as the premier trading centre for the North of England. World leaders, including Unilever, Jaguar Land Rover, Maersk, NSG (Pilkington), Novartis, Iberdrola and Sony, are major investors in our business friendly and cost competitive environment. Alongside this, the competitiveness of local firms on an international basis will be key in determining the City Region's future economic prospects.

Four key sectors identified for their potential to create new jobs and new opportunities – the Visitor Economy, the Low Carbon Economy, the Knowledge Economy and the SuperPort – remain at the heart of the City Region's economic development strategy. In addition, the Atlantic Gateway, a strategic growth corridor stretching from Super Port on the Mersey along the Manchester Ship Canal into the heart of Manchester represents a unique investment opportunity of international importance. The creation of Enterprise Zones in Daresbury, Wirral and Liverpool Waters, plus the Mayoral Enterprise Zone, will assist delivery of ambitious schemes within the City Region.

The opportunities, and the self confidence of those who seek to grasp them, are of a different and altogether more encouraging nature than would have been reflected in a snapshot of such opinion in the 1970s and 1980s. A simple fact reflects the change. Liverpool is not the source of despair it once was: since 2000, Liverpool's economy has grown faster than that of the UK.

*Lord Heseltine/Sir Terry Leahy
Rebalancing Britain: Policy or Slogan?*

As an illustration of the Liverpool City Region's ambition, development and infrastructure schemes already in the pipeline include:

- Liverpool and Wirral Waters (planned £10bn private investment).
- International Trade Centre (planned £200m private investment).
- New Deep Water Port on the Mersey (planned £150m private investment).
- Expansion of Daresbury Science and Innovation Park (planned £600m private and public investment);
- Mersey Gateway Bridge (planned £450m PFI investment);
- Expansion of the Mersey Multimodal Gateway (3MG); and
- New Royal Liverpool University Hospital and Bio Campus (£500m PFI investment).

The Liverpool City Region has:

- A track record of delivery, including the 2008 European Capital of Culture celebrations delivering £800m economic benefit to the area and the £1bn private sector led transformation of Liverpool City Centre;
- A decade of strong economic performance, with major new projects in the pipeline: a reliance on traditional industry has widened with private sector investments such as Liverpool ONE, Pilkingtons, Peel International Trade Centre and Jaguar Land Rover strengthening the economic base;
- Improved educational attainment and a focus on skills for business, with a 30% increase in GCSE attainment since 2006;

- Investment in infrastructure to encourage growth including an extensive metro rail network and the planned £450m Mersey Gateway bridge;
- A distinctive cultural and tourism offer, with the highest concentration of cultural and heritage venues in a UK city outside of London;
- An internationally significant knowledge base, building on the strengths of the 4 Universities and the Daresbury Science and Innovation Campus; and
- A growing low carbon economy and high quality environment.

The inherent opportunity

The positive and dramatic changes of the last few years, with over £5bn invested in new infrastructure (e.g. £1bn Grosvenor investment in Liverpool ONE, £30m Liverpool City Council and ERDF investment in the Arena and Convention Centre) are clearly visible. There is now an opportunity for the City Region to improve its economic performance and long-term prospects for the benefit of all with a projected 100,000 jobs to be created over the next 10 years (Merseyside Economic Review 2012). To create a globally competitive City Region, our shared economic objectives are to:

- Develop the City Region's role to be an international trade gateway to and from the UK, as part of the wider Atlantic Gateway corridor for growth;
- Rebalance our economy to accelerate the rate of economic growth;
- Create a place where business want to invest and where people want to work and live;
- Be recognised as a City Region with knowledge and demand responsive 'Skills for Growth'; and
- Become a genuinely green and sustainable City Region focused on green jobs and renewable energy generation.

In order to seize these opportunities, Government is asked to designate a Minister for the Atlantic Gateway, with the support of a dedicated Whitehall team, to ensure that all the agencies of Government and the North of England are completely aligned with realising these developments.

Governance and accountability

Over the past decade the private and public sector have made significant progress in closing the performance gap of the City Region with the rest of the UK economy, reclaiming our position as a competitive and resurgent City Region. This long standing arrangement was recently reinvigorated with the formal establishment of our LEP bringing together business and civic leaders. Complementing this model of strategic leadership is the emerging governance arrangement for the newly elected Mayor of Liverpool, together with a clear accountability to the electorate of the other 5 authorities within the functioning economic area via the City Region's Cabinet of Leaders.

The LEP itself is a private sector membership body with over 350 business members. Linked policy areas impacting on economic growth, such as Housing and Planning, are considered elsewhere rather than in these Deals. However, it is our intention to work with all the partnerships under the umbrella of the LEP and City Region Cabinet to ensure their economic impact is recognised and a key factor in their investment decisions.

It is still too early in the transition to provide details of how the specific powers of the Mayor of Liverpool will relate to the LEP and connect to the wider economy, but this will be worked through over the coming months. Much of this will rely on a shared understanding of the scale of the opportunity as well as the economic challenges facing the City Region, and effective working relationships.

Atlantic Gateway and International Festival of Business

Liverpool is centrally located within the British Isles, part of a heavily populated region around the North and Midlands, and forms one end of the Trans-Pennine corridor spreading to Manchester, Leeds and Hull. Within the north, the area with the most concentrated economic mass and potential is the Mersey Basin, now referred to as the Atlantic Gateway. The Atlantic Gateway, comprising the two cities of Liverpool and Manchester, is the UK's second largest economic area after London, and has been estimated to have the potential through infrastructural investment to generate an additional 250,000 jobs. If anywhere in the UK can develop the critical mass and momentum to become an alternative growth pole to London, it is the Atlantic Gateway.

International Festival of Business in the North

Liverpool's history is intertwined with trade, maritime and related services. The area's transformation over the last decade, and the scale of improvement in the business environment has fueled our confidence to once again put the city on the international stage. Our experience hosting Capital of Culture, participation in the International Exposition in Shanghai and the Liverpool Embassy in London have formed the foundations for this proposal.

It is a priority of Government to rebalance the economy of the country and to promote strong, sustainable and balanced growth. There is a Government target to double annual UK exports to £1trillion by 2020. There is more trade than ever going through the Port of Liverpool and can exploit further with the new £150m deep water berth being built in the Port of Liverpool funded through private funding. This will allow the largest ships in the world to once again visit Liverpool and use it as an access point not just for the Atlantic Gateway but for the country as a whole.

To capitalise upon this opportunity, the City Region wishes to stage a major international trade event for the North in June 2014 across both banks of the Mersey: this will provide an enormous opportunity to continue this positive momentum and build the business profile of not only the Liverpool City Region but the North of England. The event should be of sufficient scale to provide a step change in business performance, as Capital of Culture 2008 changed the perception of the City.

An International festival of business in the North, provides the opportunity to promote our vision that the Mersey once again becomes a key global trading centre showcasing the Enterprise Zones in the City Region and the wider Atlantic Gateway and the North as a whole, supporting the reconnection to global growth markets, notably USA, China, India, Europe and South America.

The event will showcase across four key growth dimensions: Trade (focusing on: Knowledge; Low Carbon; Creative / Digital; Port Logistics; Investment; Higher Education; Tourism and Visitor Economy). It will build upon the opportunity presented by the Atlantic Gateway, SuperPort Development, International Trade Centre, improved City Centre Commercial Base, Freeport, key City Region sectors and Daresbury Science and Innovation Campus.

The estimated cost of £15m for the Festival will be met in part by private sector contributions (£5m) and local public sector support (£5m): Government are asked to contribute £5m subject to a satisfactory business case. The Festival will have a very tangible benefit and legacy and is expect to generate at least £100m in additional trade.

The City Region would return the £5m Government contribution if this target was not achieved.

The event will be hosted in a hub of three locations at the core of the City Region: the hugely successful Arena and Convention Centre Liverpool, the International Trade Centre Wirral and a proposed iconic investment centre in North Liverpool (what is this and what will the legacy be?). Alongside this, the City Region will work with SMEs to ensure that they are export ready and prepared to seize the opportunities the Festival presents. Ian, we need to be clear as to what Government will get for its contribution.

Science, technology and innovation

The Atlantic Gateway has a clear focus on science, technology and innovation, and the Daresbury Campus is at the heart of the Gateway. Daresbury Science and Innovation Campus (DSIC) is one of only two centres in the UK (along with Harwell Oxford) for 'big scale' science. The critical importance of the development of the DSIC for the long-term economic growth of the North and the UK as a whole is well-known. It is complementary to the Manchester and Liverpool economies along the Atlantic Gateway, providing a collaborative, innovative and entrepreneurial science and business environment. The importance of significant science assets and the DSIC campus model acts as a powerful magnet for over 100 high growth knowledge and international companies. These include IBM, BAe Systems, Perkin Elmer and Rapiscan Systems, with over 100 technology companies already on site. These companies have grown by 37% per year over 4 years.

The Liverpool City Region is clear that innovation must be at heart of securing growth and improving productivity, linked to trade and export of goods which can also be manufactured here. Business and research led work is under way within the City Region, but there is a need for additional support if opportunities are to be seized.

Complementary to Daresbury, the Liverpool Knowledge Quarter (LKQ) is a remarkable concentration of internationally renowned, high quality knowledge economy assets and activity. The institutions which form the core of the Liverpool Knowledge Quarter – including the Universities, Royal Liverpool University Hospital and Liverpool School of Tropical Medicine – support more than 14,000 fulltime equivalent jobs. However, the LKQ currently is not well enough known. The impending redevelopment of the Royal Liverpool University Hospital and expansion of the internationally renowned School of Tropical Medicine provides an opportunity to accelerate the development of this strength for the benefits of the national economy.

City Region Offer to Government	City Region Ask of Government
<ul style="list-style-type: none"> • Deliver a National Enterprise Conference in Liverpool in Spring 2013 • Deliver the International Festival of Business in June 2014, providing 2/3 cost from private and local public sources. • Generate a return on the investment of Government of more than £100m over five years. • Commission additional export support for SMEs to prepare themselves for trade opportunities 	<ul style="list-style-type: none"> • Appoint a Minister for the Atlantic Gateway with the support of a dedicated Whitehall team to remove blockages to growth • Endorse and actively support the delivery of the event as a major focal point of UK business and investment strategy, providing a letter of support from the Prime Minister. • Commit Senior Ministerial attendance to the Festival • Fund £5m to the overall cost conditional upon the achievement of agreed level of economic impact.

	<ul style="list-style-type: none"> • Commit senior Civil Service time to the delivery of the project
<ul style="list-style-type: none"> • Implement the Daresbury master plan, a Joint Venture with the Science Technology Facilities Council and Langtree Group to invest £600m and create 12,000 new jobs • To attract and support investment in world class science (namely, accelerator science, computational science and super-stem) at Daresbury • Deliver the Investment and Action Plan for the LKQ Mayoral Development Zone and flagship projects including the Liverpool Bio Innovation Campus, redevelopment of the Royal University Teaching Hospital and expansion of the School of Tropical Medicine. • Create an innovation hub to strengthen and enhance existing support measures • Increase SME access to centres of R&D and innovation expertise 	<ul style="list-style-type: none"> • To commission, supported by the Minister for Science, an audit of science investment in the UK, north of England and Daresbury • Continue to invest in Big Science capability and ensure the national and international significance of continuing activity of the Daresbury Science and Innovation Campus • UKTI to prioritise the Liverpool Knowledge Quarter (together with the emerging Liverpool Creative Digital initiative) for inward investment marketing and have a presence in the area • Support the development of a vibrant innovation cluster in the city region through a coherent and integrated package of private and public sector support for IP driven business growth. •

Development of the Low Carbon Economy

The Liverpool City Region has successfully placed the development of a Low Carbon Economy at the centre of its economic future. Forward thinking strategies taking advantage of opportunities in areas such as offshore wind, marine energy and smart city projects are resulting in significant investment and job creation – existing investment currently supports over 9,000 jobs and £1.2bn of value in the City Region.

Our City Region has an ability to lead the UK's transition to a low carbon economy building on its distinctive natural resources, location and skills base. The River Mersey and its infrastructure are a unique and essential asset in delivering the low carbon agenda and the expansion of the Liverpool City Region Offshore Wind hub and smart city activity will create further private sector led investment, jobs and increased international export opportunities, whilst also delivering direct benefits to local businesses and communities.

The opportunities exist for the City Region to accelerate and increase private sector investment in the low carbon industries still further. Private sector input has helped shape a series of specific asks of Government which will deliver demonstrable business growth impacts. This can be achieved by Government working with City Region partners in two key areas:

- Piloting an effective and efficient regulation system for low carbon activity that reduces delay and costs without compromising regulatory objectives;
- Enabling and accelerating private sector investment in key infrastructure projects.

At a time of recession, the UK has a significant opportunity to attract investment and deliver jobs within the growing global market for offshore wind supply which is estimated to be worth £75 billion by 2020, supporting up to 70,000 jobs globally (UK Renewables). Private sector companies within the Liverpool City Region are well positioned to seize the economic opportunities presented by the imminent investment in the Irish Sea Round 3 Wind Farms – with 1,000 turbines planned resulting in 1 construction job per turbine installation alone (Parsons Brinckerhoff), the job creation opportunities arising from this, the maintenance requirements and from further supply chain developments are immense and furthermore, sustainable. This would make a significant contribution to rebalancing the economy spatially and sectorally.

However to take advantage of these opportunities, and to be able to compete effectively with established German and Danish companies, businesses tell us that we need to remove the burden of unnecessary national bureaucracy. Improving the regulatory process would shorten the timescales for deciding planning applications and reduce the financial burden on the private sector, thereby increasing the attractiveness of the UK for investment. **Wirral to add timescales for planning applications. egs of where we have missed out on investment due to these planning constraints?**

Without compromising regulatory objectives, there is a clear opportunity for the City Region to work with government agencies such as Natural England, the Environment Agency and the Marine Management Organisation to accelerate project delivery. There are 40 projects within the Government's National Infrastructure Plan 2011 that have been granted the status of a 'nationally significant infrastructure project'. This means that they will be prioritised by Government Agencies in respect of being taken forward in terms of pre-application identification, collaboration and support for resolution of issues. We wish

to be granted this priority status in respect of an aggregation of the city region's low carbon projects, such are the opportunities available.

The EU Water Framework Directive aims to bring all inland and coastal water to 'Good Ecological Status' by 2015, but only a quarter of English water bodies achieve this, and the Mersey is not one of them. The opportunity exists to commit to a more radical option, with the aim to make the Mersey the world's cleanest river in an urban setting by 2045. The Mersey could in this way become the centrepiece of a city at the leading edge of environmental best practice nationally. As water security becomes a major global issue, the attraction of having a global centre for improving and maintaining water quality would be a huge economic asset, generating business and technological know-how that could be exported. The wider Atlantic Gateway area would need to share a commitment to such an aim, as it would require investment with a long payback time. However, such an aim could pay major economic dividends as well as making the City Region one with unparalleled and sustainable natural environment and quality of life.

City Region Offer to Government	City Region Ask to Government
<p>Regulatory Pilot Zone</p> <ul style="list-style-type: none"> • Work with Marine Management Organisation, the Environment Agency, Natural England and the Civil Aviation Authority to progress the regulatory Asks. • Make available local environmental studies / data to government agencies to support their decision making. • Work with community and voluntary sector to engage them in gathering environmental evidence. • Identify and share best practice in respect of reducing unnecessary bureaucracy at a local level. This will inform future Government policy. 	<ul style="list-style-type: none"> • Instruct regulatory agencies (Marine Management Organisation, the Environment Agency, Natural England and the Civil Aviation Authority) to respond to consultation requirements on all low carbon planning applications within the LCR within 13 weeks in line with the Government's Red Tape Challenge and to report by exception to Minister for Atlantic Gateway. • Agree a common evidence base with the City Region acceptable to all regulatory bodies. • Pilot the Environmental Account Manager within the LCR. • Grant the 'nationally significant infrastructure project' status to the aggregation of the LCR low carbon projects to gain priority support from Government agencies
<p>Accelerating Investment</p> <ul style="list-style-type: none"> • Commission a LEP Project Board to plan how the River Mersey can become the world's cleanest urban river by 2045 • Work to access appropriate funding streams to enable investment which will support UK businesses to grow and diversify to take advantage of the Irish Sea Round 3 offshore wind opportunities. • Work with businesses to develop an aggregation of projects to enable them to attract investors. • Use innovative financial models that promote recycling of funds e.g. Growing Places, Regional Growth Fund and Chrysalis (JESSICA). • Develop a pipeline of green investment opportunities • Realise the City Region's potential to become a leader in renewables 	<ul style="list-style-type: none"> • Designate the City Region as a strategic partner for the Green Investment Bank. • Grant Enhanced Capital Allowance status to part of the Cammell Laird site as an extension of the existing Enterprise Zone. • Set up a cross Government Task Force to explore and advance the Mersey Tidal Power Project. • Adopt a single funding approach (green growth budget) for DECC and BIS funding e.g. ECO Innovation • Partner and invest staff resources in an LCR Smart City Board vehicle to attract matching private sector funding to implement the Sustainable Energy Action Plan for the City Region.

Growth

The Liverpool City Region has significant opportunities for growth over the next 10 years, with a projected 100,000 new jobs being created. Many of the measures highlighted elsewhere in this Deal will make significant contributions to this objective. The economic potential of the Liverpool City Region goes much further and there are specific blockages or issues that could be resolved, which would support that improvement in investment, productivity and job creation.

LEP to add XXX table with sectors and basis for projections XXX

Government has recognised the challenge of business growth in the current market. A plethora of new financial products are being introduced to the market either directly funded by Government, or in partnership with banks and private investment companies. The City Region also has a notable number of business support products being delivered via Local Authorities and other bodies, primarily funded by ERDF matched against local resource. Local Authority partners, with the LEP, have recognised that there is the opportunity to coordinate this activity more and maximise the outcomes of national delivery by better linkages between the local and national products. The City Region would like to test out with Government the focusing of that support, as well as considering routes for accessing external finance for businesses. It is estimated that an improvement in focused business support would lead to an additional £xm GVA and y jobs.

Companies in the City Region have benefited from Regional Growth Fund monies, including £xm to Y for z and £am to b for C. The LEP and Councils are developing a £Xm programme bid to support the growth outlined in this proposal, which is anticipated to attract an additional £Ym investment, create Z jobs and create a further £Am GVA.

Advanced Manufacturing

There are 3,008 manufacturing companies in the Liverpool City Region employing nearly 35,000 people. They are spread across the economic area with significant job concentrations in Liverpool, Wirral, Knowsley, Halton and St. Helens. City Region companies, organisations and Universities are involved in the full cycle of activities, from research, design, development and production through to logistics, after-sales service, maintenance and repair and end-of-life management. Traditionally, manufacturing has been concentrated through discrete sectors such as automotive, marine, aerospace and chemicals. More recently, there has been a focus and emphasis on generic technologies which can drive manufacturing across such sectors (e.g. composites, nanotechnology, additive layer manufacturing and silicon electronics). Companies in this area are well placed to take advantage of trade and export through the international logistics links.

Key barriers and challenges include:

- Ensuring that City Region companies are able to access and exploit new technologies from local, national and international sources
- Addressing sustainability and increasing scarcity of energy and other resources;
- Exploiting the potential for future convergence e.g. across the manufacturing and digital sectors through digital manufacturing including additive layers manufacturing;
- Supporting the skills and education systems to understand, anticipate and respond to challenge of competitive, high value manufacturing;
- Supporting companies to develop niche and competitive products for new export markets; and

- The need to strengthen the supply chain within the City Region.

European funding

Liverpool City Region has a proven track record in managing and operating ERDF programmes. In the current 2007-2013 programme, we have invested £207m ERDF, have a current pipeline of £32m in development, with £15m remaining. Notable examples include:

- The Low Carbon Economy REECH (Renewable Energy and Energy Efficiency in Community Housing) project, awarded £7.7m ERDF, securing an additional funding of over £18m. The project is increasing the number of Low Carbon Goods and Services companies, combating fuel poverty in the poorest areas of the City Region, reducing carbon emissions and providing employment opportunities.
- The Museum of Liverpool, which attracted £3.5m ERDF towards the £71m total project cost, exceeded its profiled target of 750,000 visitors.

Current arrangements for the management of EU funding are fragmented and disjointed, with the Structural Funds in the UK managed by various Government departments which all use different and un-connected operational programmes, governance arrangements, administration structures, and application / claims / payment / audit processes. Our experience during 14 years of Objective One funding is that outcomes are improved by taking an integrated partnership based approach to investment. This entails combining and consolidating ERDF and ESF with local and national investment to create greater impact and ability to leverage funds. The resultant joining up of partners, funding streams, and timescales focuses resource on priority actions / outcomes, resulting in more effective delivery, improved results and reduced costs.

As a potential transition region the Liverpool City Region will receive a substantial allocation of ringfenced EU funding for the 2014 – 2020 and the City Region has the experience, expertise and capacity to directly manage this resource. Delegating EU funding to the City Region as a separate Operational Programme is the most effective way of ensuring this EU funding is directed at LEP strategic priorities, it will maximise opportunities for local match funding, complement the Liverpool Mayoral Deal, and be a practical demonstration of Government’s localism agenda. It would also lead to a programme that was much more targeted on local priorities and deliver at least 10% efficiencies in programme running costs.

City Region Offer to Government	City Region Ask of Government
<ul style="list-style-type: none"> • Co-ordinate existing business support activity through the Business Hub • Work with Chambers of Commerce to extend business to business mentoring • Work with suppliers of existing services (e.g. High growth support) to maximise impact in City Region • Commission additional activity to 	<ul style="list-style-type: none"> • Acknowledge the hub as a focal point through which Government engages with the City region of its support to business to assist coordination • Pilot new business investment support projects within the City Region • Channel Government backed finance vehicles through the hub
<ul style="list-style-type: none"> • Implement Advanced Supply Chain Initiative with Birmingham, Black Country and Coventry LEPs • Work with TSB to High Value Manufacturing Landscape • Develop of University Technical College for Manufacturing • Facilitate Private Sector Manufacturing 	<ul style="list-style-type: none"> • Designation of the City Region as a Pathfinder Region for Advanced Manufacturing • Engage in the roll out of City Region version of High Value Manufacturing Landscape • Support the development of a evergreen fund for Supply Chain companies building on the AMSCI

Forum	<ul style="list-style-type: none">• Support a £18million 3 year Liverpool City Region Advanced Manufacturing Uplift programme for 400 targeted companies.
<ul style="list-style-type: none">• Deliver a RGF programme bid	<ul style="list-style-type: none">• Support the RGF programme bid
<ul style="list-style-type: none">• Deliver a dedicated Operational Programme for the City Region, and is willing to become Managing Authority to achieve this.	<ul style="list-style-type: none">• Delegate the EU funding for 2014 - 2020 for the City Region for agreed investment priorities.

Skills and Employment

Introduction

To build momentum and capitalise on the City Region's growth opportunities we must also focus efforts to equip businesses with a skilled workforce able to compete in the global market. Significant progress has been made so far by bringing business, civic and provider leadership together through the City Region's Employment and Skills Board (ESB) to take on our biggest challenges and to begin to transform the performance and efficiency of the system to drive the growth of the economy.

The impact we have had can be seen in the closing of the Level 2 qualification gap against the GB average, from 6% in 2004 to just 2% in 2010. In April 2011 our ESB set the challenge of creating 10,000 Apprenticeships for young people in just 12 months. Against difficult labour market conditions this target was achieved in under 11 months.

But the City Region needs to be even more ambitious. We are already increasing the depth and breadth of provider and business partnerships with 'Skills for Growth' Agreements - deals between businesses, schools and providers to deliver Skills for Growth priorities. As a LEP we know that we need to do much more and are looking to Government give the freedoms and flexibilities to reshape the City Region's skills and employment system to release the significant growth potential we have.

Our Challenges

Current economic conditions for Liverpool City Region businesses are particularly tough. Bold steps are being taken to maximise growth opportunities and this gives the potential to create 100,000 jobs in the City Region over the next decade. To unleash this potential, businesses need to be in the driving seat and leading the transformation of our employment and skills system to ensure it delivers the skills businesses need to grow.

The City Region is working hard and making progress in overcoming some long term structural issues. Low business density, significant skills gaps, high levels of unemployment, and relatively low productivity remain major constraints on growth.

Our skills gap is amongst the most pronounced in the UK which is a drain on productivity and growth potential. 43% of the City Region's businesses report specific skills gaps. This is particularly acute in growth occupations such as Engineers and Chefs. To meet England averages we would need:

- 16,060 more Level 2 qualifications;
- 48,159 more Level 3 qualifications
- 67,065 more Level 4 qualifications; and
- 28,234 fewer people with no qualifications.

It is not just the sheer scale of this skills gap but the disjoint between training given to individuals and the skills needed by businesses. Enrolments remain high for sectors in structural decline and low for industries experiencing growth. For every individual that enrolls on a Maritime Course there are 46 people enrolling on Hair and Beauty Courses (2009/2010). The rebalance of skills investments is not moving at the same speed as our economic rebalance. Unless businesses have a stronger role in determining skills investments this will continue to inhibit growth.

Public funds alone will not be enough in unlocking the step change in skill levels we need. Current mechanisms for co-investment are inefficient as businesses spend their money

with different service providers than Government. To obtain greater impact we need to get public and private investments working together.

Our skills gap and historically low job density translate into significant challenges around worklessness. Across all age groups, unemployment and benefit dependency remains much higher in the Liverpool City Region than almost anywhere else. This is particularly acute in the challenges facing young people trying to get a foothold in the labour market, the youth unemployment rate is nearly 50% higher in the City Region than the England Average.

Current Employment and Skills Investments

We estimate that public sector investment in jobs and skills totals around £200m per year, coming from a variety of local, national and EU funding streams and creating a service provider base of over 400 organisations. If this investment is to be translated into tangible economic growth it cannot be anything short of high performing.

Current arrangements for the management of EU funding in the City Region are fragmented, disjointed and compartmentalized across four separate Whitehall Departments. The result is that most of the EU funding in the current 2007-13 programme has been used by Central Government for top-down initiatives with limited opportunity for local partners and the ESB/LEP to influence the type of activity or the means of delivery.

Information on what works is also far from transparent – limiting our collective ability to buy the best performing services to help our people get back to work. Currently the ESB is overseeing local investments of £12.6m to tackle worklessness through ESF. If, along with Government and Work Programme Primes, we were able to share what works, we would all be better placed to invest more effectively.

A Deal to Deliver *Skills for Growth*

The proposed City Region Deal for Employment and Skills will deliver the following:

- **The Skills for Growth Bank** - an employer-owned mutual to simplify skills funding through grants and loans to businesses. Unlocking £20m skills co-investment from the Private Sector and allowing businesses to reshape the skills system to deliver 6,000 Apprenticeships, help 7,400 people into work
- **The Skills for Growth Bank Marketplace** – a price and quality comparison website to provide a simplified open and competitive marketplace empowering employer choice. Reducing the cost of public skills investments by at least 10% per outcome achieved
- **A Labour Market Information Service** – to embed a shared vision of future job and skills needs across Schools, Jobcentres, Colleges and Providers
- **A 5% performance uplift in employment programmes** – through targeted support, challenge and supply chain transparency
- **An increase in the economic relevance of skills investments** – by unit price upgrades/downgrades and delivering the biggest concentration innovation coded skills developments in England
- **The re-unification of European Funds** – to focus on investing in what works and is needed locally and delivering an integrated 'Operational Programme' for the Liverpool City Region
- **Reduce youth unemployment by half in three years** – by Government supporting directly (and through its contracts) the recommendations of an ESB commissioned Youth Unemployment Task Force.

City Region Offer to Government	City Region Ask of Government
<ul style="list-style-type: none"> • Create and mutualise the 'Skills for Growth Bank' with businesses following successful award of Employer Ownership funding • Create 'The Marketplace' – an online price and quality comparison tool for skills training and co-investment (part of the Employer Ownership proposal) • Deliver high quality labour market information to employment and skills providers (including schools) • Continue to resource governance arrangements that bring supply and demand together • Challenge all deliverers of skills and employment services to perform better • Devise a dedicated Liverpool City Region Operational Programme for EU funding post 2013 • Undertake either Managing Authority or Intermediary Body status as appropriate to manage devolved ERDF and ESF Ringfence • Invest our own and European resources in the creation of services around the mainstream offer 	<ul style="list-style-type: none"> • Approve the LEP's application for Employer Ownership Pilot Funds to create the UK's first Skills for Growth Bank Mutual • Formally recognise the ESB as the single voice and strategic lead for employment and skills • Ring-fence a City Region volume of Financial Incentives for Apprenticeship job creation • Instruct the SFA to work with the ESB to use price as lever to make the the skills market more responsive to economic needs • Pilot an approach to 'Innovation Coding' as to free providers to respond quicker to growth • Share with the ESB transparent and timely provider performance information • To devolve EU funding for 2014 - 2020 for the City Region for agreed investment priorities • Pilot the approach to Loans and Support for young entrepreneurs in the Liverpool City Region – preferably through our Skills for Growth Bank • Give cross-departmental support to the creation and recommendations of an ESB Youth Unemployment Task Force • DWP to work with the ESB to agree resource priorities (including targeted outreach work and the Flexible Fund)

Improving Transport Connectivity

The Liverpool City Region has considerable potential for economic growth and a bespoke offer in terms of transport infrastructure, systems and skills.

This offer includes: the SuperPort incorporating major logistics hubs such as 3MG, the Atlantic Gateway and the proposed Mersey Gateway; an extensive motorway network providing links to all other parts of the UK and Europe; Manchester International Airport and Liverpool John Lennon Airport, one of the fastest growing airports in the country; the Mersey Tunnels; Mersey Ferries; comprehensive local bus networks; and a strategic rail network that links both passengers and freight to all other parts of the country. The City Region also has an enviable history of successfully delivering transport schemes and initiatives.

The City Region's vision is to ensure these assets are developed sustainably and to their true potential, so as to ensure all its communities have access to jobs and education; and to enable businesses to thrive because of their ability to move people, goods and services quickly and efficiently both within the UK and overseas.

We must also ensure that our Enterprise Zones have the necessary transport infrastructure in place to allow them to reach their full potential for job creation and become centres of national and international renown.

To do this, the City Region must ensure that all transport activity is effectively coordinated and that decision making is fully joined up at the strategic level, with any current real or perceived 'disconnects' being removed. Transport must meet the needs of both the public and private sector and it must be integral to LEP decision making, underpinning the City Region's key priorities. The City Region also sees itself leading a multi-agency transport group with Network Rail and Highways Agency to ensure the agencies regulating and delivering transport infrastructure work collectively and collaboratively, to remove delays and bureaucracy.

It is self-evident that HS2 would benefit Liverpool enormously if the city is directly on the HS2 map. This is particularly relevant in respect of the capacity for, and the movement of, freight, goods and people. Should this not be possible, reassurance from government is sought that Liverpool's rail connectivity to London and the south east will be substantially enhanced via 'classic-compatible' high speed running into Liverpool, to ensure that Liverpool's economic competitiveness is not disadvantaged in relation to Manchester and other areas.

There remains a need for long term economic rebalancing and transformation, to make significant and enduring changes in the competitive balance of the North. Government, in conjunction with Network Rail, are asked to expand and accelerate the scope for the Northern Hub rail project, to better connect Liverpool, Manchester and Leeds. There is also a need to work with DfT, northern PTEs and northern local authorities on the development of a single Northern Rail franchise with devolved powers to the PTEs concerned to operate and to develop services.

The Access to the Port of Liverpool study considered the implications of port expansion on the local transport network, and the potential for transfer of port related traffic to rail water and other transport modes. Alongside options of rail based and water based transport, which will need to be developed in partnership with the DfT, there will still be a need to

provide a long term highway intervention. One of the key recommendations of the study is therefore an 'ask' of Government to provide the HA with a remit to investigate the feasibility of infrastructure improvements to the trunk road network around the North Liverpool Docks. This would be with a view to implementing a preferred solution post 2020.

City Region Offer to Government	City Region Ask of Government
<ul style="list-style-type: none"> • Review transport governance and establish a single strategic transport body for the City Region by 31/12/12. • Produce a coherent transport strategy to support the wider economic development and growth of the LCR. • Establish a Local Strategic Transport Investment Fund combining: <ul style="list-style-type: none"> (i) Transport assets based finance. (ii) European funding. (iii) Current Government transport allocations. (iv) Private sector contributions. • Lead the multi-agency Transport Group to include Network Rail and Highways Agency. • Deliver the following current major schemes: <ul style="list-style-type: none"> - Mersey Gateway - Thornton/Switch Island - Merseyside LTP priorities - Halton LTP priorities 	<ul style="list-style-type: none"> • Fund and support the delivery of the interventions recommended in the Access to the Port of Liverpool Study (including directing the Highway Agency to proceed to the next stage of scheme development). • Fund and support the delivery of the Northern Hub (including platform lengthening at Liverpool Lime Street). • Fund and support the delivery of the Halton Curve. • Support a High Speed 2 link direct to Liverpool. • Support a multi-agency Transport Group. • Delegate local major scheme funding to the City Region

REPORT TO: Executive Board

DATE: 15 May 2012

REPORTING OFFICER: Strategic Director, Children and Enterprise

PORTFOLIO: The Leader

SUBJECT: The Review of Progress against the National Autistic Society (NAS) Report 2008 for Halton Borough Council

WARD(S) Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To recommend to the Executive Board of Halton Borough Council the acceptance of the Report entitled The Review of Progress against the NAS Report published in 2008
- 1.2 To note the findings of the Report as evidence of good practice in the strategic approach to the provision of support to children, young people and adults with Autistic Spectrum Conditions in Halton
- 1.3 To outline proposed actions will be taken to improve the provision for children, young people and Adults with Autism Spectrum Conditions (ASC) in Halton

2.0 RECOMMENDATION: That

- 1) The Executive Board of Halton Borough Council endorses the NAS Report and approves how the recommendations will be taken forward in the attached Development Plan (Appendix 2).**
- 2) The Executive Board gives its approval for formal consultations to begin on the re-designation of Ashley Special school as an 11-19 school for pupils with ASC.**

3.0 BACKGROUND

- 3.1 In 2008, The National Autistic Society was commissioned to undertake a review of provision within the borough for children and adults with Autistic Spectrum Conditions.

- 3.2 The recommendations from the 2008 report and the associated action plans were monitored through internal processes. However after three years, an external independent evaluation was required. This coincided with issues raised through our own self-evaluation procedures and questions from some stakeholders about the match of the provision to the needs of children, young people and their families/carers.
- 3.3 In addition the proportion of children and young people with Autism Spectrum Conditions were being placed in provisions outside the borough, through the Special Educational Needs and Disabilities Tribunals (SENDIST) process, was increasing.
- 3.4 In order to address the issues cited above, Halton Borough Council, commissioned an independent and objective strategic review of the progress made since 2008.

4.0 **SUPPORTING INFORMATION**

- 4.1 The objectives of the review agreed by the Executive Board in November 2011 were as follows:
- To conduct an independent and objective strategic review of the progress made by Halton Borough Council in provision for children and young people with Autistic Spectrum Conditions (ASC) in relation to the Strategic Review of 2008. Part 1 to relate to Children's Services; Part Two to relate to Adult Services.
 - To make recommendations about further steps Halton Borough Council need to make in order to strengthen communication with parents of children and young people with ASC and to increase parental confidence in the in borough provision for children and young people with ASC.
 - To complete a written report for Halton Borough Council with a summary of findings and key recommendations
- 4.2 The National Autistic Society (NAS) was commissioned to carry out the review which started in December 2011.
- 4.3 The scope of the Review included meeting with Senior Officers from the Borough Council, all those connected with the Autism Development Services in Halton and a variety of stakeholders, including, parents, teachers, support staff as well as children and young people.
- 4.4 The Review took place over four visits to Halton, which total eleven days for two consultants, with report writing allocated ten days.

4.5 The Reviewers found the process of examining progress against the last review to be transparent, helpful and supported by the local Authority's own robust self-evaluation, at every point.

4.6 Overall, the review team concluded that Halton Borough Council has made progress against the majority of the 2008 recommendations.

4.7 The attached Development Plan addresses the 17 recommendations from the 2012 NAS Review.

4.8 Detailed action plans from teams and services in the Adults and Children and Enterprise directorates will be produced and monitored and reported through Quarterly Monitoring Reports. The ASD Strategy Group will evaluate progress against priorities.

5.0 **POLICY IMPLICATIONS**

5.1 The 2012 NAS review has taken into account statutory changes that have been introduced since the 2008 review. The Autism Act 2009 and Fulfilling Rewarding Lives: The Strategy for Adults with Autism have informed and provided a national context for policy development locally.

5.2 The Council's Strategy contained within the Children's and Young People's Plan and the Strategy for the Inclusion of pupils with SEN provide the policy content and the framework.

6.0 **OTHER IMPLICATIONS**

6.1 The parents of children and young people experiencing Autistic Spectrum Disorders and Social Communication Difficulties are highly vulnerable, themselves experiencing challenges and anxieties, whilst additionally dealing with external systems and procedures. Any Review of provision for children and young people with Autism Spectrum Conditions has to include of parents/carers, and recognise their vulnerabilities. This will have resource implications with respect to face to face contact and improving communication using a variety of media.

6.2 Further investment in relation to 11-19 Special School provision supporting Autism Spectrum and Social Communication Disorders would prevent the need for parents' preference for their children and young people's placement in independent educational institutions out of borough.

6.3 **Financial implications:**

There are financial implications for Halton both in terms of staff time

and resources and in terms of being able to educate and care for children and young people experiencing Autistic Spectrum and Social Communication Disorders within the Borough and their home communities. However, most of the changes can be funded from within existing resources

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

7.1 **Children and Young People**

The School-aged Pathway and the effective use of a multi-agency approach ensures that needs of Children and young people on the with ASC are addressed regard with to the Every Child Matters agenda namely:

- Being Healthy
- Staying Safe
- Enjoying and Achieving
- Making a Positive Contribution
- Achieving Economic Well-being

7.2 The Development Plan contributes to Halton's Sustainable Community Strategy and the Children and Young People's Plan, 2009-2011, with respect to:

- Early intervention and prevention of possible complex difficulties in order to secure long-term positive outcomes for children and young people;
- Safeguarding the emotional health and mental well-being of children and young people;
- Removing barriers to achievement and attainment;
- Supporting children and young people in making a successful transition to adulthood;
- Supporting positive outcomes for education, employment and training;
- Transparent and seamless partnership working across agencies and in collaboration with children and young people and their parents/carers.

7.3 **Employment, Learning & Skills in Halton**

Early accurate, holistic assessment and diagnosis of, and intervention with, children and young people experiencing Autistic Spectrum Disorder and Social Communication Difficulties are important precursors for transition into adult life and future positive prospects and quality of life throughout adulthood.

7.4 **A Healthy Halton**

All children and young people experiencing Autistic Spectrum

Disorders and Social Communication Difficulties will have access to appropriate health provision within education and within Child and Mental Health Support (CAMHS).

7.5 A Safer Halton

Not applicable

7.6 Halton's Urban Renewal

Not applicable

8.0 RISK ANALYSIS

8.1 The proportion of children diagnosed with ASC is set to increase nationally at a time when resources available to local authorities are being reduced. There is an increased risk that the demand from young adults with ASC, requiring local provision may exceed supply.

8.2 Without a clear Pathway there is likely to be an increase in the number of successful Special Educational Needs and Disabilities Tribunal applications against the borough, with long term cost implications

8.3 A reconfiguration of present staffing resources in order to continue with the current arrangements is not considered feasible and could result in service support to schools being reduced.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1

- The Autism Strategy and Development Plan when implemented will secure access children and young people and adults experiencing Autistic Spectrum Disorders and Social Communication Difficulties to have access to the same opportunities as all children and young people and adults.

9.2

- The implementation of the Development Plan will enable children, young people and adults experiencing Autistic Spectrum Disorders and Social Communication Difficulties, to have their strengths identified and barriers to attainment, achievement and well-being reduced so they can reach their full potential.

10.0 REASON FOR DECISION

The NAS report recommended re-designating Ashley School as an ASD specific 1-19 school in order to meet the continuum of needs locally. The re-designation of Ashley Special School will ensure that local provision meets the needs of pupils with ASC. This will ensure

that pupils stay within their communities. The cost of out of Borough provision will also be reduced there will be a significant saving to the Council.

11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

The only other option available is for pupils to be educated out of Borough away from their families, peers and communities at a significant cost to the Council.

12.0 IMPLEMENTATION DATE

Formal consultations will commence as soon as the proposal has been approved by Executive Board. A formal public consultation process and time line will be drawn up. The re-designation should be completed during the 2012/13 academic year.

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

None under the meaning of the Act.

