



**Environment and Urban Renewal Policy
and Performance Board**

**Wednesday, 27 February 2019 6.30 p.m.
Council Chamber - Town Hall, Runcorn**

A handwritten signature in black ink that reads 'David WR'.

Chief Executive

BOARD MEMBERSHIP

Councillor Bill Woolfall (Chair)	Labour
Councillor Mike Fry (Vice-Chair)	Labour
Councillor Marjorie Bradshaw	Conservative
Councillor Robert Gilligan	Labour
Councillor Harry Howard	Labour
Councillor Alan Lowe	Labour
Councillor Keith Morley	Labour
Councillor Paul Nolan	Labour
Councillor Joe Roberts	Labour
Councillor Pauline Sinnott	Labour
Councillor Angela Teeling	Labour

*Please contact Gill Ferguson on 0151 511 8059 or e-mail
gill.ferguson@halton.gov.uk for further information.
The next meeting of the Board is to be confirmed*

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

Part I

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1. MINUTES	1 - 4
2. DECLARATIONS OF INTERESTS (INCLUDING PARTY WHIP DECLARATIONS)	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
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6. DEVELOPMENT OF POLICY ISSUES	
(A) RUNCORN TOWN PARK MASTERPLAN - PRESENTATION	
The presentation will update the Board on the masterplan to improve Runcorn's Town Park. In a series of planned improvements to the park, three different hubs for the park will be created: one in the North, one in the centre, and one to the South. The presentation will outline each individual hub.	
(B) HOUSEHOLD WASTE DUTY OF CARE	56 - 60
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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.

ENVIRONMENT AND URBAN RENEWAL POLICY AND PERFORMANCE BOARD

At a meeting of the Environment and Urban Renewal Policy and Performance Board on Wednesday, 14 November 2018 at the Council Chamber - Town Hall, Runcorn

Present: Councillors Woolfall (Chair), Fry (Vice-Chair), M. Bradshaw, Gilligan, Howard, A. Lowe, Joe Roberts, Sinnott and Teeling

Apologies for Absence: None

Absence declared on Council business: None

Officers present: G. Ferguson, T. Gibbs and A. Moyers

Also in attendance: None

**ITEM DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE BOARD**

	<i>Action</i>
<p>EUR17 MINUTES</p> <p>The Minutes of the meeting held on 19th September 2018 having been circulated were signed as a correct record.</p>	
<p>EUR18 PUBLIC QUESTION TIME</p> <p>It was confirmed that no public questions had been received.</p>	
<p>EUR19 EXECUTIVE BOARD MINUTES</p> <p>The Board considered the Minutes of the meetings of the Executive Board relevant to the Environment and Urban Renewal Policy and Performance Board.</p> <p>RESOLVED: That the Minutes be received.</p>	
<p>EUR20 BUSINESS PLANNING</p> <p>The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the Business Plan for 2019/20.</p>	

The Council developed its business plan in parallel with the determination of its annual budget and the refresh of the Corporate Risk Registers.

It was noted that Members now had the opportunity to identify a small number of priorities that they would like to see reflected in the Business Plan. Members were informed that plans could only be finalised once budget decisions had been confirmed in March 2019 and annual targets would be confirmed once the year-end outturn figures for 2018-19 were known.

A draft Plan would be developed and presented to the Board for consideration in the New Year.

The following areas were discussed:

- Waste Management and Open Spaces;
- Economic Regeneration.

The Board agreed that a working group would be set up to discuss the Business Plan with the following membership: Councillors Howard, A. Lowe, Sinnott, Teeling and Woolfall.

RESOLVED: That the Board receive the information provided and consider the priorities to be covered in the Business Plan 2019-2020 (Appendix 1).

EUR21 PERFORMANCE MANAGEMENT REPORTS FOR QUARTER 2 OF 2018/19

The Board received a report from the Strategic Director, Enterprise, Community and Resources, which presented the Performance Monitoring Reports for Quarter 2 of 2018/19.

The reports related to the following functional areas which reported to the Board and detailed progress against service objectives and milestones, and performance targets and provided information relating to key developments and emerging issues that had arisen during the period:

- Development and Investment Services;
- Highways and Transportation, Logistics and Development Services;
- Waste and Environmental Improvement and Open Space Services; and
- Housing Strategy.