NAS Review 2012 Halton Borough Council Development Plan

Area				
Develop an Autism Service Development Group to include all stakeholders to develop a more strategic approach to meeting the needs of people with an ASD.				
Recommendation		Action	Due date	Lead Officer / Agency
Autism Strategy Group and Autism Development Group				
1.1	Publish a final version of the strategy	Present strategy to Executive Board in June 2012.	June 2012	Paul McWade - HBC
1.2	Coordinate the work of the autism service to incorporate multi services, especially the work of SALT and the family support workers	To continue with the current pathway model and develop further		Jennifer John/SALT Lead
1.3	Include parent representation on the Autism Strategy Group from sources in addition to those from HAFS	Membership of the ASC Strategic group to be extended to ChAPS, Halton Speak Out, representative from the People Cabinet and Carers Centre.	May 2012	John Williams - HBC
1.4	Develop the recommendations in the Scrutiny Review.	The Autism Scrutiny Review has an action plan that is being completed. Some of the recommendations are also within this development plan and the Autism Strategy development plan.	Review 01.09.2012	John Williams – HBC Katy Rushworth - HBC
1.5	Continue to find robust means to collect data on the incidence of ASC in adults so that the planning of services can be tailored to known needs.	Completed on a quarterly basis within social care, also linked to transition tracking panel. Care first 6 to include an Autism prime for data collection. As part of the ASD diagnostic pathway individuals will be referred to the IAT team for an assessment of needs as per the statutory guidance.	Quarterly	John Williams – HBC -

Area

Develop opportunities for extended school day and short breaks specific to the needs of children and young people with autism. In adulthood, there needs to be low level, preventative services such as social groups, befriending and investment into Community Bridge Builders

	Recommendation	Action	Due date	Lead Officer / Agency
	Short Breaks for children and young people with autism			
	Children's Services			
2.1	Clarify to parents whether the opportunities for short breaks are available to those children in enhanced provision, as well as those with statements.	Through the strategy group ,review the criteria for access and ensure appropriate provision is available through commissioning	September 2012	Jennifer John/ Ann McIntyre
2.2	Investigate the opportunity of offering school accommodation during school holidays for leisure activities for children with ASC and their families.	Propose, through commissioning that schools offer this opportunity as short breaks /or as part of extended school activity	April 2013	As above
2.3	Consider the commissioning of Short Breaks (four night activity holidays with family support) for children and young people with ASC. (Model to be offered to HBC).	Consider model offered.	April 2013	As above
	Adult Services			
2.4	Further extend the Community Bridge Builders service so that the waiting list can be reduced, and the service can continue to make a significant contribution to adult befriending services for those with autism.	The CBBT team will need to review the service to meet the increased demand in services as Autism awareness increases any increase in resource will need to be considered in the context of the council budget review.	April 2013	Shelagh Thornhill HBC John Williams HBC
2.5	Extend the work of the Carers' Service which is meeting the needs of a wide range of parents and carers of children and young people with autism.	Meeting with carers centre to discuss remit and developments, extend invitation to ASC strategy group to Carers Centre Manager	July 2012	Leigh Hammad HBC John Williams HBC

Area				
Enhance the communication system with parents to ensure they are aware of provision within education and social care that is available for them. There needs to be information for families about the transition process, and about what services are likely to be available as people move into adulthood.				
	Recommendation	Action	Due date	Lead Officer / Agency
	Communication Systems with Parents			
3.1	Continue to develop the very promising support offered by resource bases to parent.	Review the impact of current provision and consult with parents through Light Relief groups as part of the review	April 2013	Inclusion/SEN Jennifer John
3.2	Continue Early Bird and explore Early Bird Plus	Develop this opportunity as part of the existing training programme	March 2013	As above
3.3	Maintain a central database where there has been parental support by each agency so that this is tracked, and links can be made between the practice of different agencies.	Confirm the existing opportunity for this process through current systems and track progress of Green paper, pathfinder groups to investigate new opportunities.	Sept 2012	
3.4	Publish a named contact for parents with children with ASC who are on enhanced provision so that they can ask questions about provision as they arise.	Contact all parents and update them with regular newsletters as well as website contacts, informing them of lead for Enhanced provision and Social Communication & Autism within the Inclusion Service Add to the information letter when provision is allocated. Advise Parent Partnership officer of the appropriate leads	Sept 2012	Inclusion/SEN Jennifer John
3.5	Ensure there is a channel for information to all parents of children and young people with autism, so that all stakeholders are kept fully informed of what is on offer for them, how to access it, and what they can do in order to make a contribution to the strategy.	Develop the parent's page on The Source Website and Learning Platform. And promote joint working through Light Relief. Establish a pupil page on the websites Extend the membership on the Strategy group to include all parent support groups	Sept 2012	Autism Strategy Group
3.6	Consider implementing a Family Support Information Officer in Adult Services as a central point of contact for families and people with ASC	This role to be facilitated as part of the Adult Social Care Initial Assessment Team process and Autism Champion network that is currently under development.	Sept 2012	Adult Social Care

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3.7	Consider reinstating a Transitions Officer as part of Adult Services.	Practice Manager, Autism has the Lead on Transition linking between Children's and Adults social care – JW is redrafting the protocol – this is currently under development and will be presented to Children and Enterprise and Communities SMT.	April 2012	John Williams HBC
	Comprehensive Overview for Parents of What Is Available To Meet the Needs of Their Child with Autism and the Wider Needs of the Family			
3.8	<p>Improve information about the continuum of provision, and the availability of the different levels of provision according to need.</p> <ul style="list-style-type: none"> • On the general Halton Borough Council website; • On a specific parent Information website; • Via schools' own websites. 	Publicise the Early Help Strategy through The Source Website, Learning Platform & Parent partnership information booklets and website.	Sept 2012	Inclusion/SEN Jennifer John EHaS Group
3.9	Develop the work of the Carers' Centre as a channel for providing information about what is available to support them to parents and carers of those with ASD	The carers centre signpost to other services locally, it is essential to keep them informed of developments, membership on the Autism Strategy group will be key to information sharing and stakeholder feedback in addition to the voluntary sector. All carers known to the LA are registered with the carers centre for both	Sept 2012	Autism Strategy Group

Area				
Increase staff capacity to provide a training strategy which includes basic autism awareness for all staff working with people with ASD, and for relevant staff across the professions at a higher level, with systems for dissemination. This needs to be embedded as part of induction. Funding for autism training should be ring fenced. Some training should be jointly delivered across LD, MH and Further Education				
Recommendation		Action	Due date	Lead Officer / Agency
Autism Training Strategy				
4.1	Ensure that all new employees, and those who are already working with children and young people with ASC, have completed induction training in autism awareness. Individualise training to meet needs of specific pupil population. This includes teaching assistants and midday supervisors	Autism Initiatives UK have been commissioned to provide 6 half day training sessions for Basic Autism Awareness – E-learning for Autism is available on the inter/intranet. 5 Borough Partnership currently provide 2 day Autism awareness training for support staff and carers. PBSS team continue to provide a range of training including: An introduction to Autism from a behavioural perspective, basic principles of behaviour analysis, behaviour change procedures, Active Support, Interactive Training and use of the ABLLS-R assessment tool (Assessment of Basic Language and Learning, Partington, 2006). Additionally bespoke training to meet specific individual's needs	April 2013	Brian Hilton HBC Marie Saville HBC Maria Saville HBC
4.2	Ensure teaching assistants have the opportunity to achieve NVQ Level 3 in Supporting, Teaching and Learning.	Add to existing programme	April 2013	
4.3	Continue to be aware of new Government initiatives through Education Trusts and new resources in the field of autism.	ASC training strategy sub group – multi agency representation chaired by Learning and Development manager aim to establish a framework for Autism training and promote quality training in the field of Autism	April 2013	Brian Hilton
4.4	To ensure autism training by specialist providers other than education to other agencies	See 4.1		
4.5	To promote basic awareness training about ASC for customer facing staff in	See 4.1		

	commercial sector organisations.			
4.6	To ensure that GPs, social workers and mental health nurses have received sufficient recent training for their role	See No 1 in addition Chris Bean (NHS Commissioner) is to create a task and finish group - training for NHS Merseyside footprint, ideally with first meetings in June including all stakeholder involvement;	April 2013	Chris Bean NHS Merseyside
4.8	To ensure that there is refresher training and details kept on a database	See 4.1		
4.9	Implement the December 2011 ASC Training Strategy, with clear timelines and identified lead personnel for each objective	This action plan is progressing as part of the sub group action plan.	April 2012	Brian Hilton HBC

Area				
Consider the appointment of a Family Support Worker / ASD Information officer to help parents to navigate the system within Halton. This service could be commissioned from a third party to ensure objectivity				
Recommendation		Action	Due date	Lead Officer Agency
Family Support				
5.1	To consider the use of more family support workers to link into families that are experiencing issues and challenges with pupils before being on the pathway.	To consider this as part of the role of lead professional	April 2012	Principal Education Welfare Officer/Sue Graham
5.2	To link family support workers into education multi-agency meetings at schools	To appoint a lead person within the Service	Sept 2012	As above
5.3	Family support workers or other name can remove barriers to learning enabling families and pupils to access the services and supports that they need. Some of the issues faced could be bullying, family issues or challenging behaviour so work undertaken at school is continued at home	To appoint a lead person within the Service	Sept 2012	As above
5.4	To work closely with the Education Welfare	Increase awareness through the Early help	April 2012	Principal

	Service and other services	Strategy		Education Welfare Officer/Sue Graham
5.5	To facilitate communication links between education, health, social workers, police	Review the delivery of the Service to Halton parents	On-going	
	Adult Services			
5.6	Adult services become more closely aligned with children's services in the provision of Family Support and Information Officer who would link with that in children's services and provide a seamless service for families in Halton	Practice Manager, Autism has lead for Autism, Transition and LD Commissioning this will provide a seam interface between adults and children's services, the Positive Behaviour Service also work across children's and adults services minimising impact of disparity across services.	On-going	John Williams HBC

Area				
Widen the menu of provision for children with autism within Halton schools. For example, consider Resource Provision attached to dedicated staff can support the pupils and influence the whole school.				
Recommendation		Action	Due date	Lead Officer / Agency
Resource Bases				
6.1	Continue to develop the provision in resource bases and to use the resource base as a hub of expertise, both within the mainstream school in which it sits, as well as to other mainstream schools through outreach.	Continue to implement through Enhanced Provision Process	On-going	Gill Bennett/Jennifer John
6.2	Further embed processes for outcomes measurement so that small steps of progress within school, as well as that reported by home, are recorded.	Develop the reporting link through SIMS process	Sept 2012	As above

6.3	Consider the siting of a multi-agency team at the Grange School, both to service the needs of children within the school, as well as the community.	Investigate as part of the Early Help Strategy And Autism Pathway	April 2013	Children and Families Emma Taylor/ Jennifer John
6.4	Develop the links with PBSS including the use of behavioural management and modification approaches so that there is consistency of approach.	<p>C and E have requested a new post from PBSS – assistant behaviour analyst (care manager) Education specific- work in schools - PBSS to sit on any planning group for any re-designation of Ashley School.</p> <p>Continue to develop joint working between Educational Child Psychology and the Specialist Teaching Teams.</p> <p>Adopt ABLLS as method of assessment and intervention and promote through resources bases and Special Schools</p>		Principal Educational Psychologist/Val Staddart-Cross
	Special Schools as Part of the Continuum of Provision in Halton			
6.5	Consider re-designating Ashley School as an ASD specific 11-19 special school. In this way, Halton Borough Council will be able to meet the continuum of needs locally of all pupils with Social Communication and Autism in Halton, except for those with autism and the most complex needs.	Consult with School and formally request agreement of the Executive Board of the Council to proceed to public consultation through the appropriate Statutory process		Steve Nyakatawa/ AnnMcIntyre
6.7	Consider providing an enhanced provision within Ashley School which will be for a maximum of three pupils per annum for those pupils with autism who are in crisis, and who need additional intensive support, including using PBSS approaches. Entry	Define entry and exit criteria with the agreement of schools and PBSS		Inclusion and Education/Jennifer John

	and exit criteria would be clear, and schools could only access this through a SLA. The referring school would also need to own the child, and maintain links with the child in this duration so that approaches could be implemented consistently on the child's return. This will meet the needs of the pupils with the social and academic curriculum linking in with short breaks and other extracurricular leisure/sport activities.			
6.8	Improve the marketing of all special schools in Halton so that their information includes pupil achievement, including benchmarked against national data for similar cohorts.	Ask for Communications and Marketing to provide advice on use of the media to market special schools. Develop and secure presence on the intranet and on the Council's website	April 2013	Steve Nyakatawa
6.9	Develop the links with PBSS including the use of behavioural management and modification approaches so that there is consistency of approach.	C and E have requested a new post from PBSS – assistant behaviour analyst (care manager) Education specific- work in schools - PBSS to sit on any planning group for any re-designation of Ashley School.	September 2013	PBSS Steering Group/Paul McWade
	Autism Accreditation			
6.10	Ensure that Cavendish School attains its Autism Accreditation during 2012	Action in place and on going	Sept 2013	Jennifer John
6.11	Support Ashley School to achieve the Autism Accreditation programme.	Action in place and on going	Sept 2013	As above
6.12	Investigate whether the resource bases are eligible to gain Autism Accreditation in order to reflect their good practice for children and young people with ASC.	Action in place and on going	Sept 2013	As above
	FE and Independent Living As Part of the Continuum of Provision for Young People with ASD in Halton Borough Council			
6.13	Improve the transition of young people with	To consider model		

	ASC to college so that they are able to make appropriate choices, and have appropriate support in college. (Model to be discussed with HBC)			
6.14	Ensure the progress of young people in college is tracked and supported by an appropriate individual (eg a Transitions support worker from within the special schools/outreach worker from the resource base etc.)	Action in place and on going	On going	
6.15	Extend the opportunities for independent living and functional living skills at the bungalow at Cavendish School, and similarly at Ashley School, once re-designated as an ASD specific school.	To continue with existing programme offered through the school and consult with stakeholders around further developments, - PBSS to sit on any planning group for any re-designation of Ashley School.	September 2013	Inclusion/SEN Jennifer John
6.16	Increase the employment opportunities for young people with ASC through Project Search or Prospects for example, or other employment opportunities where coaching supports the young person to learn the job, and be supported to be successful within it.	Halton Day service are exploring the potential to offer services based on employment models for 16 years +, The service is to be developed in partnership with C&YP Directorate incorporating a SEN component thereby broadening the service to cover the fragile transition period. Halton Day Service, Bren Project and Practice Manager, Autism exploring job coaching pilot. Training in Systematic instruction (TSI) model currently being piloted in day services. Halton Speak Out are commissioned to provide Jigsaw to job project.	April 2013	Wesley Rouke
6.17	Ensure there is consistent communication between the young person with autism, college and home using set pro-forma.	Work with Riverside College to achieve – Practice Manager, Autism as Autism and Transition Lead linking to commissioning to take forward.	November 2012	Transition Lead/ Pam Beaumont Practice Manager John Williams

Area

Ensure that transition planning for all on the autism spectrum is timely and well monitored at every stage from early years to adult				
Recommendation		Action	Due date	Lead Officer / Agency
Transition				
7.1	Transition Planning	Transition protocol is currently being redrafted, Adult Social Care will begin to work with the young person at 14 years during reviews, and then care managers starting the assessment process at 16 years to ensure a seamless transition into adult hood, this is underpinned by the work of PBSS team working across children's and adult services.	August 2012	Nigel Moorhouse HBC John Williams HBC
7.2	Continue using person centred planning with transition team for children, young people and adults	PCP and reviews are completed from 14 years + and will continue to be facilitated by the LA during the transition from children's to adults services.	On going	Transition Lead/Pam Beaumont
7.3	Include Health agencies to become a part of the process where necessary	Pending NHS cluster reconfiguration.		Tbc
7.4	Ensuring the use of connexions personal advisors to support young people with ASD from severe complex autism to HFA. To access work experience programme and other links such as Prospects.	Connexions remain involved in the planning with young people and identifying options post school, Connexions staff are part of the tracking panel each term.	Each school term	Vicki Banks Connexions
7.5	<ul style="list-style-type: none"> • To consider the NDTi 'Preparing for Adulthood programme' and follow guidelines from the DfE to: <ul style="list-style-type: none"> a) Build on the learning from past initiatives in preparing for adulthood b) Support peer to peer learning at a local level to improve life outcomes c) Share knowledge of what works, the challenges and the solutions, with Government, local agencies, families and young people. 	Review proposal through the Transition sub Group and monitor.	Quarterly	Paul Edwards HBC
	Adult Services			

7.6	Continue to identify the numbers coming through at high functioning autism levels(e.g. from Connexions and through Transition) and therefore classified as vulnerable adults, even though requiring no social care needs; use this information to plan future services, including social and leisure activities, or befriending services, in the future	Transition tracking this continues to track all young people 14 yrs to 25 yrs with additional needs or disabilities. Practice Manager, Autism (Autism and Transition Lead) is also working with Children's services to identify individuals as they are diagnosed with Autism.	On going	John Williams HBC
7.7	The Local Authority compare its responses with those of the North West for the Transition Support programme Year 3, and develop an action plan to address any areas for developing transition further.	This work will be completed as part of the Transition Strategy sub group.	Quarterly	Paula Edwards
7.8	The provision of autism specific support is not included in the Transitions Guide for parents and young people with autism. This might be an area the local authority might consider including in future editions.	Specialist Teacher for Transition and Autism and Transition Lead are redrafting the Transition Guide.	Aug 2012	Pam Beaumont HBC John Williams HBC
7.9	With the increasing identification of young people and adults with autism, the role of transitions in adulthood will become increasingly important. Therefore it seems important to have a Transitions Officer for adult services as well as in children's services	Practice Manager, Autism lead officer for Transition in social care	On going	John Williams HBC
7.10	Monitor the implementation of PCPs to ensure there are services and funds to provide the young person's wishes, and use trends from data analysis to commission services and provision as necessary	Practice Manager, Autism to monitor as part of Transition and commissioning role working with partner agencies and other LA and Health Commissioners, Transition Sub Group will discuss trends and ensure action planning or tasks and finish groups to identify trends and respond appropriately.	Each School term	Practice Manager/ John Williams

Area

Assess the capacity of in borough residential services to support people with an ASD. Consider local re-provision for out of borough placements

Recommendation		Action	Due date	Lead Officer / Agency
Local re-provision for out of borough placements				
8.1	The LA to prepare for the higher numbers emerging from primary to secondary education, both within resource base provision, and within the special school places planning	Review Provision Annually	Sept 2012 onwards	Ann McIntyre
8.2	The LA to consider extending the age range of provision within special schools to 19, with appropriate curricula and post 16 options. This would then match that provision currently used for some pupils in out of borough placements.	Recommend within the proposals for the re-designation of Ashley School	Sept 2013	Steve Nyakatawa
8.3	Mirror family support worker in adult services to match that in children's services	To be reviewed once Adult Social Care have reconfigured and Autism Champions are embedded the Champion role will achieve the recommendation	Aug 2012	Marie Lynch HBC John Williams HBC
8.4	Use the data generated as PBSS to show the impact of interventions (see above) and use this as a baseline against which external placements Out Of Borough might be measured; and the amounts being spent on out of borough placements.	PBSS develop an assessment tool to capture this information to collate information on out of borough placements being used linking ABLLS-R assessments in to transition process with the PBSS Team leading	Sept 2013	Maria Saville HBC Marie Lynch HBC Angela McNamara HBC
8.5	Suggest this is extended as an opportunity for the LA to establish where the in borough expertise is now higher because of PBSS that there needs to be research on the adequacy of the OOB places	See 8.4		
8.6	Look at the incidence and identification of those with high level and complex needs as a precursor to requiring significant support later.	Identify children at young age who are likely to have the most significant needs early intervention from PBSS team working with other key stakeholders.	Sept 2013	Maria Saville
8.7	<ul style="list-style-type: none"> JWs role on children's ASD transition panel and complex needs panel to continue as part of extending seamless links between children's and 	Practice Manager, Autism continues with his role on the tracking panel and is lead officer for transition. PBSS team attend the tracking panel and complex needs panel to offer	On-going	John Williams - HBC

	adult services	advice. Adult social care is represented on both the tracking panel and complex needs panel		
8.8	The LA analyses all those with an ASD to establish the prevalence of their needs across different forms of residential accommodation, and invests in support for those environments to be made autism specific, including in shared living arrangements	Practice Manager, Autism (Autism Lead) collects data relating to individuals with Autism.	Quarterly	John Williams - HBC
8.9	The LA work closely with Parent Partnership Services to continue with current practice to offer mediation for parents considering applying for a school place out of borough via Tribunal.	To continue with current practice.		Jennifer John

Area				
The Authorities should ensure that the Social & Communication Disorder Pathway continues to dovetail with the Halton Pathway for School-Aged Children with ASD so that parents do not experience a differential approach at later stage diagnosis.				
Recommendation		Action	Due date	Lead Officer / Agency
Diagnostic Pathways				
9.1	Publish the current Diagnostic Pathways information so that all stakeholders, including parents understand what the relaunch of the Pathways entails.	Chris Bean to create a task and finish group - for diagnostic pathway for NHS Merseyside footprint, ideally with first meetings in June. With representatives from stakeholder involvement. The outputs of the group will be a diagnostic pathway in place, as per NICE guide, for April 2013; and training delivered and as part of programme for NHS Trusts across the patch.	April 2013	Chris Bean NHS Merseyside
9.2	Develop the practice of a key contact for each family when a child is placed on the Pathway.	To develop as part of the reviewed parent partnership service.	April 2013	Jennifer John

Area				
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Halton BC consider identifying a senior manager in the adult social care team to undertake a lead ASD role in relation to adults with ASD.				
Recommendation		Action	Due date	Lead Officer / Agency
Diagnostic Pathways				
10.1	HBC support this key role by ensuring that the vacancy for Transition support from adult services is filled.	Operational Director (Commissioning & Complex Care) has strategic lead for Autism. Practice Manager, Autism –has operational lead on Autism and Transition	On going	Paul McWade John Williams

Area				
Invest time and effort in trying to establish a more harmonious relationship with HAFS.				
Recommendation		Action	Due date	Lead Officer / Agency
11.1	HAFS engage in a mediation opportunity with the LA to address central points of difference.	This will need agreement from HAFS Chair and Development Manager; an independent mediator will need to be commissioned and funded. Cost is unknown at present.	As required	Steve Nyakatawa/John McWade
11.2	The LA to invite representatives from all parent groups to see the ASD specific provision in the enhanced resource bases and the special schools so that they can see first-hand that the LA is investing heavily in ensuring there is a continuum of provision within Halton to meet the needs of those children and young people with ASD without recourse to out of borough placements.	To be considered.		

Area				
Classify all adults on the autism spectrum as potentially vulnerable adults so that they do not fall between Learning Disability and Mental Health Services.				
Recommendation		Action	Due date	Lead Officers / Agency
12.1	The Local Authority develop a strand of the Initial Assessment team which will have a specific expertise and responsibility for adults with ASC, so that their needs are met appropriately from the point of initial contact.	Adult Social Care to be reconfigured by September 2012 – All adults with Autism will access services via Integrated Assessment Team (IAT) and area based teams with the exception of those with a mental health diagnosis or subject to formal section under the remit of the mental health act 1983. The social care teams will access appropriate Autism training to their role. Each team will have Autism Champions who will specialise in Autism receiving additional training and support.	September 2012	Marie Lynch HBC Sue Rothwell HBC John Williams HBC

12.2	Those relevant teams which will be referral points for adults with ASD, for example independent living services, also have training in autism awareness so that this understanding transfers into practice for adults with ASC	See 4.1 & 12.1		
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Area				
The Adult Social Care teams work with the 5 Boroughs Mental Health Trust to develop supported discharge plans for people leaving the services who may have specific ASD needs				
Recommendation	Action	Due date	Lead Officer / Agency	
13.1	The Practice Manager for autism looks specifically at the tailoring of support services post discharge from in-patient mental health care for those with autism, with a view to ensuring these patients' specific needs during transition to improved mental health are supported.	The CMHT work with any individual who is sectioned under the remit of the mental health act, planning for discharge begins at the point of admission; the care manger will use the Care Programme Approach and work with colleagues and the individual to facilitate a successful discharge reducing the risk of readmission. Services will need to be developed to meet the needs of the Autistic population who are subject to sectioning this should be in partnership with health agencies and other local authorities that border Halton this will reduce the need to spot purchase services.	April 2012	Sue Rothwell HBC John Williams HBC

Area				
Develop a diagnostic pathway for adults which could be developed in partnership with neighbouring Local Authorities and PCTs.				
Recommendation		Action	Due date	Lead Officer Agency
14.1	<p>To ensure older carers not on the LA radar and not able to care for their child any longer are fully informed of the pathway</p> <p>Carers Support Group and frontline social care staff are informed about and able to support this process as part of a consistent post diagnosis support for adults.</p> <ul style="list-style-type: none"> To appoint a lead professional 	Chris Bean to create a task and finish group - for diagnostic pathway for NHS Merseyside footprint, ideally with first meetings in June. With representatives from stakeholder involvement. The outputs of the group will be a diagnostic pathway in place, as per NICE guide, for April 2013; and training delivered and as part of programme for NHS Trusts across the patch	April 2013	Chris Bean NHS Merseyside

	<ul style="list-style-type: none"> • Clarify the pathway process by 2013, as recommended in the draft NICE guidelines • This should be managed by the Autism Strategy Group • Use the points for consideration of Lorna Wing and Judith Gould (NAS) when developing an adult diagnostic service (See Appendix 2) • A diagnosis of autism will trigger an assessment for the individual and that for the carer. 			
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<p>Area</p> <p>Consider investment in lower level support such as befriending or social groups for young people and adults with Asperger Syndrome as a preventative measure.</p>				
Recommendation		Action	Due date	Lead Officer / Agency
15.1	The LA consider that approach used by Nottingham's Asperger Support Team	Practice Manager, Autism to review and compare against Nottingham's Asperger Support Team to determine if the model can be utilised within Halton or adapted to meet local provision and needs.	September 2012	John Williams HBC

15.2	The LA develops further outreach support to those with Asperger's Syndrome to prevent isolation and accompanying difficulties.	Community Bridge Building Team offer low level support to individuals with Autism and Asperger's. Mental Health Outreach service is currently under review – this service has provided low level support for individuals with Autism and or Asperger's. ChAPS are currently providing Social group once a week in a local pub for Adults with Asperger's and Autism and their carers this is funded for 12 months by the carers grant (LA)	April 2012 – March 2013	Shelagh Thornhill HBC John Williams HBC
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Area
The authority should undertake an exercise to look at the profiles of young people who are likely to come through transition in the next 5 –10 years, and, using person centred planning approaches, try to plan for what type of adult provision will be needed for those people with autism and complex needs. Dialogue then needs to take place with prospective provider organizations to look at whether it is worth commissioning services within Halton. This could either be done individually as a borough or through a consortium with neighbouring boroughs.

Recommendation	Action	Due date	Lead Officer / Agency
16.1	The provision of autism specific support is not included in the transitions Guide for parents and young people with autism. This might be an area the local authority might consider including in future editions	Include within the guidance and publish The transition guide for young people is currently under redevelopment, it is planned to consider a DVD for the young person and a booklet for the parents to ensure all relevant information is captured as part of the Transition Strategy - sub group.	Sept 2012 Pam Beaumont HBC John Williams HBC

Area
The referral pathway into Community Bridge Builders needs to be clarified and made transparent to all who use it. Access to ASD specialist advice should be developed within the Community Bridge Builders service.

Recommendation	Action	Due date	Lead Officer / Agency
Community Bridge Builders			

17.1	Increase spending and resource to CBBT to meet demand.	To review the CBBT to ensure they can meet the increase in demand as services identify individuals with Autism and low level support is required taking into account the councils budget review.	March 2012	Paul McWade HBC John Williams HBC
17.2	Collect data on the support given to those with ASD/Asperger Syndrome so that the full impact of the team for those with this need can be evaluated and expanded.	See 17.1 above	Quarterly	Sheila Thornhill HBC John Williams HBC
17.3	The LA invests further support workers in CBBT to include specialist ASD team members who could develop a befriending and support service which is Asperger and autism specific. This could dovetail with support in the Carers Centre.	A clear action plan for the CBBT worker to develop links and low level support groups, linking into the voluntary sector, taking into account the councils budget review if increased resources are required.	March 2012	Sheila Thornhill HBC John Williams HBC
	Learning Opportunities			
17.4	Consider the development of provision at Cavendish School to offer respite and residential living experiences for pupils with autism.	To consider but would require statutory consultation		
17.5	Consider in the re-designation of Ashley School to be autism specific, also extending the age range to 19.	To consider but would require statutory consultation		
17.6	Consider using in-borough training expertise to develop the skills, knowledge and understanding of	Practice Manager and Training and Development Manager lead to take forward with Riverside College.	April 2013	Brian Hilton HBC John Williams HBC

	autism in college staff			
17.7	Consider liaising with the colleges locally to discuss implementing a provision similar to that at The Rug room, City College, Norwich	To consider this within the working group.	November 2012	Pam Beaumont HBC
	Improved Employment Opportunities			
17.8	Expand the social enterprise model.	To be considered.	March 2013	
17.9	Include opportunities for adults with higher functioning autism	This area will require further exploration to include employment agencies and day service.	December 2012	
17.10	Look to exploit the planned opportunities for increased budgets for disabled people, and to offer further employment to those with autism, as a result of the cessation of the Remploy contract. Proposed 2013)	Pilot with Halton Day Service to explore day service officers leading on Job Coaching, to link into local business and throughput from Day Service venues. – any increase in resource to be considered as part of the councils budget review.	January 2013	Stiofan O'Suilibhan HBC John Williams HBC
17.11	Develop leisure and recreation activities for those with autism as an adjunct to meaningful employment opportunities.	Currently on offer with Halton Day services	On-going	Stiofan O'Suilibhan HBC
17.12	The LA appoints an employment champion to link with available employers, voluntary organisations	To be explored as part of the Employment partnership board.	December 2012	Wes Rourke HBC

	and existing programmes so that each young person leaving college has a clear post-college route, and this is monitored, and supported as necessary to ensure success.			
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REPORT TO: Executive Board

DATE: 24th May 2012

REPORTING OFFICER: Strategic Director – Children & Enterprise

PORTFOLIO: Physical Environment

SUBJECT: 3MG Funding and Infrastructure

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is to provide an update on the Growing Places Fund, to seek approval to accept the impending written offer from the Liverpool City Region Local Enterprise Partnership and to seek authority to utilise the Growing Places Fund and the Regional Growth Fund grant for the provision of infrastructure associated with HBC Field.

2.0 RECOMMENDATION: That

- 1) The Board accepts the offer of £5.4m of Growing Places Funding (GPF) from the Liverpool City Region Local Enterprise Partnership.**
- 2) The Board authorises the use of the £5.4m GPF for the provision of infrastructure associated with HBC Field.**
- 3) The Board authorises the use of £4.5m of the Regional Growth Fund (RGF) grant for the provision of infrastructure associated with HBC Field in line with the final offer letter dated 8 March 2012.**

3.0 SUPPORTING INFORMATION

3.1 The Executive Board on 9th December 2004 (EXB162) adopted the Ditton Strategic Rail Freight Park Masterplan, now known as 3MG (the Mersey Multimodal Gateway). The Regional Growth Fund allocation of £4.5m towards the remediation works to be carried out by the Stobart Group and £4.5m towards the provision of additional rail sidings to serve HBC Field and the wider 3MG area was reported to 3MG Executive Sub-Board on 12th January 2012 (ESB5).

4.0 POLICY IMPLICATIONS

- 4.1 The 3MG programme is included in the Council's Corporate Plan, the Halton Partnership and Halton Borough Council Urban Renewal Strategy and Action Plan, and supports the Council's Urban Renewal corporate priority. Grant funding is essential to facilitate the delivery of 3MG.
- 4.2 The £4.5m Regional Growth Funding for HBC Field can be utilised more widely than first envisaged. Initially the grant was identified towards the provision of rail sidings, however, the final offer letter dated 8th March also includes the provision for the link road and associated costs. This flexibility is timely and subject to Executive Board approval can provide some of the funding towards the link road and associated costs and will enable the Council to draw down the grant on the dates set out in the offer letter.
- 4.3 Following an invitation from the Liverpool City Region Local Enterprise Partnership (LEP) to bid for Growing Places Funds (GPF), an application was submitted for the 3MG access road. The Council was informed on 26th April that it had been successful in securing £5.4m of funding and officers have been working through the detail of the project with the Accountable Body, Liverpool City Council. We anticipate a written offer being with the Council by the end of May. These funds are offered on condition that the Council makes 'best endeavours' to repay the GPF as it is a revolving fund (effectively an interest free loan) and the funding is to be reinvested within the Liverpool City Region.
- 4.4 Whilst there is no formal clawback agreement imposed on the Council, the Council must budget for the repayment of the £5.4m at sometime in the future when either a) HBC Field is developed or b) by December 2015, whichever is sooner. In the event HBC Field is not developed the burden of the repayment would be on the Council purse along with the interest charges associated with borrowing £5.4m. The development of HBC Field is subject to a valid planning permission and securing an end user. If the Judicial Review challenge on the current planning permission were to be successful, a new planning application would be required. Also, there is no commitment from an end user at this time, although the site is under consideration.
- 4.5 As is usual with such arrangements, the funding offer places the balance of risk with the Council. Although some have been negotiated away, the most prominent risks for the Council remain:
 1. The repayment of the GPF when HBC Field is developed or by December 2015 whichever is sooner. Also, an expectation that the development of HBC Field will provide 1000 jobs.
 2. The responsibility for State Aid compliance rests with HBC. For this reason Halton will take advice regarding the potential implications of European Commission rules and regulations.

- 4.6 These risks are similar to those previously accepted by Members in connection with other projects such as Widnes Waterfront.
- 4.7 With the timely announcement of the GPF and the final RGF offer letter, we now have a real opportunity to make progress with the infrastructure on HBC Field.
- 4.8 The contract to commission the road construction forms part of a separate report to the Board. However, there are a number of associated costs for example:
- A mitigation payment to Knowsley Borough Council for the impact on the A5300 junction of £400,000;
 - An easement payment to Network Rail for crossing the rail line of £100,000;
 - Water main diversionary works £122,000;
 - The lowering of the overhead line equipment by Network Rail £312,700;
 - Other ancillary costs associated with design and supervision fees and bond costs.

These costs are in addition to the direct road construction contract and are approximately £1.8m. These costs are deemed to be necessary in order to bring forward the road and can be funded through the RGF and GPF.

- 4.9 We also have the opportunity to bring forward the rail sidings scheme utilising the RGF, thus meeting our planning obligations which require HBC Field to be rail connected. This work we envisage is in the region of £2.5m and would provide the rail connection to HBC Field and the associated fees for design and approvals by Network Rail, all of which can be funded through RGF. Subject to Executive Board approval we would look to progress this scheme.
- 10.0 Bringing forward the road and rail infrastructure whilst external funding is available puts the Council at an advantage in terms of the delivery of HBC Field for occupiers searching for a significant B8 opportunity in the North West, HBC Field will be ahead of competing sites if it already has road and rail connections. We strongly believe that HBC Field will create significant job opportunities and by kick starting the development through the road and the rail access infrastructure, developers and end users will be able to better visualise the area for development and remove some of the uncertainties which currently exist.

5.0 OTHER IMPLICATIONS

- 5.1 The Council has given a commitment to secure as much external funding as possible to support the delivery of 3MG. The Growing Places Fund referred to in this report supports that commitment.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

There are no implications associated with this report.

6.2 Employment, learning and Skills in Halton

Overall the 3MG programme will assist in providing job opportunities for local people and will go some way in addressing the level of unemployment in Halton. The next phases of development are estimated to create up to 2,717 new jobs.

6.3 A Healthy Halton

The overall 3MG programme provides new walking and cycling routes as well as a bus service, which offer safe and affordable means of accessing key services and thereby can overcome many of the transport barriers often faced by people who do not own or have access to a car.

6.4 A Safer Halton

The 3MG programme will provide much needed environmental improvements to the immediate areas.

6.5 Halton's Urban Renewal

The 3MG programme is acting as a catalyst to attract developers and new businesses to the area by creating an attractive, well-accessed and serviced area, which provides a safe and attractive environment for employees and visitors.

7.0 RISK ANALYSIS

7.1 There are risks to the Council in entering into an agreement with the Liverpool City Region LEP for GPF. These same risks have been acknowledged and accepted previously, e.g. previous NWDA funding agreements on 3MG and on the Widnes Waterfront Programme. In broad outline the risks are that the Council may be asked to repay GPF if the HBC Field is not developed by December 2015. The Operational Director for Economy, Enterprise & Property will be advising on this agreement.

8.0 EQUALITY AND DIVERSITY ISSUES

Not applicable.

9.0 REASON(S) FOR DECISION

The Council to enter into a Funding Agreement with the Liverpool City Region Local Enterprise Partnership and its accountable body to utilise the Growing Places Funding allocated for 3MG, specifically the provision of infrastructure associated with HBC Field.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

Officers have reviewed the various mechanisms to bringing forward the development of HBC Field and the Growing Places Funding is the option recommended as it provides the necessary funding and is interest free until December 2015.

The Council has considered alternative ways of progressing the infrastructure associated with HBC Field, including working with a developer. However, the opportunity of the Growing Places Fund, in conjunction with the previous secured Regional Growth Fund allows the Council to lead this aspect of the development.

11.0 IMPLEMENTATION DATE

The funding agreement will be implemented as soon as practicable and before July 2012.

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

Document	Place of Inspection	Contact Officer
3MG Masterplan	Regeneration, Municipal Building, Widnes	Sally McDonald

REPORT TO: Executive Board

DATE: 24 May 2012

REPORTING OFFICER: Strategic Director Policy and Resources

PORTFOLIO: Physical Environment

SUBJECT: Construction of access road to 3MG development – authorisations and waiver of Procurement Standing Orders.

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 To seek approval for the contractual arrangements for the construction of the western access road to the 3MG HBC Field development including a waiver of Standing Orders for Procurement.

2.0 RECOMMENDATION: That

- (1) The Board approves the project as described in the Preliminary estimates section of the report;**
- (2) The Operational Director Policy, Planning and Transportation be authorised to award the contract for the construction of the 3MG Access Road to the Contractor Balfour Beatty Civil Engineering Ltd. in the sum of £4,330,784; and that in the light of the exceptional circumstances, namely that:**
 - (i) Compliance with Standing Orders would result in a clear financial detriment to the Council; and**
 - (ii) Compliance with Standing Orders would result in the Council having to forego a clear financial benefit; and**
 - (iii) Compliance with Standing Orders would result in the Council having to forego a clear commercial benefit;****and in accordance with Procurement Standing Order 1.8.3, Procurement Standing Orders 2.2 – 2.12 and 2.14 be waived on this occasion.**
- (3) The Operational Director Policy, Planning and Transportation be authorised to award a contract for advance site investigation works (comprising sampling and testing) to the Contractor Balfour Beatty Civil Engineering Ltd. in the estimated sum of £15,000 and that in the light of the exceptional circumstances, namely that:**
 - (i) Compliance with Standing Orders is not practicable because the Council's requirements can only be delivered by a particular supplier;**

and in accordance with Procurement Standing Order 1.8.3(e), Procurement Standing Order 4.1 be waived on this occasion.

- (4) The Operational Director Policy, Planning and Transportation be authorised to award the contract for further scheme design work to Atkins (Engineering and Design Consultants) in the estimated sum of £95,000 and that in the light of the exceptional circumstances, namely that:**

(i) Compliance with Standing Orders is not practicable because the Council's requirements can only be delivered by a particular supplier;

and in accordance with Procurement Standing Order 1.8.3(e), Procurement Standing Order 4.1 be waived on this occasion.

- (5) The Chief Executive, in consultation with the Leader and the following Portfolio holders; Physical Environment, Transportation and Resources, be authorised to take such action as he judges necessary to implement the construction access road to 3MG.**

3.0 SUPPORTING INFORMATION

3.1 Context

3.1.1 The 3MG Executive Sub Board has previously approved the preliminary design for the western access road (ESB3 16 July 2007), given authority to enter into legal agreements with Knowsley Borough Council and with Network Rail for the construction and future maintenance of the proposed road and bridge (ESB2 24 September 2009), and authorised the entering into agreements with ProLogis UK Ltd for the development of HBC Field (ESB3 30 June 2011)

3.1.2 The access road will comprise a 7.3m wide carriageway with 3m footway cycleway, connecting to Newstead Road and its junction with A562 Speke Road and A5300 Knowsley Expressway. The road will be built upon embankment with an overbridge crossing of the West Coast mainline Railway (Liverpool Branch).

3.1.3 Two separate planning permissions are in place for the access road: North of the West Coast Mainline (Liverpool Branch) railway line, including a new roundabout junction and the realignment of Newstead Road within Knowsley MBC's administrative boundary; and for the section of access road south of the railway line within Halton BC boundary. All pre-commencement planning conditions have been discharged.

3.1.4 Over the course of the past 9 months officers have been working closely with the Council's approved development partner, ProLogis UK Ltd (PUK), on the delivery of the scheme including the western access

road and bridge. A draft development agreement between the Council and PUK has been prepared which was intended to commit PUK to deliver all of the necessary infrastructure works from funds generated from the sale of HBC Fields. PUK have consistently made it clear that any significant capital investment from them would only materialise when they had obtained pre-let agreements with customers.

- 3.1.5 In July 2011 PUK invited tenders for the access road and bridge construction and had identified a preferred bidder, with whom they entered into further discussions on alternative detail designs and value engineering proposals which have the potential to minimise cost and construction period.
- 3.1.6 In parallel, PUK have been progressing the design and layout of the development itself with their identified customer. HBC Officers have been proceeding with the drafting of the various legal agreements required with PUK and with Network Rail to enable the development to proceed. Unfortunately as of 30th April 2012 the customer has failed to confirm their commitment to the scheme.
- 3.1.7 Grant funding has recently been confirmed for the HBC Field development and consequently, as a result of the £4.5M Regional Growth Fund (RGF) and the Growing Places Fund (GPF) (£5.4m for HBC Field) there is an opportunity, to continue to make progress on the provision of access infrastructure works to the site, taking advantage of the advanced negotiations that have taken place with PUK's preferred bidder for the road and bridge scheme, to ensure that the commercial benefit of the competitive tender (which represents good value for money) is not lost, and to avoid the time and cost of preparing tender documentation and tendering the scheme afresh.

3.2 Preliminary estimates

- 3.2.1 PUK invited competitive tenders for the construction of the western access road including the railway overbridge from civil engineering companies, using the scheme design and specification documentation prepared by Atkins, as HBC's design Consultants, and based upon the use of an Institution of Civil Engineers (ICE) Design and Build Contract for their construction. At design stage, the initial cost of the scheme was estimated to be in excess of £9.8M
- 3.2.2 Four tenders were received and Balfour Beatty Civil Engineering Ltd (BBCEL) submitted the most economically advantageous tender based upon an alternative tender quotation, which adapted the original Atkins design in respect of certain scheme elements, including bridge abutments and earthworks design and construction.
- 3.2.3 Since tender submission, PUK (in consultation with HBC and Atkins) have been in discussions with BBCEL in relation to the alternative design proposals. However, due to the parties' inability to commit the

significant resources referred to in paragraph 3.1.4, key aspects of the alternative design have yet to be progressed. These include:

- Further site investigation works comprising earthworks material sampling, testing and analysis to support the revised earthworks strategy;
- Earthworks re-design based upon the findings of the further site investigation;
- Bridge abutment re-design based upon a reinforced earth proposal;
- Routing of electrical service supply within the proposed bridge structure.

These works are vital to verify the suitability and acceptability of the alternative design solutions so that they can be considered for approval by the Council as Highway Authority and, in respect of the bridge design, by Network Rail.

- 3.2.5 In view of their involvement in the original scheme design, and the importance for continuity throughout the scheme design and approval process, only Atkins can provide the further design services required to develop the alternative design proposals at this stage of the Project, in the estimated sum of £95,000. Otherwise, there may be serious Professional Liability implications for the Council going forward and it is therefore proposed that Procurement Standing Orders be waived in this instance.
- 3.2.6 In terms of supporting the further site investigation works which are necessary to inform the alternative design proposals, BBCEL are best placed to undertake the material sampling, testing and analysis work as the revised earthworks strategy, upon which their alternative design proposals are based will ultimately form a key element of the permanent works design. It is proposed that Procurement Standing Orders be waived on this occasion and BBCEL are contracted to undertake the material sampling and testing elements of this investigation work in the estimated sum of £15,000.
- 3.2.7 In consultation with PUK, Council officers have been in discussions with BBCEL to review the extent of the scheme, such that the major elements of the access road could be delivered outside the Development Agreement, funded directly through the Council's Capital Programme. This approach would deliver an accessed development site and an enhance value of HBC fields, should the development need to be re-marketed.
- 3.2.8 At this stage it would be inappropriate to complete the access road south of the railway line. We do not know whether the site will eventually be developed for single or multiple occupiers. Following consultation we have concluded that the Council should retain flexibility for future development by providing a temporary access haul road only, to the south of the railway line. The final approach road to be

completed by the developer when there will be more certainty about the detailed development of the scheme.

3.2.9 By reference to the schematic drawing in Appendix 1, this reduced scheme would comprise (in summary):

- Areas 1, 2 & 3 New junction and realignment of Newstead Road (Subject to a Section 278 / Section 38 Highways Act Agreement with KMBC); Full construction of carriageway, footway/cycleway, street lighting & traffic signs provided.
- Area 4 Access Road north of railway line:
Earthworks to road capping layer and subsoil drainage
- Area 4 Bridge and northern abutment (subject to Overbridge Agreement with Network rail):
Full construction, with the exception of final road surfacing.
- Area 5 southern bridge abutment and temporary haul road only.

3.2.10 The estimated value of this work, based upon BBCEL's alternative tender submission (to PUK) is £4,330,784. This figure includes allowance for inflation of tender prices since submission on 10 August 2011.

3.2.11 The extent of the access road comprising S278 and S38 works within KMBC boundary will be subject to a 12 month maintenance period and thereafter will be adopted by KMBC and maintained by them as Highway.

3.2.12 Two further sums would become payable to third parties as follows:

- In accordance with the Section 278 / 38 Highway Agreement the sum of £400,000 will become payable to KMBC for highway improvements to the A5300/A562 junction.
- In accordance with an Easement Agreement the sum of £100,000 will become payable to Network Rail for rights over the West Coast Mainline Railway (Liverpool Branch)

3.2.13 No additional on-going costs are envisaged in respect of this element of the scheme. Completion of these works would remove any future risk to the delivery of the access road within KMBC boundary and would enable traffic capacity issues at the existing junction to be addressed in advance of the opening of the development.

3.2.14 The earthworks and bridge in areas 4 and 5 will be the responsibility of HBC to maintain until such time that the roadworks are completed, when they shall be adopted as Highway. Future maintenance costs will be borne by highway revenue budgets.

3.2.15 The proposed method of procuring these works by utilising our development partner's tendering process minimises the procurement cost to the Council and enables the Council to take advantage of the competitive bid from BBCEL:

- The costs of tender invitation and administration, borne by PUK need not be repeated;
- The costs of preparing fresh tender and proposed contract documentation are avoided,
- The construction programme can commence with minimum delay which would keep inflationary costs at bay.

3.2.16 The proposal requires a necessary degree of flexibility to procurement in response to the changing development opportunities at HBC Field. It is considered that this method of procurement provides the most efficient method of delivering the essential access infrastructure and ensures that the Council can maximise financial and commercial benefits from these opportunities, whilst removing potential barriers to the delivery of the overall project.

3.2.17 This approach is in line with the Council's Procurement Strategy which identifies business efficiency as a key focus for the Council and recognises that value for money can be achieved through collaboration and partnership working – in this case with our 3MG development partners.

3.3 Business case for waiver

3.3.1 Construction of the 3MG access road in advance of the development of the HBC Fields site will remove a number of risks and delay to the overall project:

- The highway works within the Knowsley MBC administrative area would be completed in full, including the new roundabout junction to serve the development site access;
- This would trigger the release of £400,000 of funding (from Halton to Knowsley) for highway improvement works to the A562 / A5300 junction, improving traffic capacity on the approach to the development;
- The bridge spanning the West Coast Mainline railway would be completed in full under agreements between Halton and Network Rail;
- The land to the north of the railway line, owned by Halton but currently forming part of an agricultural tenancy would be occupied by the northern embankment.

3.3.2 Progressing the access road scheme would enable an early draw-down of the available RGF grant funding and the Growing Places Funding for the project and would send a strong signal to developer partners and potential end-users / customers that the 3MG development continues to be the prime attractive site for freight distribution in the North West.

- 3.3.3 Early investment in the western access road will add value to the HBC Field site as potential developers will be offered an access-served site which is free of major risk to development.

Value for Money and Competition.

- 3.3.4 PUK received competitive tenders from four reputable civil engineering construction companies capable of delivering the scheme. The tender documentation provided was based on the approved design (in accordance with the Design Manual for Roads and Bridges and the Specification for Highway Works). The proposed Conditions of Contract are based on the ICE Design and Build form of contract. These are acceptable documents for the Council to adopt in a road and bridge works contract with BBCEL.
- 3.3.5 The values of tenders received have been shared with HBC officers as part of the 'open-book' process that is required under the draft Development Agreement. BBCEL submitted the lowest tender based upon their alternative tender submission and the breakdown of costs per activity within the scheme has been shared with HBC by both PUK and BBCEL during project discussions.
- 3.3.6 BBCEL's total price tendered for the full scheme is significantly less than the scheme estimates that had been prepared by Atkins, the Council's design consultants, during the preliminary design process. Whilst the tender documents do not include a priced bill of quantities or schedule of rates, the costs of the various works activities have been scrutinised and appear to offer excellent value for money.
- 3.3.7 Adopting the tender procedure utilised by PUK and BBCEL's tender submission would negate the need for preparation of full tender documentation, invitation to tender and tender assessment procedures by the Council. The cost saving to the Council has been estimated to be approximately £75,000

Transparency

- 3.3.8 A contract with BBCEL for the construction of the western link road would be administered within the Capital Programme in accordance with Finance Standing Orders and Procurement Standing Orders in respect of section 2.12 (Contracts to be in writing) and section 1.7 (Contract Payments) and will be subject to the Council's audit procedures.

Propriety and Security

- 3.3.9 The usual integrity clauses will be incorporated into the contract document and only those officers with a need to know will have information about the Contract.

Accountability

- 3.3.10 Accountability for the administration of the contract would remain with the Operational Director Policy, Planning and Transportation subject to

scrutiny by the Council's Policy Performance Boards acting within their relevant Terms of Reference. Usual internal and external audit provisions shall apply.

Position of the Contract under the Public Contract Regulations 2006

3.3.11 The proposed contract is exempt from the requirements of the 2006 Regulations as the estimated value of the works is below the threshold of £4,348,350. The fundamental Treaty Obligations of transparency and non-distortion apply.

4.0 POLICY IMPLICATIONS

There are no policy implications in connection with the report.

5.0 OTHER IMPLICATIONS

5.1 Resource Implications

The scheme is estimated to cost £4,330,784 and will be funded through the Council's Capital Programme 2012/13 utilising the secured RGF (£4.5m), and from the secured GPF (£5.4m).

Upon completion of the works to realign Newstead Road, the sum of £400,000 will become payable to Knowsley Metropolitan Borough Council under the terms of the Section 8 Agreement dated 1 April 2010. Such sum to be included within the Council's Capital Programme.

The costs of Contract supervision and administration, which are estimated to be £135,000, will be funded from the secured RGF (£4.5m), and from the secured GPF (£5.4m).

5.2 Legal Implications

It is proposed that the Council enter into formal agreement under the ICE Design and Build form of contract with Balfour Beatty Civil Engineering Limited, for the construction of the western access road to the 3MG HBC Fields development site, as described in paragraph 3.1.2 of this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

There are no implications associated with this report.