RESOLVED: That the second quarter performance monitoring reports be received and noted.

EUR22 RUNCORN REGENERATION UPDATE: DELINKING AND STATION ACCESS

The Board considered a report of the Strategic Director Enterprise, Community and Resources, which provided an update on the planned programmes that see the completion of the Silver Jubilee Bridge (SJB) maintenance works, deconstruction of SJB access road infrastructure in Runcorn ('delinking') and the delivery of enhanced access to enable the Runcorn Station area vision. Work at 'Widnes Loops' would be undertaken consecutively with the delinking works in Runcorn.

The Board received a presentation which provided a detailed outline of the works to be undertaken, together with a timetable for completion.

It was noted that the Board had previously set up a Regeneration Working Party. It was agreed that the Working Party should continue to meet with the following membership:

Councillors Morley, Nolan, Sinnott, Teeling and Woolfall.

RESOLVED: That the current position with these programmes is noted.

EUR23 STATEMENT OF COMMUNITY INVOLVEMENT (SCI) S018 LOCAL DEVELOPMENT DOCUMENT

The Board considered a report of the Strategic Director Enterprise, Community and Resources, which provided an update on the review of the Statement of Community Involvement (SCI), a town planning process document. The SCI set out how Councils would engage local communities and other interested parties in producing their Local Plan and determining planning applications.

As with other Local Development Documents, Government required that SCI's should be reviewed, at least every 5 years and the last SCI was adopted in 2013. The SCI would also be updated to include a number of legislative changes to the way that planning documents were prepared.

The Board discussed and received clarification on how Neighbourhood Plans were prepared by a qualifying body and submitted for approval.

RESOLVED: That the Board approve submission of the SCI to Executive Board for adoption.

EUR24 GOVERNMENT CONSULTATION ON SHALE GAS

The Board considered a report which advised on the Council's response to the Government's consultations on changes to the regulation of Shale Gas exploitation. Two consultations had been undertaken by two separate Government Departments. Members noted that permitted development rights (Parliament had already granted an England wide consent for this activity) for mining and minerals exploration and this covers boreholes, seismic surveys and excavations for minerals exploration.

Members were advised that the regulation of shale gas was complex; ultimately environmental matters were for the Environment Agency, through their environmental permits for industrial processes. Gas well integrity / safety was a matter for the Health and Safety Executive (HSE). The Government's Oil and Gas Authority would monitor compliance with the conditions of the terms in the PEDL (Petroleum Exploration and Development Licence). Finally a Hydraulic Fracturing Consent licence was needed from BEIS. Despite these overlapping regulatory regimes, the only one that involved public consultation was on planning applications, at which point there was an expectation that all aspects would be considered. However, the Government was clear that separate regulatory regimes should not duplicate each other.

As the consultation closed on 25th October 2018, it was not possible to report the responses to the Board prior to the consultation closing. Therefore. Members considered a copy of the respective responses submitted. It was noted that the Council had submitted objections to both consultations.

Arising from the discussion the Board requested that consideration should be given to arrange a seminar for all Members to discuss the implications around Shale Gas exploitation.

RESOLVED: That the report be noted.

Meeting ended at 7.35 p.m.

REPORT TO: Environment and Urban Renewal Policy & Performance Board

DATE: 27th February 2019

REPORTING OFFICER: Strategic Director, Enterprise, Community and Resources

SUBJECT: Public Question Time

WARD(s): Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 To consider any questions submitted by the Public in accordance with Standing Order 34(9).
- 1.2 Details of any questions received will be circulated at the meeting.