6.2 Employment, Learning and Skills in Halton

Construction of the western access road will facilitate the development of the Halton Fields development area, and is a key deliverable within the overall 3MG programme. The programme will assist in providing job opportunities for local people and will go some way in addressing the

level of unemployment in Halton. The next phases of development are estimated to create up to 2,717 new jobs. The Halton Employment Partnership will engage with employers at 3MG to maximise the opportunities for local people.

6.3 A Healthy Halton

There are no implications associated with this report.

6.4 A Safer Halton

There are no implications associated with this report.

6.5 Halton's Urban Renewal

Construction of the western access road to the 3MG Halton Field development area is a key deliverable within the overall 3MG programme. The programme is acting as a catalyst to attract developers and new businesses to the area by creating an attractive, well-accessed and serviced area, which provides a safe and attractive environment for employees and visitors.

7.0 RISK ANALYSIS

7.1 There is a risk that Prologis UK Limited may object to the use of the tender documentation they prepared for these works in July last year, or seek payment of their costs in connection with the original tendering exercise and subsequent pre-contract negotiations. PUK are Halton's development partner on the scheme. They are aware of the Council's desire to progress the western access road element of the project and have been involved in the further discussions with their preferred bidder. PUK have indicated that they wish to have continued involvement in this aspect of the project although their specific role in this has yet to be discussed and agreed. It should be noted therefore that there may be an additional financial obligation to PUK in respect of the recommendation.

7.2 There is a risk that the results of the advance site investigation and materials testing may indicate that the alternative design solution submitted by BBCEL is not acceptable or results in increased estimated cost, such that the Public Contract Regulations (2006) threshold value is exceeded. If this were the case, the matter would be reported back to board. The works contract will not be awarded to BBCEL until such time that the scheme design amendments, which were submitted in their alternative tender, have been completed and approved by relevant parties. If the re-design results in an additional estimated works cost, the scheme elements will be reviewed once again to ensure that the public procurement thresholds are not exceeded and that the risk of challenge to the Council is minimised.

7.3 As with any civil engineering construction project, there is a risk that the cost of the construction works exceeds the estimated cost and budget allocation. Tenders were invited on the basis of a priced activity

schedule, rather than as an 'admeasure' Bill of Quantities. It is proposed to let the contract under the ICE Design and Build form of Contract which provides less scope for variations and additional costs, however the proposed conditions of contract do provide mechanisms and procedures for agreement of price variations.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 All decisions of the Council are required by the Public Sector Equality Duty (s149 Equality Act 2010) to have due regard to the need to:-

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The 9 "Protected Characteristics" are:-

- Race
- Gender
- Disability
- Age
- Gender Reassignment
- Pregnancy and Maternity
- Religion or Belief
- Sexual orientation
- Marriage and Civil Partnerships

8.2 The Council will work with its partners to develop effective procedures and policies to combat all forms of discrimination and to share good practice.

8.3 The Core Strategy and the Local Transport Plan have undergone Equality Impact Assessments. HBC Field sits in this over arching framework. However, the 3MG Steering Group on 15th June 2011 felt the need to do a separate Equality Impact Assessment for completeness and has undergone the first stage. This has shown a neutral impact on the majority of the characteristics and a positive impact on disability and socio-economic disadvantage.

8.4 In terms of disability the architects Stephen George & Partners have provided a Design & Access Statement regarding Access For All for the development of HBC Field:

"The building and its immediate surroundings, including external works to and from the proposed car park areas and building approaches, is designed to be accessible by all staff and visitors. These spaces are designed to meet all current UK Building Regulations and respond to the

latest version and provisions of the Disability Discrimination Act. Best practice design ensures that access is available to all regardless of any special mobility problems or restrictions. Level thresholds, gentle slopes or ramps and ambulant disabled stairs are designed in as standard. There are no physical barriers to users of the development or to those that serve the development, such as emergency services. There are no special access points for wheelchair users who will use the same access doors as everyone else. Accessible car parking has been provided at 10% of the total permanent number of spaces and is positioned closest to the main office entrance”.

This characteristic is also considered under Planning, Highways and Building Regulations.

- 8.5. Socio-economic disadvantage is referred to in 6.2 of this report. The Council has dedicated teams in place which will assist and support the end user to maximise the benefits to local people particularly targeting the economically inactive.

9.0 REASON FOR DECISION

- 9.1 Continuing progress on the provision of infrastructure to support the 3MG HBC Field development will enable the draw-down of RGF and GPF funding allocated to the 3MG Programme that has been identified for this purpose. Construction of the western access road removes elements of risk to programme delivery, enhances the value of the site and its attractiveness to potential developers / customers and takes advantage of the competitive tender submission for the construction of the road from BBCEL.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 10.1 The contract for the construction of the western access road could be re-tendered. However, this would incur additional procurement costs, including tenderer pre-qualification and selection, preparation of tender documentation, management of the tender process and tender evaluation and award. The process is estimated to add approximately £75,000 to the cost of the scheme and would take around 20 weeks from inviting expressions of interest to award of Contract. The existing tender from BBCEL is considered to offer excellent value for money and there is no guarantee that a new tender process would result in lower prices.
- 10.2 The original plan was for the transport infrastructure relating to the development of HBC Field to be delivered through a Development Agreement with PUK our development partner. For the reasons stated in paragraph 3.1.4 PUK are not in a position to let a contract for the road construction. Therefore if the Council accepts and wishes to continue to make progress as set out in Paragraph 9.0 above, it is not an option to wait for a pre-let agreement to be signed with a customer.

10.3 The scope of works tendered in July by PUK included the whole of the western access road and bridge (as designed by Atkins) from Newstead Road into the proposed HBC Fields development site. This was on the basis of a potential customer's requirements. The contract could be re-tendered on this same scope of works, however, the value of the scheme would be above the public procurement thresholds and would require re-tendering with the consequent additional costs and delays as set out in 10.1.

10.4 In addition to the reasons for rejection described in 10.3, the scope of the scheme for the construction of the western access road has been modified from that originally tendered by PUK, because at this stage we do not know whether the site will eventually be developed for single or multiple occupiers. This retains a degree of flexibility in the future layout of the road south of the railway lane.

11.0 IMPLEMENTATION DATE

11.1 Subject to Board approval, the advance site investigations and further design work would commence in early June. It is anticipated that contract award would follow confirmation of amended design approvals in July.

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

Document	Place of Inspection	Contact Officer
Section 8 Agreement Knowsley Metropolitan Borough Council dated 1 April 2010	Highways Office, Rutland House, Halton Lea, Runcorn	D. Cunliffe
3MG Masterplan	Regeneration, Municipal Building, Widnes	S. McDonald
Community Impact Review and Assessment Stage 1	Regeneration, Municipal Building, Widnes	S. McDonald
3MG Steering Group Minutes 15 th June 2011 extract re: EIA	Regeneration, Municipal Building, Widnes	S. McDonald

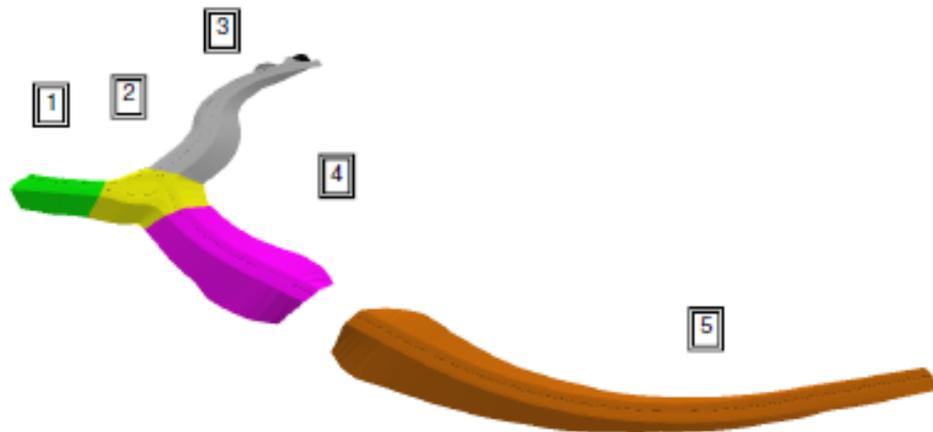
Balfour Beatty

Civil Engineering

M11012

Highways Access to 3MG

EARTHWORKS SCHEDULE



- | | |
|---|--|
|  | North west approach to Newstead roundabout |
|  | Newstead roundabout |
|  | North east approach to Newstead roundabout |
|  | Newstead road link ch 45 - 200 |
|  | Newstead road link ch 235 - 619 |

REPORT TO:	Executive Board
DATE:	24th May 2012
REPORTING OFFICER:	Strategic Director – Policy and Resources
PORTFOLIO:	Physical Environment
SUBJECT:	Affordable Housing Supplementary Planning Document – Approval for a period of Public Consultation
WARDS:	Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 This report seeks the approval of the Executive Board to publish the consultation draft Affordable Housing Supplementary Planning Document (SPD) for a six week period of public consultation.

2.0 RECOMMENDATION: That

- (1) the consultation draft Affordable Housing SPD (Appendix A) is approved by Executive Board for the purposes of public consultation for a six week period.**
- (2) any minor drafting amendments which may be made to the consultation draft Affordable Housing SPD prior to public consultation be delegated to the Operational Director – Policy, Planning and Transportation in consultation with the Executive Board Member, Physical Environment.**

3.0 SUPPORTING INFORMATION

Affordable Housing

- 3.1 In planning terms 'affordable housing' refers to a particular type of housing tenure, which is delivered by a Registered Provider and secured in perpetuity. Affordable housing includes social rented, affordable rented and intermediate housing, provided to eligible households who cannot afford to access suitable market housing.
- 3.2 National planning policy supports affordable housing being sought through the planning system on private housing sites as a form of 'planning gain'. At present, affordable housing in Halton is provided solely by Registered Providers, and is not sought on private housing sites as the adopted Unitary Development Plan does not contain the policy framework to enable this. The Core Strategy is set to introduce a policy requiring the provision of affordable housing on market housing

sites delivering 10 or more residential units. This policy is due to come into force later this year when the Core Strategy is adopted.

Purpose of the Affordable Housing SPD

- 3.3 The purpose of the Affordable Housing SPD is to provide greater certainty and clarity for all parties involved in the delivery of affordable housing in Halton through the planning system. It expands upon policy CS13: Affordable Housing in the Halton Core Strategy, providing guidance to prospective applicants. Specifically this SPD aims to:
- a) Maximise the opportunities available and ensure the smooth delivery of affordable housing to meet Halton's housing needs; and
 - b) Reduce uncertainty, ensure a consistent approach and provide clear guidance for all stakeholders to follow.

Halton's Affordable Housing Needs

- 3.4 By considering Halton's housing needs through the Strategic Housing Market Assessment and the financial viability of development through the Economic Viability Assessment, the Council has developed an affordable housing policy within the Core Strategy, policy CS13: Affordable Housing. This policy seeks to maximise affordable housing, whilst taking into account the financial viability of sites to deliver this requirement.
- 3.5 The Halton Core Strategy policy CS13: Affordable Housing states that affordable housing units will be provided, in perpetuity, on schemes including 10 or more dwellings (net gain) or of 0.33 hectares in size or greater for residential purposes. Affordable housing provision will be sought at 25% of the total residential units proposed. The Affordable Housing SPD provides the guidance required to assist developers to deliver this level of affordable housing across the Borough.

Next Steps

- 3.6 Once consultation on the draft Affordable Housing SPD has been conducted, the responses will be analysed and taken into account in making any revisions to the SPD. It is intended that a further report will then be taken to Executive Board, seeking formal adoption of the Affordable Housing SPD to assist the implementation of the Core Strategy policy.

4.0 POLICY IMPLICATIONS

- 4.1 The SPD once adopted will form part of Halton's Local Development Framework (LDF). The content of the SPD will thus be a material consideration for the determination of all residential development applications which trigger an affordable housing requirement. The SPD will therefore provide Halton Borough Council with greater detail and certainty to deliver affordable housing across the Borough.

5.0 OTHER IMPLICATIONS

5.1 No other implications.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

The SPD will help to ensure that children and young people across the Borough grow up in, and thrive in, safe residential environments and communities.

6.2 Employment, Learning and Skills in Halton

Although the priority of employment, learning and skills in Halton is not specifically referred to in the SPD, there is a close relationship between the economy and the housing market, with housing a driver of, but also responsive to, local economic growth and performance.

6.3 A Healthy Halton

The priority for a healthier Halton is reflected within the SPD through supporting the development of well designed residential communities which are sustainable and accessible to all.

6.4 A Safer Halton

The SPD will contribute to ensuring high standards of residential design for affordable units, this will include creating places that feel safe, secure and welcoming for everyone.

6.5 Halton's Urban Renewal

The SPD fully supports the creation of good quality residential environments which will assist in the urban regeneration of the Borough.

7.0 RISK ANALYSIS

7.1 No legal or financial risks to the Council have been identified.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The SPD addresses a number of equality and diversity issues particularly in meeting the housing needs of Halton's communities. The SPD also encourages developers to meet high access standards in the design of affordable housing provision such as those for wheelchair accessible housing.

9.0 REASON(S) FOR DECISION

9.1 These are set out in Section 3, Supporting Information.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

10.1 No alternative options have been considered at this stage.

11.0 IMPLEMENTATION DATE

11.1 The SPD will be effective from the date of adoption by the Council's Executive Board and it will be a material consideration in the determination of planning applications from this point. It is hoped that the SPD will be adopted at the same time as the Halton Core Strategy, later this year.

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

Document	Place of Inspection	Contact Officer
Halton Core Strategy Revised Proposed Submission Document (May, 2011)	Places, Economy and Transport Team, Municipal Building	Alasdair Cross
Halton Core Strategy Post Submission Changes (May, 2012)	Places, Economy and Transport Team, Municipal Building	Alasdair Cross
Mid-Mersey Strategic Housing Market Assessment (May 2011)	Places, Economy and Transport Team, Municipal Building	Alasdair Cross
Economic Viability Assessment (November 2010)	Places, Economy and Transport Team, Municipal Building	Alasdair Cross
The Town and Country Planning (Local Planning) (England) Regulations 2012	Places, Economy and Transport Team, Municipal Building	Alasdair Cross

Halton Borough Council

**Affordable Housing
Supplementary Planning Document**

**Consultation Draft
May 2012**

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1. Purpose of the Supplementary Planning Document

- 1.1 This SPD seeks to provide greater certainty and clarity for all parties included in the delivery of affordable housing in Halton through the planning system. The National Planning Policy Framework¹ requires local authorities to assess and meet the full needs for affordable housing in their housing market area. It goes on to define that affordable housing:
- Is social rented, affordable rented and intermediate housing provided to eligible households whose housing needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices; and,
 - Should include provision for the housing to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.
- 1.2 Up until 2012, Halton Borough Council has not had the policy framework in place to require affordable housing to be delivered on market housing sites (those built by a private developer for purchase on the open market). The Halton Core Strategy introduces this policy requirement for the first time and hence it was felt timely to supplement that development plan policy with additional guidance. Specifically this SPD aims to:
- a) Provide additional guidance on the interpretation of the affordable housing policy, CS13: Affordable Housing, contained in the Halton Core Strategy.
 - b) Ensure the smooth delivery and maximise the opportunities available for the provision of affordable housing to meet Halton's housing needs.
 - c) Reduce uncertainty, ensure a consistent approach and provide clear guidance for all stakeholders to follow.

¹ CLG (2012) National Planning Policy Framework

2. Policy Framework

- 2.1 The Affordable Housing SPD draws on and is consistent with policy and guidance from the national to the local level.

National Context

- 2.2 National planning policy is set out in the National Planning Policy Framework (NPPF)² which was published in March 2012. This single document replaces the previous Planning Policy Statements (PPSs) and Guidance (PPGs).
- 2.3 Guidance within the NPPF on affordable housing is limited, giving local planning authorities the ability to determine their own policy approaches and thresholds to which a policy requirement would apply. Local authorities are required to develop an evidence base which will objectively assess the need for affordable housing, and then to use this evidence to develop appropriate policies which will ensure that these needs are fully met.
- 2.4 In planning terms 'affordable housing' refers to a particular type of housing tenure, which is delivered by a Registered Provider³ and secured in perpetuity. Affordable housing includes social rented, affordable rented and intermediate housing, provided to eligible households who cannot afford to access suitable market housing. The glossary to the National Planning Policy Framework provides the following definitions:-

Affordable housing is available in three types:

Social rented housing is:

Owned by local authorities and private registered providers (as defined in section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency.

Affordable rented housing is:

Let by local authorities or private registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is subject to rent controls that require a rent of no more than 80% of the local market rent (including service charges, where applicable).

Intermediate affordable housing is:

Homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definition.

² CLG (2012) National Planning Policy Framework

³ Registered Providers (previously known as Registered Social Landlords) are providers of social housing, and can be private, public or not for profit organisations. All Registered Providers are regulated by the Tenant Services Authority.

These can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent, but not affordable rented housing.

Homes that do not meet the above definition of affordable housing, such as “low cost market” housing, may not be considered as affordable housing for planning purposes.

Source: CLG (2012) National Planning Policy Framework: Annex 2: Glossary

- 2.5 The Affordable Rent tenure is a new type of low cost rented social housing introduced on 1st April 2011 which applies to newly built and re-let properties owned by Registered Providers. The introduction of Affordable Rent means that Registered Providers will be able to charge up to 80% of gross market rents (i.e. inclusive of any service charges). This is in contrast to social rented housing whereby rents are at approximately 40% - 50% of market rent levels.

Local Context

- 2.6 Halton Borough Council's Local Development Framework (LDF) will eventually replace the Council's current statutory development plan, the Halton Unitary Development Plan (UDP) which was adopted in 2005. Halton's LDF consists of Local Plans/Development Plan Documents (DPDs) which set policy and Supplementary Planning Documents (SPDs) which provide additional guidance to higher level policy documents, supported by a number of process documents, including the Statement of Community Involvement and the Authority's Monitoring Report. The Core Strategy⁴ is the central document within the LDF and sets out the overarching strategy for the Borough and through this, the strategy for the delivery of affordable housing across the Borough.
- 2.7 Core Strategy policy CS13: Affordable Housing (reproduced at para 3.14) details the policy framework for seeking affordable housing provision and as such, is the basis for this SPD. When seeking affordable housing, regard will be had to wider development aspirations for the Borough in line with the Overall Spatial Strategy and Key Areas of Change which are important elements of the Halton Core Strategy.
- 2.8 Halton's Housing Strategy 2008-11 sets out the vision and objectives for the provision of housing to the Borough's residents and particularly those with the most pressing housing needs. It defines the role of the Council in providing community leadership to deliver a co-ordinated approach. It contains clear strategic priorities for action to address the issues and challenges which have been identified through the development of a robust evidence base and consultation with partners, stakeholders and residents. A new Housing Strategy for Halton will be developed in 2012.

⁴ HBC (2011) Halton Core Strategy: Revised Proposed Submission Document

- 2.9 The Affordable Housing SPD provides a greater level of detail and guidance for the delivery of affordable housing across the Borough in accordance with the Halton Core Strategy and Housing Strategy.

3. Housing Needs in Halton

Halton's Housing Characteristics

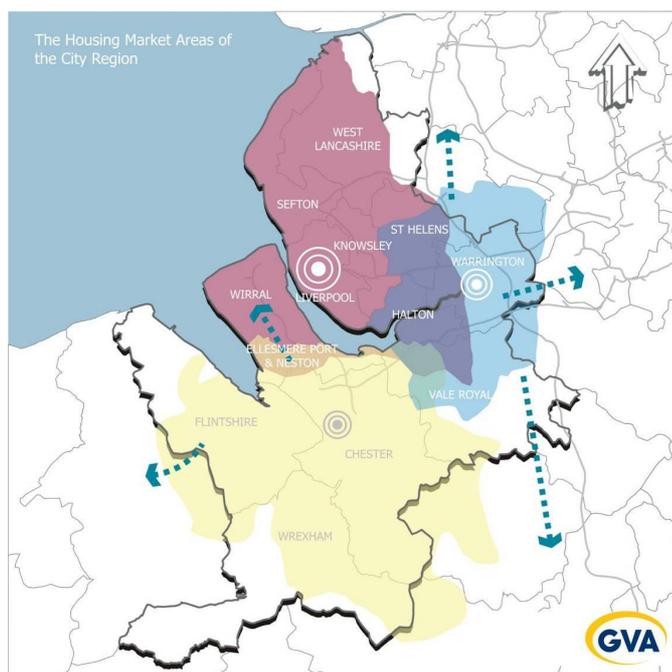
- 3.1 At 2011 there were a total of about 54,100 dwellings within the Borough⁵. The property profile is fairly varied, however, there is currently an over representation of terraced properties and a need for more family and aspirational housing.
- 3.2 In Widnes the housing profile is largely represented by Victorian and interwar housing which expanded north from Widnes Town Centre, enveloping the previous hamlets of Appleton and Farnworth. In the 1970's, social housing estates were developed at Ditton and Hough Green and there have been more recent developments of private, family housing in north Widnes at Upton Rocks.
- 3.3 Runcorn experienced significant expansion following its designation as a New Town in 1964. The New Town is structured around a number of distinct neighbourhoods with some areas now requiring redevelopment or regeneration. Over recent years, development has been concentrated in the east of Runcorn with housing renewal in Castlefields (originally built as part of the New Town) and the development of Sandymoor which was first consented for housing development during the New Town period.

Halton's Housing Market

- 3.4 Halton is currently identified as part of the Liverpool City Region Eastern Housing Market Area which covers the authorities of Halton, St Helens and Warrington, also known as the Mid-Mersey Housing Market Area⁶. Halton demonstrates close linkages with St Helens and Warrington, as highlighted through migration, travel to work and household moves data.

⁵ HBC (2011) State of the Borough Report

⁶ Nevin Leather Associates, Inner City Solutions & University of Sheffield (2008) The Definition of Housing Market Areas in the North West Region



Liverpool City Region Housing Market Areas

- 3.5 To understand housing market trends in Halton, demographic trends are a key determinant in the medium to long-term. Halton's resident population has, after a significant period of decline, started to experience modest growth and is estimated to increase from 118,700 in 2010 to 123,900 by the end of the Core Strategy plan period (2028)⁷. The population profile in the Borough is skewed towards younger people with an estimated 19% of the population aged under 15, compared with 17.9% across the Mid-Mersey area and 17.5% both regionally and nationally⁸. The proportion of older people in the Borough (over 75) at an estimated 6.2% of Halton's population is slightly lower than the average regional figure of 7.7% and national figure of 7.8%⁹. However, the population of older people is expected to increase substantially during the plan period.
- 3.6 In terms of household structure in Halton, data shows fewer pensioner and single person households and a greater proportion of households with children when compared with regional or national figures⁹. The household size in the Borough is currently 2.35 persons per household and this is expected to drop to 2.21 persons per household by 2026⁹. This is likely to be due to the expected increase in the older person population.
- 3.7 Owner-occupied housing and private rented dwelling stock makes up a smaller proportion of the total in the Borough than national and regional averages whilst the social rented sector is significantly higher⁹ due to the high proportion of social housing provided as part of the Runcorn New Town initiative. In recent years there has been a marked increase in the number of private rented dwellings, which now make up around 10% of the total housing stock⁹. It is thought that this is attributable to the

⁷ ONS (2008) Subnational Population Projections

⁸ GL Hearn and Justin Gardner Consulting (2011) Halton and Mid-Mersey Strategic Housing Market Assessment

⁹ HBC (2010) State of the Borough Report

availability of buy to let mortgages and more recently an increase in the number of “reluctant” landlords who are unable to sell their properties due to prevailing housing market conditions and opt to let them out as an alternative.

- 3.8 House prices across the Borough are still below regional and national averages but have risen significantly in recent years. Since the economic downturn, market activity remains weak mirroring the experience found nationally. At 2011 entry-level prices in the Borough range from around £57,000 for a one bedroom home in Runcorn up to around £190,000 for a four bedroom property in Widnes. In terms of the market availability three bedroom properties are most commonly available to purchase and one bedroom homes are least prevalent⁹.

Halton's Affordable Housing Needs

- 3.9 Housing need is defined as the quantity of housing required by households who are unable to access suitable housing without financial assistance. Strategic Housing Market Assessments (SHMA) are seen as key tools in the development of housing and planning policy for affordable housing which consider the balance between supply and demand for affordable housing. The Halton SHMA⁸ has been undertaken in conjunction with neighbouring authorities in the Mid-Mersey Housing Market Area. It is in accordance with Government guidance and has involved interrogation of a range of information, discussions with local stakeholders, together with a household survey to collect information regarding the housing needs and aspirations of the Borough's population.
- 3.10 Overall, the SHMA suggests that to meet all affordable needs in the Borough, an additional 891 units of affordable housing would need to be provided per annum for the next five years. This is made up of a requirement for 78 units per annum to meet the backlog of existing households in need and a further 813 units per annum to meet projected future needs. The SHMA notes that the high level of housing need identified reflects a combination of factors including the difference between the costs of market housing and local incomes (particularly of younger households), and the decline by 15% in the stock of affordable housing within the Borough over the last decade which could have been used to meet need.
- 3.11 Annual unmet need for affordable housing is far in excess of the proposed total housing delivery targets as set out in the Core Strategy which is approximately 550 dwellings per annum. It is therefore essential to seek to maximise the contribution of new affordable units from new housing developments although viability of the impact of such a requirement on the overall development must be considered. The National Planning Policy Framework (NPPF) also states that policies for affordable housing should be sufficiently flexible to take account of changing market conditions.

- 3.12 In addition to the SHMA, the Council commissioned an Economic Viability Assessment¹⁰ which considered the cumulative impacts of policy requirements and planning obligations on residential development in Halton, to determine the appropriate level for an affordable housing requirement. The Economic Viability Assessment provided advice on the most ambitious yet achievable and viable target(s) and threshold(s) for affordable housing which fully reflected the value of housing in different areas of the Borough. The assessment follows the approach advocated by the NPPF which emphasises that policy requirements and planning obligations should not threaten the viability of a development scheme.
- 3.13 The basis for the study was to appraise a range of hypothetical sites using a model which calculates the cashflow of the hypothetical schemes and the rate of return (profit), similar to that used by most house builders/ developers. Sites in high value areas tended to have the capacity to deliver the highest proportions of affordable housing whilst remaining financially viable (including delivering a reasonable profit margin for the developer). Sites in low value areas experienced the greatest impact on profitability as quotas of affordable housing were increased. The assessment showed that under a Mid Market Position¹¹, 25% affordable housing is deliverable at a 50% social rented and 50% intermediate housing tenure split.¹² Although a higher percentage of affordable housing could be delivered in an Improved Market Position (40% with a 34% social rented and 64% intermediate tenure split) it is acknowledged through the assessment that it is difficult to predict whether the improved market scenario will ever be met. It is however, considered likely that based on previous cycles of the property market that the Mid Market position will be reached during the Core Strategy Plan period.

Halton's Affordable Housing Policy

- 3.14 By considering Halton's housing needs and the financial viability of development within the Borough through the SHMA and Economic Viability Assessment, the Council has developed its affordable housing policy within the Core Strategy, Policy CS13: Affordable Housing. This policy seeks to maximise affordable housing, whilst recognising the need to maintain the financial viability of sites to deliver such affordable housing:

Core Strategy Policy CS13: Affordable Housing

Affordable housing units will be provided, in perpetuity, on schemes including 10 or more dwellings (net gain) or 0.33 hectares or greater for residential purposes.

¹⁰ DTZ (2010) Economic Viability Assessment

¹¹ The EVA used a Baseline Position of revenues at May 2010. The Mid Market Position used a 10% increase on revenues over and above the Baseline Position whilst the Improved Market Position assumed a 20% increase.

¹² The EVA was conducted prior to the introduction of Affordable Rent in April 2011.

Affordable housing provision will be sought at 25% of the total residential units proposed. The Council will seek to secure 50% of new provision as social and affordable rented tenures and 50% intermediate housing tenures across the Borough.

The provision of affordable housing must:

- address the identified local housing needs as quantified in the most up to date Strategic Housing Market Assessment; and
- be fully integrated in the development site so as to avoid the over concentration of affordable housing in any particular location within the development site and in order to achieve seamless design

The affordable housing contribution may only be reduced where robust and credible evidence is provided to demonstrate that the affordable housing target would make the development unviable.

There will be a presumption that any affordable supply will be provided on site. Off-site provision or a financial contribution in lieu of on-site provision may only be made in exceptional circumstances where on-site provision is proven to be unachievable or localised need does not necessitate affordable housing provision.

Planning permission will be refused on development sites which are sub-divided into separate development parcels below the affordable housing threshold, unless the affordable housing provision is proportionate to that which would have been required on the site as a whole.

- 3.15 The following sections discuss in more detail the components of the Core Strategy policy including thresholds, tenure, size, on/ off-site provision, financial contributions, viability and design and how these considerations should be incorporated into development design.

4. Thresholds

- 4.1 Halton Borough Council will seek to negotiate affordable housing on developments of 10 or more dwellings or on sites of 0.33 hectares or greater for residential purposes where there is a net gain in housing (i.e. excluding replacement dwellings after demolitions). On all qualifying sites the Council will seek 25% of the total residential units proposed as affordable in order to maximise the affordable housing contribution in accordance with Halton's housing needs as set out in the SHMA. In circumstances where the calculation of affordable housing results in a fraction of a unit (e.g. 0.7) the Council will round the number up or down to the nearest whole unit (with 0.5 being rounded up).
- 4.2 For the purposes of the Halton LDF, a dwelling is defined as falling under the C3 Use Class in the Town and Country Planning Use Classes Order¹³. The requirement will apply to all planning applications for residential development which would result in a net gain of 10 or more dwellings to be sold on the open market. This includes some specialist accommodation such as certain types of older persons housing. However, the policy does not apply to development providing accommodation outside Use Class C3, for example residential care and nursing homes (where the residential accommodation is not within self contained units), hotels and hostels. For housing schemes proposed by Registered Providers comprising of affordable housing the Core Strategy policy requirement for affordable housing is superfluous and will not apply.
- 4.3 In the case of phased developments where an application for residential development is subject to a single permission, but is due to be delivered in phases, the affordable housing requirement will be applied across the whole scheme. Where outline planning permission is sought for residential development, a commitment to the delivery of affordable housing will be necessary at this stage in order for the proposal to be in conformity with the policy framework. This will generally be secured through a Section 106 Agreement, and then implemented on a subsequent Reserved Matters application. Proposals for developments that appear to be designed or artificially sub-divided to fall below the qualifying thresholds at which affordable housing is required will have an affordable housing requirement assessed on the basis of the reasonably achievable site capacity or by combining split sites as appropriate.

KEY POINTS

- Affordable housing units will be negotiated on planning applications for 10 or more dwellings or on sites of 0.33 hectares or greater
- The affordable housing policy will not apply non-market housing

¹³ The Town and Country Planning (Use Classes) Order 1987 as amended

schemes proposed by Registered Providers

- Affordable housing requirements will be applied across the overall scheme
- Provision will be sought at 25% of the total residential units proposed
 - Where the calculation results in a fraction of a unit, the figure will be rounded to the nearest whole unit
- Conditions requiring affordable housing will be required at the outline planning application stage

5. Tenure Mix and Dwelling Size

- 5.1 To support the creation of sustainable, inclusive and mixed communities, the Council will aim to ensure a mix of housing tenures and sizes for the affordable housing elements of a scheme which respond to identified needs.
- 5.2 In accordance with the findings of the SHMA, the Council will seek to secure 50% of all affordable housing units as social and affordable rented tenures and 50% as intermediate housing tenures in order to meet the Borough's identified needs. This is the tenure split sought for all affordable housing secured through the planning system across the whole of Halton, and will be used to inform the tenure split sought through individual planning applications. Negotiations on a site-by-site basis will take into account the most up to date housing needs and the financial viability of the site in question. Where the applicant wishes to deliver a significantly different mix of affordable housing tenures, they will be required to provide reasoned evidence to justify their proposals through the planning application, ideally supported by a Registered Provider.
- 5.3 The size and type of affordable supply sought on individual sites will be dependent on the most up to date SHMA indicating priorities to meet local needs within the sub-area. Consideration will also be given to the site location and localised housing mix. The 2011 SHMA looked at the likely sizes of affordable housing that would be required to meet housing need. Information was taken from both the household survey and the Housing Register. Overall, it is estimated that at 2011, around 80% of additional affordable housing should be smaller homes (one and two-bedroom) and around 20% should be delivered as larger homes (three and four plus bedroom)¹⁴. This takes account of both need and the supply and turnover of existing properties. The Council's preference is that two-bedroomed units are provided as houses or bungalows. The Council will agree the sizes of affordable houses on a site-by-site basis having regard to the findings of the most up to date SHMA at the time of the application for planning permission. When meeting size needs, a mix of dwelling types (houses, bungalows and flats), reflecting the mix on the wider development scheme should be provided.

KEY POINTS

- The Council will seek to secure a tenure split of:
 - 50% social and affordable rented tenures
 - 50% intermediate housing tenures
- The sizes of affordable housing units to be provided will be based on

¹⁴ Appendix B indicates size requirements for affordable homes, as detailed in the 2011 Strategic Housing Market Assessment

the Council's most up to date SHMA

- Data in the 2011 SHMA indicates that the greatest need is for one and two-bedroomed properties
- Two bedroomed properties should be delivered as houses or bungalows
- A mix of dwelling types (houses, bungalows and flats) reflecting the wider development scheme should be delivered.

6. On / Off-Site Provision

On-Site Provision

- 6.1 The Council will require any affordable housing secured through the planning process to be delivered on-site. The provision of affordable housing on-site has a number of advantages, including making it easier to integrate such provision within the wider development and thus contribute towards creating balanced and mixed communities. Section 9 provides further guidance on the integration of affordable housing into a site.

Off-Site Provision

- 6.2 Only in **exceptional circumstances** will off-site provision or a financial contribution in lieu of on-site provision (of broadly equivalent value) be accepted. This would need to be robustly justified in accordance with the National Planning Policy Framework and may only be accepted as long as the agreed approach contributes to the creation of mixed and balanced communities in the local authority area. Off-site provision will only be agreed by the Council where off-site provision would be more suitable, either partly or wholly. This would need to be subject to robust justification based upon, for example:
- scheme viability (see Section 7);
 - where housing need priorities could be better met in an alternative location; or,
 - where there is already a dominance of a particular type of affordable housing provision in the immediate area.
- 6.3 Where it is agreed that the affordable housing units are to be provided by the developer on an alternative identified site, the Local Planning Authority will require provision of affordable housing of equal value as generated by the original application site. The location of off-site provision will be subject to the Council's absolute discretion, however, this should generally be within the vicinity of the development site and be equally well located in terms of amenities and facilities. Provision of affordable housing units on an alternative site will be in addition to any applicable affordable housing requirement arising from the development of any market housing on the alternative site.
- 6.4 The Council will require applicants to have secured planning permission for the required amount of off-site affordable housing before any occupation of the market housing development on site.

Use of Commuted Sums

- 6.5 In the instance where it has been demonstrated exceptional circumstances dictate that affordable housing provision cannot be delivered on-site and in the unlikely situation where there is no reasonable prospect of delivering the affordable housing off-site in a timely manner, a commuted sum will be negotiated. It should be emphasised that this is seen as the least preferable option by the Council and the overwhelming preference is for on-site provision of affordable housing.

- 6.6 The payment in lieu which is calculated for off-site provision of affordable housing covers the basic costs associated with site acquisition, servicing and construction of the commensurate number of units. In addition the associated costs of project management and professional and legal fees involved in delivering the affordable housing elsewhere will have to be taken into account in calculating the appropriate level of contribution. This is justified as the need to incur these costs has arisen directly through a failure to provide affordable housing on site in the first instance as required by the Core Strategy policy. Applicants will also have to bear the costs of any financial assessment and development appraisal work required to ascertain the veracity of submitted material in support of payments in lieu.
- 6.7 In calculating a commuted sum the following approach will be adopted:
- An agreement between the Council and developer will be reached on the number and type of affordable units required (based on the Council's most up to date SHMA)
 - The Council will agree the Open Market Value (OMV) of these units
 - Advice usually required from at least three local Estate Agents
 - The cost will be ascertained as to the amount a Registered Provider would pay to purchase the properties whilst ensuring the properties remain affordable
 - Advice usually required from at least three Registered Providers
 - The level of contribution required will be equal to the difference between the OMV and the average price that the Registered Provider(s) could pay

For Example:

- Scheme of 10 dwellings
 - 25% of 10 units = 2.5, rounded up to 3 affordable units
 - Tenure required in this location is intermediate housing
 - For all properties the Open Market Value (OMV) agreed is £150,000
 - For shared ownership properties the Registered Provider is able to pay a average of £100,000
 - Level of commuted sum
 - Difference between OMV and maximum price = £50,000 per unit
 - 3 x £50,000
 - Total commuted sum = £150,000
- 6.8 As with the provision of on or off site affordable housing, where it can be proven by way of a financial viability assessment that the required commuted sum would render the development scheme unviable, this will be taken into consideration. Further guidance on viability is detailed in Section 7.

- 6.9 The Council will ensure that the money collected from commuted sums is used to prioritise the delivery of new affordable housing to meet current needs. The financial sum agreed will be paid into a “ring fenced” affordable housing fund to be used to finance additional affordable housing schemes across the Borough in accordance with the latest Housing Strategy.

KEY POINTS

- Affordable housing will be required to be provided on-site
- Off-site provision will only be agreed in **exceptional circumstances**
- The location of off-site provision will be subject to the Council's absolute discretion
- In the unlikely circumstance where neither on site nor off-site provision is feasible, a commuted sum will be negotiated

7. Viability

Viability

- 7.1 The provision of affordable housing within market housing developments is often viewed as an additional cost to the developer. If an applicant claims that it would be unviable to provide the required amount of affordable housing on a particular development site then the onus will be on them to prove this through the use of an appropriate financial viability assessment submitted at the same time as their planning application.

Financial Viability Assessment

- 7.2 Financial Viability Assessments need to cover costs and expected receipts arising from a development, including a profit margin to which the developer has reasonable expectations (which may vary), in order to provide the necessary net residual value. The net residual value is the surplus that remains after all development costs (except land costs), have been met from revenue. The residual value should cover the land acquisition costs and for development to be economically viable, the residual value must be large enough to at least cover the cost of acquiring the site. It should be noted that the actual price paid for the land does not factor into the financial viability assessment. A summary of the residual valuation methodology is provided in Appendix C.
- 7.3 When doing financial viability assessments, the Council will use the residual valuation method and will be working to ensure that the estimations that have been made are reasonable, particularly with regard to build costs and house prices. An open book approach is advocated to assist in demonstrating what planning obligations a development can and cannot support. The results of these assessments will then be used when negotiating affordable housing provision (see section 11).
- 7.4 A financial appraisal will need to ensure that it covers all the major components of development including:
- Details of the residential product to be offered:
 - Dwelling Types, Number of Bedrooms, Likely Sale Price
 - Gross Development Value - Anticipated revenue from the proposed development including a full market research report and offers from RSLs
 - Build costs including :
 - Demolition
 - Site abnormalities such as remediation costs
 - Ground conditions
 - Surveys e.g. ecological
 - Drainage or flood prevention means
 - Construction costs
 - Landscaping
 - Contingency sum
 - Professional Fees – Architects, Engineers, Quantity Surveyors
 - Details of any finance agreements / other sources of funding

- Finance Costs – Loan fees related to acquiring land and site development
 - Section 106 - Other policy requirements such as planning obligations for open space / highways improvements
 - Profit Margin – Desired level of developer profit
- 7.5 Chartered Surveyors within the Council's Property Services department will undertake the viability assessment, using the Homes and Communities Agency's Development Appraisal Tool¹⁵ as the basis for this. Applicants should provide the Council with all of the information necessary for an assessment of viability to be undertaken, as indicated in para 7.4. This will be supplemented by other relevant sources of information such as BCIS build cost data and local house price information.
- 7.6 Applicants will be required to pay for the costs associated with carrying out financial appraisals and the Council's reasonable costs associated with the subsequent assessment of them. This is because the financial appraisal seeks to justify the planning merits of reduced affordable housing provision or financial contribution in lieu of on (or off site) affordable housing provision, as an exception to Halton's adopted planning policy for affordable housing (Core Strategy Policy CS13: Affordable Housing).
- 7.7 Where the applicant and the Council are unable to agree the financial appraisal, the Council may request an independent assessment. Both parties will abide by the results of the independent viability assessment. The costs of any additional assessment will again be borne by the applicant including any specialist technical information required for the purposes of agreeing the assessment.
- 7.8 Where viability affects a particular site and this can be reasonably justified by means of a Financial Viability Assessment which is agreed by all parties, the Council will reduce the requirement for affordable housing to align with the point where the scheme becomes viable.

KEY POINTS

- Where the affordable housing provision is claimed to be unviable by the developer this must be proven through a Financial Viability Assessment
- Financial Viability Assessments will be undertaken by the Council, with the use of independent assessors should a position of stalemate be reached
- Applicants are required to pay for the costs associated with carrying out any viability assessments

¹⁵ <http://www.homesandcommunities.co.uk/ourwork/development-appraisal-tool>

8. Delivery of Affordable Housing

Legal Agreements

- 8.1 Affordable housing (at the time of writing) is excluded from the Community Infrastructure Levy Regulations 2010 and therefore will continue to be provided through Section 106 Agreements (S106 Agreement). The provision of affordable housing on open market residential development sites will therefore be secured by means of a legal agreement (planning obligation) with the landowner under the provision of Section 106 of the Town and Country Planning Act 1990. The cost of preparing the agreement will be borne by the applicant. Draft Heads of Terms for a Section 106 Agreement should be submitted alongside a planning application so that negotiation of the legal agreement does not unduly delay the process.
- 8.2 The S106 Agreement will ensure that the agreed proportion of affordable housing will be provided and will define the terms under which it should be provided. It will detail nomination rights, staircasing arrangements and transfer rights. It should ensure that the housing provided remains affordable in perpetuity and will be available to successive occupiers who need affordable housing. This is with the exception of shared ownership or shared equity homes, where a shared owner has 'stair cased' to outright ownership or where the value is recycled to provide other forms of affordable housing.
- 8.3 To ensure the timely delivery of the affordable housing element of the scheme, the Council will require through the S106 Agreement that no more than 90% of the total number of market units in the development are to be occupied until all the affordable housing units have been completed and handed over to the Registered Provider. For larger residential schemes, detailed phasing arrangements to ensure the timely completion of affordable units will be included within the Section 106 Agreement.
- 8.4 A model Section 106 Agreement for affordable housing is included at Appendix A.

Funding Affordable Housing

- 8.5 As has previously been the case in the past, the Homes and Communities Agency will no longer provide financial support for affordable housing secured through S106 Agreements. Registered Providers will need to make their own arrangements to fund the purchase of the affordable homes.

In Perpetuity

- 8.6 The Council wishes to ensure that affordable housing remains affordable and is occupied by local people in housing need in the long term. The involvement of a Registered Provider will ensure a greater element of control over the future occupancy of new affordable housing.

- 8.7 Whilst Halton Borough Council are not prescriptive about which Registered Providers should work in particular locations or on individual developments, the Council does have established relationships with a number of Housing Associations and will assist developers in negotiations with them regarding particular sites. Applicants are advised to contact the Council's Housing Commissioning Manager regarding Registered Providers operating in Halton.
- 8.8 In order to safeguard the quality of delivery, Registered Providers are expected to be registered with the Homes and Communities Agency (or its successor).
- 8.9 Tenants to occupy properties developed as a result of a S106 Agreement will be selected in accordance with the Council's allocation policy prevailing at the time of development. Shared ownership properties in Halton are frequently marketed to potential tenants through the HomesHub (www.homeshub.co.uk).

Management and Maintenance

- 8.10 Many new developments, particularly flat/ apartment schemes, require the payment of annual service maintenance charges for the upkeep of internal and external shared areas. These costs will be included in the assessment of the 'affordability' of the proposed units factored into the Viability Assessment. In developments where the affordable housing provided would be subject to service and/ or maintenance charges, this should be minimised so that occupancy does not become unaffordable.

KEY POINTS

- The provision of affordable housing will be secured through S106 Agreements
- The cost of preparing the agreement will be borne by the applicant
- The S106 Agreement will ensure that affordable housing remains affordable and is occupied by local people in housing need in the long term
- No more than 90% of the market units should be occupied before all of the affordable units are completed
- Tenants for the affordable homes will be selected in accordance with the Council's allocation policy prevailing at the time of development

9. Design, Integration and Layout

Good Design

- 9.1 Affordable housing should be visually indistinguishable as far as practicable from the market housing on site. Where a unit will be transferred to a Registered Provider, the Council will expect the affordable units to conform to the current Design and Quality Standards¹⁶ produced by the Homes and Communities Agency as a minimum standard.
- 9.2 Halton Borough Council will expect high standards of design for all developments, which respects the character of the area and reflects local distinctiveness in accordance with the Council's most up to date adopted policy and guidance. Detailed guidance on the design of residential development is available in the Council's Design of Residential Development SPD¹⁷. This provides guidance for developers, designers and architects in order to contribute towards securing sustainable, high quality and well designed residential developments across Halton.
- 9.3 Where appropriate, the Council will consider removing permitted development rights to ensure that dwellings are not extended or altered in such a way as to increase their value beyond an affordable level. However, this will not prevent appropriate adaptations or extensions necessary to meet the needs of an occupant.

Integration

- 9.4 The integration of affordable homes within market housing developments works towards social inclusion and against segregation, in accordance with the Government's aims for balanced, mixed and sustainable communities. Affordable units should not be grouped together in a single cluster but evenly distributed or 'pepper potted' across the entire site. If a cluster of affordable housing is proposed this should be proportionate to the size of the development, but in any case should not normally be larger than 6 dwellings. In the case of flats/ apartments, the affordable housing element may be grouped together as long as the block of flats/ apartments remain integrated into the wider site.

Layout

- 9.5 For full planning applications, the location and number of affordable homes should be clearly shown on layout plans. In the case of outline applications, the layout of affordable housing needs to be agreed in principle and should be set out within the S106 Agreement.

KEY POINTS

¹⁶ Or as superseded by a 'Local Standards Framework'

¹⁷ HBC (2012) Design of Residential Development SPD

- Halton Borough Council will expect high standards of design for all developments
- Affordable homes should be integrated within market housing developments with pepper potting of affordable units throughout the site preferred
- The location and number of affordable home should be clearly shown on layout plans

10. Sustainability and Access Standards

Code for Sustainable Homes

- 10.1 For all affordable units, developers will be encouraged to meet the Code for Sustainable Homes. From April 2011 affordable housing schemes directly funded by the Homes and Communities Agency were required to reach Code Level 4 with a view to the achievement of Code Level 6 by 2015¹⁸ and therefore the Council would like all affordable housing to meet this standard.
- 10.2 It should be acknowledged that the Core Strategy includes aspirations for residential development to reach Code for Sustainable Homes Level 6 by 2016 (CS19: Sustainable Development and Climate Change). Affordable housing developments will be encouraged to meet these standards in the absence of more stringent Government requirements.

Lifetime Homes

- 10.3 The Lifetime Homes standard¹⁹ is intended to give the widest range of people, including those with physical and/ or sensory impairments, older people and children, convenient and independent access into and around their homes. To achieve the Lifetime Homes standard, residential developments are scored against a set of 16 criteria which aim to remove the barriers to accessibility often present in dwellings, and ensure flexibility and adaptability within the design and structure of a home to meet a diverse range of needs over time.
- 10.4 The Council will encourage the delivery of all homes, including affordable homes, to meet Lifetime Homes standards. This is set out in Core Strategy policy CS12: Housing Mix. Additional guidance relating to the achievement of the Lifetime Homes standard is available in the Council's Design of Residential Development SPD²⁰. It should also be acknowledged that the Lifetime Homes standard is mandatory for the achievement of Level 6 of the Code for Sustainable Homes.

Wheelchair Accessible Housing

- 10.5 Although the Lifetime Homes standard will assist accessibility for wheelchair users, it will not necessarily provide full wheelchair access throughout the home. The Halton SHMA has illustrated that there is a need for specialist wheelchair accessible housing in the Borough²¹. Wheelchair accessible homes are those that are constructed to a higher specification of accessibility so that they are suitable for immediate or future occupation by a wheelchair user (with or without adaptation to meet a user's specific needs). In residential developments of 10 or more dwellings, 10% should meet wheelchair housing standards or be easily adapted for residents who

¹⁸ Housing Corporation (2007) Design and Quality Strategy

¹⁹ Further information relating to the Lifetime Homes criteria is available at: www.lifetimehomes.org.uk

²⁰ HBC (2012) Design of Residential Development SPD

²¹ GL Hearn and Justin Gardner Consulting (2011) Halton and Mid-Mersey Strategic Housing Market Assessment, Figure 16.4 and 16.9

are wheelchair users. Wheelchair accessible homes are required for sale on the open market, as well as through affordable housing schemes. Residential applications with an affordable housing requirement should seek to achieve wheelchair accessible housing in a proportion of the affordable housing units.

KEY POINTS

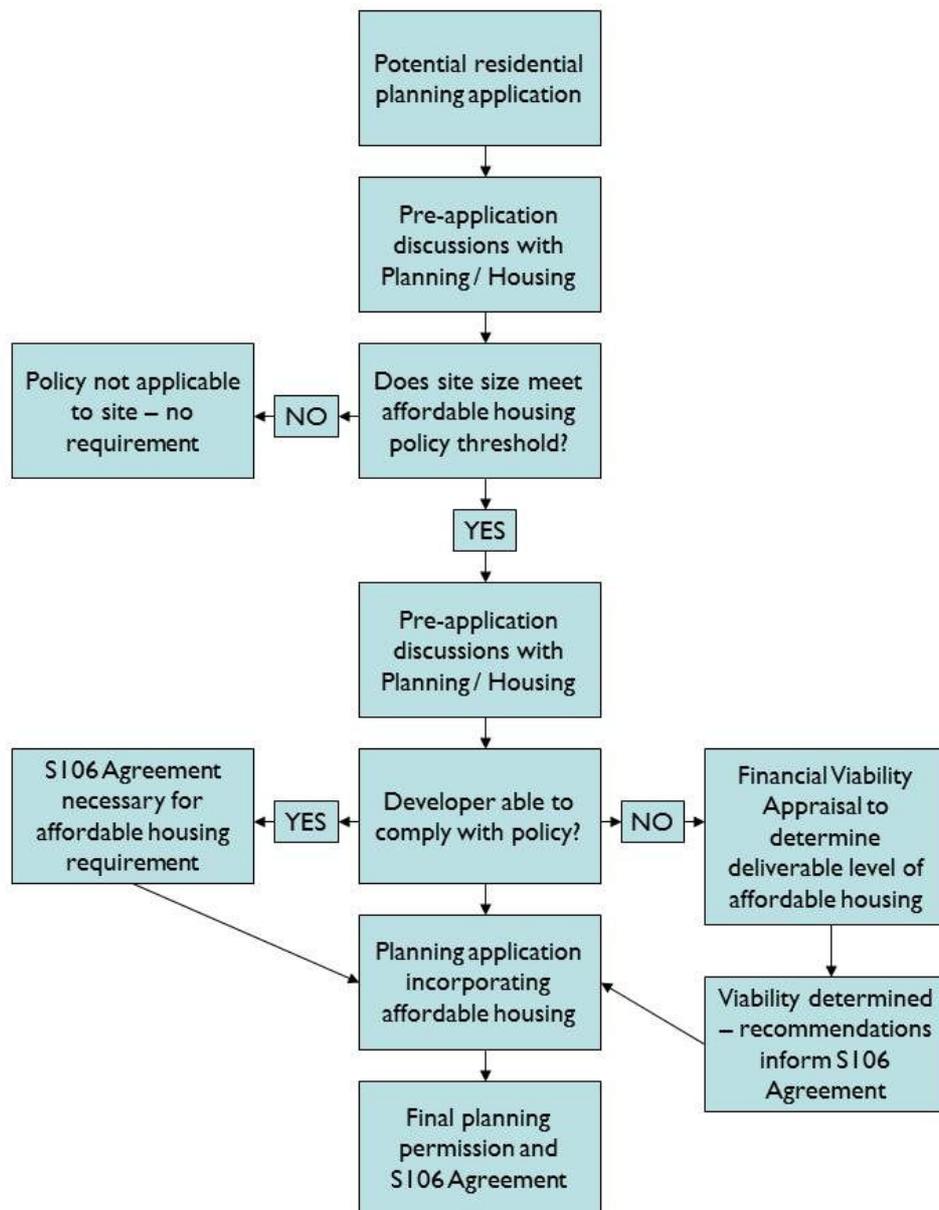
- Affordable housing developments are encouraged to meet the Code for Sustainable Homes targets as set out through the Core Strategy
- Affordable housing developments are encouraged to meet the Lifetime Homes standard
- In developments of 10 or more dwellings, 10% should meet wheelchair housing standards or be easily adapted for residents who are wheelchair users

11. Procedures

Negotiations Process

- 11.1 Implicit to the delivery of affordable housing is the need for the Council and Applicants to enter into negotiations on affordable housing at the earliest possible stage of the planning process. The Council's negotiations procedure which is informed by this SPD is set out in the chart below:

SUGGESTED PROCEDURE



- 11.2 The negotiations procedure highlights that applicants should consult the Council at the earliest opportunity to determine planning requirements on a particular site prior to a planning application. The applicant and the Council should enter into pre-application discussions to identify the amount, type and location of affordable housing provision. Where it has been agreed that a specific Registered Provider should be involved in the provision and management of affordable housing on a site, they should also be part of the pre-application discussions. Pre-application agreement on matters relating to the amount, type and location of affordable housing provision and any Heads of Terms for a legal agreement will be expected to be resolved in advance of the submission of the application.
- 11.3 When residential planning applications come forward, the applicant should demonstrate that they have met the policy requirement for affordable housing. In the circumstance where the developer feels that meeting the policy requirement would present viability issues, a Financial Viability Assessment will be necessary and this should also be submitted with the application to be assessed by the Council so that the viability of the scheme can be assessed.
- 11.4 A decision on the planning application will then be determined based on the outcome of negotiations and a condition attached to any planning permission granted to secure the provision of affordable housing via a S106 Agreement.
- 11.5 Following the procedure outlined, the planning application should have benefitted from early pre-application discussions/ advice. Where applicants have not sought pre-application advice, this may result in significant delays and potential refusal. Applications failing to provide affordable housing in accordance with the Core Strategy and the Affordable Housing SPD will be refused.

Appendices

Appendix A: Model Section 106 Agreement

To be inserted prior to the Public Consultation

Appendix B: Extracts from Strategic Housing Market Assessment 2011

Ward level housing need

Figure 12.18 Estimated housing need by sub-area

	Gross annual need	Annual supply	Net need	Households	Need as % of households
Appleton, Kingsway, Riverside	371	215	156	7,902	2.0%
Beechwood, Halton Lea	117	107	10	4,312	0.2%
Birchfield, Farnworth, Halton View	165	96	68	8,505	0.8%
Broadheath, Ditton, Hough Green	344	212	132	8,796	1.5%
Daresbury	23	4	20	1,730	1.1%
Grange, Halton Brook, Heath, Mersey	584	225	359	11,518	3.1%
Hale	4	3	1	795	0.1%
Halton Castle, Norton (N & S), Windmill Hill	445	299	146	9,119	1.6%
Total	2,053	1,162	891	52,677	1.7%

Source: Halton Borough household survey (2010); various secondary data sources

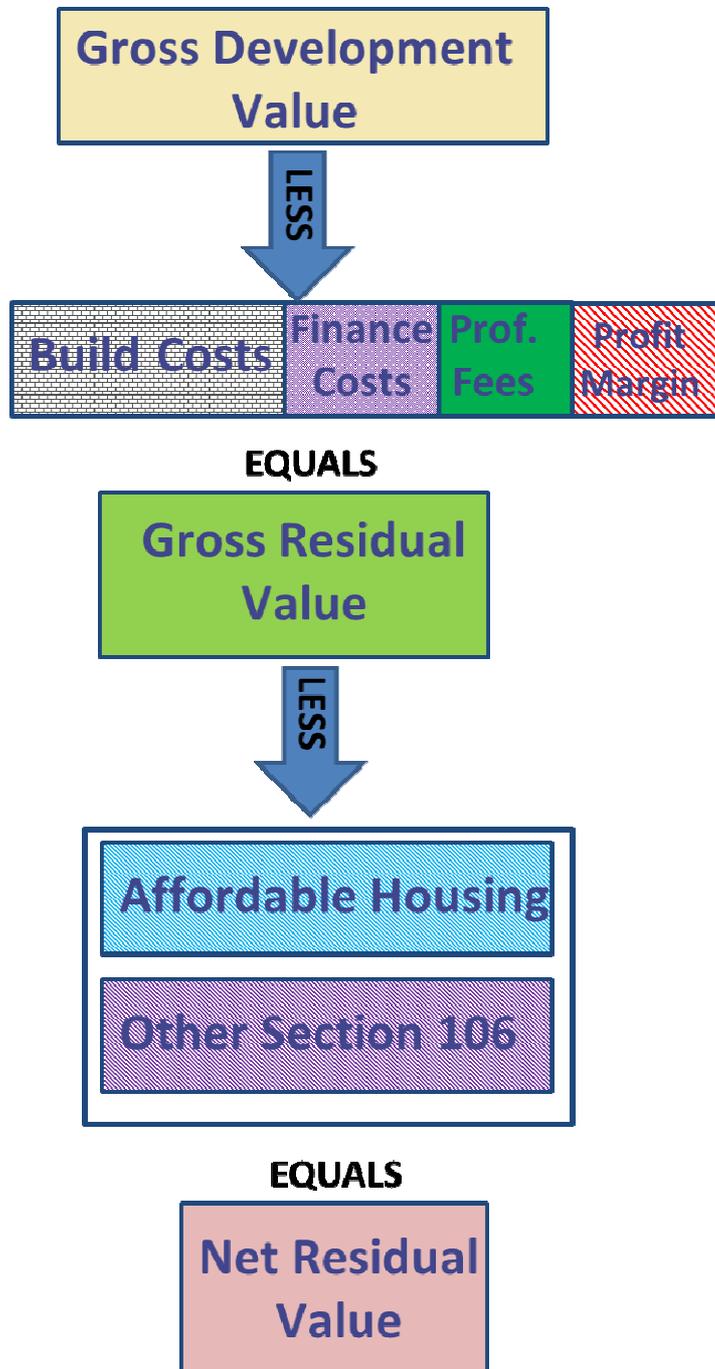
Demand for housing (by size of property)

Figure 12.17 Estimated size requirement for additional affordable housing – Halton

	Households in need	Households in need (priority)	Housing Register	Average
1 bedroom	43.5%	39.9%	35.2%	39.5%
2 bedrooms	37.2%	39.1%	45.2%	40.5%
3 bedrooms	12.8%	14.0%	15.8%	14.2%
4+ bedrooms	6.5%	7.0%	3.8%	5.8%
Total	100.0%	100.0%	100.0%	100.0%

Source: Halton Borough household survey (2010) and HSSA 2010

Appendix C: Summary of Residual Valuation of Methodology



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²² Gross Development Value – The value of a completed development if the properties are sold on the open market.
 Gross Residual Value – The value of a development scheme (including profit margin) prior to the application of Section 106 requirements.
 Net Residual Value – The surplus that remains after ALL development costs (except land costs) have been met from revenue. For a development to be economically viable the residual must be large enough to cover the cost of acquiring the land.

Appendix D: Contact Information

For more information relating to this SPD or planning policy advice on affordable housing please contact:

Places, Economy and Transport
Policy and Development Services
Halton Borough Council
Municipal Building
Kingsway
Widnes
WA8 7QF
Tel: 0151 511 7657
Email: forward.planning@halton.gov.uk

For general advice relating to submitting a planning application and for pre-application discussion please contact:

Development Control
Policy and Development Services
Halton Borough Council
Municipal Building
Kingsway
Widnes
WA8 7QF
Tel: 0151 511 7606
Email: dev.control@halton.gov.uk

For advice relating to Housing Strategy and for pre-application discussion please contact:

Commissioning Manager (Housing)
Runcorn Town Hall
Heath Road
Runcorn
WA7 5TD
Tel: 0151 511 8859
Email: steve.williams@halton.gov.uk

For advice relating to Financial Viability Assessments please contact:

Property Services
Halton Borough Council
Municipal Building
Kingsway
Widnes
WA8 7QF
Tel: 0151 511 8528
Email: peter.o'donnell@halton.gov.uk

REPORT TO: Executive Board

DATE: 24th May 2012

REPORTING OFFICER: Strategic Director – Policy and Resources

PORTFOLIO: Physical Environment

SUBJECT: Adoption of the Design of Residential Development Supplementary Planning Document

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 This report seeks the approval of the Executive Board to formally adopt the Design of Residential Development Supplementary Planning Document (SPD) as part of the Halton Local Development Framework.

2.0 RECOMMENDATION: That

- (1) The Design of Residential Development SPD (Appendix A) be adopted as a Local Development Document and the procedures for adoption, as set out in the Town and Country Planning (Local Planning) 2012 (England) Regulations be carried out.**
- (2) The results of the two periods of public consultation, as set out in the Statement of Consultation (Appendix B) be noted.**
- (3) Any further editorial and technical changes that do not materially affect the content or intended purpose of the SPD be agreed by the Operational Director: Policy, Planning and Transportation in consultation with the Portfolio Holder for the Physical Environment if necessary, before the document is published.**

3.0 SUPPORTING INFORMATION

Background

- 3.1 Production of this Supplementary Planning Document began in 2009 and initial consultation took place between 13th August – 24th September 2009. A number of representations were received at this time, the results of which were considered. Progress on the SPD was then halted for a period as officer resources were directed to the Core Strategy.

- 3.2 Work to update the SPD recommenced in 2011 with redrafting of the document and incorporation of the previous comments. Given that the revised document had changed significantly since the last period of public consultation and that two years had passed, the decision was taken to re-consult on the SPD. As such, the Design of Residential Development SPD was brought before the Executive Board in November 2011 when approval was sought to undertake a six week period of public consultation on the content of the SPD. This public consultation was carried out between 28th January and 9th March 2012.

Purpose of the Design of Residential Development SPD

- 3.3 The aim of the Design of Residential Development SPD is to provide additional practical guidance and support for those involved in the planning and design of residential development within Halton. It will also be used by the Council in its assessment of applications for planning permission for schemes of residential development or mixed use schemes containing a residential element in order to ensure a consistent approach to design.

Public Consultation

- 3.4 The public consultation which took place from January – March 2012 generated representations from 11 parties, as detailed in the Statement of Consultation, Appendix B to this report. The comments covered a number of sections within the SPD, namely: transport connectivity, sustainability, ecology, flood risk and surface water run-off. Since the closure of the latest consultation stage, the comments received have all been fully considered and have informed the final version of the Supplementary Planning Document (attached at Appendix A) which it is proposed be adopted.

Other amendments

- 3.5 Since the end of the public consultation in early March, the Government has published the National Planning Policy Framework which replaces previous Planning Policy Statements (PPSs) and Planning Policy Guidance (PPGs). The Design of Residential Development SPD has therefore been updated to replace references to previous PPSs to the National Planning Policy Framework.

4.0 POLICY IMPLICATIONS

- 4.1 Once adopted, the SPD will form part of Halton's Local Development Framework (LDF). The content of the SPD will thus be a material consideration for the determination of all appropriate residential development applications and as such, provide Halton Borough Council with greater detail and certainty to control and guide residential development across the Borough. The currently adopted New Residential Development Supplementary Planning Guidance (SPG) of 1999 will be superseded by this SPD and its guidance will no longer apply.

5.0 OTHER IMPLICATIONS

5.1 No other implications.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 A Healthy Halton

The priority for a healthier Halton is strongly reflected across the SPD through supporting the development of well designed residential communities that incorporate opportunities for recreation and healthy travel options.

6.2 Environment and Regeneration in Halton

The SPD fully supports the creation of good quality residential environments which will assist in the urban regeneration of the Borough and will provide well designed areas where people will want to live. The SPD also aims to ensure residential developments are designed sustainably, are fit for purpose and respect and enhance the local environment, which is important in the achievement of this priority.

6.3 Children and Young People in Halton

The SPD will help to ensure that children and young people across the Borough grow up in, and thrive in, safe residential environments and communities where opportunities are provided to access and participate in physically active and healthy lifestyles.

6.4 Employment, Learning and Skills in Halton

Although the priority of employment, learning and skills in Halton is not specifically referred to, the SPD does set out the importance of ensuring residential developments are well connected to provide access to local services and public transport. This would assist in increasing accessibility to employment, learning and skills opportunities across the Borough.

6.5 A Safer Halton

The SPD seeks to ensure that residential development contributes to a Safer Halton by creating places that feel safe, secure and welcoming for everyone. Residential layouts are supported which provide good natural surveillance creating safe and usable spaces. This will contribute to reducing the potential for crime, the fear of crime and anti-social behaviour.

7.0 RISK ANALYSIS

7.1 No legal or financial risks to the Council have been identified.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The SPD addresses a number of equality and diversity issues particularly around the topic of adaptable and accessible homes for all members of society.

9.0 REASON(S) FOR THE DECISION

9.1 These are set out in Section 3, Supporting Information.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

10.1 No alternative options have been considered at this stage.

11.0 IMPLEMENTATION DATE

11.1 The SPD will be effective from the date that it is adopted by the Council's Executive Board and will be used to provide guidance to supplement the existing adopted Halton Unitary Development Plan policies and those in the Council's emerging Core Strategy.

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

Document	Place of Inspection	Contact Officer
New Residential Development Supplementary Planning Guidance (1999)	Places, Economy and Transport Team, Municipal Building	Alasdair Cross
Halton Unitary Development Plan (2005)	Places, Economy and Transport Team, Municipal Building	Alasdair Cross
Halton Core Strategy Revised Proposed Submission Document (May, 2011)	Places, Economy and Transport Team, Municipal Building	Alasdair Cross
Executive Board Report – Design of Residential SPD – Approval for Statutory Period of Public Consultation (17 th November 2011)	Places, Economy and Transport Team, Municipal Building	Alasdair Cross
Copies of representations received during initial 2009 consultation	Places, Economy and Transport Team, Municipal Building	Alasdair Cross
Copies of representations received during 2012 consultation	Places, Economy and Transport Team, Municipal Building	Alasdair Cross

Halton Borough Council

**Design of Residential Development
Supplementary Planning Document**

May 2012

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Policy and Development Services
Halton Borough Council
Municipal Building
Kingsway
Widnes
WA8 7QF

Foreword

Good design is crucial in Halton, not only to sustain and create new areas where people live but to support places suffering from economic and social decline. Good design in residential development will help bring about a high quality built and natural environment which is attractive, easy to use, distinctive, safe and sustainable for Halton's residents and for those who wish to invest in or visit the Borough in the future.

The Design of Residential Development Supplementary Planning Document provides guidance for all those involved in building new homes in Halton. The many and varied aspects of design are brought together to help guide and ensure a quality of residential environment for the Borough.

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I. Purpose of the Supplementary Planning Document

- I.1 The purpose of the Design of Residential Development Supplementary Planning Document (SPD) is to provide additional practical guidance and support for those involved in the planning and design of residential development within Halton. It will also be used by the Council in its assessment of applications for planning permission for schemes of residential development or mixed use schemes containing a residential element.
- I.2 Specifically this SPD will help to: -
- a) Design residential, including mixed use, developments that understand and embrace the principles of good urban design;
 - b) Ensure residential development responds positively to the character and identity of Halton's surroundings;
 - c) Guide the layout and structure of residential development which is well connected, safeguards residential amenity and which creates safer places to live;
 - d) Secure sustainable, adaptable and accessible residential design which fully considers the environment and distinctive landscape features in which it is sited; and,
 - e) Create attractive, durable and well serviced residential developments
- I.3 By stating this purpose, Halton Borough Council will seek to encourage residential schemes that are appropriate to their context and take full advantage of the opportunities for improving the character and quality of an area and the way it functions. The Local Planning Authority will seek to improve any development proposal that does not provide for, or meet the principles encouraged and required by this SPD, the Local Development Framework (LDF) and the saved policies of the Halton Unitary Development Plan (UDP).

2. Policy Framework

- 2.1 The Design of Residential Development SPD draws on and is consistent, where appropriate, with policy and guidance from the national to the local level.

National Context

- 2.2 National planning policy is set out in the National Planning Policy Framework¹ which was published in March 2012. This single document replaces the previous Planning Policy Statements (PPSs) and Guidance (PPGs). The NPPF includes the core planning principle that planning should “always seek to secure high quality design and a good standard of amenity for all existing and future occupants of land and buildings”. In addition to this, section 7 of the NPPF entitled “Requiring good design” recognises that good design is a key aspect of sustainable development. This section specifically states that local plans should develop robust and comprehensive policies that set out the quality of development that will be expected for the area, and as such this SPD is responding to this requirement.

- 2.3 Additionally, there is a range of other national guidance which is relevant to the design of residential development and includes:

- By Design: Urban Design in the Planning System: Towards a Better Practice (DETR and CABE, 2000)
- Urban Design Compendium (Llewelyn-Davies, English Partnerships and Housing Corporation, 2000)
- Urban Design Compendium 2 (Rodger Evans Associates, English Partnerships and Housing Corporation, 2007)
- Code for Sustainable Homes: Technical Guide – 2010 (CLG, 2010)
- Lifetime Homes (www.lifetimehomes.org.uk)
- Safer Places: The Planning System and Crime Prevention (CLG, 2004)
- Secured by Design (www.securedbydesign.com)
- Manual for Streets (DfT and CLG, 2007)
- Manual for Streets 2: Wider Application of the Principles (DfT, 2010)

- 2.4 Some of these documents are discussed in more detail throughout the SPD as appropriate.

Regional Context

- 2.5 The regional context has evolved during the production of this SPD with the Government’s intention to abolish Regional Spatial Strategies (RSSs)². This includes the North West of England RSS³. However, following the case brought forward by Cala Homes in the High Court against the Government’s intentions, conformity must be demonstrated with the RSS until it is revoked through the provisions set out in the Localism Act⁴. The most applicable policy contained within the RSS relating to the design of residential development is DP7: Promote Environmental Quality, which makes reference to the North West Design Guide⁵ and other best practice guidance.

¹ CLG (2012) National Planning Policy Framework

² Letter from Steve Quartermain, Chief Planner at CLG (2010) Revocation of Regional Strategies

³ GONW (2008) North West of England Plan – Regional Spatial Strategy to 2021

⁴ HM Government (2011) Localism Act

⁵ North West Regional Assembly (2006) North West Best Practice Design Guide

- 2.6 At a sub-regional level, the Liverpool City Region Ecological Framework sets out a strategic overview of the network of ecological resources, responsibilities and opportunities across the City Region. This will be an important resource for developers when assessing the ecological value of their site and its context within a wider network of ecological resources.

Local Context

- 2.7 Halton Borough Council's Local Development Framework (LDF) will eventually replace the Council's current statutory development plan, the Halton Unitary Development Plan (UDP) which was adopted in 2005. Halton's LDF consists of Local Plans/Development Plan Documents (DPDs) which set policy and Supplementary Planning Documents (SPDs) which provide additional guidance to higher level policy documents, supported by a number of process documents, including the Statement of Community Involvement and the Authority's Monitoring Report. The Core Strategy is the central document within the LDF and sets out the overarching strategy for the Borough and through this, the strategy for the delivery of affordable housing across the Borough.
- 2.8 Policy CS18: High Quality Design, of the Core Strategy⁶ expects all development proposals, including residential development to:
- provide attractive and well designed residential, commercial and industrial developments appropriate to their setting;
 - enhance and reinforce positive elements of an area's character contributing to a 'sense of place', including the incorporation of public art where appropriate;
 - respect and respond positively to their setting, including important views and vistas, landmark buildings, features and focal points that have been identified in a proper context appraisal;
 - be flexible and adaptable to respond to future social, technological, economic and health needs of the Borough;
 - promote safe and secure environments through the inclusion of measures to address crime, fear of crime and anti-social behaviour;
 - create public spaces which are attractive, promote active lifestyles and work effectively for all members of society;
 - incorporate appropriate landscape schemes into development designs, integrating local habitats and biodiversity;
 - provide safe, secure and accessible routes for all members of society, with particular emphasis on walking, cycling and public transport;
 - be well integrated and connected with existing development; and,
 - be designed sustainably with future management and maintenance in mind.

The Design of Residential Development SPD provides additional guidance to these overarching Core Strategy principles.

- 2.9 The LDF, and as such this SPD, also has a close relationship to Halton's Sustainable Community Strategy (SCS)⁷ which outlines the long-term vision to achieve sustainable improvement in Halton. One of the SCS's priorities concerns the environment and regeneration in Halton. The SPD also has close ties with Halton's Housing Strategy which aims to ensure that Halton offers a broad range of good quality housing which meets the needs of existing and future communities.

⁶ HBC (2011) Halton Core Strategy: Revised Proposed Submission Document

⁷ HBC (2011) Halton Sustainable Community Strategy

- 2.10 At the local level, site specific design codes can be used to guide the design of residential development. Design codes provide instruction on how design principles or guidance included within this SPD or other applicable LDF documents can be delivered at a neighbourhood scale. Design Codes have been produced for the Sandymoor area of Runcorn and proposals for that area should have regard to both pieces of guidance. These design codes would need to be in conformity with the Design of Residential Development SPD but will relate to localised issues, challenges and opportunities where specific guidance may be necessary. This will be important to ensure that the local character and context of an area is reinforced.

3. How to Use This Document

- 3.1 This Design of Residential Development SPD should be used by all developers, designers and architects involved in the design and delivery of new residential development, or alterations to existing buildings where the end use is residential. Halton Borough Council Planning Officers will use this guidance as a planning tool for the assessment of development proposals and in raising the quality of the built environment across Halton.

The Design Process

- 3.2 Any residential development scheme should be underpinned by a robust analytical and contextual base. This requires a thorough understanding of a site and its surroundings together with an appreciation of all relevant design issues. The design of residential development schemes should show how development would respond to the site and its context and the relevant design issues and considerations outlined in this SPD.
- 3.3 At the outset of a development the following pointers should be used as a guide to the design process:
- Explore the policy framework
 - Explore the existing area-based policies and guidance
 - Explore best practice guidance and examples
- 3.4 The Design of Residential Development SPD has been developed to support this design process and sets out the overarching principles of high quality design followed by detailed guidance in relation to delivering high quality residential development. This is set out under the following headings:
- The Principles of Urban Design
 - Understanding the Site
 - Generating the Layout
 - Sustainable Environments
 - Detailing the Place
 - Other Considerations
- 3.5 Developers, designers and architects will be expected to demonstrate how the key design principles and design guidance included within this SPD have been taken into consideration in the design of residential schemes through the Design and Access Statement.
- 3.6 During the design process it is anticipated that conflicts are likely to arise between design principles and related guidance. It is recommended that in such cases early communication with Halton Borough Council is established. In all cases the Council will welcome innovative and creative solutions to design and development issues, however, the emphasis of responsibility to demonstrate the benefits of the scheme and why it should be approved lies with the applicant and not the Local Planning Authority to demonstrate otherwise. The requirement for design consideration, reinforced through national to local policy, means that the Council can refuse planning permission on design grounds.
- 3.7 For further information on making a planning application, including submitting a Design and Access Statement, please refer to Appendix A on 'Submitting a Planning Application' and the

Council's website for 'Validation Check Lists' which outlines what is required upon submission of a planning application and accompanying documentation.

4. The Principles of Urban Design

In order to achieve the standard of residential development required in Halton, applicants should recognise the key principles which form the basis of urban design.

- 4.1 The overriding objective of this SPD is to deliver sustainable residential development. Sustainability lies at the heart of good urban design and is integral to, and underpins all, of the design principles set out in this SPD. 'Sustainable Development' is defined as "development which meets the needs of the present without compromising the ability of future generations to meet their own needs". This objective of creating high quality sustainable places has been central to the vision and ideas set out in the UK Sustainable Development Strategy⁸ and the guidance provided in National Planning Policy Framework⁹. Through the National Planning Policy Framework the Government is also committed to ensuring that the planning system does everything it can to support sustainable development with the presumption in favour of sustainable development forming the basis of every plan and planning decision.
- 4.2 With sustainable development as the central objective, the guidance document 'By Design'¹⁰ aims to promote higher standards in urban design across the UK. It provides guidance and good practice to Local Authorities, Developers and Clients in relation to urban design.
- 4.3 'By Design' highlights that successful streets, spaces, villages, towns and cities have characteristics in common. These factors have been analysed to produce a series of overarching principles of good urban design to help determine what should be sought to create a successful and sustainable place. These urban design principles and their relationship to the design of residential developments are discussed in more detail over the following paragraphs:

Character

A place with its own identity

- 4.4 Residential development should begin with an understanding of the area's existing character. This should include responding to the existing layout of buildings, streets and spaces to ensure development enhances the existing area, local identity is reinforced and a 'sense of place' is created or enhanced. This may be achieved through ensuring that adjacent buildings relate positively to one another, streets are connected and spaces complement one another.

Continuity and Enclosure

A place where public and private spaces are clearly distinguished

- 4.5 Public and private spaces should be clearly distinguished. Residential development should be designed to ensure that public spaces such as streets, footpaths and open spaces are attractive and lively thus creating an active frontage. Private spaces, such as front or rear gardens, should be enclosed so that a clear distinction between public and private space remains.

Quality of the Public Realm

A place with attractive and successful outdoor areas

- 4.6 Public outdoor space includes any part of a development that is available for use by everyone, such as streets, parks or squares. A high quality public realm can encourage a sense of

⁸ HM Gov (2005) Securing the Future: Delivering UK Sustainable Development Strategy

⁹ CLG (2012) National Planning Policy Framework

¹⁰ DETR and CABE (2000) By Design - Urban Design in the Planning System: Towards Better Practice

community ownership and respect. Opportunities for interaction with public space should be maximised in residential development. Consideration should also be given to hard and soft landscaping, management and maintenance.

Ease of Movement

A place that is easy to get to and move through

- 4.7 A well-designed urban structure has a network of connected spaces and routes, for pedestrians, cyclists and vehicles. Residential development should be readily permeable with connected layouts allowing safe and direct routes for these users.

Legibility

A place that has a clear image and is easy to understand

- 4.8 Residential development needs to be designed so that users can understand and identify key routes, access points, differences between public and private spaces and feel safe and secure at all times. As such, residential development should be designed so as to enhance existing views and vistas, and create new ones and define landmarks which can help people to find their way around.

Adaptability

A place that can change easily

- 4.9 Developments that endure have layouts and design which have the potential to allow future changes and expansion to take place. Residential development needs to be flexible enough to respond to future changes in use, lifestyle, demography and climate. This means designing for energy and resource efficiency, creating flexibility in the use of property, public spaces and service infrastructure and introducing new approaches to transportation, traffic management and parking.

Diversity

A place with variety and choice

- 4.10 Within residential development schemes, diversity of layout, building form and tenure can contribute to making a successful living environment and ensure a mixed and sustainable community. Residential development should therefore provide opportunities for variety and choice within the local context.
- 4.11 The following sections of this Design of Residential Development SPD take into consideration these overarching principles of urban design and provide guidance for developers, designers and architects in order to contribute towards securing sustainable, high quality and well designed residential developments across Halton.

5. Understanding the Site

This section sets out how to begin the design process with a full analysis of the character of the site and the context in which it is set.



Character and Context

- 5.1 The distinctive character and context of a development's surroundings has a fundamental impact on quality of life and therefore identifying, protecting and enhancing those elements that contribute to a site's character and context is a key aspect of ensuring sustainable residential developments. The Council is keen to ensure that residential development respects and enhances the positive features of Halton's character and local context whilst addressing negative features.

Policy 1) Character and Context:

To ensure places have their own character and relate well to their context, applications for residential development should include analysis of:

- a) The character and nature of the surrounding environment and streetscape
- b) Existing and historic uses of the site and land uses
- c) The location, status (i.e. listing) of existing buildings within and surrounding the site
- d) The size, shape, orientation, topography of the site
- e) Local building forms and patterns of development including scale, massing and height
- f) Accessibility of the site including existing roads, footpaths, cycle ways, public transport routes
- g) Important view corridors and views into and from the site
- h) Ecology, planting and landscape features within and adjoining the site
- i) Relevant microclimate considerations including prevailing wind direction, solar path and potential shadowing
- j) Location and routes of relevant utilities and services
- k) The general economic, social and environmental characteristics of an area

- 5.2 The physical character of an area can be described as the overall impact of discrete features which come together to make a place feel, look and function. This can also be described as an area's 'sense of place'. A careful analysis of the local character, will inform the best response to the local context, reinforcing and adding to the private aspects of the built environment. This is particularly important in Halton which has a varied and interesting character and sense of place from the urban areas, green spaces, topography and waterfront environments. In terms of residential development the Borough shows much variation in character from Victorian terraces as a legacy of the Borough's chemical industry, post war residential development, the Runcorn New Town housing estates of the 1960s and 70s, and more recent housing developments, for instance, in Upton Rocks and Sandymoor.
- 5.3 Ensuring that a full analysis of a site's character and context is taken into consideration will ensure that development respects the positive features of Halton's environments, creating and reinforcing local distinctiveness and a sense of place. Undertaking a character and context appraisal is therefore essential to informing any potential development ideas. Applicants or their agents will need to demonstrate and justify how the development proposal contributes to and improves the character of the site and the wider area.

- 5.4 The size of the scheme will determine how extensive the analysis of the surrounding area should be. For example, in a scheme of one dwelling (either replacement or infill), the applicant may only need to assess the neighbouring plots and that part of the street where the proposed development would be located. Whereas for a major development, the applicant will need to assess the wider locality, including street networks and the surrounding natural and built environment.
- 5.5 It will be important for proposals for residential development to respond to the distinctive local building forms and patterns of development and to respect the scale, massing and height of the surrounding physical context. Residential development should therefore respond to the existing layout of buildings, streets and spaces to ensure that adjacent buildings relate to one another, streets are connected and spaces complement each other. Existing buildings and structures of local distinctiveness, historic or townscape merit should be integrated into new development to maintain the continuity of the built fabric and retain local character.
- 5.6 Respecting local character, however, does not necessarily mean replicating it. The Council supports the use of innovative design, which enhances the overall quality of the area. Where innovative and contemporary design has been integrated into the urban grain they can make a positive contribution to the locality. Although care should be taken when incorporating contemporary design into the existing urban fabric, new and old buildings can co-exist without negatively influencing the character of the area. Innovative design can be successful when integrated into conservation areas or as an extension to historical buildings and therefore does not need to be confined to areas of the Borough outside of these designations.
- 5.7 In certain circumstances it may be argued that specific sites or areas have poor or no distinctive character. In these instances development should aim to create a new locally distinctive character through contemporary design solutions, varying materials, interesting buildings and spaces, and public realm features. However, it will also be important to take account of the wider character and context of the area and the assets of the Borough as a whole.
- 5.8 Further information regarding the Borough's local economic, social and environmental conditions which can inform local character and context is available in Halton's State of the Borough Report¹¹ which is produced annually. This report summarises the key messages and sustainability issues relating to a number of themes including health, local economy and employment, housing, physical environment, climatic factors and flooding, and cultural heritage and landscape.
- 5.9 The analysis of a residential development's character and context should be fully demonstrated in the applicant's Design and Access Statement. Further information and guidance relating to Design and Access Statements is included in Appendix A.

¹¹ HBC State of the Borough Report: An Economic, Social and Environmental Audit of Halton (available at: www.halton.gov.uk)

6. Generating the Layout

This section sets out the Council's requirements with regard to the creation of high quality and sustainable layouts for residential development.



Connectivity and Movement

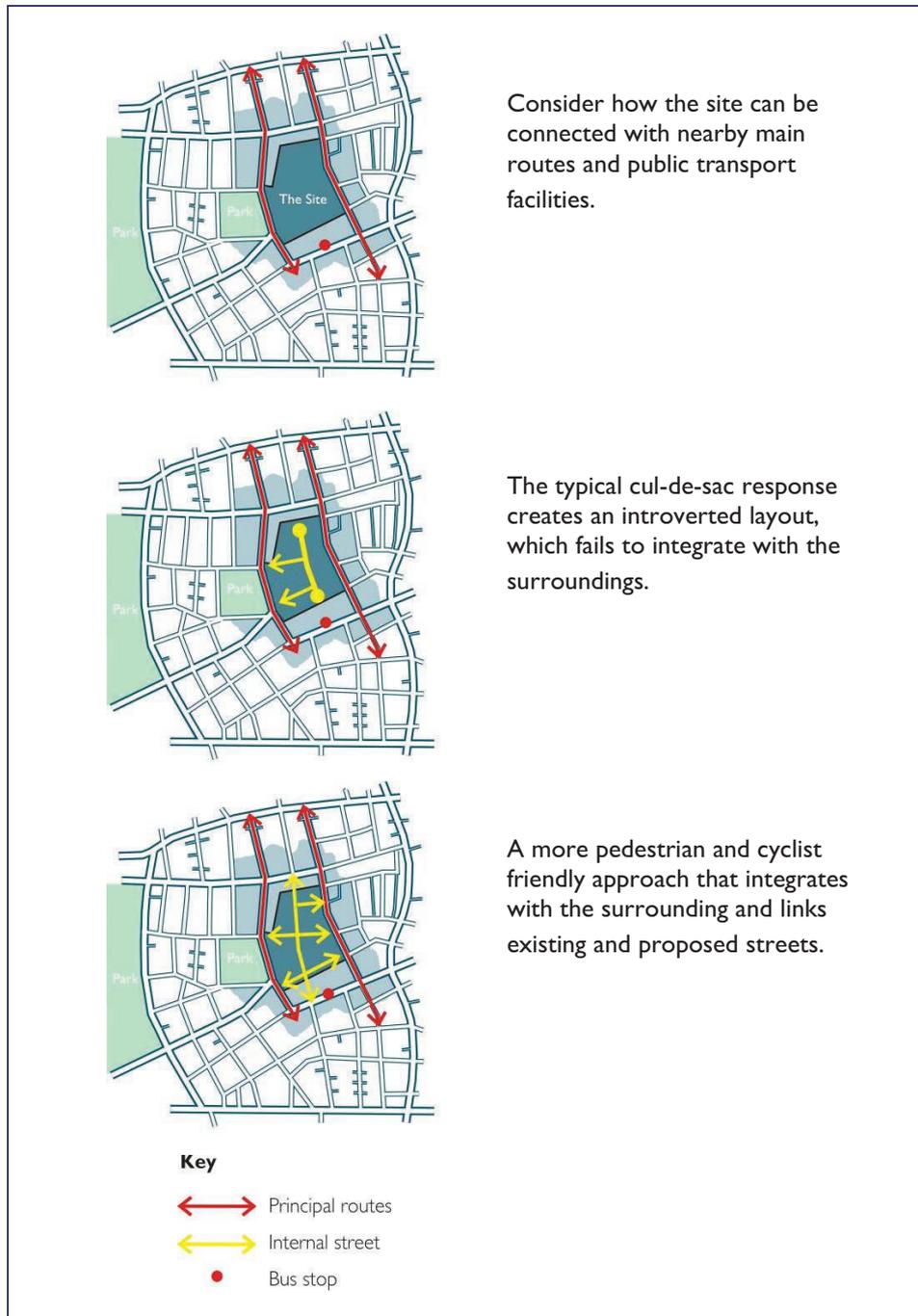
- 6.1 The structure of a site and its relationship to surrounding areas is fundamental to the layout and design of all development. The objective should be to ensure that residential development is well connected to surrounding streets, in order to:
- Provide for the optimum variety of journeys;
 - Promote more sustainable forms of movement;
 - Provide access to local services and public transport; and
 - To ensure maximum safety and security of uses.

Policy 2) Connectivity and Movement

To ensure good connections within the site and to the surrounding area, residential development is required to:

- a) Connect new and existing routes to create a network of well-connected streets which improve movement patterns in the area and allow future linkages to adjoining sites
- b) Consider the wider highway network of the area
- c) Provide a hierarchy of routes and spaces suited to the development to enable residents and visitors to have ease and choice of movement
- d) Ensure new design and layout is orientated around the needs of pedestrians, cyclists and connectivity to the public transport network
- e) Plan development to maximise connections to existing or proposed local services and facilities, and public transport
- f) Avoid the creation of isolated routes with poor surveillance which could become unsafe and encourage anti-social behaviour
- g) Design roads to reduce traffic speeds along residential streets and create a pedestrian friendly environment

- 6.2 Creating attractive and viable residential areas is as much about the connections between the buildings as the buildings themselves. Successful residential areas which provide a high degree of both external connectivity and internal 'permeability' (easy to move through in all directions) allow people to go about their daily lives with ease.
- 6.3 The access to, and circulation through, a development should integrate with and improve the existing movement pattern of the wider area. A network of well-connected streets should be provided that offers a choice of routes with easy access to local amenities, open spaces, the public transport network and established routes. To achieve this, connections should, as far as practicable, follow pedestrian desire lines and the most direct route, give flexibility in the choices of routes, be well lit and take advantage of natural surveillance from overlooking buildings and public spaces to promote community safety. This is set out diagrammatically in Figure 1. With small sites it may not be possible to create many new connections to the surroundings. In these cases it will be important to take advantage of any boundaries of the site that are adjacent to surrounding streets.



Consider how the site can be connected with nearby main routes and public transport facilities.

The typical cul-de-sac response creates an introverted layout, which fails to integrate with the surroundings.

A more pedestrian and cyclist friendly approach that integrates with the surrounding and links existing and proposed streets.

Figure 1: Achieving Connectivity and Movement in Residential Development - Source: Urban Design Compendium (Llewelyn-Davies, English Partnerships and Housing Corporation, 2000)

- 6.4 Well designed streets with safe, direct, convenient and clear pedestrian and cycle routes maximise the transport choices of residents and can influence people to use more sustainable modes of transport. Residential layouts designed solely to meet the requirements of vehicular traffic are not acceptable. New routes and connections should provide integrated routes for pedestrian, cyclists and vehicular traffic. Speed reducing features for vehicles should be an intrinsic part of any layout and should be achieved through specific design features in the urban form and carriageway alignment.
- 6.5 Further detailed guidance on how to achieve well connected places is provided through the Manual for Streets¹². This document should be used alongside this SPD to assist in achieving the most appropriate design solution for a residential scheme. The Manual for Streets reiterates that design should promote the most sustainable forms of transport to help reduce car dependency and to satisfy the needs of pedestrians and cyclists. The Council promotes Manual for Streets principles in new development, but recognises that a more sympathetic approach must be used where new development is integrated with existing development where such principles may not be appropriate. Additionally the Council's forthcoming Transport and Accessibility SPD will also provide further detail and guidance on such matters.
- 6.6 For significant residential or mixed-use developments, early consultation with Halton Borough Council's Highway Development team is encouraged to ensure that new roads are designed to the Council's standards (please refer to Appendix C for contact details). A Transport Assessment or Transport Statement may also be required to ensure that the impact of transport generated by residential development is mitigated.

¹² DfT and CLG (2007) Manual for Streets

Structure and Layout

- 6.7 Structure and layout refers to how buildings and public and private spaces are arranged on a site and how they relate to the buildings and space around the site. The structure and layout of residential streets, buildings and public spaces can have an important influence on a place and user activity. In general a structure and layout that provides active, clear and well over-looked routes and differentiates between public and private spaces will contribute to safer neighbourhoods and more attractive places to live.

Policy 3) Structure and Layout

To deliver a structure and layout which promotes a sense of place and user activity, residential development is required to:

- a) Arrange buildings, where appropriate, in perimeter block form
- b) Ensure new block layouts respond to the size and structure of buildings and the surrounding area
- c) Arrange fronts and backs of dwellings appropriately to maximise active frontages
- d) Ensure that entrances are positioned to maximise interaction in public areas
- e) Avoid blank walls in frontages
- f) Promote the continuity of street frontages and the enclosure of space by development which clearly defines private and public areas
- g) Ensure spaces at the front of the dwelling are properly defined, usable and attractive
- h) Provide direct links and routes which are overlooked by properties
- i) Ensure residents and visitors can easily find their way around the development through the layout of buildings, spaces, routes and landmark features

- 6.8 Residential development should relate to the surrounding structure and layout, and avoid the creation of undefined leftover space that contributes nothing to the urban environment. The relationship between buildings on a street, are key to this. Residential developments which follow a continuous building line around a street block (perimeter block structure) and contain the private space within gardens, backyards or courtyards are often more successful (Figure 2).