2.0 RECOMMENDED: That any questions received be dealt with.

3.0 SUPPORTING INFORMATION

3.1 Standing Order 34(9) states that Public Questions shall be dealt with as follows:-

- (i) A total of 30 minutes will be allocated for dealing with questions from members of the public who are residents of the Borough, to ask questions at meetings of the Policy and Performance Boards.
- (ii) Members of the public can ask questions on any matter relating to the agenda.
- (iii) Members of the public can ask questions. Written notice of questions must be given by 4.00 pm on the working day prior to the date of the meeting to the Committee Services Manager. At any one meeting no person/organisation may submit more than one question.
- (iv) One supplementary question (relating to the original question) may be asked by the questioner, which may or may not be answered at the meeting.
- (v) The Chair or proper officer may reject a question if it:-
 - Is not about a matter for which the local authority has a responsibility or which affects the Borough;
 - Is defamatory, frivolous, offensive, abusive or racist;

- Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
 - Requires the disclosure of confidential or exempt information.
- (vi) In the interests of natural justice, public questions cannot relate to a planning or licensing application or to any matter which is not dealt with in the public part of a meeting.
- (vii) The Chair will ask for people to indicate that they wish to ask a question.
- (viii) **PLEASE NOTE** that the maximum amount of time each questioner will be allowed is 3 minutes.
- (ix) If you do not receive a response at the meeting, a Council Officer will ask for your name and address and make sure that you receive a written response.

Please bear in mind that public question time lasts for a maximum of 30 minutes. To help in making the most of this opportunity to speak:-

- Please keep your questions as concise as possible.
- Please do not repeat or make statements on earlier questions as this reduces the time available for other issues to be raised.
- Please note public question time is not intended for debate – issues raised will be responded to either at the meeting or in writing at a later date.

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children and Young People in Halton** - none.

6.2 **Employment, Learning and Skills in Halton** - none.

6.3 **A Healthy Halton** – none.

6.4 **A Safer Halton** – none.

6.5 **Halton's Urban Renewal** – none.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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: Environment and Urban Renewal Policy and Performance Board

DATE: 27th February 2019

REPORTING OFFICER: Chief Executive

SUBJECT: Executive Board Minutes

WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 The Minutes relating to the relevant Portfolio which have been considered by the Executive Board are attached at Appendix 1 for information.
- 1.2 The Minutes are submitted to inform the Policy and Performance Board of decisions taken in their area.

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

- 3.1 None.

4.0 OTHER IMPLICATIONS

- 4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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.

APPENDIX 1

Extract of Executive Board Minutes Relevant to the Environment and Urban Renewal Policy and Performance Board

EXECUTIVE BOARD MEETING HELD ON 15th NOVEMBER

PHYSICAL ENVIRONMENT PORTFOLIO

EXB56 COMMUNITY SHOP

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided an update following the appraisal options for the introduction of a Community Shop.

At its meeting on 20 September 2018, the Board had considered a report which set out a number of options to progress the delivery of a Community Shop in Halton. It was noted that since the previous report, there had been key developments on two of the options, and details of these were set out in the report for Members' information.

It was reported that following consultation and close working with Community Shop, the most viable option to achieve a Community Shop in the Borough would be to progress the Onward Homes Priory House office site. The Board was advised that the level of capital funding to deliver the project was reduced compared to other options, and there was an increased opportunity for the project to be secured within the desired timescales.

RESOLVED: That

- 1) Executive Board approve that the Council progresses the option of working with Community Shop, and other partners, to deliver a Community Shop at Onward Homes Priory House Office (the Onward Homes Option);
- 2) Council be recommended to approve an amendment to the Capital Programme and a £50k capital allocation be approved to provide a contribution towards the costs involved in

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developing a Community Shop in Halton; and

- 3) the Strategic Director, Enterprise, Community and Resources, be authorised, in consultation with the Physical Environment Portfolio holder, to take all such actions and to make any decisions necessary in order to progress the Onward Homes Option.

EXB57 RUNCORN STATION QUARTER

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided an update on the Runcorn Station Quarter and Masterplan.

The Board was advised that the aim of the Masterplan and accompanying delivery strategy was to enable the regeneration of the Runcorn Station Quarter area. Recognising the importance of a rejuvenated Runcorn Station, the Masterplan also took account of the forthcoming HS2 and West Coast Mainline improvements. It was reported that in developing the Masterplan, key stakeholders had been advised of the emerging proposals and that responses to date had been extremely positive.

Members noted that there were some guiding principles around the redevelopment of the Station Quarter which had informed the production of the Masterplan document. These were detailed in the report. The Masterplan also presented options for the incremental and phased development of the area as well as some catalyst stages which would unlock further opportunities within the Station Quarter and beyond.