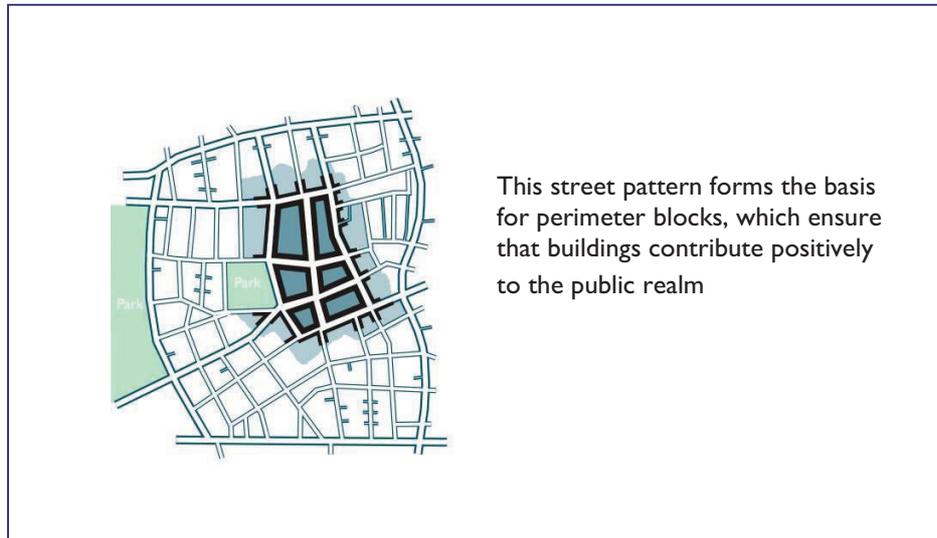


Figure 2: Achieving Perimeter Blocks in Residential Development - Source: Urban Design Compendium (Llewelyn-Davies, English Partnerships and Housing Corporation, 2000)

- 6.9 Key frontages should define prominent edges to important streets and spaces and enhance legibility within a neighbourhood. Development should promote the continuity of street frontages and the enclosure of space by creating a built form that clearly defines private and public areas. Active frontages, characterised by frequent doors and windows, help to avoid blank walls facing the public realm and provide natural surveillance. Primary access to dwellings should be from the street wherever possible.
- 6.10 Creating high quality public and private spaces requires developing places that suit the needs and activities of people. Each space should have a clear definition and purpose. Public areas should be attractive, safe and comfortable, which are easily accessible and provide a range of facilities for the local community. Particular attention will need to be paid to the treatment of the buildings lining open spaces and other public spaces to ensure that these prominent areas have a building frontage which helps to create distinctive quality and character, and can reduce the fear of crime through natural surveillance.
- 6.11 Structure and layout can also contribute to a legible environment by providing streets with clear sight lines to important buildings, spaces and points of activity; this can be highlighted through architectural or landscape features.

Outdoor Spaces

- 6.12 The provision and treatment of outdoor space, whether public or private, is vital in achieving a successful and attractive environment and quality of life and is as much a part of the design as buildings and roads. It is essential therefore for all residential development to provide private outdoor amenity space. The type and level of provision will vary depending on the characteristics of the development, the site and its context. It is also vitally important that a clear distinction is made between private and public areas through the use of appropriate boundary treatments and landscaping to ensure the security of private areas and highlight public areas.

Policy 4) Outdoor Spaces

To achieve successful and attractive outdoor spaces, residential development is required to:

- a) Ensure appropriate private outdoor space is provided for all new dwellings including flats / apartments
- b) Design all outdoor spaces to be safe and secure
- c) Ensure that private communal outdoor space is clearly defined and is easily accessible and legible to all occupants
- d) Clearly define public and private spaces through the use of railings, hedges and other appropriate boundary treatments
- e) Design and integrate boundary treatments so as not to compromise long-term management and maintenance

Private Outdoor Space

- 6.13 The provision of private outdoor space must be seen as an integral part of any development. New housing must provide private outdoor space appropriate to the scale and function of the dwelling and the character of the development. The majority of that space should normally be located to the rear of the dwelling, be of a useable shape (long thin gardens or acute angles should be avoided) and should be designed to provide a reasonable degree of privacy and not be significantly overlooked. Applicants will be required to demonstrate that the quality and usability of private outdoor space has been fully considered in the design of residential development.
- 6.14 In calculating the required size of usable private outdoor space for houses the following minimum standards should be used as a guide:
- Houses having 1-2 bedrooms shall have a minimum private outdoor space of 50sqm per unit
 - Houses having 3 bedrooms shall have a minimum private outdoor space of 70sqm per unit
 - Houses having 4 or more bedrooms shall have a minimum private outdoor space of 90sqm per unit
- 6.15 The calculation of the number of bedrooms will include any room allocated as, for example, a study or store but capable of being used as a bedroom. Please note that the standards given relate to private rear garden areas. Front gardens, driveways, garages, parking and servicing, and bin and cycle stores will not be considered to be part of this amenity area.

- 6.16 In calculating the required size of usable private outdoor space for flats/ apartments, applicants are required to ensure that this is appropriate to the size of the development scheme. As a guide, 50sqm per residential unit should be used.
- 6.17 The private outdoor space for flats/ apartments will be expected to be met through communal spaces for residents, private sitting outdoor space for ground floor flats and balconies or roof gardens for upper floor flats. Communal outdoor space should be designed to be private, attractive, functional and safe. Its quality and management should encourage a sense of ownership for residents. Private communal outdoor space may also be appropriate on some large housing schemes, in addition to the individual dwelling private outdoor space, where the Local Planning Authority are in agreement regarding the appropriateness, the wider character and the quality of the development.
- 6.18 These standards for private outdoor space provision should relate to the character of the scheme being designed and to the area in which it is to be located. It should be acknowledged that these standards or particular site constraints should not inhibit residential developments providing innovative solutions to outdoor space requirements. Where the guidelines for outdoor space are not met, it is the responsibility of the applicant to demonstrate why smaller outdoor spaces or communal areas are acceptable and show how the overall residential scheme contributes to the objectives of this SPD and the wider Halton LDF.

Public Green Space

- 6.19 The provision of outdoor space as part of the wider green infrastructure network should also be considered as an integral part of the design of a residential layout. Green infrastructure is the network of multifunctional green space and other environmental features, both new and existing, both rural and urban, including both private outdoor space and public open space. Provision of outdoor space within residential developments can also provide a significant opportunity to deliver biodiversity enhancement such as tree planting, hedgerows, wildlife meadows and ponds.
- 6.20 Residential development can place an increased pressure on existing green infrastructure, and in particular public open space, both within the Borough and in the locality of the development. In larger residential development schemes the Council may require additional provision of public open space in accordance with the guidance set out through Halton's LDF, particularly where there are identified deficiencies in provision. It may be necessary for developer contributions to be negotiated to secure this provision together with its future management and maintenance. Applicants will therefore need to have regard to the draft Open Space SPD and the forthcoming Developer Contributions SPD.
- 6.21 It is also important when considering outdoor spaces that most residential environments will comprise a mix of private outdoor spaces and public open spaces. These spaces should have a clearly defined boundary in order to provide clear ownership and responsibility and increase privacy and security to the home. Consideration should therefore be given to boundary treatments such as landscaping, walling or fencing, or the positioning of dwellings and garages (ensuring that these do not obstruct sight lines). The management of public open space will also be important to ensure future maintenance and the applicant is required to consider this at the outset.

Privacy, Outlook, Daylight and Sunlight

- 6.22 Privacy and outlook within the home and adequate levels of daylight and sunlight are important to enable residents to feel comfortable in their home and enjoy satisfactory levels of amenity¹³. Residential development should ensure that areas intended to be private, whether internal or external, are not compromised and that the form and siting of development does not compromise levels of daylight and sunlight.

Policy 5) Privacy, Outlook, Sunlight and Daylight

To maintain and achieve adequate levels of privacy, outlook, daylight and sunlight, residential development is required to:

- a) Ensure that new and existing residential development achieve and maintain the expected levels of privacy and outlook (Figure 3)
- b) Consider the position and orientation of habitable rooms and the location of their doors and windows to maintain privacy and minimise overlooking (Figure 4)
- c) Orientate habitable rooms to maximise their outlook and view, and provide a positive relationship to the street
- d) Consider the orientation and design of buildings to maximise sufficient daylight and sunlight (Figure 5)

- 6.23 Good standards of amenity will be required for the design of all residential development. As such residential development will be required to satisfy minimum standards for separation between properties set out in Figure 3 from the centre of the habitable room¹⁴ window to the centre of habitable room window. This will ensure that all dwellings within and adjoining new developments achieve a reasonable degree of privacy and outlook, and enjoyment of daylight and sunlight. Whilst it is not possible to provide standards relating to all potential relationships between dwellings, the distances within these diagrams are intended to provide a basis for the minimum distances and principles which should be employed.

¹³ Amenity is defined as a positive element or elements that contribute to the overall character or enjoyment of an area.

¹⁴ Habitable rooms are defined as any room used or intended to be used for sleeping, cooking, living or eating purposes.

Enclosed spaces such as bath or toilet facilities, service rooms, corridors, laundries, hallways, utility rooms or similar spaces are excluded from this definition.

DESIGN OF RESIDENTIAL DEVELOPMENT SPD HALTON LDF

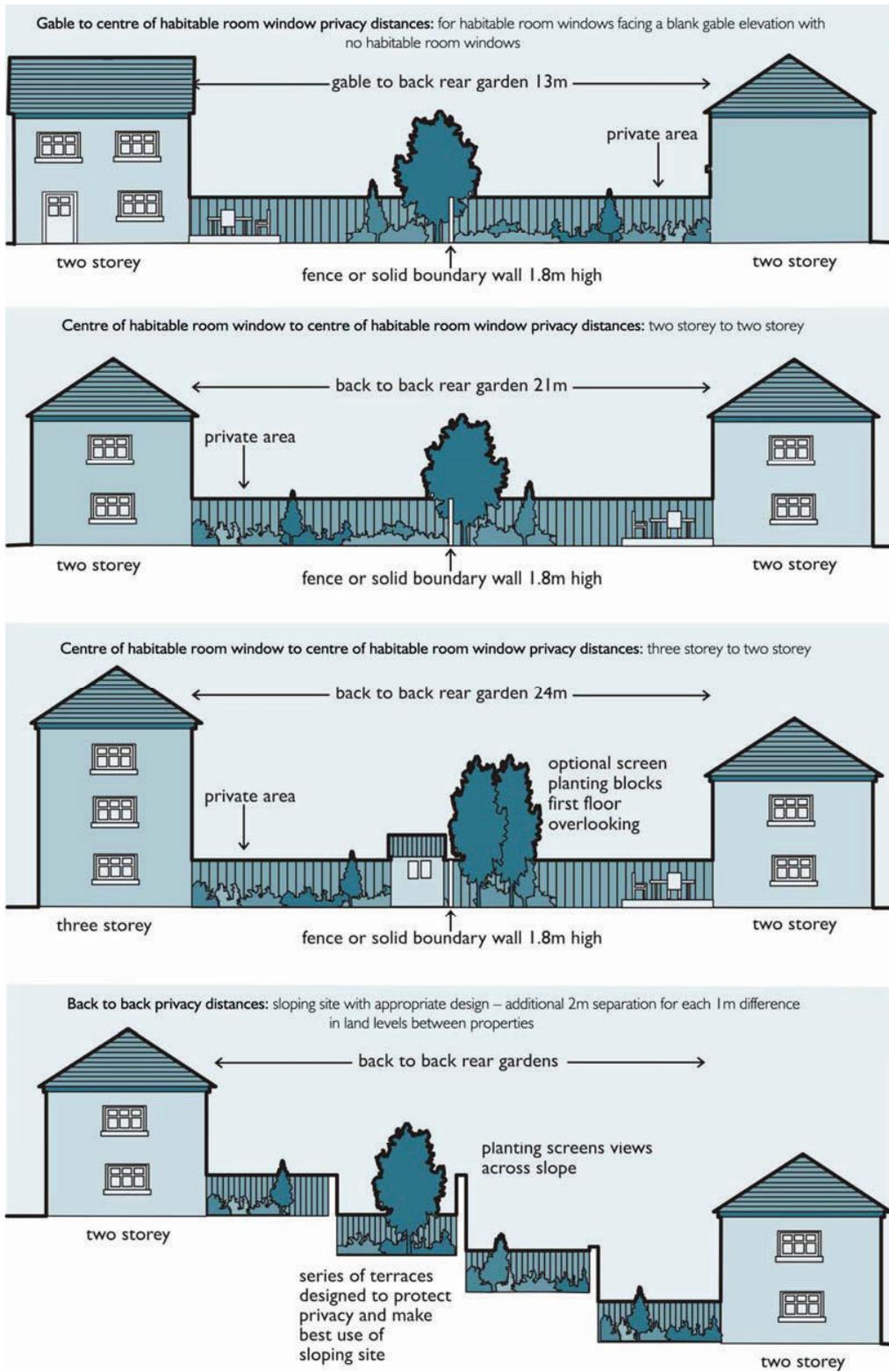


Figure 3: Privacy Distances for Residential Development

- 6.24 The application of minimum distances between habitable rooms has not always adequately addressed privacy and made it difficult to achieve other design principles. It is acknowledged that privacy can be achieved in many different ways and the use of alternative techniques and innovative solutions for achieving privacy can lead to substantial improvements in the form and layout of development. If adequate separation distances are not met, it is the responsibility of the applicant to demonstrate through the development application how they have achieved privacy and outlook for existing and new residents.
- 6.25 In any case where it may be accepted that the development does not satisfy the minimum separation distances, the Council will utilise the 25° assessment (Figure 4) to ensure suitable daylight is maintained to any habitable rooms within developments. This approach applies where any potentially affected habitable room window will, as a result of the development, directly face another building, wall or other structure. It is considered that suitable daylight is achieved where a clear unobstructed view above a line of 25° from the horizontal is maintained from the centre of the lowest level habitable room window as indicated in the diagram below.
- 6.26 The impact of the height, scale and massing of a development should be considered in specific relation to an individual site and its surroundings. These privacy standards will be enforced more stringently to protect the amenity and outlook of existing neighbours adjoining development sites. A much greater degree of flexibility will be allowed within new developments where the Local Planning Authority is satisfied that separation distances can be justified through quality urban design and an innovative approach.

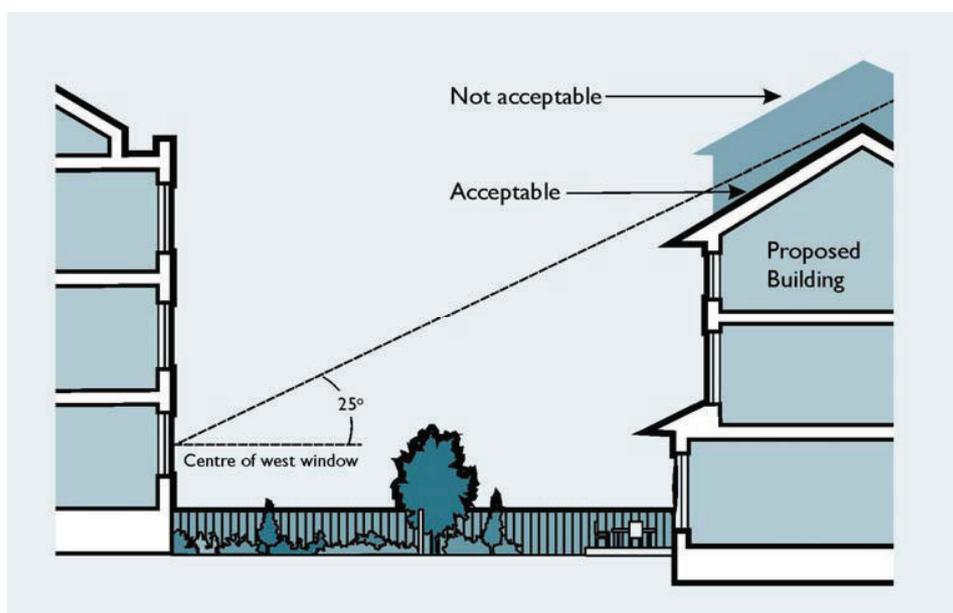


Figure 4: 25° assessment

- 6.27 Providing good daylight and sunlight to the home not only contributes to a more pleasant living environment, but also has the potential to reduce energy requirements within the home in relation to lighting and heating (Passive Solar Design). Residential development should, therefore, be sited and designed to maximise daylight and sunlight as far as possible. Careful

orientation and design of buildings can ensure daylight and sunlight levels are maximised, without compromising levels of privacy of adjoining properties and reducing their daylight and sunlight levels. Dwellings should be orientated so that the elevation with the most glazing faces within 30° of due south to take advantage of sun exposure and absorption of heat by the building (Figure 5). North facing single aspect units should be avoided.

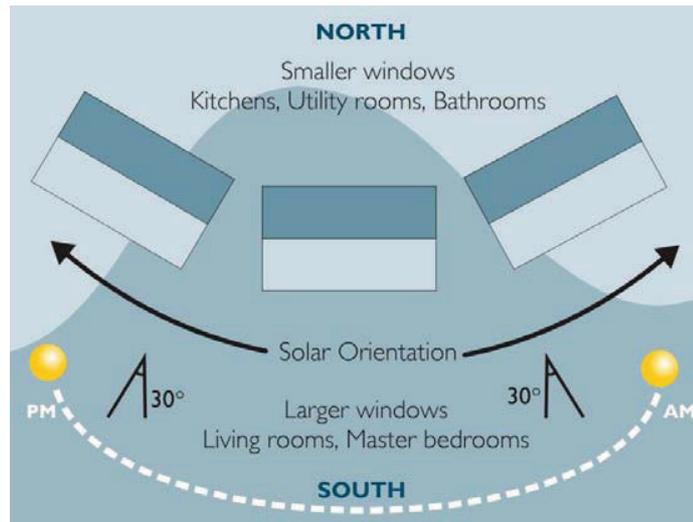


Figure 5: Orientation of Buildings to Maximise Solar Orientation

- 6.28 It should be noted that Permitted Development rights (for loft conversions, extensions and window replacements etc) may be removed by Condition by the Local Planning Authority in any development where it is apparent that such rights may compromise the privacy, outlook, daylight or sunlight of neighbouring properties.

Safer Places

- 6.29 All residential development must contribute towards creating places that feel safe, secure and welcoming for everyone. Safety and security stem from good site planning and the layout of buildings and spaces. High quality residential layouts should provide good natural surveillance to create safe and usable spaces. This will contribute to reducing the potential for crime, the fear of crime and anti-social behaviour.

Policy 6) Safer Places

To deliver a safer place to live, residential development is required to:

- a) Mix housing types to help create the opportunity for a cluster of homes to be occupied at different times during the day, encouraging community interaction and surveillance of the area by residents
- b) Provide access and position habitable rooms to front onto the street to create a safe and active environment
- c) Avoid building on the back of properties such as rear boundary walls, service yards and garage courts
- d) Avoid segregating pedestrians, cyclists and vehicles unless it is shown that segregation is needed for road safety reasons
- e) Provide good lighting outside dwellings and in car parks to ensure confidence or use at night time
- f) Provide clear, highly visible routes and signage
- g) Design streets for community safety by following the principles and guidance provided by the national 'Safer Places' document and the 'Secured by Design' initiative

- 6.30 It is important to ensure that a safe living environment is considered as an integral part of the initial design of any residential development and not as an afterthought. This will be the responsibility of the applicant to demonstrate and not for the Local Planning Authority to demonstrate otherwise. By doing so, safety issues can be resolved/ reduced at an early stage, for instance, by designing out isolated spaces, unobserved alleyways, illegible routes and inappropriate housing layouts that cannot be easily reversed once implemented.
- 6.31 Windows, doors and balconies should be designed to front onto the street and public spaces at regular intervals. This will create active frontages and allow the opportunity for communities to police their own environment. The principle access to houses should be from overlooked and safe areas and not hidden within dark alleyways and courtyards. Buildings should therefore be positioned and oriented to contribute to a feeling of a safe and secure environment maximising the scope for natural surveillance.
- 6.32 In order to contribute to a safer residential environment, integrated roadways should be promoted which will accommodate pedestrians and cyclists alongside vehicular routes as the presence of people on the street should heighten the level of natural surveillance. Examples from some of Runcorn New Town's residential estates where vehicular and pedestrians/ cyclists have been segregated have resulted in a range of personal safety issues, this should be avoided. However in contrast, integrated roadways can present issues to road safety and therefore segregation may remain a viable option where the safety of road users is an issue.

Consideration should also be given to added measures such as lighting (which should be energy efficient), boundary treatments and other security features as required.

- 6.33 Further guidance regarding designing safer places is provided in the national 'Safer Places'¹⁵ document which focuses on seven attributes of sustainable community design that are particularly relevant to crime prevention and should be considered throughout all new development. These are:
- **Access and Movement:** places with well defined routes, spaces and entrances that provide for convenient movement without compromising security
 - **Structure:** places that are structured so that different uses do not cause conflict
 - **Surveillance:** places where all publicly accessible spaces are overlooked
 - **Ownership:** places that promote a sense of ownership, respect, territorial responsibility and community
 - **Physical protection:** places that include necessary, well designed security features
 - **Activity:** places where the level of human activity is appropriate to the location and creates a reduced risk of crime and a sense of safety at all times
 - **Management and maintenance:** places that are designed with management and maintenance in mind, to discourage crime in the present and the future
- 6.34 The police initiative 'Secured by Design'¹⁶ should also be referred to for residential development. This focuses on crime prevention at the design, layout and construction stages of homes (and commercial premises) and promotes the use of security standards for a wide range of applications and products.
- 6.35 A Crime Impact Assessment (CIS) can also be submitted, where appropriate, for major residential planning applications (200 dwellings / 4 hectares or more). The CIS process involves identifying, predicting, evaluating and mitigating the crime and disorder effects of a development proposal early in the design process. A CIS will include all the requirements for Secured by Design accreditation, should the applicant wish to apply for the award.
- 6.36 Additionally, the Council's Designing for Community Safety SPD¹⁷ provides further guidance for designing a safer place to live.

¹⁵ CLG (2004) Safer Places: The Planning System and Crime Prevention

¹⁶ Secured by Design Initiative accessed at: www.securedbydesign.com

¹⁷ HBC (2005) Designing for Community Safety

7. Sustainable Environments

This section sets out the principles for the achievement of sustainable residential building design which is fit for purpose and respects and enhances the environment in which it is set.



Sustainable Design

- 7.1 High quality sustainable design is integral to the pursuit of sustainable development. Sustainability should be designed into any residential development proposal at the earliest opportunity. All residential development will be required to demonstrate that it is sustainable and will mitigate and manage the risks of climate change through contributing to reductions in carbon dioxide (CO₂) emissions and ensuring development is adaptable to a changing climate.

Policy 7) Sustainable Design

To demonstrate sustainability, residential development should:

- a) Aim to meet the standards of the Code for Sustainable Homes in line with current Building Regulations and policies within the wider Halton LDF
- b) Reduce the need for energy by making the best use of solar energy, passive heating and cooling, natural light and natural ventilation
- c) Use energy more efficiently by utilising measures such as enhanced insulation to improve thermal efficiency
- d) Utilise energy from renewable and low carbon sources through incorporating technologies that obtain energy from flows that occur naturally and repeatedly in the environment – such as from the wind (wind turbines), the fall of water (hydro), from the sun (photovoltaics) and from biomass
- e) Use remaining fossil and other fuels cleanly and efficiently where opportunities exist through Combined Heat and Power (CHP) and District Heating systems or equivalent
- f) Use sustainable building methods and materials and where appropriate recycle construction waste
- g) Incorporate water conservation measures and surface water management into development design
- h) Ensure the risks of a changing climate and changing climatic events are incorporated into development design and include flood risk mitigation measures

- 7.2 Residential development needs to be designed to maximise the potential for residents to live in a sustainable way. In particular, homes should have low energy use designed into the structure of the building and have the potential to generate energy, either as an individual building or as part of a larger community. By doing so, residential development provides an opportunity to contribute to a reduction in CO₂, is able to manage the risks of a changing climate, in addition to reducing energy bills and contributing to energy security.

- 7.3 The Code for Sustainable Homes sets standards for energy and resource efficiency that can be applied to all homes. The Code is intended as a single national standard to guide the industry in the design and construction of sustainable homes. It is a means of driving continuous improvement, greater innovation and exemplary achievements in sustainable home building. The Code is made up of nine key areas which contribute towards an overall code Level of 1 to 6. The nine key areas are as follows:

- Energy and CO₂
- Water
- Materials
- Surface Water

- Waste
 - Pollution
 - Health and Well-Being
 - Management
 - Ecology
- 7.4 Halton Borough Council encourages developers to show how appropriate design solutions have been incorporated to ensure that development meets the necessary level of Code for Sustainable Homes as set out through the Halton Core Strategy, the wider LDF or in line with national guidance/ standards. It should be acknowledged that the step by step tightening of Part L of the Building Regulations¹⁸ will require that certain levels of the Code in the energy and CO₂ area will need to be achieved in line with national targets and commitments.
- 7.5 The Council will also seek all new residential developments to address the causes of climate change by reducing predicted CO₂ emissions through a combination of built-in energy efficiency measures and the supply of energy from decentralised renewable and low carbon sources. As a first priority residential developments should incorporate energy efficient measures in the initial design and construction of a building. New residential development must show how the design maximises energy efficiency in terms of layout, orientation and sustainable use of resources in accordance with other sections of this SPD and the wider LDF. Energy efficiency measures can significantly reduce the amount of energy consumed and the running costs of a building. It should also be acknowledged that by reducing the energy demand of a dwelling through energy efficiency measures, the total amount of energy needed to be provided through sustainable energy technologies will be reduced. Energy efficiency measures should also be utilised for street lighting and it is recommended that applicants discuss street lighting with the Highways Authority at the design stage.
- 7.6 Once energy efficiency measures have been incorporated into the design of residential development the remaining energy requirements of the development should be met through renewable and/ or low carbon energy sources. The location and scale of a development will influence the success of renewable and low carbon energy solutions as different technologies are better suited to certain situations and conditions. It is important that developers and designers have regard to the scale of development and the opportunities and constraints that different residential sites offer in order to deliver renewable and low-carbon energy solutions. Renewable energy technologies should also be carefully integrated with the character of the area so as not to reduce the amenity of neighbours. A summary of potential renewable and low carbon energy technologies for residential development is included in Table I.

¹⁸ CLG (2010) Circular 06/2010: New Approved Documents for F, J and L Guidance Documents

Table 1: Renewable Energy Technologies

Renewable Energy Technology	
Solar Thermal (Solar Water Heating)	Solar water heating systems use heat from the sun to warm domestic hot water. There are two main types of collector, flat plate or evacuated tube.
Photovoltaics (PVs)	Solar electricity systems capture the sun's energy using photovoltaic (PV) cells which convert the sunlight into electricity.
Wind Turbines	Wind turbines work by converting the energy of wind into electricity to drive a generator. For these to be effective, the location of the turbine is important.
Ground Source Heating/ Cooling	Ground source heating/ cooling works by extracting solar thermal heat from the ground. This is usually used to heat the home and water.
Biomass	Biomass technology uses organic materials to generate heat. The most common forms of biomass technology are biomass boilers.
Low Carbon Energy Technology	
Combined Heat and Power	Combined Heat and Power (CHP) uses the heat generated from traditional fossil fuel boilers to increase efficiency. There are various sizes of CHP systems ranging from single homes to neighbourhoods to towns. Large scale mixed use developments would benefit most from CHP using district heating schemes.
District Heating	A District Heating scheme comprises a network of insulated pipes used to deliver heat, in the form of hot water or steam, from the point of generation to an end user.

- 7.7 For larger scale residential developments the deployment of distributed energy technologies and systems may be suitable for instance Combined Heat and Power Systems (CHP), district heating schemes and smaller scale wind farms. For small scale residential developments the use of building integrated technologies should be considered including photovoltaics, wind turbines and ground source heat pumps.
- 7.8 Developers, designers and architects should also provide evidence of sustainable construction including the selection of building materials to improve the sustainability of the development. Using sustainably sourced and recycled materials can make a major contribution to sustainable development by slowing the demand for non-renewable resources, using less energy in producing and transporting goods and reducing environmental impacts. Any waste created during the construction process needs to be dealt with appropriately on site and where possible materials should be re-used.
- 7.9 The Council will expect residential development to incorporate a range of water conservation measures designed to reduce mains water usage and conserve water in changing climatic conditions. Rainwater harvesting methods will be supported where collecting and reusing water is feasible, this may include water butts, storage tanks and retention ponds. The phasing of development should also take into account water/wastewater capacities and existing consents to carefully manage the available supply. Surface water run-off should also be managed on site and not transferred to another location. Developments must drain on a separate sewerage system, with only foul drainage connected into the foul sewerage network as connecting surface water to the public sewerage system is not a sustainable solution. Surface water flooding is caused when local drainage is unable to cope with peak rainfall events. Increased areas of hard standing created through new development prevents surface run off from

draining away. The need to control this run-off is important in order to reduce the risk of flooding. For all development, surface water run-off should be minimised and on brownfield sites run-off should be less than the original discharge where possible. Where this cannot be achieved, evidence will be required to demonstrate that full consideration has been given to the potential for the use of Sustainable Drainage Systems (SuDS). SuDS are a range of approaches to surface water drainage management. They are an alternative to traditional drainage systems and attempt to reduce the total amount, flow and rate of surface water run-off. SuDS include pervious pavements, infiltration trenches and filter drains, and green roofs. In designing such systems, detailed consideration must be given to long-term maintenance and/ or adoption. Any discharge into the public sewerage system must be via approved SuDS and will require an approved discharge rate.

- 7.10 As a consequence of climate change, flood events are expected to occur with increasing frequency and magnitude. Flood risk should therefore be appropriately mitigated to reflect the guidance on flooding in the National Planning Policy Framework¹⁹ and in the associated Technical Guidance²⁰, based on the scale and type of development and the flood zone it is located in. The overriding principle advocated in the NPPF is that development should be located in areas with the lowest possible risk of flooding and this is implemented through the sequential test which should be undertaken for any proposals on sites known to be at risk from flooding. The sequential test requires a demonstration that there are no reasonably available development sites in areas with a lower probability of flooding when compared to the development site in question. Any development within Flood Zones 2 and 3 and proposals for development of any site exceeding 1 Ha within Flood Zone 1 will require a detailed Flood Risk Assessment in accordance with the NPPF. Although flooding cannot be wholly prevented, measures such as SuDS can contribute to reducing the impact of flood events in addition to adapted building design. Particular regard to the management of surface water should also be had to the Borough's Critical Drainage Areas where there are known to be local flooding problems. These areas are particularly sensitive to an increase in the rate and/or volume of surface water runoff from new development.
- 7.11 Applicants should ensure that their Design and Access statement explains how a development meets the sustainability standards of this SPD and the wider Halton LDF. Developer Contributions may be required for major residential developments to ensure that the agreed measures are implemented in the final scheme. Where sustainability standards are not met, the onus is on the applicant to demonstrate the reasoning behind this. Justification should be provided in the context of the overall development and in comparison with other design solutions.

¹⁹ CLG (2012) National Planning Policy Framework, Section 10: Meeting the challenge of climate change, flooding and coastal change

²⁰ CLG (2012) Technical Guidance to the National Planning Policy Framework

Adaptability and Accessibility

- 7.12 Residential development should be designed and constructed to be adaptable and accessible in the long term. Ensuring adaptable and accessible design for residential development is important to ensure that the needs of the community are met, especially in regard to disability, both physical and sensory and the needs of an ageing population. Residential developments should therefore be designed and constructed to be resilient and adaptable in the long term providing greater flexibility that can meet the changing needs of residents over a lifetime and ensure development remains accessible and inclusive to all.

Policy 8) Adaptable and Accessible Design

To deliver adaptable and accessible design, residential development should:

- a) Design dwellings to be capable of being adapted to meet the changing accommodation and mobility needs of households as these change over time
- b) Demonstrate through the proposal's Design and Access Statement how the Lifetime Homes criteria have been taken into account
- c) Ensure dwellings are appropriately accessible for all, including people with disabilities, those with pushchairs and the elderly
- d) Consider links and routes to local amenities to ensure these are accessible
- e) For developments of 10 or more dwellings ensure 10% meet wheelchair housing standards

- 7.13 The design of residential development should ensure that homes can be altered to meet the changing demands of the occupant and society. As the population ages, the number of people with disabilities and support needs is likely to increase causing an additional requirement for specialist housing adaptations and support. Every opportunity must be taken to ensure that an adaptable and accessible environment is created which integrates the principles of inclusive design. In particular residential developments should be easily used, safe and well designed regardless of age, gender or disability. Initial design and choices of construction will have an important bearing on ensuring a home is adaptable and accessible. Rooms should be configured so that internal uses and circulation can be changed easily and additional living space created or adapted to meet the needs of a changing household. Residential development proposals should also demonstrate how space can be used in a variety of ways.
- 7.14 There are numerous pieces of legislation and guidance relating to adaptable and accessible homes which should be taken into consideration in the design of residential development. This includes Part M of the Building Regulations²¹ which sets minimum standards to enable people to access and use buildings with ease. BS8300 Code of Practice for the Design of Buildings and Approaches to Meet the Needs of Disabled People²² provides best practice guidance to the design of buildings and their approaches to meet the needs of disabled people. This document covers domestic and non-domestic buildings and goes beyond the minimum requirements of the Building Regulations. The Equality Act²³ gives disabled people particular rights in the areas of education, employment, access to goods, facilities and services and buying or renting land or

²¹ CLG (2004) Approved Document M – Access to and Use of Buildings

²² BSI (2009) BS8300 – Design of Buildings and their Approaches to Meet the Needs of Disabled People – Code of Practice

²³ HM Gov (2010) The Equalities Act

property. The Act makes it unlawful for employers and service providers to treat people less favourably on the grounds of their disability. In addition, current standards for residential development are also set out through the “Lifetime Homes” standard.

- 7.15 The Lifetime Homes standard²⁴ is intended to give the widest range of people, including those with physical and/ or sensory impairments, older people and children, convenient and independent access into and around their homes. To achieve the Lifetime Homes standard, residential developments are scored against a set of 16 criteria (Appendix B) which aim to remove the barriers to accessibility often present in dwellings, and ensure flexibility and adaptability within the design and structure of a home to meet a diverse range of needs over time. Some of the Lifetime Home criteria are not relevant under planning legislation as they impact on the interior design of homes; however, they may be required under Part M of the Building Regulations.
- 7.16 Halton Borough Council will encourage the Lifetime Homes standard to be applied to all residential developments. The Design and Access Statement for development should demonstrate how each of the Lifetime Homes criteria will be met and where an element cannot be met, provide a full justification as to why. It should be acknowledged that the Lifetime Homes Standard is mandatory for the Code for Sustainable Homes Level 6. Additionally, as Lifetime Homes is an element of Code for Sustainable Homes, points gained towards this will naturally count towards the code rating.
- 7.17 Although the Lifetimes Homes standard will assist accessibility for wheelchair users, it will not necessarily provide full wheelchair access throughout the home. Recent studies have illustrated that Halton has a need for specialist wheelchair accessible housing²⁵. To ensure residential developments demonstrate the principles of inclusive design and meet the needs of wheelchair users, Halton Borough Council will aim to ensure a range of wheelchair accessible housing options exist. Wheelchair accessible homes are those that are constructed to a higher specification of accessibility so that they are suitable for immediate or future occupation by a wheelchair user (with or without adaptation to meet a user’s specific needs). In developments comprising 10 or more dwellings, 10% should meet wheelchair housing standards or be easily adaptable for residents who are wheelchair users. Wheelchair accessible homes are required for sale on the open market, as well as through affordable housing schemes.
- 7.18 Development proposals will be expected to explain how the principles of inclusive design, the Lifetime Homes standard and the specific needs of disabled people, have been integrated into the proposed development and how inclusion will be managed and maintained. This will be most appropriate within the applicant’s Design and Access Statement (Appendix A).

²⁴ Further information relating to the Lifetime Homes criteria is available at: www.lifetimehomes.org.uk

²⁵ GL Hearn and Justin Gardner Consulting (2011) Halton and Mid-Mersey Strategic Housing Market Assessment

Respecting the Environment

- 7.19 Residential development in Halton needs to respond to, and respect, the Borough's natural and historic environment. These environments are rich in heritage assets, landscape value and biodiversity which combine to create unique and distinctive character.

Policy 9) Respecting the Environment

To conserve and enhance the Borough's natural and heritage assets, residential development is required to:

- a) Ensure that key landscape features are protected, and that development is best sited to take advantage of and maintain these features and character
- b) Protect and enhance designated sites, habitats, species and wildlife corridors particularly where opportunities are available to integrate them into the wider green infrastructure network
- c) Enhance the value of Halton's natural assets including restoring or adding to natural habitats and other landscape features, and the creation of habitats where appropriate
- d) Incorporate mitigation measures, where appropriate, into the development design to ensure the protection and conservation of natural assets
- e) Conserve, enhance and have special regard to the setting of the Borough's heritage assets, including Listed Buildings, Scheduled Monuments and Conservation Areas

- 7.20 It is critical that new development responds to and respects the natural environment in which it is sited. This will include taking into consideration landscape features that are characteristic of the area, as well as ensuring that biodiversity and the quality of the natural environment is conserved and where possible enhanced.
- 7.21 The physical landscape of the area and its features should be assessed for the design of residential development in order to ensure the preservation of local landscape distinctiveness. The Halton Landscape Character Assessment²⁶ (or as superseded) should be used to inform development design and to aid Landscape and Visual Impact Assessments where necessary (see section 9). The current Halton Landscape Character Assessment identifies distinctive special features and characteristics of the landscape and has divided the Borough into broad landscape character types and more detailed landscape character areas.
- 7.22 Residential development design will also be required to incorporate the positive management of identified sites or habitats, as well as their conservation and enhancement. This will include internationally, nationally or locally designated sites, and species identified in Halton's Biodiversity Action Plan (BAP)²⁷. It must be recognised, however, that important habitats and protected or notable species are not confined to designated sites, but can be found on almost any site. Detailed surveys of the site of any proposed residential development should be carried out at an early stage to establish existing habitats and the presence of protected species. Where existing habitats or protected species are identified they should be protected and

²⁶ TEP (2009) Halton Landscape Character Assessment

²⁷ HBC (2003) Halton Biodiversity Action Plan

schemes should be designed to avoid any adverse impact on them. Where habitat loss is unavoidable, mitigation measures or the provision of compensatory habitat will be required.

- 7.23 Residential development, however, can provide opportunities to create and enhance biodiversity through, for example by planting with native species, providing bird or bat nesting boxes and ensuring new habitats connect to those already existing. Building in biodiversity in new development will contribute to a net biodiversity gain of the Borough's green infrastructure network and its range of habitats ensuring their protection, restoration, management and enhancement as well as creating appropriate access.
- 7.24 Development should also respect the existing heritage assets in an area and ensure opportunities for their conservation and enhancement are taken. Halton has a number of heritage assets which have significance for their historic, archaeological, architectural or artistic interest. There are 126 Listed Buildings, two of which are Grade I listed, 17 are Grade II* listed and the remaining 107 are Grade II listed. There are also seven Scheduled Monuments.
- 7.25 Within the Borough there are also areas of special architectural or historic interest that have been designated as Conservation Areas. Within these areas there is a statutory duty to pay 'special attention' to the desirability of preserving or enhancing its character or appearance. There are presently 10 Conservation Areas in Halton, which contain a combined total of 568 properties
- 7.26 Other locally important buildings and features should also, where appropriate, be considered by the design of residential development and will be important in informing a wider character and context appraisal of a site.

8. Detailing the Place

This section sets out the design principles for detailing the environment in which residential development is set. This includes consideration of the public realm, building materials and features, servicing and waste, and parking.



Public Realm

- 8.1 Public realm refers to all the outdoor areas in a development which are accessible to the general public. It includes streets, open spaces, recreational areas, paths and walkways. These will contain a range of features including street furniture, signage and public art. All of these elements must be integrated if an attractive public realm is to be created.

Policy 10) Public Realm

To achieve an attractive and functional public realm, residential development should:

- a) Design the public realm in an integrated manner to ensure the space is fit for purpose
- b) Ensure that the public realm is accessible to all users
- c) Avoid leaving left over space and street clutter
- d) Consider future management and maintenance
- e) Use public art to contribute to the quality of the development

- 8.2 The character of the public realm should form part of an integrated design approach to residential development. Consideration should be given to issues such as the development's relationship to surrounding buildings and private outdoor space, the need to ensure appropriate access for all, how to ensure active and safe environments and other important details. The excessive or insensitive use of traffic signs, street furniture, road markings, planting and inappropriate lighting should also be avoided. Instead these should be selected and designed into the development from the outset, in an integrated manner which allows an accessible and inclusive public realm serving the needs of the whole community.
- 8.3 Care needs to be taken so that any such features within the public realm are suited to their setting and will remain so into the future. Management is therefore an integral part of designing the public realm and must be considered by the applicant at an early stage in the design process so that new development achieves long term design objectives and can be maintained to a high standard. This may be achieved for instance by keeping landscape design simple and utilising high quality, durable materials.
- 8.4 The Council will also encourage the provision of public art where appropriate within the design of residential development. Public art works can be used to reinforce the local identity of a place and create a legible layout. To be successful, public art should be incorporated at the earliest stage in the design and not once the scheme is complete. Local history and character should inform the choice of public art, where appropriate. Public art should not be limited to traditional forms, it can also be incorporated into functional objects to provide a theme for an area or can be combined with making provisions for play. Signage, lighting schemes and architectural detailing should all be considered to integrate public art within an area, adding to and shaping the character and 'sense of place'.

Building Materials and Features

- 8.5 The use of high quality materials and appropriate building features are important in the design of residential development to articulate the form of the building and to raise the character and quality of a development.

Policy 11) Building Materials and Features

To ensure the use of appropriate building materials and features, residential development is required to:

- a) Use architectural details from the local area, such as gable ends, porches, mouldings, coursing, surfacing and other architectural details for use in the design palette
- b) Provide visual interest in building design even when viewed from a variety of distances
- c) Ensure that the building materials used, including highway materials, are appropriate to the local setting, durable and of a high quality
- d) Wherever possible use sustainable, recycled and locally sourced materials
- e) Reflect positive aspects of local styles and features yet seek to create a development which is distinctive in its own right

- 8.6 The choice of materials used within buildings can have a significant impact on the character and robustness of a development. Poor quality materials that add little to the character and quality of the development and which can be difficult to maintain will not be accepted. The choice of materials can be used to give buildings their own identity, accentuate detail and contribute to the feel and sense of place of an area. Innovative use of high quality materials, whether traditional or contemporary, can make a significant impact on the success of a development and help to create a varied and interesting environment which is sustainable in the long term. The texture, colour, pattern and durability of materials chosen for residential development will contribute to the quality of its appearance individually, along with the character of its wider setting. Alongside the quality and appearance of the building materials, the sustainability of materials should be considered in accordance with Policy 7: Sustainable Design. Use of durable and high quality materials, including highway materials, is fundamental to creating robust and sustainable residential development.
- 8.7 The features and details of an individual dwelling or larger development can also enhance or detract from its character and success. A suitable mix of detailing for roofs, windows and entrances etc. will impact positively on the quality of the development, adding to the architectural strength and character of the development. It is not always necessary, however, to replicate existing building styles and where appropriate, modern building styles and forms will be encouraged.

Servicing and Waste

- 8.8 Careful consideration needs to be given to access for waste collection, disposal and recycling. As part of residential development it is vital that waste collection and storage facilities and the opportunities for residents to separate out their waste are properly considered and are integral to the development design.

Policy 12) Servicing and Waste

To promote waste recycling and to ensure access for waste collection and servicing, residential development is required to:

- a) Provide a designated area for the storage of bins for waste and recyclables in all dwellings or communal waste storage in flats/ apartments
- b) Ensure waste storage areas are screened and are located and designed to avoid noise, visual intrusion, odour or loss of privacy
- c) Allow sufficient space for occupants to segregate their waste into refuse and recyclables
- d) Make adequate provision for servicing, circulation and access to and through the site to accommodate service vehicles

- 8.9 All new residential schemes should include a designated area within the curtilage of each property for the required storage of bins for waste and recyclables which is readily accessible. These should be sited behind the building line and/ or include an appropriate bin store or screen. As there is an inherent contradiction in creating attractive frontages and providing storage for waste, very careful attention must be paid to the design of bin storage at the front of dwellings to ensure that they are not detrimental to residential amenity or to the quality of the public realm. Waste storage areas must also be located and designed in a manner that avoids noise, visual intrusion, odour or loss of privacy resulting from waste collection.
- 8.10 Halton Borough Council has rolled out multi materials collections for recyclable items to all suitable residential properties, in addition to residual waste collections (i.e. mixed household waste not destined for recycling). The normal service for all new properties will therefore consist of a three-bin collection system for those properties with gardens, and a two-bin collection service for those without gardens. The standard bin used by the Council is the 240 litre wheeled bin (Figure 6). In flats/ apartment developments, if individual storage points are not provided, communal storage areas will normally be serviced by the use of 1100 litre Euro bins (Figure 6). All site plans submitted, as part of a planning application, should clearly identify the location of designated waste storage areas within the boundary of each property or scheme.

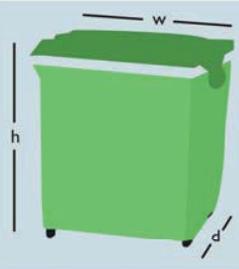
Container	Dimensions		Floorspace required	
1100L Eurobin	Width	1250mm	1450 x 1180mm	
	Depth	980mm		
	Height	1470mm		
	Height (with open lid)	2370mm		
240L wheeled bin	Width	580mm	780mm x 940mm	
	Depth	740mm		
	Height	1100mm		
	Height (with open lid)	1750mm		

Figure 6: Dimensions of Waste Storage Bins

- 8.11 Waste storage areas should also be sited within a development so as to allow residents and collection vehicles to safely access the facilities. Collection points should not obstruct users of any highway or inconvenience access to properties. Waste collection vehicles are required to be able to get within 25 metres of any storage point and the gradient between the two should not exceed 1:12. All properties should have rear or side access allowing removal of wheeled bins from the property frontage after collections have taken place. There should be a maximum of three steps for waste containers up to 240 litres, and none when larger containers are used. The Council also requires that waste storage bins are provided at the developers cost, prior to occupation.
- 8.12 Residential developments will also be required to provide sufficient room for the manoeuvre of service vehicles, including refuse collection vehicles and emergency service vehicles. With regard to fire and rescue service vehicle access to properties, more detailed information is provided in Approved Document B of the Building Regulations²⁸.
- 8.13 It should be acknowledged that the services and standards detailed may be subject to change and early consultation with the Council's Waste and Recycling Services is advised on detailed proposals prior to submission for planning approval. Guidance within Part H6 of the Building Regulations²⁹ gives further advice on design of waste storage areas and collection points. Servicing requirements will also be set out in further detail in the Council's forthcoming Transport and Accessibility SPD.

²⁸ CLG (2006) Approved Document B – Fire Safety

²⁹ CLG (2006) Approved Document H – Drainage and Waste Disposal

Parking

- 8.14 Access to parking is an integral part of any development. Providing creative, well designed, safe and accessible means of parking within a residential development is important to its overall quality and the long term success of the street and local environment. There is no single solution to providing parking and good parking design is often about achieving the right balance between different solutions.

Policy 13) Parking

In order to provide access to suitable parking facilities, residential development is required to:

- a) Integrate a mix of parking layouts into a scheme from the outset that reflect the nature and location of a development
- b) Design parking to minimise any negative effect on the quality of the public realm and dominance of the streetscape, particularly in high-density developments
- c) Recognise and provide for the needs of disabled people through incorporating appropriate disabled parking into the development
- d) Provide parking spaces and cycle facilities that are overlooked, safe, secure and accessible
- e) Explore innovative solutions to reduce and integrate parking within a development such as home zones, cycle initiatives and travel plans

- 8.15 The design of residential development should utilise creative and innovative street and parking solutions for vehicles and cycles. Parking should be provided on-street or on-plot accessed from the front of the curtilage and be designed as an integral part of the public realm.
- 8.16 On-street parking is characteristic of linked dwellings, terraces and higher density arrangements. On-street parking can induce a lower vehicle speed environment, but the layout should be specifically designed to incorporate it. Developers should provide variable width carriageways to accommodate on-street parking. Such spaces should be broken up through landscape detail including tree planting to provide a more pedestrian friendly environment and variety through the street. On-street parking should not be to the detriment of access by public and community transport and service vehicles.
- 8.17 On-plot parking is generally located to the side or front of a dwelling, within a garage or parking bay. Although this requires more space due to the need for driveways, this type of parking maintains good surveillance from properties and avoids the dominance of vehicles along the street frontage. Where there are proposals to create parking areas or driveways within an existing front garden, permeable and porous surfacing or the use of soakaways are favoured as these allow rainwater to drain naturally. Planning permission is required if householders wish to pave their front garden with hardstanding. The guidance on the permeable surfacing of front gardens document provides further advice on creating permeable driveways.³⁰
- 8.18 Shared communal parking may also be satisfactorily incorporated within the public realm but only if carefully designed as an integral feature. Such parking should be properly overlooked by,

³⁰ CLG and Environment Agency (2008) Guidance on the permeable surfacing of front gardens

and be easily accessible from, surrounding residential properties. It should also be small scale to avoid large expanses of car parking and should be broken up with landscaping and clear pedestrian routes. Rear courtyards or rear garaging should be used as a last resort in support of frontage. In such cases, entrances should be between buildings or through feature archways which respect the street frontage to avoid excessively wide openings which can break and damage the continuity of the street.

- 8.19 Parking facilities should be created as attractive, functional spaces to avoid the street scene becoming dominated by the view of cars. The use of lighting, trees, planting and street furniture can help to integrate parking into the overall scheme and wider landscape and can create low key and attractive parking areas.
- 8.20 Attention needs to be paid to the needs of those people with disabilities or other restricted mobility, especially in getting in and out of parked cars and approaching the front door of a house. Parking bays should therefore be of the appropriate width and located as close to the building as possible with level access. Adequate provision should also be made throughout the scheme for visitor parking.
- 8.21 With regard to cycle facilities within residential development schemes, consideration should be given from the outset to the suitable provision for cycle parking. Cycle parking should be secure, covered, easy to use and, where appropriate, located adjacent to the cycle and pedestrian network. New flatted/ apartment developments should provide some space either inside the building in a cycle store or provide a separate, secure and accessible cycle shed within the overall development.
- 8.22 Innovative and less conventional solutions that address the needs of residents and bring wider benefits to the development will be actively encouraged including home zones, cycle initiatives and travel plans. There are many ways of incorporating these within a development and there is no one right solution. In any case it will be the responsibility of the applicant to demonstrate that the proposed solution is appropriate to the development. Additionally, developers should plan for the future installation of electric car charging points, particularly for all on-street parking. As a minimum, ducting, allowances for base units along footpaths, and potential for easy connection to the electricity network, should be provided to allow for future installation of charging apparatus.
- 8.23 The Council's Transport and Accessibility SPD will set vehicle and cycle parking standards which will need to be met by all residential development in addition to this guidance.

9. Other Considerations

Residential development will need to be supplemented by technical studies or site investigations in addition to the guidance set out in this SPD. This will be dependent on the scale of the development scheme and site constraints.

Contaminated Land

- 9.1 There are significant challenges in bringing contaminated land back into use and the Borough's industrial past has left a legacy of sites with significant contamination which will require remediation before being suitable for residential development. In such locations appropriate ground investigations will often be required to inform the design of the development. Where contamination has been proven to exist and prior to any remediation action being undertaken, a remediation strategy should be agreed in writing with the Local Planning Authority. This strategy should also include provisions for post-remediation validation of the site, and a completion statement issued on completion of the remediation programme. The treatment required will depend on the use and location of the site and the Council will encourage the use of the most sustainable techniques and options available.
- 9.2 Advice on contamination is given in 'Guidance for the Safe Development of Housing on Land Affected by Contamination'³¹ and 'Model Procedures for the Management of Contaminated Land'³². The Council's Contaminated Land Strategy³³ also contains relevant information on how the Council have dealt with contaminated land historically and how it intends to deal with the issue over the coming years. The strategy identifies new technologies, funding opportunities, remediation and after uses, and current environmental regulations to deal with contamination across the Borough.

Ecology

- 9.3 Applicants should consider existing nature conservation designations, priority areas for biodiversity, protected species and specific habitats at the earliest opportunity. If nature conservation interests are likely to be present, an ecological survey must be carried out. The outcome of an ecological survey should be used to influence the design of residential development in order to conserve, enhance and create opportunities for biodiversity.
- 9.4 Ecological surveys must be planned well in advance, as they have to be undertaken at appropriate times of year for the species concerned and multiple site visits may be required over a season to provide meaningful results. Such survey work should include the existence of Japanese Knotweed and other non-native invasive species. Ecological mitigation work can also take a considerable time to implement and certain stages will often have to be completed before development can commence.
- 9.5 For larger development proposals or those in close proximity to the Mersey Estuary Special Protection Area / Ramsar, the Council (as the Competent Authority) may need to undertake a

³¹ NHBC, Environment Agency and Chartered Institute of Environmental Health (2008) Guidance for the Safe Development of Housing on Land Affected by Contamination

³² Environment Agency (2004) Model Procedures for the Management of Contaminated Land'

³³ HBC (2008) Contaminated Land Strategy 2008-2013

Habitat Regulations Assessment to assess the potential for significant effects on such Natura 2000 sites. The developer is required to provide sufficient information to enable the Council to complete this assessment. Further advice should be sought from the Council's planning officers.

Environmental Impact

- 9.6 Residential development proposals will, in certain cases, need to be accompanied by an Environmental Impact Assessment (EIA). The purpose of an EIA is to ensure that the environmental effects of a proposal are fully understood and have been taken into account before a decision is made. The findings of the EIA are reported in an Environmental Statement which is submitted with the planning application. The circumstances in which an EIA must be undertaken are set out in Government regulations³⁴.

Flood Risk

- 9.7 It is important to ensure that development design takes flood risk into account at all stages in the planning process. Guidance is provided in Halton's LDF policies and in the National Planning Policy Framework and the associated Technical Guidance. In accordance with this advice, a sequential test should be undertaken in the first instance to ensure that where the development site falls within an area of flood risk that there are no reasonably available sites in areas with a lower probability of flooding which could be developed for the proposed use. A site specific Flood Risk Assessment is required to support a planning application for sites larger than 1ha in Flood Zone 1, and all proposals for new development in Flood Zones 2 and 3. Applicants should refer to the Halton Strategic Flood Risk Assessment (SFRA) in the preparation of their site specific Flood Risk Assessments.
- 9.8 A Strategic Flood Risk Assessment (SFRA) Level 1³⁵ has been undertaken for Halton and provides a detailed assessment of the extent and nature of the risk of flooding in the Borough and the implications for future development. A Level 2 SFRA³⁶ has also been undertaken and builds upon the technical information and methods used in the Level 1 assessment. The Level 2 SFRA focuses on three primary watercourses and development areas in Halton: Ditton Brook; Bowers Brook; and, Keckwick Brook. As part of the Level 2 assessment a full list of sites across Halton is provided which have the greatest risk of flooding. This includes Critical Drainage Areas as defined by the Environment Agency which are particularly sensitive to increases in the rate and/or volume of surface water runoff. Specific drainage requirements are required in these areas. An outline mitigation strategy has also been developed as part of the report which includes a number of intervention strategies such as site layout and design, local flood storage, raised defences, developer contributions and flood defences.

Landscape Character

- 9.9 A Landscape and Visual Impact Assessment can help to demonstrate the possible effect of medium and larger scale developments on the character and appearance of the landscape or townscape. The assessment combines the magnitude of change on a development site with the sensitivity of the landscape to the proposed development, which provides a measure of the

³⁴ CLG (1999) Circular 02/99: Environmental Impact Assessment

³⁵ HBC (2007) Halton Strategic Flood Risk Assessment

³⁶ JBA (2011) Halton Level 2 Strategic Flood Risk Assessment

significance of the effect. The acceptability of a proposed development is determined by the extent to which the long-term landscape and visual effects are significant.

- 9.10 The Halton Landscape Character Assessment³⁷ can be used to inform a Landscape and Visual Impact Assessment as it identifies, describes and maps areas classified according to various landscape character types. The forces of change in each landscape character type are then assessed, together with an evaluation of the capacity to accommodate change without altering its intrinsic character. It is considered, through the assessment, that all landscapes within Halton have the potential to accommodate some form of change, provided it is in keeping with each area's characteristics.
- 9.11 A Landscape and Visual Impact Assessment will only be required for major schemes which are likely to have a significant visual impact within the landscape. The assessment will be required for all applications where an Environmental Impact Assessment is required.

Transport

- 9.12 Residential developments with significant transport implications should include a Transport Assessment as part of the planning application. A Transport Assessment considers the impact of the development on roads in the surrounding area and explains how these impacts will be dealt with. The assessment should also consider how the development is likely to improve, provide and promote travel by public transport, walking and cycling. Residential developments should ultimately contribute to more direct and safe routes that fit in with the surrounding transport network.
- 9.13 A Transport Assessment may indicate some reliance on the successful implementation of a Travel Plan to contribute to the mitigation of unacceptable transport impacts which would arise from the development. A Travel Plan is an agreed set of measures that reduce reliance on the car and as a result reduce the impact of travel and transport on the environment.

Trees

- 9.14 Established trees are generally of great value to the environment and are usually held in high regard by the majority of nearby residents. In determining residential planning applications, the Council will seek to retain trees wherever this is appropriate for the environmental value and in the interests of public amenity. The Council also has Tree Preservation Orders (TPOs) to protect particular trees or woodlands if their removal would cause significant impact to the environment or public amenity.
- 9.15 Where there are trees on a potential development site, pre-application consultation with the Council is advisable at an early stage of the planning process. An essential first stage of planning a residential development should be to carry out a thorough survey of existing trees. Such a survey should plot all trees accurately and record details of species, size, approximate age and physical condition. Where trees are a critical issue, developers are advised to engage a specialist consultant to prepare a detailed report about the arboricultural implications of the development. The presence of a TPO should also be identified through such a survey. Consent will be required for any works to trees covered by a TPO.

³⁷ TEP (2009) Halton Landscape Character Assessment

- 9.16 British Standard 5837 'Trees in Relation to Construction'³⁸ should be regarded as an essential reference for all those concerned with the development of sites involving trees. It gives valuable guidance, following a logical sequence from the initial survey through the design stage to the protection of retained trees from site works. Halton Borough Council will expect all development proposals where trees are present to adopt these principles when submitting applications for planning permission.

³⁸ BSI (2005) British Standard 5837: Trees in Relation to Construction. Recommendations

Appendices

Appendix A: Submitting a Planning Application

- a) Halton Borough Council encourages applicants of residential development to undertake pre-application discussion, especially for sites which pose significant conflicting issues. At the pre-application stage potential applicants should provide or should have given consideration to the following:
- A site location plan
 - Indicative scheme layout/ possible number and types of dwellings/ access
 - Potential solutions to waste and recycling facilities/ storage, onsite open space, landscaping, parking, adjoining land uses or developments
 - Character survey for local area
 - Brief site appraisal including topography, ecology, trees, etc.
- b) When submitting the planning application the following will be required:
- The completed planning application forms
 - A 1:1250 scale location plan showing the location of the application site (outlined in red) in relation to neighbouring properties and the local road network
 - Plans and elevation drawings showing details of the layout of the site at a larger scale i.e. 1:500 / 1:100 / 1:500
 - A Design and Access Statement (see sub-heading below)
 - A signed certificate of ownership
 - The appropriate fee

Further information regarding the requirements for planning applications is available in the Council's Validation Checklist Requirements document³⁹.

Design and Access Statements

- c) All applicants for new residential schemes will need to demonstrate that the scheme is robust and sufficiently detailed in terms of the key design principles/ policies outlined in this guide. This will be done through the preparation of a Design and Access Statement that will be submitted alongside the planning application.
- d) The Design and Access Statement should demonstrate how the proposed scheme has taken account of the local character and context and how it will contribute to the area. The main issues influencing the design should be explained in a clear, structured and visual way. This will aid understanding of what is trying to be achieved, the constraints on the development and how the design has been applied to the individual context of the site. It should also include details of any existing landscape features, including trees, and those worthy of retention which should be designed into the scheme as an integral feature.
- e) In summary a Design and Access Statement should include (this list is not exhaustive):
- A full site analysis of existing features and designations
 - The relationship of the site to its surroundings
 - An accurate site survey including landscape features and site levels

³⁹ HBC, Validation Checklist Requirements: Advice for Officers and Applicants (available at: <http://www3.halton.gov.uk/ignl/pages/86821/86836/89285/validationchecklistsadvice.pdf>)

- Existing accesses for pedestrians, cyclists and vehicles
 - Opportunities for maximising energy efficiency and addressing water and drainage issues
 - How the scheme meets the Lifetime Homes criteria
 - Any known natural and heritage assets
- f) Additional guidance regarding Design and Access Statements is available from CABE (Design Council)⁴⁰.

Other Considerations

- g) Depending upon the scale of the development scheme and the site constraints, further technical studies or site investigations may be required including:
- Land Contamination Assessment
 - Ecological Survey
 - Environmental Impact Assessment
 - Flood Risk Assessment
 - Landscape and Visual Impact Assessment
 - Transport Assessment
 - Arboricultural Survey

Further information can be found in Section 9 of this SPD.

Applications for Householder Extensions

- h) Halton Borough Council has produced a House Extensions SPD⁴¹ which provides guidance for anyone intending to extend or alter their house, erect a garage or other outbuilding. The purpose of which is to ensure that all developments are of exemplary design quality and preserve the essential character of the surrounding area.

⁴⁰ CABE (Design Council) (2007) Design and Access Statements: How to write, read and use them

⁴¹ HBC (2007) House Extensions

Appendix B: Lifetime Homes Design Criteria

“The Lifetime Homes Standard seeks to enable ‘general needs’ housing to provide, either from the outset or through simple and cost effective adaptation, design solutions that meet the existing and changing needs of diverse households. This offers the occupants more choice over where they live and which visitors they can accommodate for any given time scale. It is therefore an expression of Inclusive Design”

(Lifetime Homes – www.lifetimehomes.org.uk)

The 16 Lifetime Homes design criteria are set out below. Further information regarding the specifications for each criterion can be found on the Lifetime Homes Website⁴².

1) **Parking (width or widening capability)**

Principle: Provide, or enable by cost effective adaptation, parking that makes getting into and out of the vehicle as convenient as possible for the widest range of people (including those with reduced mobility and/or those with children).

Criterion:

a) Non-communal parking

Where a dwelling has car parking within its individual plot (or title) boundary, at least one parking space length should be capable of enlargement to achieve a minimum width of 3300mm.

b) Communal or shared parking

Where parking is provided by communal or shared bays, spaces with a width of 3300mm, in accordance with the specification below, should be provided.

2) **Approach to dwelling from parking (distance, gradients and widths)**

Principle: Enable convenient movement between the vehicle and dwelling for the widest range of people, including those with reduced mobility and/or those carrying children or shopping.

Criterion: The distance from the car parking space of Criterion 1 to the dwelling entrance (or relevant block entrance or lift core), should be kept to a minimum and be level or gently sloping. The distance from visitors parking to relevant entrances should be as short as practicable and be level or gently sloping.

3) **Approach to all entrances**

Principle: Enable, as far as practicable, convenient movement along other approach routes to dwellings (in addition to the principal approach from a vehicle required by Criterion 2) for the widest range of people.

Criterion: The approach to all entrances should preferably be level or gently sloping.

4) **Entrances**

Principle: Enable ease of use of all entrances for the widest range of people.

Criterion:

All entrances should:

⁴² Further information relating to the Lifetime Homes criteria is available at: www.lifetimehomes.org.uk

- a) Be illuminated
 - b) Have level access over the threshold; and
 - c) Have effective clear opening widths and nibs
- In addition, main entrances should also:
- d) Have adequate weather protection
 - e) Have a level external landing

4) Approach to all entrances

Principle: Enable access to dwellings above the entrance level to as many people as possible.

Criterion: The approach to all entrances should preferably be level or gently sloping.

5) Communal stairs and lifts

Principle: Enable access to dwellings above the entrance level to as many people as possible.

Criterion:

- a) Communal stairs
Principal access stairs should provide easy access, regardless of whether or not a lift is provided.
- b) Communal lifts
Where a dwelling is reached by a lift, it should be fully accessible

6) Internal doorways and hallways

Principle: Enable convenient movement in hallways and through doorways.

Criterion: Movement in hallways and through doorways should be as convenient to the widest range of people, including those using mobility aids or wheelchairs, and those moving furniture or other objects. As a general principle, narrower hallways and landings will need wider doorways in their side walls.

7) Circulation space

Principle: Enable convenient movement in rooms for as many people as possible.

Criterion: There should be space for turning a wheelchair in dining areas and living rooms and basic circulation space for wheelchair uses elsewhere.

8) Entrance level living space

Principle: Provide accessible socialising space for visitors less able to use stairs.

Criterion: A living room / living space should be provided on the entrance level of every dwelling.

9) Potential for entrance level bed-space

Principle: Provide space for a member of the household to sleep on the entrance level if they are temporarily unable to use stairs (e.g. after a hip operation).

Criterion: In dwellings with two or more storeys, with no permanent bedroom on the entrance level, there should be space on the entrance level that could be used as a convenient temporary bed-space.

10) Entrance level WC and shower drainage

Principle: Provide an accessible WC and potential showering facilities for:

- i) any member of the household using the temporary entrance level bed space of Criterion 9; and,
- ii) visitors unable to use stairs.

Criterion: Where an accessible bathroom, in accordance with Criterion 14, is not provided on the entrance level of a dwelling, the entrance level should have an accessible WC compartment, with potential for a shower to be installed.

11) **WC and bathroom walls**

Principle: Ensure future provision of grab rails is possible, to assist with independent use of WC and bathroom facilities.

Criterion: Walls in all bathrooms and WC compartments should be capable of firm fixing and support for adaptations such as grab rails.

12) **Stairs and potential through-floor lift in dwelling**

Principle: Enable access to storeys above the entrance level for the widest range of households.

Criterion:

The design within a dwelling of two or more storeys should incorporate both:

- a) Potential for stair lift installation; and,
- b) A suitable identified space for a through-the-floor lift from the entrance level to a storey containing a main bedroom and a bathroom satisfying Criterion 14.

13) **Potential for fitting of hoists and bedroom / bathroom**

Principle: Assist with independent living by enabling convenient movement between bedroom and bathroom facilities for a wide range of people.

Criterion: Structure above a main bedroom and bathroom ceilings should be capable of supporting ceiling hoists and the design should provide a reasonable route between this bedroom and the bathroom.

14) **Bathrooms**

Principle: Provide an accessible bathroom that has ease of access to its facilities from the outset and potential for simple adaptation to provide for different needs in the future.

Criterion: An accessible bathroom, providing ease, should be provided in every dwelling on the same storey as a main bedroom.

15) **Glazing and window handle heights**

Principle: Enable people to have a reasonable line of sight from a seated position in the living room and to use at least one window for ventilation in each room.

Criterion: Windows in the principal living space (typically the living room), should allow people to see out when seated. In addition, at least one opening light in each habitable room should be approachable and usable by a wide range of people – including those with restricted movement and reach.

16) **Location of Service Controls**

Principle: Locate regularly used service controls, or those needed in an emergency, so that they are usable by a wide range of household members - including those with restricted movement and limited reach.

Criterion: Location of service controls Service controls should be within a height band of 450mm to 1200mm from the floor and at least 300mm away from any internal room corner.

Appendix C: Contact Information

For more information relating to this SPD or for any other LDF document, including the saved policies of the UDP please contact:

Places, Economy and Transport
Policy, Strategy and Development Services Division
Halton Borough Council
Municipal Building
Kingsway
Widnes
WA8 7QF
Tel: 0151 511 7660
Email: forward.planning@halton.gov.uk

For advice relating to submitting a planning application and for pre-application discussion please contact:

Development Control
Policy, Strategy and Development Services Division
Halton Borough Council
Municipal Building
Kingsway
Widnes
WA8 7QF
Tel: 0151 511 7606
Email: dev.control@halton.gov.uk

If further highways or transport information is required, please contact:

Highway Development
Halton Borough Council
Rutland House
Halton Lea
Runcorn
WA7 2GW
Tel: 0151 511 7572
Email: transport.policy@halton.gov.uk

If further information is required regarding the collection and disposal of household waste, please contact:

Waste and Environmental Improvement Services
Community and Environment
Halton Borough Council
Rutland House
Halton Lea
Runcorn
WA7 2GW
Tel: 0151 471 7379
Email: waste.management@halton.gov.uk

If further information is required regarding accessible and adaptable housing, please contact:

Halton Accessible Homes Service:
Halton Borough Council

Runcorn Town Hall
Heath Road
Runcorn
Cheshire
WA7 5TD
Tel: 01928 704 469
Email: accessiblehomes@halton.gov.uk

Halton Borough Council

**Design of Residential Development
Supplementary Planning Document
Statement of Consultation**

May 2012

Operational Director
Policy, Planning and Transportation
Halton Borough Council
Municipal Building
Kingsway
Widnes
WA8 7QF



I Introduction

- 1.1 The purpose of the Design of Residential Development Supplementary Planning Document (SPD) is to provide additional practical guidance and support for those involved in the planning and design of residential development within Halton. It will also be used by the Council in its assessment of applications for planning permission for schemes of residential development or mixed use schemes containing a residential element.
- 1.2 Under the Planning and Compulsory Purchase Act 2004 it is a requirement to prepare and publish a Statement of Consultation for a range of planning policy documents, including SPDs. This is a reflection of Government's desire to "strengthen community and stakeholder involvement in the development of local communities".
- 1.3 This Statement of Consultation summarises the two periods of public consultation that have been carried out on the Design of Residential Development SPD, in accordance with Regulation 12 (a) of the Town and Country Planning (Local Planning) (England) Regulations 2012¹. The Regulations state that the Statement of Consultation should include:
 - the persons consulted when preparing the SPD
 - a summary of the main issues raised in the consultation
 - how those issues have been addressed in the SPD.
- 1.4 Two separate six-week periods of consultation were undertaken on the Design of Residential Development SPD and they took place during the following dates:
 - 13th August - 24th September 2009
 - 27th January – 9th March 2012

2 2009 Public Consultation

- 2.1 The first period of public consultation on the Design of Residential Development SPD (which at the time of the consultation was known as the Design of New Residential Development SPD) was held in late summer-autumn 2009. Methods of consultation included:
 - Letters to Statutory Consultees (Specific Consultation Bodies)
 - Letters to Non-statutory Consultees (Parties who have registered an interest in the SPD)
 - Press Notice placed in the Local Paper
 - Consultation material placed in the Council's deposit locations (Halton Direct Links and Libraries)
 - Consultation material placed on the planning pages of the Halton Borough Council website
- 2.2 Representations from 17 parties were received during the initial consultation on the SPD in 2009. These parties were:
 - 4NW
 - Government Office for the North West
 - Natural England
 - Environment Agency
 - Highways Agency
 - United Utilities
 - Homes and Communities Agency

¹ http://www.legislation.gov.uk/ukxi/2012/767/pdfs/ukxi_20120767_en.pdf

- The Coal Authority
 - Halton Housing Trust
 - The Mersey Forest
 - British Wind Energy Association
 - HBC Waste Management (Two representations)
 - HBC Accessible Housing Service (Two representations)
 - HBC Elected Member: Cllr Hodgkinson
 - HBC Elected Member: Cllr Howard
- 2.3 Appendix I to this report details all of the representations received during the first round of public consultation and how the comments have been taken on board in the revisions to the SPD.
- 2.4 Following the public consultation period, the SPD was edited to take full account of the comments received. Efforts on the Halton Local Development Framework switched to focus on the Core Strategy and progress on this SPD therefore stalled for a considerable period. Due to the time period since the last period of public consultation and also because the changes made to the SPD meant that the document was now substantially different to the 2009 draft, it was considered prudent to carry out a further period of public consultation before the Council move to formally adopt the revised SPD. This led to a second period of public consultation in 2012.

3 2012 Public Consultation

- 3.1 The second period of public consultation on the Design of Residential Development SPD was held in spring 2012. Methods of consultation included:
- Letters to Statutory Consultees (Specific Consultation Bodies)
 - Letters to Non-statutory Consultees (Parties who have registered an interest in the SPD and those who previously responded to the consultation)
 - Press Notice placed in the Runcorn and Widnes Weekly News on 25th January 2012
 - Consultation material placed in the Council's deposit locations (Halton Direct Links and Libraries)
 - Consultation material placed on the planning pages of the Halton Borough Council website: <http://www3.halton.gov.uk/environmentandplanning/planning/196372/>

Public & Legal notices

PLANNING AND COMPULSORY PURCHASE ACT 2004
 THE TOWN AND COUNTRY PLANNING (LOCAL DEVELOPMENT) (ENGLAND) REGULATIONS 2004 AS AMENDED BY THE TOWN AND COUNTRY PLANNING (LOCAL DEVELOPMENT) (ENGLAND) (AMENDMENT) REGULATIONS 2009.

Regulation 17: Notice of Public Consultation on DESIGN OF RESIDENTIAL DEVELOPMENT SUPPLEMENTARY PLANNING DOCUMENT.

On the 17th November 2011, the Council formally approved the Design of Residential Development Supplementary Planning Document (SPD) for the purpose of public consultation. The period of public consultation on the Design of Residential Development SPD is taking place from 27th January 2012 until 9th March 2012.

The purpose of the Design of Residential Development SPD is to provide additional practical guidance and support for those involved in the planning and design of residential development within Halton. It will also be used by the Council in its assessment of applications for planning permission for schemes of residential development or mixed use schemes containing a residential element.

During the period of public consultation the Design of Residential Development SPD will be available to view on the Council's website (<http://www3.halton.gov.uk/environmentandplanning/planning/>) and in the following deposit locations:

- Halton Lea Direct Link, Runcorn
- Runcorn Direct Link
- Widnes Direct Link
- Halton Lea Library, Runcorn
- Widnes Library (Kingsway)
- Runcorn Library
- Ditton Library, Widnes

The DirectLink offices' opening hours are:

- Monday to Friday: 9.00am - 5.30pm
- Saturday: 9.00am - 1.00pm

Opening times of the Council's Libraries can be found online at: <http://www3.halton.gov.uk/educationandlearning/libraries/>

Representations can be made on the SPD by completing the relevant representation form, which can be obtained from the deposit locations, the Council's website or by contacting the Planning Policy Team. **The Council must receive representations by no later than 5pm on Friday 9th March 2012.**

Please contact the Planning Policy Team on 0151 511 7660 or 0303 333 4300 ext. 167660, or email forward.planning@halton.gov.uk, if you have any queries regarding the SPD or how to send your representation to the Council.

Mick Noone Operational Director (Policy, Planning and Transportation)
 URN: 000763RES

Press Notice from 25th January 2012

Online for Runcorn & Widnes
 0303 333 4300

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Environment and planning

Design of Residential Development SPD

Information See Also Contacts Links In this section

Design of Residential Development SPD

On the 17th November 2011, the Council formally approved the Design of Residential Development Supplementary Planning Document (SPD) for the purpose of public consultation. The period of public consultation on the Design of Residential Development SPD is taking place over a six week period from 27th January 2012 until 9th March 2012.

Design of Residential Development - Public Notice

Purpose of the SPD

The purpose of the Design of Residential Development SPD is to

In this section

- Statutory Development Plans
- Planning - Area search service
- Planning decision notices
- Planning appeals
- Planning service and performance
- Planning enforcement
- LD Evidence Base
- Planning Policy
- Joint Merseyside Waste Development Plan Document

SPD webpage: January 2012

3.2 Representations from 11 parties were received during the second round of consultation on the SPD in 2012. These parties were:

- Highways Agency
- Environment Agency
- The Coal Authority
- United Utilities
- Network Rail
- Cheshire Wildlife Trust
- Merseyside Environmental Advisory Service
- Bellway Homes
- HBC Elected Member: Cllr Hodgkinson
- Chris Brough (Resident)
- Ray Liptrot (Resident)

3.3 Appendix 2 to this report details all of the representations received during the second round of public consultation, which have been separated into 62 individual comments. Appendix 2 also details how the comments have been taken on board in the revisions to the SPD to create the final version to be adopted.

- 3.4 A number of the representations were standard responses stating that the organisation had no comments to make on the content of the SPD. Comments made on the content of the document can be summarised as follows:
- Environment Agency: comments related to flooding and specifically, including a reference to the Sequential Test promoted in PPS25.
 - United Utilities: comments primarily concerned surface water run-off and flooding and wanted additional reference to this added.
 - Network Rail: comments related to transport and specific requirements in relation to development in proximity to the Borough's railways.
 - Cheshire Wildlife Trust: made a variety of comments in relation to ecology and biodiversity on potential development sites.
 - Merseyside Environmental Advisory Service: provided a wide range of comments on a number of matters namely, waste management, ecology and sustainable design
 - Bellway Homes: comments centred around not over-burdening developers through additional requirements for residential development.
 - Cllr Hodgkinson: comments predominantly related to highways matters.
 - Comments from residents: ranged from support for the document to concerns about the spread of urbanisation leading to a loss of green spaces.
- 3.5 As can be seen in Appendix B, the comments received have been fully considered and the suggestions made have resulted in the SPD being amended accordingly. As such, the Design of Residential Development SPD can be adopted as planning guidance for Halton Borough Council.

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	Policy/ Section	Comment Summary	Response	Action
00393: Cllr Hodgkinson	3.3 <i>Connecting Places (3.3.1)</i>	New highways off main roads with residential development should be designed to offer priority to pedestrians and cyclists. However, concerned if applied to most residential streets as this priority does not apply elsewhere in the current network and could cause confusion. Could this be clarified?	Acknowledged	Provide further clarification in this section.
	3.3 <i>Connecting Places (3.3.2)</i>	Does the desirability to follow pedestrian desire lines apply to all routes or only pedestrian routes?	This applies to all routes that would be taken by a pedestrian.	None required
	3.8 <i>Parking and Servicing</i>	Numbering communal parking spaces could be useful.	Noted however this is not an issue to be addressed in the SPD.	None required
	3.10 <i>Respecting the Environment (3.10.5)</i>	The use of soakaways should be encouraged for small hard areas. For houses with gardens, space should also be allocated for a water butt and their installation should be encouraged.	Acknowledged	Consider adding reference to soakaways and water butts.
	<i>General comment</i>	Free standing communal letter boxes for flats should not be permitted.	Noted however this is not an issue to be addressed in the SPD.	None required
00748: Cllr Howard	3.11 <i>Contribution Towards Infrastructure and Services</i>	What does the following mean? Provide provision for comprehensive and combined communication Infrastructure?	Further explanation is given at 3.11 on this point. The intention is that developers make necessary provision for modern communication systems such as broadband and wireless etc whether through the installation of the technology from the outset or through appropriate ducting throughout the development to allow later installation by system providers. Developers will be expected to provide a statement of how provision has been made or accommodated.	Clarify the existing wording.

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	Policy/ Section	Comment Summary	Response	Action
00797: Homes and Communities Agency	<i>General comment relating to Sandymoor</i>	HCA is keen to ensure that the emerging Design of New Residential Development SPD reflects its own aspirations for residential development at Sandymoor.	The Design of New Residential SPD reflects and considers the design aspirations of Sandymoor which have been expressed within the Sandymoor SPD.	None required
	<i>General comment relating to Sandymoor</i>	Alongside the Sandymoor SPD, separate design codes have been prepared on behalf of the HCA. These design codes should relate as closely as possible to the design principles within the Design of New Residential SPD.	Agree that the Sandymoor Design Codes should be considered for integration into the SPDs design principles.	Ensure that the Sandymoor Design Codes have been considered and where possible integrated into the SPDs design principles.
	<i>General comment relating to Sandymoor</i>	<p>What weight will be afforded to the emerging Design SPD specifically in assessing proposals for residential development at Sandymoor given that separate, detailed Design Codes have already been prepared?</p> <p>The Sandymoor SPD and Design Codes should take overall precedence when assessing future residential proposals on the site. In this instance, the Council's emerging Design SPD should merely offer an overarching aspiration for new development.</p>	Agree that the Sandymoor SPD and Design Codes reflect the aspiration for this area and should therefore be the main consideration for development designs in this location. However, the Design of New Residential Development should be in accordance with the Sandymoor SPD and the design codes, and therefore should also be considered in the design of all new development across the Borough.	Ensure that there is reference to other applicable SPDs and design codes for specific areas of the Borough and make clear that if new SPDs and design codes emerge these should also be considered by development where applicable.
	<i>3.8 Parking and Servicing</i>	Reference is made to the RSS parking standards for new residential schemes, however, there is no consideration given to the HCA's Car Parking – What Works Where toolkit and other good practice guidance.	Acknowledged	Consider inclusion of HCA's guidance.
	<i>General comment</i>	References to Building for Life, Regional Design Reviews, and many of the requirements set out by the HCA in its Quality Price Standards are not discussed at the right places within the document.	Agree	Ensure references are addressed in the correct sections in the document. Consider adding an additional section discussing design standards?
	<i>General comment</i>	Minimal guidance on the Council's aspirations for the delivery of adequate dwelling space, and on the important role of street frontages.	Agree	Add reference

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	Policy/ Section	Comment Summary	Response	Action
	<i>General comment relating to Privacy Distances</i>	<p>Need for greater clarity on which elements are mandatory and which are not.</p> <p>For example, there is much content around designing in privacy, but little or no emphasis on how to design in 'neighbourliness'. Within that context, there is a significant amount of information in respect of standards regarding aspects such as privacy distances; however, the accompanying images illustrate the Kingshill Lacuna development in Kent, one which is much more flexible in its approach to this particular issue. It is unclear how the Council expects to achieve some of its higher densities targets if it follows these proposed privacy, garden and parking standards.</p>	Paras 3.7.4 and 3.7.5 offers the exception to the Privacy standards.	No change required.
	<i>3.10 Respecting the Environment</i>	No mention of solar orientation and the implications that this will have on layout or design of buildings other than as solar or PV accessories. Sustainable design should be more central to the SPD. Further, there is no mention within the document of Government guidance on sustainable design, notably Codes for Sustainable Homes; the cues are instead taken from the RSS.	Agree	Further develop the SPD to ensure that sustainable design is a key component and ensure that there is a good level of integration with the Core Strategy.
	<i>General comment</i>	SPD could be more aspirational in terms of what the Council would actually wish to see delivered.	Acknowledged	Where possible ensure that the SPD sets out the Council's aspirations.
	<i>General comment</i>	To ensure consistency suggest that HCA and Council representatives meet to discuss the SPD, HCA standards and the Sandymoor Design Codes.	Agree	Meeting to be arranged

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	Policy/ Section	Comment Summary	Response	Action
00858: Environment Agency	<i>3.10 Respecting the Environment</i>	The SPD should highlight the need for SuDS type systems to be a requirement on all new development sites. A return to a more traditional (and less sustainable) drainage system would only be acceptable if it is proven inappropriate for SuDS-type drainage systems to be compatible with particular ground conditions on the site (i.e. high levels of contamination, high water table, etc).	The SPD supports the use of SuDS type systems in new development where appropriate.	None required
	<i>3.10 Respecting the Environment (PPS25 & PPS23)</i>	The document needs to make reference to PPS 25: Development and Flood Risk and PPS 23: Planning and Pollution Control.	Agree	Include reference within this section or in Appendix I.
	<i>3.10 Respecting the Environment (Water Framework Directive)</i>	The Water Framework Directive (WFD) criteria should also be taken into account. For the document to be consistent with WFD, it should:- <ul style="list-style-type: none"> • Ensure development phasing accounts for water/wastewater capacities and consents • Reduce and manage flood risk • Ensure development is water efficient and encourages Sustainable Drainage Systems • Adapt to and manage climate change effects 	The SPD already contains references to managing flood risk in Policy 7 of the SPD and includes references to Sustainable Drainage Systems. Policy 7 “Sustainable Design” also incorporates requirements to ensure the risks of climate change are considered in new residential development. Agree that the SPD could include reference to managing available capacities for water and wastewater.	Include reference to managing water and wastewater capacities to the SPD.
	<i>3.10 Respecting the Environment</i>	Housing developments should aim to meet or exceed the minimum CSH rating. Growth Point areas should also be considered as exemplars of sustainable design	The Core Strategy will be setting a target for housing developments to exceed the minimum CSH rating in accordance with the Liverpool City Region Renewable Energy Capacity Study.	Ensure that the SPD is consistent with the Core Strategy.
	<i>SA – Objective 14</i>	No mention of whether the objective will safeguard statutory protected and Biodiversity Action Plan (BAP) species.	The requirement to produce a Sustainability Report alongside a Supplementary Planning Document was removed by the introduction of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009 which came into force on 6 th April 2010. As such, the draft Sustainability Appraisal report for this SPD has not been progressed to a final version.	No action required.

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	Policy/ Section	Comment Summary	Response	Action
	SA – Objective 14	No mention of locally designated wildlife sites i.e. Sites of Importance for Nature Conservation (SINC). The target should be to maintain the number and total area of SINCs to enable compliance with the objective to protect biodiversity from residential development.	The requirement to produce a Sustainability Report alongside a Supplementary Planning Document was removed by the introduction of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009 which came into force on 6 th April 2010. As such, the draft Sustainability Appraisal report for this SPD has not been progressed to a final version.	No action required.
	SA – Objective 14	Believe there should be an indicator and target put in place to quantify the enhancement of biodiversity as part of residential development schemes. There should be reference made to Halton's very own BAP, and the targets within this documents relating to priority species and habitats in the borough (e.g. reedbed, reed bunting, water vole).	The requirement to produce a Sustainability Report alongside a Supplementary Planning Document was removed by the introduction of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009 which came into force on 6 th April 2010. As such, the draft Sustainability Appraisal report for this SPD has not been progressed to a final version.	No action required.
	SA – Objective 13	No mention of Defra's Making Space for Water and how it relates to the target within this objective. The indicator refers to the quality of inland waters in terms of biological and chemical parameters. In keeping with the Water framework Directive, we feel this indicator should also include the physical quality of inland waters (i.e. geomorphology) and possible river restoration as part of residential development.	The requirement to produce a Sustainability Report alongside a Supplementary Planning Document was removed by the introduction of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009 which came into force on 6 th April 2010. As such, the draft Sustainability Appraisal report for this SPD has not been progressed to a final version.	No action required.
	SA – Objective 13	Incorporating Sustainable Drainage Systems (SuDS) into residential development should be included as a target, not just the indicator.	The requirement to produce a Sustainability Report alongside a Supplementary Planning Document was removed by the introduction of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009 which came into force on 6 th April 2010. As such, the draft Sustainability Appraisal report for	No action required.

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	Policy/ Section	Comment Summary	Response	Action
			this SPD has not been progressed to a final version.	
00860: Halton Housing Trust	<i>General comment relating to contamination</i>	Little reference to contamination. Suggest the inclusion of: "Where contamination has been proven to exist and prior to any remediation action being undertaken, a remediation strategy should be agreed in writing with the Planning Authority. This strategy should also include provisions for post-remediation validation of the site, and a completion statement issued on completion of the remediation programme."	Agree that there is little reference to the contamination in the Borough and that this could be improved.	Consider and include reference (or similar) to contaminated land within the SPD.
	<i>3.10 Respecting the Environment (3.10.7)</i>	Our approach to Clause 3.10.7 of the SPD would not be not always to provide '10% of predicted energy requirements from decentralised and renewable or low carbon sources' but rather to 'demonstrate that the principles can be achieved through alternative and compensatory means such as, increased insulation or energy efficiency measures.' Suggest that the CSH could be used as an alternative approach to that set out in the RSS. As such we would ask an additional sentence be added to end of Clause 3.10.7 . . . 'Any scheme achieving a minimum of Level 3 of the Code for Sustainable Homes would be deemed to have demonstrated an alternative approach to the principles set out in the RSS policy as set out in Clause 3.10.6'.	Noted	Consider approach
	<i>3.11 Other Considerations</i>	Any contributions to the costs of Council services should be reasonable and proportionate and should not become onerous on any particular development particularly affordable housing developments.	Acknowledged	None required
GO	<i>2.2 Character and Context</i>	Include more in the way of the UDP policy context with brief mention of national/regional policy.	Although this policy background is referred to in Appendix I agree that this could be referred to in section 2.2 Character and Context.	Include reference to the UDP (and LDF) policy context and to national and regional policy in

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	Policy/ Section	Comment Summary	Response	Action
	2.2 <i>Character and Context / Appendix I</i>	The SPD could be more Halton specific in its context and take the opportunity to highlight issues which have arisen within the historical context of the design of new residential development in Halton and how the SPD wishes to address these. Although some issues are mentioned in Appendix I these could be built on within the main body of the document.	Agree	section 2.2. Include a sub-section which sets out Halton's historical context along with a series of photos.
00872: Highways Agency	<i>General comment</i>	Keen to see developments located in sustainable locations which are accessible by a variety of modes and also that LAs provide an evidence base in support of any proposals.	Ensuring development is located in sustainable locations is a fundamental principle of the Design of New Residential Development SPD.	None required
00875: The Coal Authority	3.11 <i>Other Considerations</i>	Suggest that the following text is added in order to comply with national guidance set out in PPG14: "Coal Mining Legacy Issues The northern part of Halton Borough is located within a coalfield area and therefore has the potential to be affected by the legacy of former mining activities. In accordance with PPG14, developments within this area should take account of these risks by ensuring that land	Suggest reference is made within the Development Management DPD.	None required

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	Policy/ Section	Comment Summary	Response	Action
		is thoroughly investigated to establish the presence and extent of any mining legacy problems, and that by ensuring that mitigation measures are including, where appropriate, to ensure that the development is safe and stable. In addition, it should be noted that permission must be obtained from the Coal Authority for any development or site investigations works which intersect, disturb or enter into any coal seams, coal mine workings or coal mine entries (shafts and adits). Further information can be obtained from the licensing and permissions section of the Coal Authority's website at: www.coal.gov.uk/services/permissions/index.cfm "		
00876: The Mersey Forest	<i>3.10 Respecting the Environment</i>	Appendix I refers to RSS policy DP7 which includes a number of criteria for enhancing environmental quality. A specific reference should also be made to green infrastructure, suggest that 3.10.1 may be an appropriate location.	Acknowledged.	Consider inclusion of a reference to Green Infrastructure in 3.10.
	<i>General comment</i>	Reference to the generic point that all development will be expected to safeguard the best of existing green infrastructure, integrate with surroundings and create new green infrastructure as appropriate to further the wide range of functions including climate change.	Agree with comment and the fact that more mention should be made to Green Infrastructure, however, the more strategic issue of creating new, and improving existing, green infrastructure is made within the Core Strategy DPD.	Consider adding reference to Green Infrastructure in the SPD
	<i>General comment</i>	Reference could be made to forthcoming guidance at the sub-regional level which will guide a more strategic requirement for individual developments' contribution to green infrastructure.	Noted	None required
	<i>General comment</i>	Reference to growth point would also be useful to reinforce the contribution that new development through the SPD will be expected to contribute to the raising of design quality.	Agree	Include reference to the Mid-Mersey Growth Point

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	Policy/ Section	Comment Summary	Response	Action
00879: British Wind Energy Association	<i>General comment (3.10 Respecting the Environment)</i>	The Council should provide positive, pro-active guidance on utilising local and / or building integrated renewable energy technologies in all building development in accordance with the Climate Change Supplement to PPS1.	Agree that this element of the SPD could be strengthened.	Consider including guidance within the SPD relating to renewable energy technologies. Possibly within section 3.10 Respecting the Environment.
	<i>General comment (3.10 Respecting the Environment)</i>	The Council should implement a policy for the mandatory requirement of onsite renewables. Such a policy would require onsite renewables to provide electricity for at least 10% of all new buildings' needs.	Such a policy requirement will be addressed within the Core Strategy DPD and the Detailed Development Policy DPD.	None required
	<i>General comment (3.10 Respecting the Environment)</i>	A policy should be included on sustainable design and construction methods, and the introduction of minimum efficiency standards for extensions, change of use conversions, and refurbishments / listed building restorations.	Such a policy requirement would be addressed within the Detailed Development Policy DPD. However, the Design of New Residential Development SPD should provide guidance relating to energy efficiency in new developments.	Include guidance within the SPD on the energy hierarchy and the need to increase energy efficiency in new development.
	<i>General Comment</i>	Recommend the SPD contain information on the following: <ul style="list-style-type: none"> • Detailed information on each of the renewable technologies • Information on funding – grants • Planning requirements – what type of installations will need planning permission? • Case studies of successful installations in the UK • The level of support available from the Council • Links to further information / websites 	The majority of this information will be addressed within the forthcoming Liverpool City Region Renewable Energy Capacity Study with policy guidance relating to this evidence base included within the Core Strategy DPD and the Detailed Development Policy DPD where applicable.	Provide information where applicable in the Design of New Residential Development DPD.
00880: 4NW	<i>Standard Consultation Response</i>	Standard response includes reference to: <ul style="list-style-type: none"> • RSS • RSS Partial Review • Draft Regional Strategy – RS2010 • NW Best Practice Design Guide (2006) • NW Green Infrastructure Guide (2008) • NW Integrated Appraisal Toolkit • NW Sustainable Energy Strategy (2006) • NW Climate Change Action Plan 	None required	None required

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	Policy/ Section	Comment Summary	Response	Action
00881: HBC Waste Management (AH)	<i>Appendix 2 – Waste Storage and collection guidance as part of new residential development</i>	The current document states that the total number of bins required for a development will be split between residual waste at 60% and recyclables at 40%. There should be an aim for 50% / 50% as this would be in keeping with the national waste strategy and also seems in line with recent WRAP guidance on recycling for flats	Agree	Change to 50% / 50%.
		Would also be worth illustrating the different containers as above in the photo on page 38.	Agree	Include photo to illustrate the different containers.
00882: Halton Home Improvement & Independent Living Services	<i>General comment</i>	Document would be strengthened if it included comments regarding the current legislation and guidance relating to accessible residential accommodation for older people and people with physical and sensory disabilities i.e.: <ul style="list-style-type: none"> • Lifetime Homes Standard • Part M of the Building Regulations • Housing Corporation Scheme Development Standards • BS 8300 Code of Practice for the Design of Buildings and Approaches to Meet the Needs of Disabled People 	Agree that further reference should be made within the SPD relating to accessible residential accommodation.	Include reference to accessible residential accommodation.
	<i>General Comment</i>	SPD should make reference to the Lifetimes Home standard.	Acknowledge that the Lifetime Homes standard could be referred to within the SPD.	Include reference to the Lifetime Homes Standard and how this standard could be used to ensure accessible residential accommodation.