RESOLVED: That

- 1) the Runcorn Station Quarter Masterplan Guiding Principles methodology and approach, as outlined in sections 3.10 to 3.12 of the report, be approved and adopted;
- 2) the Board formally endorses the preferred road scheme for the Station Quarter as outlined in the recent planning application (October 2018), and as set out in paragraph 3.15 of the report; and

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- 3) a further report be brought to the Board, following the completion of the exercise to identify a development partner.

EXECUTIVE BOARD MINUTES – HELD ON 13TH DECEMBER 2018

PHYSICAL ENVIRONMENT PORTFOLIO

EXB70 BUILDING CONTROL JOINT SERVICE - KEY DECISION

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on a Joint Building Control Service.

It was reported that a Collaboration Agreement had been in place between Halton and Knowsley Councils since July 2015, with the aim of exploring the potential for a shared Building Control service. In January 2018, the Leaders and Chief Executives of both Councils, endorsed the undertaking of work to examine the potential establishment of a Regulation 12 company, as detailed in the report, on the basis that the Company would be jointly and equally owned by both Councils.

The Board was advised that in order to complete the work, approval was required to formalise an interim shared service agreement until 31 March 2020 with Halton, for the provision of Building Control services.

Reason(s) for Decision

The Building Control Service required sufficient resource and capacity to continue to provide high quality advice to residents, developers and investors. Following the departure of all Building Control Officers in November 2017, temporary arrangements had been in place to provide service continuity. The reason for the decision was to place the Service on a sustainable footing for future service delivery.

Alternative Options Considered and Rejected

Do nothing – The current temporary arrangements (the use of an agency member of staff) were not cost effective, nor efficient, and the current team lacked capacity to offer a high quality service and generate income.

Outsourcing – A higher quality, more cost effective service could be offered through a joint shared service. An in-house service was far more responsive in terms of support for public services (for example, public safety at events) and did not rely upon commercial contracts as the basis for delivery. The preferred approach retained local control over service delivery.

Implementation Date

1 January 2019.

RESOLVED: That

- 1) a shared service arrangement for Building Control services for Halton and Knowsley Councils be approved on the basis set out in the report and with a joint structure to be hosted by Knowsley Council for a period until March 2020;
- 2) the Strategic Director, Enterprise, Community and Resources be authorised to execute all relevant documentation required for the establishment of a shared service agreement for Building Control services for Knowsley and Halton Council, as set out in the report; and
- 3) the proposal to explore the establishment of a Building Control Regulation 12 company be endorsed, which would be the subject of a future report to Executive Board.

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EXB71 A STRATEGY FOR HALTON'S TREES AND WOODLANDS

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the adoption of a policy for Halton's Trees and Woodlands.

In March 2016, the Environment and Urban Renewal Policy and Performance Board considered a report of the Tree and Woodlands Working Group which had proposed the development of a Tree Strategy for Halton. Attached to the report at Appendix 1, was a proposed Strategy which followed the principles developed by the Member-led Tree

and Woodland Working Group, as detailed in the report.

The Board was advised that the intention of the Strategy was to clearly articulate how the Council managed its trees and woodlands and help to identify priorities for its work programme.

RESOLVED: That Executive Board adopt the document '*A Strategy for Halton's Trees and Woodlands*', attached to the report at Appendix 1, as the Council's policy with regards to the management of its trees and woodland assets.

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EXB72 MASTERPLAN STRATEGY FOR IMPROVEMENTS AT TOWN PARK, RUNCORN

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on a proposed Masterplan Strategy for improvements to Town Park, Runcorn.

The Board was advised that Town Park was created as an integral part of the original Runcorn New Town development. The Park currently fulfilled the original concept as a substantial continuous open space central to the New Town character and retained many features of the original layout and design.

It was reported that the aim of the Town Park Masterplan was to preserve a strong landscape identity for the future as well as to provide a setting for sustainable leisure and recreational needs for Halton residents. A key element of the proposals were noted as being the development of three visitor/ activity hubs, as detailed in the report. The Masterplan approach allowed for the proposed infrastructure improvements to the wider park area and hub facilities to be undertaken either separately or in combination with each other.