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	Policy/ Section	Comment Summary	Response	Action
00883: Accessible Housing Service	<i>1.1 Purpose of the SPD</i>	When ensuring an appropriate mix of dwelling size and type and that new development creates a mixed and inclusive community there seems no specific mention of ensuring properties are designed to Lifetime Homes standard as a minimum and that wheelchair housing is also provided.	Acknowledge that reference to the Lifetime Homes standard should be included within the SPD, however, would have to investigate if a minimum standard should be included.	Investigate the potential of including a minimum standard for Lifetime Homes?
	<i>2 How to use this document (2.1.5)</i>	It is important that the Council does set the minimum standards it expects to see in new build developments to ensure it meets the wider community needs regarding disability both physical and sensory and the needs of ageing population.	Acknowledged.	Re-word paragraph to make clear the Council expectations.
	<i>3.3. Connecting Places (3.3.3)</i>	The only time the word disabled is used within the SPD relates to the design of the street.	Agree that the SPD should consider all aspects of the design of places and spaces for those with a disability.	Ensure (where applicable) that the needs of those with a disability are taken into consideration within the SPD.
	<i>3.4 Amenity Space – Public and Private</i>	Access to garden space also needs to consider accessibility for people with a disability / ageing.	Noted	See action relating to 3.3 Connecting Places (3.3.3) above.
	<i>3.8 Parking and Servicing</i>	Parking close to a property for a person with a disability is not mentioned.	Noted	See action relating to 3.3 Connecting Places (3.3.3) above.
	<i>3.8 Parking and Servicing</i>	Visitor parking should also be accessible for disabled persons	Noted	See action relating to 3.3 Connecting Places (3.3.3) above.
	<i>3.8 Parking and Servicing (Servicing and Waste)</i>	Refuse storage also needs to be accessible for people with disabilities.	Noted	See action relating to 3.3 Connecting Places (3.3.3) above.
<i>Appendix 1 – Meeting the Needs of the Borough</i>	No mention is made of the level of disabled / elderly people within the Borough and the demographic trends of our ageing population.	Agree that reference should be made to the demographic trends of the borough within this section.	Include paragraph describing Halton's demographic trends.	

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	Policy/ Section	Comment Summary	Response	Action
00884: HBC Waste Management (JU)	<i>3.8 Parking and Servicing Principles</i>	Take out 'and composting'.	Agree	Amend text accordingly.
	<i>3.8 Servicing and Waste (3.8.10)</i>	<p>Replace paragraph with the following text:</p> <p>'For all new dwellings, whether flats or houses, the developer will be required to supply, at its own expense, appropriate bins or other receptacles to accommodate the Council's waste and recycling services prior to occupation. The specification and number of bins or receptacles will be determined by the Council and shall be notified to the developer. The Council will, subject to written agreement with the developer, provide the appropriate bins or receptacles prior to occupation and in such circumstances shall be fully reimbursed for the costs of doing so by the developer. Developers will also be required through their Design and Access Statements to identify alternative schemes for flatted developments, such as provision of communal recycling facilities. For all new developments to accommodate 50 persons or more (see table on page 14), the developer will be required to include provision for land to accommodate shared recycling facilities. The specific facilities to be provided on the land shall be determined by the Council, and may include underground recycling units. Such schemes are an integral part of a well designed residential layout in line with a design approved by the Council and can be secured through conditions attached to any planning permission. The developer shall meet all costs associated with the provision of shared recycling facilities.'</p>	Paragraph referred to has been substantially revised.	Revise Servicing and Waste section to reflect current Council practices.

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	Policy/ Section	Comment Summary	Response	Action
	<i>Appendix 2 (para 6)</i>	Suggest slight re-word: 'It is the Council's intention to provide multi-material recycling collections to all properties using appropriate bins or receptacles. This is in addition to residual waste collections (i.e. mixed household waste not destined for recycling or diversion of waste from landfill).'	Appendix 2 of the SPD regarding Waste Requirements to be removed from the SPD.	Not applicable.
	<i>Appendix 2 (Euro Bins Graph)</i>	Add an additional few words to accompany the graph: 'The number of bins required in an apartment development can be calculated using the graph below. However, this shall be used as a guide only, and the number of bins to be provided shall be agreed with the Council'.	Euro Bins Graph to be removed from SPD.	Not applicable.
S025: United Utilities	<i>3.4.1 Private Amenity Space</i>	Please could you add to this section that: 'Underground public utility services should be located within highways or public open spaces. Their presence in rear gardens or enclosed gardens should be avoided as this can lead to great distress when utility companies require access to their assets'.	It is not felt that detailed wording such as this is necessary in the SPD. General principles regarding utilities services to be added to the document.	Reference to the location and routes of utilities to be added to Policy 1) Character and Context.
	<i>3.10 Respecting the Environment (3.10.5 – Hard Standing)</i>	In relation to hard surfacing please could you add: 'Land drainage or subsoil drainage water must not be connected into the public sewer system directly or by way of private drainage pipes. It is the developer's responsibility to provide adequate land drainage without recourse to the use of the public sewer system'.	Agree that this would be a useful addition to the SPD.	Wording to be added to the Sustainable Development section of the SPD about the need for developments to drain into separate sewerage systems.
	<i>3.10 Respecting the</i>	Please could you add the following wording:	The SPD takes the approach to incorporate flood	No action necessary.

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	Policy/ Section	Comment Summary	Response	Action
	<i>Environment (3.10.5 – Development and Flood Risk)</i>	'Design of development should allow flood pathways to be kept clear so that, should flooding occur the development layout will allow flood waters to pass through'.	risk mitigation measures into development design and therefore it is not felt necessary to include this specific wording.	
S075: Natural England	<i>1.1 Purpose of the Proposed SPD</i>	In this section would also like to see a reference to ensuring that housing developments fully consider landscape and visual impacts and ensure that adverse impacts on areas of nature conservation importance are minimised.	Agree that there should be reference made to the natural environment in this section.	Consider inserting an additional bullet relating to the natural environment.
	<i>3.1 The Importance of Design (3.1.2)</i>	It would be useful to provide an environmental hook early in the document and suggest a reference to the recent HMG Strategy "World Class Places: The Government's strategy for improving quality of place". Including such an addition at 3.1.2 could provide a context for green infrastructure related inclusions in other sections such as 3.4 (private and public amenity space), 3.5 communal and public realm and 3.10 respecting the environment.	Agree that an environmental hook should be provided early on in the document, however this would be better placed under a sub-section in 3.10 Respecting the Environment.	Add a new sub-section relating to the natural environment in section 3.10 Respecting the Environment.
	<i>3.1 The Importance of Design (3.1.2)</i>	Reference might also be made to Halton being within the Mid-Mersey Growth Point.	Agree that a reference to Growth Point should be made within the SPD.	Add reference to Growth Point.
	<i>3.10 Respecting the Environment</i>	Would like to see reference made to ensuring developments do not have an adverse impact on statutory nature conservation sites (SSSI, SPA, Ramsar & SAC)	This would be included within the proposed new sub-section relating to the natural environment within 3.10 Respecting the Environment (see action above).	Make reference to ensuring residential developments do not have an adverse impact on statutory nature conservation sites in the new natural environment sub-section (as proposed above).
	<i>Appendix 1 – Policy Background</i>	Would like to see reference to PPS9 and PPS17	Agree	Add PPS9 and PPS17 to the policy background section.
	<i>Appendix 1 – Policy Background</i>	Reference to the Natural Environment and Rural Communities Act (NERC) 2006 could also be referred to in this section.	Reference to this Act may be too detailed for this section.	None required.
	<i>Appendix 1 – Policy Background</i>	Reference to "World Class Places" and CLG policy for Growth Points	Will consider references to see if appropriate in this section.	Consider inclusion of references.

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	Policy/ Section	Comment Summary	Response	Action
	<i>Appendix I – Policy Background</i>	Expand the regional policy reference to underscore the reference to DP7 by making a firmer link through to EM1 and EM3.	Agree	Expand policy reference.

Appendix 2: Results of Second Public Consultation 28th January - 9th March 2012

No.	RESPONDEE	POLICY / SECTION	COMMENT SUMMARY	HBC RESPONSE	HBC ACTION
1	Chris Brough (Resident)	General	<p>Picked up well on all current planning and environmental themes. Used clear and relevant diagrams to illustrate complex issues, such as privacy and overlooking, waste disposal etc.</p> <p>It is a very useful document for those who don't want to think through new residential development from first principles and need both an intelligent and comprehensive checklist and an inspirational overview of what to try and achieve.</p> <p>I did not find any particular technical matter to challenge and consider that you have produced a revised document that properly reflects up to date planning thinking.</p> <p>My only suggestion is to try and make the final document as interesting and as readable as possible and, to this end, try and introduce any useful local examples to make it meaningful to people in the area.</p>	Comments noted and welcomed.	Investigate whether there is any scope to include some further local examples within the SPD.
2	Diane Clarke, Network Rail	Para 6.20 / Para 7.11	Delete paragraphs relating to developer contributions.	The Council does not agree that there is any reasoning which would support the deletion of these paragraphs. (Please also refer to comments in section 7 below).	No action required.
3	Diane Clarke, Network Rail	Para 2.9	<p>Delete bullet point relating to public transport:</p> <p><i>'Provide safe, secure and accessible routes for all members of society, with particular emphasis on walking, cycling and public transport'</i></p>	<p>The Council is not clear from the comments why this should be deleted. This bullet relates to wording within the Core Strategy policy CS18: High Quality Design and therefore cannot be deleted.</p> <p>Moreover, comments regarding the Core Strategy should be made in Core Strategy specific</p>	No action required.

Appendix 2: Results of Second Public Consultation 28th January - 9th March 2012

No.	RESPONDEE	POLICY / SECTION	COMMENT SUMMARY	HBC RESPONSE	HBC ACTION
				consultations. The Council notes that Network Rail did not identify any issues relating to the Core Strategy in its email correspondence in relation to the Proposed Submission stage (06.12.10) and no further comments relating to the Core Strategy have been received from Network Rail.	
4	Diane Clarke, Network Rail	Para 9.11 / Para 9.12	Delete paragraphs relating to Transport Assessments and Travel Plans	<p>The Council is not clear from the comments why these paragraphs should be deleted.</p> <p>The Core Strategy, which is the overarching document in the Council's LDF, in policy CS15: Sustainable Transport refers to the production of Travel Plans and Transport Assessments. As stated above no comments relating to the Core Strategy and more specifically the Sustainable Transport policy have been received from Network Rail.</p>	No action required.
5	Diane Clarke, Network Rail	Forward	Delete second paragraph: <i>'The Design of Residential Development Supplementary Planning Document provides guidance for all those involved in building new homes in Halton. The many and varied aspects of design are brought together to help guide and ensure a quality of residential environment for the Borough.'</i>	It is not clear why this general paragraph should be deleted as it sets out a general summary of the SPD. The Council does not agree that this paragraph should be deleted.	No action required.
6	Diane Clarke, Network Rail	Section 6: Outdoor Spaces	The SPD does not cite the railway as 'green infrastructure'.	Within the Council's LDF and more specifically the Core Strategy, it includes rail corridors in the	No action required.

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No.	RESPONDER	POLICY / SECTION	COMMENT SUMMARY	HBC RESPONSE	HBC ACTION
	Rail			definition of green infrastructure (para 24.2). Para 6.20 of the SPD refers to the guidance set out through the wider LDF and therefore includes this definition.	
7	Diane Clarke, Network Rail	Section 6: Outdoor Spaces / General	<p>The SPD should set a strategic context requiring developer contributions towards rail infrastructure.</p> <p>Request that a policy is included which requires developers to fund any qualitative improvements required in relation to existing facilities and infrastructure as a direct result of increased patronage resulting from new development.</p> <p>The policy document states that a Developer Contribution consultation is to be issued, however, developer contribution comments should be included in this policy consultation.</p>	<p>The Council does not agree that the Design of Residential Development SPD is the appropriate document to require specific developer contributions. This is a complex area which would require a level of detail which would need to be explored in a specific document. The SPD therefore refers to the draft Open Space SPD and the forthcoming Developer Contributions SPD.</p> <p>It should also be acknowledged that the Halton Core Strategy, which is the overarching document within the Council's LDF, details how infrastructure provision will be dealt with in the Council's LDF (Policy CS7: Infrastructure Provision). As stated above Network Rail did not identify any issues relating to the Core Strategy in its email correspondence in relation to the Proposed Submission stage (06.12.10) and no further correspondence has been received.</p>	No action required.
8	Diane Clarke,	General	Development proposals arising from the SPD affecting the safety of level crossings is an important	The Design of Residential Development SPD is not seen as	Consider the inclusion of specific reference or policy

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No.	RESPONDEE	POLICY / SECTION	COMMENT SUMMARY	HBC RESPONSE	HBC ACTION
	Network Rail		<p>consideration for emerging planning policy.</p> <p>Request that the potential impacts from development affecting Network Rail's level crossings is specifically addressed through planning policy. This policy should confirm that</p> <ol style="list-style-type: none"> 1. The Council has a statutory responsibility 2. Any planning application which may increase the level of pedestrian and/or vehicular usage at a level crossing should be supported by a full Transport Assessment assessing such impact 3. The developer is required to fund any required qualitative improvements to the level crossing as a direct result of the development proposed. 	the appropriate document to refer to issues regarding level crossings in the Borough. This would be more appropriate within the Site Allocations and Development Management DPD or the Transport and Accessibility SPD	within the Site Allocations and Development Management DPD and/or the Transport and Accessibility SPD.
9	Diane Clarke, Network Rail	General	Where residential developments close to Network Rail or operational railway land, depots, stations etc. are proposed we would recommend that the applicant is advised to contact Network Rail's Asset Protection Team at the pre-application stage.	The Council agrees that such a reference could be included within the Halton LDF; however, this would be more appropriate within the Site Allocations and Development Management DPD or the Transport and Accessibility SPD.	Consider inclusion of specific reference to rail asset protection within the Site Allocations and Development Management DPD and/or the Transport and Accessibility SPD.
10	Cllr Hodgkinson	General	<p>The document covers the main issues in a clear manner and I support most of the advice which is based on national standards. However I wish to comment on a few issues.</p> <p>Previously, the emphasis on urban road design was to minimise road accidents by segregating vulnerable road users such as pedestrians and cyclists from vehicular traffic as far as practicable. Insufficient thought was given to personal security and there was too much emphasis on grade separation which has costly maintenance implications and, in the case of too many subways, personal security issues. There has been an</p>	Support for the document and comments regarding road segregation are noted.	No action required.

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No.	RESPONDEE	POLICY / SECTION	COMMENT SUMMARY	HBC RESPONSE	HBC ACTION
			understandable reaction to this philosophy, but we must be careful to ensure that Halton's current good record for road safety continues to improve. In addition we have to live with past mistakes, such as parts of the Runcorn expressway, which are difficult to change.		
11	Cllr Hodgkinson	Para 4.7 – Ease of Movement	Some connections for vehicular traffic could create unsafe conditions on residential roads by encouraging 'rat running'. Change to 'residential development should be readily permeable with connected layouts provided they allow safe and direct access for those users and do not have a negative impact on the safety and security of people in adjacent residential areas.	Para 4.7 sets out general principles of urban design and therefore does not need to be as specific at this point in the document.	No action required.
12	Cllr Hodgkinson	Para 6.1, Connectivity and Movement	The optimum variety of journeys will <u>not</u> ensure the maximum <u>road</u> safety. Change to '... access to local services and public transport provided this does not have a negative impact on the safety and security of people in adjacent residential areas.	Para 6.1 lists a number of objectives for residential development, two of these being to provide for the optimum variety of journeys and to ensure maximum safety. The two objectives are not related.	Para 6.1 has been reordered, namely by using bullet points to improve its reading.
13	Cllr Hodgkinson	Policy 2 – Connectivity and Movement	Add to c) Where a vehicular link is not appropriate, consider creating a short link for pedestrians and cyclists where this can be achieved without a negative impact on the safety of users and adjacent residents.	Part c) of the policy has been drafted to cover vehicle, cyclist and pedestrian routes. It is therefore not felt necessary to add to this criteria.	No action required.
14	Cllr Hodgkinson	Policy 6 – Safer Places	d) Avoid segregating pedestrians, cyclists and vehicles. Add ' unless it is shown that segregation is needed for road safety reasons. '	Agree with the comment made that there may be cases where road users should be segregated.	Suggested wording added to part d of the policy and reference added to paragraph 6.32.
15	Cllr Hodgkinson	Para 6.32, Safer Places	The segregated pedestrian and cyclist routes have improved road safety but have community safety problems, especially at night. Footways should have been provided along the circulatory roads of Runcorn New Town. However there are benefits in providing links from new development to the segregated	Comment noted.	No action required.

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No.	RESPONDER	POLICY / SECTION	COMMENT SUMMARY	HBC RESPONSE	HBC ACTION
			footways/cycle ways, which I use whenever possible, when I am cycling.		
16	Cllr Hodgkinson	Section 7 – Sustainable Design	My house has no mains drainage or sewerage. The large front paved area has a simple soakaway. Where practicable, adequate space needs to be left for a water butt.	Paragraph 7.9 already makes reference to rainwater harvesting through the use of water butts.	No action required.
17	Cllr Hodgkinson	Adaptability and Accessibility, para 7.12	Elderly or disabled visitors benefit from the provision of accessible access. Change to ‘.....needs of residents and their visitors over a lifetime.’	It is not felt necessary to refer to meeting the needs of potential visitors to new residential development in paragraph 7.12.	No action required.
18	Cllr Hodgkinson	Connectivity and Movement	Infill development. Where this is on a main road frontage, the need for turning facilities within the land around the property should be examined, so that reversing into a major road can be avoided.	This comment is felt to be too detailed to incorporate into this SPD and would be best dealt with through the Transport and Accessibility SPD.	No action required in this SPD. Ensure this matter is covered in the forthcoming Transport and Accessibility SPD.
19	Andy Farquhar, Highways Agency	Whole Document	No representations to make.	No response needed.	No action required.
20	David Berry, The Coal Authority	Whole Document	No specific comments to make.	No response needed.	No action required.
21	Chris Driver, Cheshire Wildlife Trust	Para 2.9, Policy Framework	The Trust welcomes the reference to Core Strategy Policy CS18 High Quality Design, which includes a requirement for incorporating 'appropriate landscape schemes into development designs, integrating local habitats and biodiversity'.	Comment noted.	No action required.
22	Chris Driver, Cheshire Wildlife Trust	Policy 9: Respecting the Environment	Policy 9 'Respecting the Environment' highlights an important aspect of good residential design.	Comment noted.	No action required.
23	Chris Driver, Cheshire	Respecting the Environment, Para 7.22	“Where habitat loss is unavoidable mitigation measures will be required.” Depending on the value of the lost habitat, this clause should also allow Halton to require	Comment noted.	Para 7.22 amended to refer to compensation measures.

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No.	RESPONDER	POLICY / SECTION	COMMENT SUMMARY	HBC RESPONSE	HBC ACTION
	Wildlife Trust		'compensation' measures such as the provision of new or enhanced habitat - possibly at an alternative location.		
24	Chris Driver, Cheshire Wildlife Trust	Respecting the Environment, Para 7.23	It is perhaps worth mentioning that enhancement can also be achieved via less substantial means e.g. the provision of bird nesting boxes on or within the structure of the houses, and bat boxes in surrounding areas.	Comment noted.	Reference added to para 7.23 regarding easily implementable enhancement measures.
25	Chris Driver, Cheshire Wildlife Trust	Appendix A: Submitting a Planning Application	Part (a) We suggest 'ecology' is added to the list of topics to be covered by the brief site appraisal at pre-application stage. We believe the sooner that biodiversity-related issues are flagged up, the more likely they are to receive proper consideration in any proposals for a site.	Comment noted.	Reference to ecology added to the Brief site appraisal bullet point.
26	Dave Sherratt, United Utilities	Policy Framework, para 2.4	Other applicable national planning policy relevant to the design of residential development should include PPS12 Local Spatial Planning	PPS12: Local Spatial Planning does not refer to design or residential development and as such it is not relevant to this SPD.	No action required.
27	Dave Sherratt, United Utilities	Policy 7: Sustainable Design	Part h) should be changed to: Ensure the risks of a changing climate and changing climatic events are incorporated into development design and include flood risk mitigation measures	Comment noted.	Part h) of policy changed as per the response.
28	Dave Sherratt, United Utilities	Sustainable Design, para 7.4	Remove text: 'encourages'.	This text reflects the Core Strategy policy which encourages development to meet sustainability standards, and therefore the word encourages should remain in this paragraph.	No action required.
29	Dave Sherratt, United Utilities	Sustainable Design, para 7.9	See United Utilities guidance text on Surface Water.	Comments regarding additional guidance regarding the treatment of surface water noted.	Additional guidance for site drainage added to paragraph 7.9.
30	Dave Sherratt, United Utilities	Sustainable Design, para 7.10	'Critical Drainage Areas' should be incorporated into the assessment process.	It is agreed that the Critical Drainage Areas identified in the Strategic Flood Risk Assessment Level 2 (2011) should be referred	Reference to Critical Drainage Areas added to para 7.10.

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No.	RESPONDEE	POLICY / SECTION	COMMENT SUMMARY	HBC RESPONSE	HBC ACTION
				to in paragraph 7.10.	
31	Dave Sherratt, United Utilities	Respecting the Environment, para 7.19	Text required on the protection of utilities infrastructure and should be included in the assessment process.	Suggested addition to para 7.19 does not sit with this introductory paragraph to the Respecting the Environment section. Part j of policy I – Character and Context refers to planning applications including analysis of the location and route of relevant utilities and services.	No action required.
32	Dave Sherratt, United Utilities	Policy 13: Parking	Text required to highlight and address the issues of urban creep. See United Utilities guidance text on 'Climate change adaptation'.	It is understood that this comment relates to the paving over of gardens to create parking areas.	Reference to the need for permeable or porous surfacing of front gardens added to the justification for the parking section. Reference also added to the CLG/EA guidance on this matter.
33	Dave Sherratt, United Utilities	Other Considerations, paras 9.6 and 9.7	'Critical Drainage Areas' should be incorporated into the assessment process.	It is agreed that the Critical Drainage Areas identified in the Strategic Flood Risk Assessment Level 2 (2011) should be referred to in paragraph 9.6-9.7.	Reference to Critical Drainage Areas added to para 9.7.
34	Ray Liptrot (Resident)	Whole document	No consideration (I may be wrong) given to the provision of leisure areas for young children and mothers.	The section on Outdoor Spaces (paras 6.12-6.21) deals with the spaces surrounding residential development. This is separated into sections detailing private outdoor space and public green space. The Supplementary Planning Document concerns the design of residential development. The requirement to provide open space	No change required.

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No.	RESPONDEE	POLICY / SECTION	COMMENT SUMMARY	HBC RESPONSE	HBC ACTION
				surrounding residential development is dealt with in a separate SPD entitled 'Provision of Open Space'.	
35	Ray Liptrot (Resident)	Whole document	It appears that the whole green space in and around is being fanatically pursued by the Council to install more urbanisation. We do not require any further spread in North Widnes. Sorry in the whole of Widnes, it is too small.	The Supplementary Planning Document concerns the design of residential development and does not detail areas of the Borough which should / should not be developed.	No action required.
36	Ray Liptrot (Resident)	Whole document	Following on from this policy is the indeterminable disease of the motor car, with all its attendant problems, and, no one seems to be doing anything to ease this growing problem, certainly nothing, as far as I could see, is proposed in the "SPD" document, to allay our fears?	The Supplementary Planning Document concerns the design of residential development and does not propose to deal with the number of cars in the Borough. A separate SPD is planned dealing specifically with Transport and Accessibility.	No action required.
37	Ray Liptrot (Resident)	Whole document	Within this spread of urbanisation, could the Council please reduce the number of those unsightly three story houses.	The Supplementary Planning Document advocates good design in all residential development. Three storey town houses are a popular product offered by house builders and whilst height is a design consideration, it is not for the Council to specify the housing product to be delivered.	No action required.
38	Simon Artiss, Bellway Homes	Whole document	Development Viability - the SPD needs to be realistic and flexible enough to not prohibit development in these challenging times. We are not arguing for poor design, but clearly policy needs to acknowledge the constraints that we are all operating under.	The SPD advocates good design in residential development, the cost of which should already be factored into development costs. Current constraints in terms of the residential market are not expected to remain in the long term. The SPD provides guidance	No action required.

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No.	RESPONDEE	POLICY / SECTION	COMMENT SUMMARY	HBC RESPONSE	HBC ACTION
				for the long term and will remain in place once we return to more buoyant economic times.	
39	Simon Artiss, Bellway Homes	Whole document	The SPD should not go beyond those statutory policy requirements in your adopted UDP (and Core Strategy, but only once that has been adopted). Developers need certainty and policies that accord with such - we have known SPDs, SPGs etc to seek to extend requirements and this can cause delay, added cost and uncertainty, none of which are helpful to the delivery of new homes.	The Design of Residential Development SPD provides additional <u>guidance</u> in addition to UDP and Core Strategy policies. This is clearly set out in the SPD. Developers should aspire to create well-designed residential areas which are attractive to future home owners.	No action required.
40	Simon Artiss, Bellway Homes	Policy 7) Sustainable Design	Code for Sustainable Homes - Government advice is that this is not mandatory and that Building Regulations are the mechanism for introducing requirements, and we build to these. Your SPD must not make this voluntary code compulsory nor go beyond your current policies. The fact is that Code adds considerably to build costs and this is not reflected in sales values/revenues, whilst new homes do exceed existing stock in terms of standards. Our new homes, however, compete with existing stock in terms of price.	The SPD does not require homes to be built to certain levels of the Code for Sustainable Homes. It refers to the wider LDF, with specific reference to the Core Strategy which sets the policy framework in this regard.	Part a) of policy reworded so that SPD is in line with policy CS19 in the Core Strategy.
41	Simon Artiss, Bellway Homes	Policy 8) Adaptable and Accessible Design	Specifically - other residential requirements such as Lifetime Homes etc - again, if you do not have a statutory policy the SPD should not add these as requirements, as again they add to development costs in these challenging times.	Para 7.16 states that Halton Borough Council will <u>encourage</u> the Lifetime Homes standard to be applied to all residential development.	Part b) of policy amended to reflect that Lifetime Homes criteria are encouraged.
42	Simon Artiss, Bellway Homes	Whole Document	Design requirements (density etc) - the SPD should avoid being overly prescriptive. As you know, the NPPF is due out in March 2012 and will set the national policy context. It will not have minimum or maximum density standards and nor should your SPD. As for design details, your SPD should provide guidelines to assist development and provide examples of local good practice.	The SPD does not contain maximum or minimum density requirements. These are included in the Core Strategy where policy is set. The recently released NPPF states that local planning authorities can be set to reflect local circumstances.	No action required.

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No.	RESPONDEE	POLICY / SECTION	COMMENT SUMMARY	HBC RESPONSE	HBC ACTION
43	Simon Artiss, Bellway Homes	Policy 13) Parking	Car Parking - the level of on-site parking should be a reflection of the site's accessibility/sustainability and the types of dwellings proposed and again should not be prescriptive but guidance only.	The SPD provides guidance to be read alongside the currently adopted UDP policies regarding parking standards. The planned Transport and Accessibility SPD will provide further guidance on parking standards.	No action required.
44	Simon Artiss, Bellway Homes	Whole Document	Manual for Streets - the SPD should be clear as to whether it supports these principles and what that means locally.	The Council endeavour to use Manual for Streets principles in new development but to use a more sympathetic approach where new development has to be integrated with older development where Manual for Streets may not be appropriate. The Council is planning to produce guidance on Manual for Streets and its local implementation. The Council's forthcoming Transport and Accessibility SPD will also supplement this advice.	Reference to local interpretation of Manual for Streets added to paragraph 6.5.
45	Simon Artiss, Bellway Homes	Whole Document	Please keep the SPD as concise as possible - there's already too much paperwork to review when progressing a scheme!	Comment noted.	No action required.
46	Dawn Hewitt, Environment Agency	Policy 7: Sustainable Development	We support Policy 7) Sustainable Design, particularly the incorporation of surface water management into development design, and the promotion of the use of Sustainable Drainage Systems.	Support noted.	No action required.
47	Dawn Hewitt, Environment Agency	Paras 7.10 and 9.6 re Flood Risk	There is no mention of the requirement to carry out a Sequential Test and in accordance with PPS 25 this should be undertaken to demonstrate that there are no reasonably available sites in areas with a lower probability of flooding, at all levels of the planning process. We would therefore wish to see this included	Comment noted, although it should be remembered that this SPD deals with the <u>design</u> of residential development and not principles that would apply in the allocations process.	Reference to sequential test added to para 7.10 and para 9.6.

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No.	RESPONDER	POLICY / SECTION	COMMENT SUMMARY	HBC RESPONSE	HBC ACTION
			within these sections.		
48	Jermaine Daniels, Merseyside Environmental Advisory Service	Servicing and Waste	The draft SPD provides a detailed and thorough discussion of waste management within new development. In particular, the section dealing with the requirements for domestic waste collection and storage facilities is comprehensive and covers all the necessary issues. It is also consistent with emerging policies in the Joint Merseyside and Halton Waste Development Plan Document.	Comment noted.	No action required.
49	Jermaine Daniels, Merseyside Environmental Advisory Service	Servicing and Waste	DEFRA has issued a voluntary code of practice for local authorities and developers on the provision of recycling facilities within the public realm ² . The draft SPD could usefully refer to this document as the proposals it contains would apply in mixed use development that includes areas of street scene, or in larger residential developments which might incorporate sizeable areas of public open space.	Whilst the guidance note highlighting the voluntary code of practice is a useful resource for the Council and developers, it is not felt to be of use in this particular SPD which predominantly deals with private residential development.	No action required in this SPD. Consider inclusion of reference to DEFRA voluntary code in future LDF documents, particularly SPDs dealing with town centres or mixed use areas.
50	Jermaine Daniels, Merseyside Environmental Advisory Service	Servicing and Waste	Policy 11 (d), Building Materials and Features, could also usefully include reference to recycled materials. Building Materials and Features can contribute to reduced carbon emissions. This is not referred to in that section of the draft SPD and it may be appropriate to include a cross-reference to the section on 'Sustainable Design' where these matters are referred to in detail.	Suggestion noted.	Reference to recycled materials added to criteria d) of policy 11 and to para 8.6.
51	Jermaine Daniels, Merseyside Environmental Advisory Service	Ecology	The draft SPD addresses ecological issues and will help the Council in meeting its biodiversity duties under PPS9 and the Natural Environment and Rural Communities Act, 2006. The document highlights the need for early consideration of ecological issues. This is key when addressing ecological issues within the planning application process and this pro-active approach is	Comment noted.	No action required.

² See: <http://archive.defra.gov.uk/environment/waste/localauth/recycleonthego/documents/recycleonthego-code.pdf>,

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No.	RESPONDER	POLICY / SECTION	COMMENT SUMMARY	HBC RESPONSE	HBC ACTION
			welcomed. Early consideration of ecological issues will aid in preventing delays in the planning application process. Early identification and consideration of valuable habitats, species or designated sites either on site or adjacent to development sites, will facilitate the planning process and inform appropriate mitigation measures and their incorporation into the design of the scheme as well as identify opportunities for appropriate biodiversity enhancement.		
52	Jermaine Daniels, Merseyside Environmental Advisory Service	Ecology	Policy 1, Character and Context, should include (or incorporate within the list) an analysis of existing ecological value on site and adjacent to the site.	Suggestion noted.	Reference to ecology added to criteria h) of policy 1.
53	Jermaine Daniels, Merseyside Environmental Advisory Service	Ecology	Section 2, Policy Framework, should make reference to the Liverpool City Region Ecological Framework.	Suggestion noted.	Reference to the Liverpool City Region Ecological Framework added to para 2.7: Regional Context.
54	Jermaine Daniels, Merseyside Environmental Advisory Service	Ecology	Section 6, Outdoor Spaces, should recognise that the provision of outdoor space within residential developments provides a significant opportunity to deliver biodiversity enhancement such as tree planting, hedgerows, wildlife meadows and ponds. We advise that additional emphasis on provision of biodiversity enhancement within outdoor space should be included within this part of the draft SPD.	Suggestion noted.	Wording regarding biodiversity added to Public Green Space section (paras 6.19)
55	Jermaine Daniels, Merseyside Environmental Advisory Service	Ecology	Policy 9, Respecting the Environment, and Section 9, Ecology, provides no specific detail in respect of Habitats Regulation Assessment. Given the proximity of the Mersey Estuary SPA / Ramsar it would be prudent to identify this potential issue within the SPD. We suggest including the following:	Comment noted, although it should be remembered that the focus of this SPD is the <u>design</u> of residential development, rather than the allocation of sites for housing.	Reference to the potential need for Habitat Regulations Assessment added to the Ecology Section paragraph 9.5.

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No.	RESPONDEE	POLICY / SECTION	COMMENT SUMMARY	HBC RESPONSE	HBC ACTION
			<ul style="list-style-type: none"> The Council may need to undertake Habitat Regulations Assessment to assess the potential for significant effects on Natura 2000 sites. The developer is required to provide sufficient information to enable the Council to complete this assessment. Further advice should be sought from Halton planning officers. 		
56	Jermaine Daniels, Merseyside Environmental Advisory Service	Ecology	Section 9, Other Considerations, should identify the need for survey for Japanese Knotweed and other non-native invasive species either under contaminated land section or ecology section.	Comment noted.	The requirement to survey for Japanese Knotweed and other non-native invasive species has been added to para 9.4 of the Ecology Section.
57	Jermaine Daniels, Merseyside Environmental Advisory Service	Sustainability	Section 7, Sustainable Design, provides an in-depth discussion of a range of sustainability measures to be considered for new residential development. This is welcome.	Comment noted.	No action required.
58	Jermaine Daniels, Merseyside Environmental Advisory Service	Sustainability	Policy 7, Sustainable Design, criteria A – The word ‘contemporary’ should be replaced with ‘current’.	Accept.	Criteria a) of policy amended as suggested.
59	Jermaine Daniels, Merseyside Environmental Advisory Service	Sustainability	Policy 7, Sustainable Design, criteria D – Replace ‘renewable sources’ with ‘renewable and low carbon sources’.	Accept.	Criteria d) of policy amended as suggested.
60	Jermaine Daniels, Merseyside	Sustainability	Paragraph 7.4 – the word ‘encourages’ should be replaced with ‘requires’ considering that design standards for residential development need to comply	Policy CS19 in the Core Strategy was the subject of discussions at the recent Examination into this	No change required.

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No.	RESPONDEE	POLICY / SECTION	COMMENT SUMMARY	HBC RESPONSE	HBC ACTION
	Environmental Advisory Service		with policies within the wider LDF / Core Strategy.	document, which resulted in the Council agreeing to weaken the policy from a requirement to an encouragement. As such, the text in the draft SPD reflects this.	
61	Jermaine Daniels, Merseyside Environmental Advisory Service	Sustainability	Paragraph 7.9 (9 th line) states that surface water run-off should be 'minimal'. The term 'minimal' needs to be defined / clarified.	Comment noted.	Word 'minimal' changed to 'minimised' with regard to surface run-off in para 7.9.
62	Jermaine Daniels, Merseyside Environmental Advisory Service	Sustainability	Paragraph 7.10 (5 th line) states that sites exceeding 1 hectare within flood zone 1 will require detailed flood risk assessment. PPS25 requires flood risk assessment for sites 1 hectare and greater in flood zone 1. The statement should be revised to reflect the requirements of PPS25.	Unclear how the wording in para 7.10 differs from the advice in PPS25.	No change required.

REPORT TO: Executive Board

DATE: 24 May 2012

REPORTING OFFICER: Strategic Director Policy & Resources

SUBJECT: Procurement of Corporate Print Contract Framework Agreement – Preliminary Estimates Report

PORTFOLIO: The Leader

WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To inform the board that the existing contract for externalised print services expires on 20th June 2012. Tenderers are to be invited under a formal process to apply for contracts for specified lots under the new Corporate Print Contract Framework Agreement. This is a report for information purposes, to comply and provide details of the estimated preliminary costs in accordance with Procurement Standing Order 2.1.

2.0 RECOMMENDATION: It is recommended that the Board note:

- (1) that in accordance with both Procurement Standing Orders 6.0 – EU Public Contract Regulations 2006 and Standing Orders 6.7 – Restricted Tender Procedure, is to be undertaken. The award criteria will be based on the Most Economically Advantageous Tender (MEAT)**
- (2) the contract will be a Framework Agreement, for which Halton (in collaboration with Knowsley and Merseyside Fire & Rescue) will be the lead authority of the restricted tender process on behalf of the Merseyside Procurement Partnership (MPP).**

3.0 SUPPORTING INFORMATION

3.1 Outline of the current service

Print and copying requirements are currently fulfilled in a number of ways:

Printing requirements are currently fulfilled in a number of ways:

- a) By accessing the in-house service provided through the Communications and Marketing team. In-house design and print capabilities enable a good proportion of the Council's printing

requirements to be fulfilled in-house. This work includes the copying of committee papers; stationery (including pay slips); low quantity runs of leaflets, flyers and posters.

b) Where the requirement cannot be accommodated in-house, staff from Communications and Marketing manage the procurement of work through the existing externalised print contract.

Analysis in this last area shows that prior to the existing contract, spend on externalised print services was in excess of £603,000 but has reduced to £271,000 per annum.

This spend is currently spread over eight contracted external suppliers.

A print policy sets out clear processes for the ordering of goods under this contract.

Since the implementation of the Framework agreement, officers are now required to follow a process for ordering these goods. Improved efficiencies as a result of the contract include standardised prices on common products, aggregation of spend and improved back office processes

3.2 Change in context

It is intended to establish a new formal Framework Agreement for the procurement of Corporate Print services, split across a series of lots to ensure fair competition and transparency for our whole supply community:

Lot 1	Corporate print
Lot 2	Marketing material
Lot 3	Commercial
Lot 4	Newsletters & E-Books
Lot 5	Promotional items
Lot 6	Corporate Imaging
Lot 7	Pre-Printed Envelopes

The contract will be managed by the Divisional Manager, Communications and Marketing. Staff within the Communications and Marketing team will be responsible for the sourcing of all print requirements, with the in-house service being the preferred route. Where work cannot be fulfilled in-house, Communications and Marketing staff will use their expertise to procure relevant services through the new contracts, via the framework module on the chest e-tendering portal to ensure all suppliers within the awarded lots have an equal, transparent and fair opportunity to bid.

In the exceptional circumstances where requirements fall outside the scope of the contracts, Communications and Marketing staff will work with Procurement to source a suitable product.

All print requirements will have a council Purchase Order placed with the relevant supplier, which will be raised via the Council's financial system, Agresso. Further efficiency gains will be made from utilising Agresso and E-Procurement which will reduce duplication within a paper based administration process and allow for invoices to be scanned and paid on the councils 10 day payment terms for SME's.

3.3 Links to corporate objectives

The new arrangements seek to support the current aims of the efficiency review, establishing a corporate-wide contract and creating a centre of excellence for print services to deliver efficiency and value for money.

3.4 Project risks and controls

With the existing Framework Agreement due to expire in June 2012, there would be no formal arrangements in place. There is now improved control from monthly monitoring of expenditure in relation to externalised print. With spend spread across eight suppliers this gives us opportunity to seek discounts and to build relationships with suppliers.

We have established quality procedures and monitor the application of our corporate identity. This has helped to decrease the risk that materials are being produced that do not adhere to the brand, and/or fall short of our quality standards.

It is important that the new arrangements reflect the diverse requirements of Halton and the MPP. To support this, a working group (with representatives from procurement, print unit and communications) is in place to develop the supply arrangements with the support of a cross-department officer forum. Officers have provided detailed information on products purchased and a valuable insight into their requirements for the contract.

In addition, a supplier forum will take place to outline our intentions.

After the Framework Agreement has been awarded, the Divisional Manager of Communications and Marketing will take responsibility for the contract management which will include monitoring performance and compliance of both internal officers and external suppliers. Working closely with the Procurement Division, who will provide management information on spend and compliance with the commercial elements of the agreement. Contract Management will be

ongoing for the life of the contract to ensure continuous improvement and value for money efficiencies are realised.

3.5 Method of procurement

Halton is a member of the Merseyside Procurement Partnership and intends to let this contract as an open Framework Agreement in collaboration with Knowsley and Merseyside Fire & Rescue, the contract will also be available to the other members of the group

Liverpool CC
Wirral
St. Helens
Sefton
Cheshire West & Chester
Mersey Travel

EU Procurement Regulations 2006 will need to be followed as the value threshold exceeds £1million.

The contractor will be selected by the council following the Restricted Procedure for the Tender, which will include the following elements of procedure:

- Advertise for expressions of interest on the OJEU (Official Journal of the European Union).
- PQQ (Pre Qualification Questionnaire) will be issued to those suppliers expressing an interest.
- Evaluation of PQQ and shortlist
- Issue ITT (Invitation to Tenders) to shortlist
- Evaluation ITT (to include Presentations and samples)
- 10 day standstill period will take place prior to award and signing of the contract.

4.0 POLICY IMPLICATIONS

In accordance with Procurement Standing Orders 2.1 this report is laid before Executive Board Sub Committee.

With spend in excess of £271k per annum (and a total contract period spend in excess of £1m) to ensure compliance there must be a formal OJEU tender procedure and contract awarded.

A Print Policy has been created that gives officers clear direction of procurement requirements to comply with when they have a need to print. This has been approved by the Council's Management Team.

5.0 OTHER IMPLICATIONS

5.1 N/A.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

None Identified

6.2 Employment, Learning and Skills in Halton

None Identified

6.3 A Healthy Halton

None Identified

6.4 A Safer Halton

None Identified

6.5 Halton's Urban Renewal

None Identified

7.0 RISK ANALYSIS

The award of the contract to a number of suppliers across a series of lots as opposed to a sole supplier will provide officers with greater choice, flexibility, and access to specialist services, while offering the authority greater value for money than currently exists.

The establishment of the Print Policy and process will enable greater control and performance monitoring as well as enable suitably skilled officers to source from the most appropriate supplier.

8.0 EQUALITY AND DIVERSITY ISSUES

By awarding the contract as a series of smaller lots, accessibility to a wider number of potential suppliers including SME's is possible.

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

None under the meaning of the Act.

REPORT TO: Executive Board

DATE: 24th May 2012

REPORTING OFFICER: Strategic Director, Communities

PORTFOLIO: Health & Adults

SUBJECT: Review of Fees and Charges – Community Warden Service and Telecare Service

WARD(S) Borough-wide

1.0 **PURPOSE OF THE REPORT**

1.1 To present to the Executive Board the proposed increases in fees and charges for the Community Warden and Telecare Service.

2.0 **RECOMMENDATION: That the Board agree to the proposed fees and charges as outlined in the report and associated Appendix.**

3.0 **SUPPORTING INFORMATION**

3.1 A Telecare Strategy was developed in 2010 and was approved by Executive Board 1st July 2010. Following this, the number of people in receipt of Telecare has increased from 1496 people in 2010 to 2,106 (as at April 2012). Telecare continues to develop rapidly and the range of equipment has increased and is likely to continue further as a range of different equipment comes onto the market.

3.2 Within the current Community Warden and Telecare charging policy there are three fixed level of charges and are based on the property and **do not** currently reflect appropriately if an individual lives alone, or for example with a partner (Dual occupancy – and they are both receiving a service) or in deed if there are 3 or more individuals living at the property (Multiple occupancy) and are receiving a service.

3.3 The proposed new charges for 2012-13 would introduce a charge per person and not be based purely on the property.

The three level of charges would remain but then associated charges per person would be introduced based on :-

- Single Occupancy
- Dual Occupancy
- Multiple Occupancy

3.4 Attached at *Appendix 1* are details of the current charges and proposed revised charges, along with details of the number of people currently receiving a service.

4.0 **POLICY IMPLICATIONS**

4.1 A number of key national policy documents have described the need to shift the way we deliver health and social care services, from reactive crisis support to a more planned approach to early intervention, prevention and support in a person's own home. This approach will deliver improved outcomes for the people with an emphasis on independence, choice, dignity and respect, balanced with ensuring the services we offer demonstrate value for money. The provision of effective Telecare services are integral to this policy shift.

5.0 **FINANCIAL IMPLICATIONS**

5.1 The increase in charges may result in an increase in income generated for the Local Authority (see risks associated with increase in charges outlined in paragraph 7.1)

5.2 The table below outlines details of the income generated based on the current levels of charges and numbers of service users in receipt of Telecare and the level of income based on the new proposed charges.

Number of Service Users in receipt of Telecare	Income based on Current Charges 2011/12 £	Income based on Proposed Charges 2012/13 £	Variance (Additional Income Generated) £
2,106	556,926.24	627,168.88	70,242.64

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

6.1 **Children & Young People in Halton**

None identified.

6.2 **Employment, Learning & Skills in Halton**

None identified.

6.3 **A Healthy Halton**

The use of telecare equipment and the response provided by the Community Warden Service offers reassurance to individuals and their significant others, assisting them to live safer and longer in their own properties and helping people to maintain their independence and a healthy life style.

6.4 **A Safer Halton**

The use of telecare equipment and response provided by the Community Warden Service offers reassurance to individuals and their significant others assisting them to live safer and longer in their own properties.

6.5 **Halton's Urban Renewal**

None identified.

7.0 **RISK ANALYSIS**

7.1 The main risk associated with the changes in charges is their affordability. People may decline the service due to increased costs and this may have an impact on people's ability to remain independently in their own homes. However for approximately 63% of the total number of current service users in receipt of telecare the cost will reduce.

7.2 If people decline the service due to its affordability this may also impact on the levels of income that are generated via the service.

8.0 **EQUALITY & DIVERSITY ISSUES**

8.1 There are no Equality and Diversity implications arising as a result of the proposed action.

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

9.1 None under the meaning of the Act.

Existing Charges (2011/12) and Proposed Revised Charges (2012/13)

(Figures based on current number of people in receipt of a Service)

1. Single Occupancy

Service Level	Number of people receiving a service	Current Charges £	Proposed Revised Charges £
1	1336	5.64	5.49
2	42	6.75	7.05
3	128	9.00	11.30

2. Dual Occupancy

NOTE – Although the current charges associated with Dual and Multiple Occupancy shown below are based around the property, the costs have been represented in the tables as charges per person to enable a comparison with the proposed new charges per person.

Service Level	*No. of Dual Occupancy Properties	Current Charges (Per person) £	Proposed Revised Charges (Per Person) £
1	240	2.82	4.67
2	6	3.38	5.45
3	21	4.50	7.57

*Number of properties where 2 people are living and are both receiving a Telecare Service

3. Multiple Occupancy

Service Level	*No. of Multiple Occupancy Properties	Current Charges (Per Person) £	Proposed Revised Charges (Per Person) £
1	1	1.88	4.40
2	6	2.25	4.90
3	7	3.00	6.34

*Number of properties where 3 people are living and are all receiving a Telecare Service

Service Level	*No. of Multiple Occupancy Properties	Current Charges (Per Person) £	Proposed Revised Charges (Per Person) £
1	0	1.41	4.26
2	3	1.69	4.65
3	3	2.25	5.71

*Number of properties where 4 people are living and are all receiving a Telecare Service

NOTE – The more people living at a property in receipt of a Telecare service the less the charge will be per person.

REPORT TO: Executive Board

DATE: 24th May 2012

REPORTING OFFICER: Strategic Director, Communities

PORTFOLIO: Health and Adults

SUBJECT: Contribution to local Energy Projects Plus
Advice Line

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To seek agreement to award a contract without conducting a tender exercise or seeking three written quotations in order to comply with procurement standing order 4.1 and 4.2, which places a requirement on the Council to invite quotations or tender for contracts with a value less than £173,934.

2.0 RECOMMENDATION: That:

- i) **Procurement SO 1.8.2 (e) SOs 4.1 and 4.2 be waived in respect of Energy Projects Plus Local Advice Line.**
- ii) **The Operational Director (Prevention and Assessment) be authorised to award a contract to Energy Projects Plus to deliver a local energy advice line.**

3.0 SUPPORTING INFORMATION

3.1 Energy Projects Plus has delivered a locally based telephone advice service to residents across Merseyside and Cheshire since 1995. From 1995 to 2008 this service was jointly funded by central Government, through the Energy Saving Trust, and local funding support including local authorities. From 2008-12 the service was fully funded by central government, again through the Energy Saving Trust.

3.2 Central government has reviewed its approach to meeting the legally binding targets for reduction of carbon emissions and fuel poverty in the UK and is implementing a change to the previous approach of utilities part funding measures or grants such as Warm Front to one of full cost being met by householders through the new Green Deal programme. Legislation is currently passing through Parliament to formalise this approach and ensure adequate structures are in place for its implementation (including amended obligations on utilities to meet carbon reduction targets).

- 3.3 As part of this amended approach the locally based advice service is being changed to a Green Deal advice line, operated from London. While residents will be able to contact the advice line for information about Green Deal and the energy measures included in the Green Deal the advice line will have no knowledge of specific local schemes, their availability and operation.
- 3.4 One of the key roles of the current local advice service has been to provide a local anchor point for residents to contact, confident that they will receive high quality, locally specific, advice that will link to the range of local initiatives including advice schemes (such as Heat Aware), fuel poverty or health related programmes (such as Health Through Warmth), local referral networks (such as Halton Healthy Homes Network) and contact details of key local authority officers or third party organisations able to provide more detailed support (for example benefits advice or fire home safety assessments). This local support will be lost with the move to the single national Green Deal advice line.
- 3.5 Energy Projects Plus is the local charity that has delivered the energy efficiency advice line across Merseyside and Cheshire from its commencement in 1995. They have discussed with local authorities across Merseyside and Cheshire the value placed on the local advice provision and have received strong support for the retention of the service should sufficient funding be secured.
- 3.6 It is proposed to offer a local telephone advice service, initially resourced with 2 full time equivalent (FTE) advisers, available 9.00-17.00 Monday to Friday to provide the following support:
- Free and impartial advice on energy efficiency, renewable energy and other measures aimed at reducing carbon emissions
 - Free and impartial advice on issues associated with fuel poverty including relative costs of different fuels and heating systems, availability of alternative tariffs and payment methods and support available to increase income e.g. benefit health checks
 - Information on local and national grants available to fund improvement measures such as Halton's Heat Aware and Emergency Heat schemes, npower's Health Through Warmth programme, and other utility insulation discount schemes
 - Referral into other networks such as Halton Healthy Homes Network to enable residents to receive other local support available.
- 3.7 Part-funding support has been confirmed by a number of other local authorities, which will contribute to the total cost of the advice service. To provide the same level of service individually would be

cost prohibitive and the joint funding of the service is a means of accessing the service at much reduced cost.

- 3.8 The initial proposal for funding support is for the financial year April 2012-March 2013 during which time full costs of service will be identified in light of the structures that evolve with the forthcoming Green Deal. Based on the results of this review a proposal for a longer term service will be put forward for consideration.

4.0 **BUSINESS CASE**

4.1 **Value for Money**

Initially, each local authority has been asked to contribute £6,500 toward the cost of the service, with the balance of the total cost being met from Energy Projects Plus' charitable reserves. However, a budget that meets the full contribution is unavailable and Energy Projects Plus have agreed to a reduced contribution from Halton of £4,500 which will be funded from remaining funds from the Department of Health's Warm Homes, Healthy People grant allocation.

A contribution of this amount to access the support offers a very cost effective way to provide access to a valuable local advice service, which could not be achieved individually, and enables the service to continue from April 2012 without any break in provision.

4.2 **Transparency**

This contract will be subject to issues of confidentiality and be open to scrutiny under the Freedom of Information Act, through the internal and external audit process and through the Policy & Performance Board scrutiny arrangements.

4.3 **Propriety and Security**

Integrity clauses will be built into the contract document and only staff with a need to know will have information about the contract.

4.4 **Accountability**

This will remain with the Operational Director awarding the contract and the internal and external audit process.

4.5 **Position of the Contract under the Public Contracts Regulations 2006**

The requirement for transparency and non-distortion of competition are met by the details set out in the earlier parts of the business case. In any event, the value of this contract is below the financial

threshold of £173,794

5.0 **POLICY IMPLICATIONS**

5.1 None identified.

6.0 **FINANCIAL IMPLICATIONS**

6.1 The funding for the local energy advice line has been identified from unspent funds from the Department of Health's Warm Homes, Healthy People funding.

6.2 The contract is subject to annual renewal. The Council has made it clear to Energy Projects Plus that funding for future years cannot be guaranteed.

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

7.1 **Children & Young People in Halton**

A local energy advice line will provide support to enable vulnerable residents, including families with children to access local energy efficiency and advice initiatives with the aim of maximising household income and reducing levels of fuel poverty. Provision of the service will, therefore, help to reduce levels of child poverty in the Borough.

7.2 **Employment, Learning and Skills in Halton**

None identified

7.3 **A Healthy Halton**

The provision of energy advice will help to reduce levels of fuel poverty in the Borough which increases the risk of cardiovascular and respiratory diseases and is a contributory factor in excess winter deaths.

7.4 **A Safer Halton**

Research reveals that there is a link between cold, inadequate housing and reoffending rates.

7.5 **Halton's Urban Renewal**

The provision of energy advice will have a positive impact on climate change.

8.0 **RISK ANALYSIS**

8.1 If Halton does not make a contribution to the energy advice line,

there is a risk that locally developed schemes will be undersubscribed.

9.0 **EQUALITY AND DIVERSITY ISSUES**

9.1 None identified

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

10.1 None under the meaning of the Act

REPORT TO: Executive Board
DATE: 24th May 2012
REPORTING OFFICER: Strategic Director – Communities
PORTFOLIO: Environmental Sustainability
SUBJECT: Waste Treatment Services Tender
WARD(S): Borough-wide

1. PURPOSE OF REPORT

To seek Members approval to proceed with a tender exercise to test the current market and, subject to the financial implications from any tender submissions received, seek to appoint a contractor to divert residual waste from landfill for the period up to 2015.

2. RECOMMENDED: That:

- 1) Members approve the tender procedure outlined within the report; and**
- 2) on completion of the tender exercise a further report be presented to the Members in accordance with part 2 of current Procurement Standing Orders.**

3. BACKGROUND

3.1 The Council currently has in place contractual arrangements for the reuse, recycling, composting or disposal of municipal waste produced in Halton. These contracts have either been directly procured by the Council or secured in partnership with the Merseyside Recycling and Waste Authority (MRWA). These contracts include;

3.1.1 Waste Management and Recycling Contract – A 20 year contract, which commenced in June 2009 and provides facilities for the recycling and composting of waste, as well as the management of the Council's two Household Waste Recycling Centres.

3.1.2 Landfill Services Contract – A contract for the disposal of residual waste, which commenced in February 2008 and is due to expire in October 2013. The contract does allow for a three year extension, in 12 month increments, subject to agreement between the parties.

3.2 In partnership with the MRWA, the Council is currently involved in the procurement of a Resource Recovery Contract (RRC) for the diversion of residual waste from landfill. It is anticipated that the RRC will commence

in 2015 and, once in place, all of Halton's residual waste will be committed exclusively to this contract.

- 3.3 Halton's current Landfill Services Contract ensures that the Council has in place arrangements to deal with residual waste up until the commencement of the RRC. The increasing costs associated with waste disposal (as a result of the Landfill Tax) means that a continued reliance on landfill as a means of dealing with residual waste will impose an increasing and significant financial burden on the Council's budgets over the coming years.
- 3.4 Landfill Tax is currently £64 per tonne and, as a result of a built in £8 per tonne escalator, this will increase to £72 per tonne from April 2013 and £80 per tonne from April 2014. The Council currently sends approximately 35,000 tonnes of residual waste to landfill for disposal and, whilst plans are in place to increase recycling and reduce waste to landfill, over the next 3 years the Council's waste disposal costs could increase by over £800k as a result of Landfill Tax.
- 3.5 As a result of the projected increases in landfill disposal costs, it is proposed to test the current market in order to establish whether there are more cost effective alternatives to the Council's current landfill disposal arrangements. The current Landfill Contract does not require a guaranteed minimum tonnage to be delivered by the Council and therefore diversion of residual waste to other forms of treatment is allowed. Legal advice has been sought and confirms that waste that is not intended for landfill can be diverted to alternative forms of treatment prior to the end of the initial Landfill Services Contract period in 2013.
- 3.6 Although securing a more cost effective interim solution cannot be guaranteed, it is recommended that a procurement exercise is undertaken to secure capacity at residual waste treatment facilities to divert residual waste from landfill. Any new residual waste treatment contract would be for the period from October 2012 up to the commencement of the Resource Recovery Contract in 2015.

4. SUPPORTING INFORMATION

Duration:

- 4.1 The initial contract period is expected to be 3 years, or up to the proposed operational start date of the Merseyside and Halton Resource Recovery Contract (RRC), whichever comes sooner. It is anticipated that the services provided under the Resource Recovery Contract will commence in 2015.

Extensions:

- 4.2 In the event that the RRC start date is after the 3 year initial contract period, there shall be an option for the Council to extend up to the revised operational start of the RRC. This option to extend shall be a requirement

of the successful contractor in order to ensure that the Council will maintain arrangements for the receipt and treatment of residual waste produced in Halton prior to the commencement of the RRC.

Description of services:

- 4.3 The provision of services for treatment and diversion from landfill will be for residual municipal solid waste ("MSW") collected by the Council or delivered to the borough's two Household Waste Recycling Centres by the public.

Procurement standing orders:

- 4.4 The procurement shall be in accordance with Part 2 of the Council's procurement Standing Orders concerning contracts exceeding £1,000,000 in value.
- 4.5 As the likely total value of the contract over a 3 year period will exceed £5,000,000, any tender acceptance shall be subject to a decision by Members following a report and on the outcome of the procurement exercise.

Project timescale:

- 4.6 The proposed time scale for the procurement project is shown in Appendix 1.

5. FINANCIAL IMPLICATIONS

- 5.1 There will be no additional costs incurred as a result of the proposed procurement exercise, which is being undertaken to ensure that the Council continues to deliver 'best value' by dealing with residual waste through the most cost effective solution available.

6. POLICY IMPLICATIONS

- 6.1 There are no policy implications as a result of this report.

7. OTHER IMPLICATIONS

- 7.1 There are no other implications arising from this report.

8. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

8.1 Children and Young People in Halton

None identified.

8.2 Employment, Learning and Skills in Halton

None identified.

8.3 A Healthy Halton

None identified.

8.4 A Safer Halton

None identified.

8.5 Halton's Urban Renewal

None identified.

9.0 RISK ANALYSIS

9.1 The key risk is that should the Council fail to test the market, it may miss the opportunity to secure more cost effective waste treatment services than it currently has in place and, in failing to do so, unnecessary costs may be incurred.

10.0 EQUALITY AND DIVERSITY ISSUES

10.1 There are no equality and diversity issues as a result of this report.

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

11.1 There are no background papers within the meaning of the Act

APPENDIX 1

PROJECT TIMETABLE

CONTRACT TITLE	Waste Treatment Services Tender
TYPE OF CONTRACT	Open Procedure
PERIOD OF CONTRACT	3 years with option for up to 2 extensions, each of one year duration. Proposed Commencement date - 1st October 2012

ACTION	DATE
Report to be prepared for SMT and Executive Board	24 th May 2012
Specifications and Contract to be prepared and shared with Procurement	May 2012
Draft Advert, Mandatory Information Questionnaire, and Tender documents	April - May 2012
Advertise Contract on OJEU	2 nd July 2012
Advertise Contract on The Chest	2 nd July 2012
Receive Expressions of Interest and issue automatic Mandatory Information Questionnaire and ITT for download	2 nd July 2012
Closing date for questions relating to Mandatory Information Questionnaire ITT	3 rd August 2012
Deadline for Mandatory Information Questionnaire and ITT submissions	6 th August 2012
Evaluate Mandatory Information Questionnaire	7 th to 10 th August 2012
Waste Management to evaluate technical elements of Mandatory Information Questionnaire	13 th and 14 th August 2012
Financial Checks carried out by Procurement	15 th August 2012
Evaluation and moderation of tender documents (Service Proposal and Cost) with Panel	16 th to 21 st August 2012
Mandatory stand still period	24 th August 2012
Contract award	7 th September
Proposed operational start	1 st October 2012
Award Notice to be published on the OJEU -	48 days from date of award

These dates are indicative and may be subject to change

REPORT TO: Executive Board

DATE: 24th May 2012

REPORTING OFFICER: Operational Director – Finance

TITLE: Treasury Management 2011/12
4th Quarter: January - March

PORTFOLIO: Resources

WARDS: Borough Wide

1.0 PURPOSE OF REPORT

1.1 The purpose of the report is to update the board about activities undertaken on the money market as required by the Treasury Management Policy.

2.0 RECOMMENDED: That the report be noted

3.0 SUPPORTING INFORMATION

3.1 Economic Background

(Provided by Sector Treasury Services)

- News on the economy generally improved;
- Demand on the high street increased, albeit driven in part by discounting;
- Employment rose, but not at a quick enough rate to stop unemployment from rising;
- The Chancellor presented a fiscally-neutral Budget;
- Inflation continued to drop;
- The Monetary Policy Committee (MPC) announced another tranche of quantitative easing (QE) but were cooler on the prospect of further asset purchases thereafter;
- Sentiment towards the Eurozone improved due to the ECB's generous liquidity provision and Eurozone agreement of a second bailout for Greece;

The pick-up in the business surveys at the start of the year suggest that the economy managed to avoid relapsing into a technical recession in the first quarter of the year (after output contracted by 0.3% in Q4). The weighted output balance of the CIPS/Markit surveys rose to a level consistent with a quarterly expansion of approximately 0.5%. The CIPS surveys, which exclude

the retail sector and high street spending, which were also strong at the start of the year.

However, there were tentative signs later in the quarter that the recovery might have started to lose momentum. The business surveys fell in February, as did the official measure of consumer spending. The Bank of England's agents' scores were also painting a less upbeat picture of activity than the CIPS/Markit surveys.

Employment continued to increase. The Labour Force Survey measure of employment rose by 9,000 in the three months to January. The quarterly Workforce Jobs measure of employment rose by some 123,000 in Q4, helping to narrow the gap that had previously opened up with the LFS measure. Some of the more forward-looking employment surveys also improved.

However, employment failed to rise fast enough to keep pace with the growth of those losing their jobs. Accordingly, unemployment rose further. Admittedly, the rises in the claimant count measure of unemployment were modest – about 7,000 in both January and February.

Pay growth remained very weak. Lower bonuses pulled annual growth of overall average earnings down to 1.2% in January. Excluding bonuses, growth was 1.7%. Given the high rates of inflation, real pay continued to fall sharply.

House prices remained volatile. The Halifax measure rose and the Nationwide measure fell in January – and vice versa in February. Mortgage approvals fell in February, even though the approaching end of the stamp duty holiday for first-time buyers should have boosted demand.

Banks' funding costs eased a little at the start of the quarter although they remained elevated. Banks have begun to pass these costs onto borrowers by raising their borrowing rates on certain types of mortgages.

Meanwhile, the trade data continued to hold up surprisingly well given the crisis in the UK's main export market, the Eurozone. In January, the trade deficit shrank to its lowest level since 2003. Exports to peripheral Eurozone countries continued to fall, but held up to the bigger Eurozone economies.

Survey measures of export orders painted a mixed picture; the CBI measure picked up sharply in the quarter, whilst the BCC and the CIPS/Markit measures weakened.

The latest public finance figures suggested that, contrary to previous indications, public sector borrowing in 2011/12 was unlikely to undershoot the forecasts made by the Office for Budget Responsibility (OBR) in November. Indeed, in its new forecasts published alongside the Budget on 21st March, the OBR nudged down its borrowing forecast by just £1bn to £126bn.

Borrowing was lowered by a cumulative £11bn over the total forecast period. However, the Chancellor was still only expected to meet his fiscal mandate (to balance the cyclically-adjusted current budget) with little headroom.

The Chancellor delivered a broadly fiscally-neutral Budget. An extra 1% cut in corporation tax and a rise in the personal tax allowance was paid for by a freeze in tax allowances for the elderly, extra taxes on the very rich (other than a cut in the 50p tax rate to 45p) and lower spending on Afghanistan.

Elsewhere, inflation fell further in the first quarter. CPI inflation fell from 4.2% in December to 3.4% in February. Core inflation fell as January 2011's rise in the rate of VAT fell out of the annual comparison.

At 3.4% CPI remains above the 2% inflation target. The 2.5% rise in petrol prices suggests that inflation may hold steady or even rise in March.

Oil prices stabilised during the quarter at about \$125 per barrel. Medium-term indicators of inflation suggested that underlying price pressures are still weak. Admittedly, inflation expectations nudged up during the quarter. However, this was probably a temporary response to the rise in oil prices.

Sentiment towards the Eurozone improved following the ECB's second Long-Term Refinancing Operation in February and the conclusion of a second bailout package for Greece in the second half of the quarter. This followed an agreement by the Greek Government to another major austerity package and agreement by private holders of Greek debt to a substantial haircut in the value of their holdings. This bailout dissipated fears of an imminent Lehman's type meltdown in financial markets. However, the economic news suggested that the Eurozone economy was still heading towards recession and major concerns continued that this 'resolution' has done little more than to buy some time.

In the UK the MPC announced another £50bn of quantitative easing (QE) in February, having completed the previous £75bn of purchases. But the consensus view was that the MPC is unlikely to undertake further purchases once the current ones are finished in May. February's Bank of England Inflation Report suggested that the inflation target would be met on the current policy stance.

Markets also brought forward their timing of the first interest rate rise, as a result of the improved economic news, subsiding concerns of the EU debt crisis, and a consequent partial reversal of safe haven flows into non-EU government bonds. Gilt yields rose during the quarter, with ten year yields reaching around 2.4%, before falling back at the end of the quarter to 2.2%.

The US economy strengthened outperforming most economies. Although all the evidence suggested that annualised GDP growth in the first quarter did not match the 3% of the fourth quarter of 2011, growth of between 1.5% and 2.0% seemed plausible. What's more, it won't be long before the increases in non-farm payroll employment by more than 200,000 in each of the three months to February translate into faster income and consumption growth.

3.2 Economic Forecast

The following forecast has been provided by Sector:

	Jun-12	Sep-12	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15
Bank rate	0.50%	0.50%	0.50%	0.50%	0.50%	0.75%	1.00%	1.25%	1.50%	2.00%	2.25%	2.50%
5yr PWLB rate	2.30%	2.30%	2.40%	2.50%	2.60%	2.70%	2.80%	2.90%	3.10%	3.30%	3.50%	3.70%
10yr PWLB rate	3.30%	3.40%	3.40%	3.50%	3.60%	3.70%	3.80%	4.00%	4.20%	4.40%	4.60%	4.80%
25yr PWLB rate	4.20%	4.30%	4.30%	4.40%	4.50%	4.60%	4.70%	4.80%	4.90%	5.00%	5.10%	5.20%
50yr PWLB rate	4.30%	4.40%	4.40%	4.50%	4.60%	4.70%	4.80%	4.90%	5.00%	5.10%	5.20%	5.30%

The Sector central forecast is for the first increase in bank rate to be in September 2013. With low growth predictions for the U.K, and financial markets unconvinced that politicians have resolved the Eurozone sovereign debt crisis, we are likely to continue to experience high levels of volatility.

SUMMARY OUTLOOK

The outlook for the global economy remains clouded with uncertainty. The UK economy has struggled to generate a sustained recovery so this offers little hope for a strong recovery in 2012, and possibly even into 2013. Consumer and business confidence levels are generally low and it is not easy to see potential for a significant increase in the growth rate in the short term.

Eurozone

- Sovereign debt crisis has abated following agreement on a second bailout package of €130bn for Greece in mid February;
- ECB provided c. €1trn of 3yr funding to EU banks at 1%;
- Eurozone banks used this financing at 1% to buy new sovereign debt issues yielding significantly higher rates; this has pushed some Eurozone sovereign yields down below panic levels – notably Spain and Italy;
- One potential problem on the horizon is various national elections. Greece is likely to go to the polls in April / May 2012; Germany in 2013; French presidential election in April / May 2012 where Sarkozy is lagging behind the Socialist front runner;
- Major uncertainties surround future prospects for the bloc.

US

- Economic prospects encouraged by some positive news, but improvement is still limited;
- The likelihood of a weak rate of growth going forward will mean slow progress in reducing the high level of unemployment which is acting as such a dampener on the economy;
- Bernanke has hinted at the possibility of another round of QE aimed at encouraging a strong enough rate of growth to reduce the total level of unemployment significantly;

- US still has to address reducing the huge total of public debt and annual deficits by adopting austerity measures;
- Presidential elections are due in November 2012.

China

- Falling inflation has opened the way for relaxing credit restrictions to boost growth, which has been flagging;
- However, current expectations are that it will maintain a reasonable rate of growth, though less than in previous years.

UK

- Austerity measures, aimed at getting the public sector deficit into order over the next four years, have yet to fully impact on the economy;
- However, it looks likely that the private sector will not make up for the negative impact on employment in the public sector over the next year;
- Lack of significant progress in generating a rebalancing of the UK economy to manufacturing from services and an export led recovery - albeit some upbeat data in April has been received;
- The housing market, a gauge of consumer confidence, remains weak and the outlook is for house prices to be little changed for a prolonged period;
- Economic forecasts for 2012 and beyond have been revised lower on a near quarterly basis;
- Bank of England embarked on a £75bn second round of Quantitative Easing (QE) to stimulate economic activity in October 2011. Another £50bn was added to the programme in February 2012. The MPC is currently split on whether there needs to be another increase in QE in 2012, after some reasonably encouraging economic statistics, indicating that the fall in GDP in Q4 2011 looks like being a one off, rather than the start of a new trend towards recession;
- Inflation has eased from its peak of 5.2% (CPI) in September 2011, with strong expectation that CPI will hit 2% target rate within the MPC's two year time horizon;
- UK AAA rating put on negative outlook by Moody's in February 2012 and by Fitch in March. Concerns over growth outlook and potential shocks from the Eurozone to also depress growth;
- However, "safe haven" status has underpinned demand for gilts and kept yields at historic lows. Unlikely to see material change in near term.

Sector's forward view

Economic forecasting remains difficult with so many external influences weighing on the UK. Key areas of uncertainty include:

- The potential for the unravelling or failure of implementation of the second Greek bailout package causing a worsening of the Eurozone debt crisis. Election likely in Greece in April / May 2012. Elections due in the US, Germany and France in 2012 or 2013;
- Inter-government agreement on how to deal with the Eurozone debt crisis could fragment, particularly as a result of upcoming national election results;

- The impact of the Eurozone crisis on financial markets and the banking sector;
- The impact of the UK Government's austerity plan on confidence and growth;
- Potential for failure of UK inflation to fall back to near the 2% target;
- Monetary policy action failing to stimulate growth in western economies;
- The potential for weak growth or recession in the UK's main trading partners - the EU and US;
- High oil prices depressing world growth and stoking inflation;
- The political situation in the Middle East, particularly over Iran's nuclear ambitions;
- Potential for protectionism i.e. an escalation of the currency war / trade dispute between the US and China;
- A hard landing for slowing growth in China.

The overall balance of risks remains weighted to the downside. The view is that the longer run trend is for gilt yields and PWLB rates are set to rise due to the high volume of gilt issuance in the UK, and the high volume of debt issuance in other major western countries.

Given the weak outlook for economic growth, the prospects for any interest rate changes before late 2013 as very limited. There is potential for the start of Bank Rate increases to be even further delayed if growth disappoints.

3.3 Short Term Rates

The bank base rate remained at 0.50% throughout the quarter.

	Start	Jan		Feb		Mar	
		Mid	End	Mid	End	Mid	End
	%	%	%	%	%	%	%
Call Money (Market)	0.63	0.63	0.62	0.61	0.60	0.59	0.58
1 Month (Market)	0.77	0.78	0.77	0.76	0.74	0.71	0.70
3 Month (Market)	1.08	1.09	1.08	1.08	1.06	1.04	1.03

3.4 Longer Term Rates

	Start	Jan		Feb		Mar	
		Mid	End	Mid	End	Mid	End
	%	%	%	%	%	%	%
1 Year (Market)	1.87	1.88	1.89	1.89	1.88	1.87	1.86
10 Year (PWLB)	3.11	3.11	3.12	3.26	3.26	3.48	3.30
25 Year (PWLB)	4.03	3.99	4.03	4.24	4.20	4.42	4.33

Market rates are based on LIBOR rates published at the middle and end of each month. PWLB rates are for new loans based on principal repayable at maturity.

3.5 Temporary Borrowing/Investments

Turnover during period

	No. Of Deals Struck	Turnover £m
Short Term Borrowing	7	15.50
Short Term Investments	32	65.85

Position at Month End

	Jan £m	Feb £m	Mar £m
Short Term Borrowing	23.00	26.00	27.00
Short Term Investments	62.25	72.05	76.85

Investment Income Forecast

The forecast income and outturn for the quarter is as follows:

	Cumulative Budget £'000	Cumulative Actual £'000	Cumulative Target Rate %	Cumulative Actual Rate %
Quarter 1	19	34	0.46	1.09
Quarter 2	37	218	0.47	1.16
Quarter 3	64	449	0.50	1.27
Quarter 4	90	755	0.48	1.40

The actual rate exceeds the benchmark rate. This is due to the management of cash deposits around the planned delivery of the capital programme and most notably the acquisition of land for the Mersey Gateway project.

The target rate is based on the 7-day LIBID rate. For comparison purposes the 1 month average rate was 0.62%, 3 month rate was 0.94% and the 6 month rate was 1.25%.

3.6 New Borrowing

Sector's 25 year PWLB target rate for new long term borrowing for the quarter remained at 4.20%. Due to the overall financial position and the underlying need to borrow for capital purposes (the Capital Financing Requirement - CFR), new external borrowing of £10.0m was undertaken from PWLB as follows:

Source	Value (£m)	Rate (%)
PWLB	10.00	1.76

3.7 Policy Guidelines

The Treasury Management Strategy Statement (TMSS) for 2011/12, which includes the Annual Investment Strategy, was approved by the Council on 2nd March 2011. It sets out the Council's investment priorities as being:

- Security of Capital;
- Liquidity; and
- Yield

The Council will also aim to achieve the optimum return (yield) on investments commensurate with proper levels of security and liquidity. In the current economic climate and the heightened credit concerns it is considered appropriate to keep investments short term with a maximum duration of 3 months.

This limit will apply to all entities on the suggested Sector Credit List with the following exceptions:

1. UK Government and related entities such as Local Authorities. Their suggested duration limit will remain at 5yrs.
2. UK semi-nationalised institutions (Lloyds / RBS). We continue to view the current significant UK ownership of these entities as providing significant comfort to investors.

During the financial year to date the Council has operated within the treasury limits and prudential indicators set out in the Council's Treasury Management Strategy Statement and in compliance with the Council's Treasury Management Practices.

During the final quarter of 2011/12, the Council temporarily breached its Operational Boundary when acquiring further borrowing for the Mersey Gateway. This was a short term breach that was eliminated in the first quarter of 2012/13. There were no other breaches of approved limits within the Annual Investment Strategy for the quarter ended 30th March 2012.

4.0 DEBT RESCHEDULING

- 4.1 No debt rescheduling was undertaken during the quarter.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 5.1 There are no direct implications, however, the revenue budget and capital programme support the delivery and achievement of all the Council's priorities.

6.0 RISK ANALYSIS

- 6.1 The main risks with Treasury Management are security of investment and volatility of return. To combat this, the Authority operates within a clearly defined Treasury Management Policy and annual borrowing and investment strategy, which sets out the control framework

7.0 EQUALITY AND DIVERSITY ISSUES

- 7.1 There are no issues under this heading.

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

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

REPORT TO: Executive Board

DATE: 24th May 2012

REPORTING OFFICER: Strategic Director, Communities

PORTFOLIO: Neighbourhood, Leisure & Sport

SUBJECT: Variation of the non-statutory fees and setting of new fees for services offered by Halton Registration Service for 2013/2014

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 To seek the approval of the Board to vary the non-statutory fees offered by Halton Registration Service for 2013/2014.

2.0 RECOMMENDATION: That the Board approves the following variations and the setting of new fees offered by Halton Registration Service as set out in Appendix 1.

3.0 SUPPORTING INFORMATION

- 3.1 The Marriage Act 1995 and the Civil Partnership Act 2005 allows local authorities to set fees for the attendance of a Superintendent Registrar and Registrar at a ceremony in an approved premise. In January 2011 the Executive Board Sub Committee agreed to review the charges for non-statutory registration services outside the usual time periods of the setting of fees and charges as the majority of ceremonies are planned up to two years in advance. Therefore the early setting of charges for non-statutory fees for 2013/14 is necessary in order to advise customers of the amount they will be expected to pay.
- 3.2 In determining the proposed fee structure shown in Appendix 1 for 2013/14, comparisons have been made based on available information from Cheshire East and Cheshire West and Chester. However, it should be noted that it is difficult to conduct a like-for-like comparison due to the high standard of the facilities that are provided at Runcorn Town Hall. These facilities briefly comprise a choice of six ceremony rooms; decoration and furniture are of a superior standard, award winning 'Green Flag' gardens and grounds, designated limousine parking and a large free car park for guests.
- 3.3 The Service currently has a set fee for civil ceremonies taking place between Monday and Friday in decommissioned rooms, e.g. the Boston

Suite. The Service would like to have an increased differential fee for ceremonies taking place on a Friday as shown in Appendix 1. Cheshire West and Chester Based and Liverpool already have a differential fee for ceremonies taking place on a Friday.

- 3.4 The Service wishes to increase the non-returnable reservation fee, from £30 including VAT to £40.00 for the booking or subsequent change of time, date or venue for all ceremonies.
- 3.5 The Service wishes to increase the fee for telephone applications for copies of certified certificates from £20.00 to £25.00. This cost includes the statutory fee for the certificate and recorded delivery postage costs, the Service will prioritise such applications within 48 hours. This increased fee will help the authority recover the cost of providing a telephone requests service. Customers will still be able to obtain certificates at the statutory fee in person by attending the Register Office, Direct Links or by making an online application.
- 3.6 The Service would like to increase the current cost of the fast track certificate from £26 to £30. This cost includes the statutory fee for the certificate and recorded delivery postage costs (if required) the Service will aim prioritise such applications on the date of request.
- 3.7 In addition to the fees shown in Appendix 1, the Service wishes to introduce an enhanced fee of 30 percent for all types of ceremonies that take place after 5pm (Monday to Sunday, including Bank Holidays). The Protections of Freedoms Bill 2012 removes the current statutory timeframe which states that both marriages and civil partnerships must take place between 08:00 and 18:00. This Bill will therefore have an impact on the Service and an appropriate fee structure is required for future ceremony bookings.
- 3.8 The Service would like to introduce a Ceremony Rehearsal service, priced at £60.00 (including VAT) for a 30-minute rehearsal. It should be noted that in order to minimise operational costs, rehearsals will be only be hosted at the Boston Suite.
- 3.9 The Service's income target has been increased by £15,000 in 2012/13. The early setting of non-statutory fees for 2013/14 will enable the Service to forward plan more effectively to achieve these income targets.
- 3.10 Based on the supporting information set out above the potential increased income for 2013/14 would be approximately £8,000.

4.0 POLICY IMPLICATIONS

- 4.1 The above proposals are in line with the Authority's new governance arrangements for delivery of registration services as outlined in the White Paper "Civil Registration: Vital Change" (2002), which enables the

authority to have the freedom to make policy decisions locally without recourse to the General Register Office.

5.0 FINANCIAL IMPLICATIONS

5.1 The proposed timeframe for fees will take effect from the 1 April 2013 unless otherwise specified.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

None identified.

6.2 Employment, Learning & Skills in Halton

None identified.

6.3 A Healthy Halton

None identified.

6.4 A Safer Halton

None identified.

6.5 Halton's Urban Renewal

None identified.

7.0 RISK ANALYSIS

7.1 There are no anticipated risks associated with these recommendations.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 An Equality Impact Assessment of 8th May 2012 found that there were no equality or diversity issues against any of the protected characteristic groups.

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

Document	Place of Inspection	Contact Officer
New governance arrangements for the delivery of the Halton Registration Service, Executive Board Sub Committee (29 March 2007)	Halton Register Office	Registration Service Manager Superintendent Registrar

APPENDIX 1 Charges - Halton Registration Service

	2012/13	2013/14	Cheshire West & Chester
Reservation Fee (non returnable)	30.00	40.00	80.00
Fee for telephone applications	20.00	25.00	N/A
Fee for a fast track certificate	26.00	30.00	N/A
Fee for a Ceremony Rehearsal	N/A	60.00	N/A
Registration of a building 1994 and 2004 Acts	800.00	850.00	No info
Attendance by Senior Registrar/Registrar at the Boston Suite, Runcorn Town Hall (a venue approved 1994 / 2004 Acts)			
Monday to Thursday	120.00	150.00	No info
Friday <i>(new fee for a Friday with effect from 01/04/2013)</i>	120.00	160.00	No info
Saturday (commencing at or after 12 noon (now all day rate))	160.00	190.00	No info
Attendance by Senior Registrar/Registrar at the Civic Suite, Runcorn Town Hall (a venue approved 1994 / 2004 Acts)			
Monday to Thursday	250.00	250.00	286
Friday <i>(new fee for a Friday with effect from 01/04/2013)</i>	250.00	260.00	302
Saturday	275.00	290.00	372
Attendance by Senior Registrar/Registrar in the Leira or Members Room Runcorn Town Hall (a venue approved 1994 /2004 Acts)			
Monday to Thursday	206.00	220.00	286

Friday <i>(new fee for a Friday with effect from 01/04/2013)</i>	206.00	230.00	302
Saturday	206.00	250.00	372

Attendance by Senior Registrar/Registrar at all other buildings in Halton, approved under the 1994 /2004 Acts

Monday to Thursday	290.00	315.00	286
Friday <i>(new fee for a Friday with effect from 01/04/2013)</i>	290.00	335.00	302
Saturday	350.00	385.00	372
Sunday	400.00	450.00	No info
Bank Holidays	500.00	550.00	No info

REPORT TO: Executive Board

DATE: 24th May 2012

REPORTING OFFICER: Strategic Director Policy & Resources

PORTFOLIO: Transportation

SUBJECT: Passenger Transport Tenders

WARDS: Borough-Wide

1.0 PURPOSE OF THE REPORT

1.1 To notify the Executive Board that transport tenders are to be published via The Chest in compliance with EU Public Procurement Regulations 2006 in line with Standing Orders part 6.0 and 6.7 – The Restricted Tender Procedure. This is a report for information purposes, to also comply with Procurement Standing Order Part 2.1 due to the accumulative value of the contracts projected to be in excess of £1 million. The award criteria for this contract will be based on Most Economically Advantageous Tender (MEAT) principles.

2.0 RECOMMENDATION: That Executive Board are aware of transport tenders being advertised for services on behalf of Children & Enterprise and Communities Directorates, required from September 2012, and that they support the process.

3.0 SUPPORTING INFORMATION

3.1 The Transport Co-ordination Section are responsible for a complex range of passenger transport contracts and arrangements for vulnerable children and adults on behalf of both the Children & Enterprise and Communities Directorates with the full support from the Procurement Division. These arrangements which, if not provided by the Council's in-house fleet of passenger transport vehicles or by volunteer drivers, are required to be contracted out for a period of up to four years to external transport providers. Such providers typically include licensed taxi operators and drivers and minibus/coach companies. Where possible, however, priority is given to arranging transport for passengers on the Council's in-house fleet provision.

3.2 The Children & Enterprise and Communities Directorates are responsible for providing the transport requirements for any vulnerable passenger that needs and is entitled to assisted transport to educational establishments and adult day care facilities and community venues respectively. Transport Co-ordination are then responsible for procuring

the most cost effective and practical means of transport, depending on the mobility and additional needs of each passenger.

- 3.3 Please see Appendix One for details of the contracts to be tendered, and all the contracts contained will be tendered in a framework consisting of lots as detailed below.

Contracted Passenger Transport Services lots
Lot 1 up to 5 seats
Lot 2 up to 8 seats
Lot 3 up to 16 seats
Lot 4 17+ seats
Lot 5 Complex Needs
Lot 6 Long Distance
Unknown routes (for future contracts)

4.0 POLICY IMPLICATIONS

- 4.1 None

5.0 OTHER IMPLICATIONS

- 5.1 None

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 Children and Young People in Halton

All of the passenger transport contracts are constantly monitored to ensure that the required level and quality of service is offered to passengers on behalf of the Children & Enterprise Directorate.

- 6.2 Employment, Learning and Skills in Halton

Some of the passenger transport contracts to be tendered are to provide accessible transport services for vulnerable young people and adults to facilities providing lifelong learning and skills.

- 6.3 A Healthy Halton

Many of the passenger transport contracts to be tendered provide essential access to a wide range of activities, to key facilities across the Borough and to out of borough establishments as required. Therefore, passenger transport indirectly helps to ensure vulnerable adults and children live a healthy and active lifestyle.

6.4 A Safer Halton

Where passengers are not aware and/or confident enough to travel by public transport, the transport service enables all passengers to access facilities in a safe way, ensuring that they are socially included. Travel Training is provided, where appropriate, to individuals to provide them with the skills, confidence and independence to travel by public transport.

6.5 Halton's Urban Renewal

There are no direct implications arising from this report.

7.0 RISK ANALYSIS

7.1 Funding reductions may pose a risk to the services we are required to provide. Children & Enterprise and Communities Directorates may exert more stringent controls and criteria within their transport/travel policies and practice in order to manage reduced budgetary constraints.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Passenger transport service contracts are constantly monitored to ensure the operation of these services embrace equality and diversity issues in line with the Equality Act.

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

9.1 None for the purposes of the Act.

APPENDIX ONE – PASSENGER TRANSPORT CONTRACTS

PRELIMINARY ESTIMATE

FOR LOT NO.	CONTRACT NUMBER	ROUTE DESCRIPTION	ANNUAL ESTIMATED COST	MAXIMUM CONTRACT VALUE FOR 4 YEARS	
1	2144B	Mon & Fri Price	£2400	£9600	
		Widnes to Various Day Centres	Tue - Thur Price	£3600	£14400
3	2174D	Monday Price	£3400	£13600	
		Runcorn to The Coach House	Tuesday Price	£4000	£16000
		Thursday Price	£3800	£15200	
1	2303B	Widnes to All Saints Upton Primary School	£2850	£11400	
1	2305A	Runcorn to The Grange Comprehensive School	£12000	£48000	
1	2313A	Widnes to Weston Point College	£3800	£15200	
1	2314A	Widnes to Weston Point College	£8400	£33600	
2	2320	Runcorn to Brookfields School	£19000	£76000	
2	2326C	Runcorn / Widnes to Wade Deacon High School / St Peter & Paul High School	£9500	£38000	

2	2337B	Hale Village / Runcorn to St Chads High School	£12350	£49400
1	2402B	Widnes / Runcorn to The Bridge School	£3800	£15200
2	2404C	Runcorn to Cavendish School	£8200	£32800
1	2443D	Runcorn to Weston Point College	£8400	£33600
1	2450A	Widnes to Brookfields School	£9200	£36800
1	2459D	Runcorn to Halton House School	£7600	£30400
1	2460C	Widnes / Runcorn to Weston Point Primary School	£12200	£48800
1	2464A	Widnes to Cavendish School	£10500	£42000
1	2471A	Runcorn to The Grange Infant School	£8600	£34400
1	2472B	Runcorn to Ormiston Bolingbroke Academy	£6500	£26000
1	2474B	Widnes to St Peter & Paul High School	£4250	£17000
1	2476A	Runcorn to Halton Lodge Primary School	£3000	£12000
1	2479B	Widnes to Ditton Primary School	£3250	£13000
1	2482B	Runcorn to Murdishaw Primary School	£8700	£34800
1	2483B	Widnes to Cavendish School	£6080	£24320
1	2484B	Runcorn / Widnes to Simms Cross Primary School	£8900	£35600

1	2486B	Runcorn to Weston Point College	£6800	£27200
1	2487B	Widnes to Brookfields School	£7600	£30400
2	2489B	Runcorn to Palacefields Primary School	£6850	£27400
2	2492A	Runcorn to Ashley School	£18000	£72000
1	2493A	Runcorn to Riverside College	£5700	£22800
2	2601A	Widnes to Dee Banks School	£16350	£65400
1	2603C	Nr Warrington to Foxwood School	£9900	£39600
1	2612B	Runcorn to Bridgewater High School	£5900	£23600
1	2658C	Widnes to Grappenhall Hall School	£9750	£39000
1	2659A	Widnes / Runcorn to Chaigeley School	£12700	£50800
1	2660A	Runcorn to Chaigeley School	£8750	£35000
1	2700D	Runcorn to Peterhouse School	£22200	£88800
1	2703C	Runcorn / Widnes to St Vincents School for the Blind	£12495	£49980
1	2704E	Runcorn/ Widnes to Wargrave House School	£15350	£61400

1	2705B	Runcorn to Royal School for the Blind Mon AM / Fri PM (**TRIP PRICE**)	£6250	£25000
		All Other Trips (**TRIP PRICE**)	£9150	£36600
1	2718B	Runcorn to Yew Tree School	£9700	£38800
1	2719A	Runcorn to Broadgreen Comprehensive School	£9000	£36000
1	2721A	Widnes to David Lewis Centre	£15000	£60000
1	2723A	Runcorn to St Helens College	£4000	£16000
1	2730D	Runcorn to Lakeside School	£9500	£38000
1	2805A	Widnes to Castle View Primary School	£3600	£14400
4	21001	Runcorn to Sir Thomas Boteler C of E High School	£30200	£120800
4	21009	Runcorn to Bishops C of E High School	£34200	£136800
4	21020	Price for 20 Seater	£19000	£76000
		Runcorn to Bridgewater High School Price for 30 Seater	£25650	£102600
		Totals:	£527,875	£2,111,500

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