RESOLVED: That the Board

- 1) approves the Masterplan; and

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- 2) gives delegated authority to the Strategic Director, Enterprise, Community and Resources, in consultation with the Executive Board Member for Physical Environment, to progress the Town Park project and prepare all necessary information for suitable grant applications.

EXB73 STATEMENT OF COMMUNITY INVOLVEMENT (SCI) LOCAL PLAN DOCUMENT

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval to publish the Statement of Community involvement (SCI) Local Development Document.

The Board was advised that the SCI document set out how councils would engage with local communities and other interested parties in producing their Local Plan and determining planning applications. It was reported that the Council's first SCI was adopted in 2007, revised in 2013, and was now being updated due to legislative changes in the way that planning documents were prepared.

It was noted that at its meeting on 14 November 2018, the Environment and Urban Renewal Policy and Performance Board had considered the document and recommended that it be adopted by the Executive Board for public consultation. A final version of the SCI would then be presented to the Board for formal adoption by the Council.

RESOLVED: That the draft Statement of Community Involvement, attached to the report at Appendix A, be approved for the purposes of a six week public consultation.

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Community and
Resources

EXB74 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- 1) whether Members of the press and public should be excluded from the meeting of the Board during

consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972; and

- 2) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

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

TRANSPORTATION PORTFOLIO

EXB75 STREET LIGHTING CONTRACT – KEY DECISION

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the Street Lighting Maintenance Contract for the Borough.

It was reported that the current contractor had given notice that they would not extend the existing contract, which ended on 24 November 2018. Therefore, it was necessary to procure an alternative provider to ensure service continuity and to comply with the Council's legal duty to deal with damaged and dangerous equipment on the highway.

Reason(s) For Decision

It was necessary to take this decision at this stage in order to ensure continuity for this important service. It was unlikely that the Council would be able to reach a satisfactory

conclusion with the existing contract and therefore, a new arrangement was necessary.

Alternative Options Considered and Rejected

Two alternative arrangements had been considered. One to remain with the existing contractor, which had been rejected for the reasons outlined in the report. The second was to go out to a full tender exercise, which had been rejected for the following reasons:

- The need for continuity of service;
- The time and resources it would take; and
- The fact that a recently tendered contract existed that the Council could utilise.

Implementation Date

This would be determined by the Strategic Director, Enterprise, Community and Resources, in consultation with the Transportation Portfolio Holder, following the process outlined in the report.

RESOLVED: That the Strategic Director, Enterprise, Community and Resources, be authorised, in consultation with the Portfolio Holder for Transportation, to take the necessary actions to ensure value for money through an appropriate procurement route for the Council.

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PHYSICAL ENVIRONMENT PORTFOLIO

EXB76 3MG HBC FIELD

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which updated Members on the disposal of part of HBC Field.

It was reported that the Chief Executive had used his delegated powers, in consultation with the Leader and the Portfolio Holders for Physical Environment, Transportation and Resources, as detailed in the report.

RESOLVED: That Executive Board endorses the use of delegated powers by the Chief Executive.

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Resources

EXECUTIVE BOARD MINUTES – HELD ON 17th JANUARY 2019

PHYSICAL ENVIRONMENT PORTFOLIO

EXB79 HALTON HOUSING TRUST (HHT) ANNUAL REPORT

The Board received the annual report of Halton Housing Trust (HHT), which provided an update on progress in the past twelve months.

A verbal update was provided for the Board by Nick Atkin, Chief Executive of HHT, and Ingrid Fife, Chair of HHT Board. They reported on progress to date in delivering some key achievements, partnerships and strategic priorities.

The Board noted some of the key organisational achievements which included continued investment to improve homes and neighbourhoods; completion of the construction of new homes; secured funding to deliver a growth strategy to build an additional 1,200 homes for rent, shared ownership or sale over the next five years; achieved 88% of all customer generated transactions delivered through on-line self-serve routes; and retained the highest possible regulatory rating. It was noted that the roll out of Universal Credit and Welfare Reform in general, continued to be one of the most significant risks for the Trust. The Digital First Programme had freed up resources to focus on debt recovery and provided support to those customers who were most vulnerable.

Members had the opportunity to ask questions and clarify information contained in the presentation before Mr Atkin and Ms Fife were thanked for attending. As this was the final meeting which Mr Atkin would attend, the Board wished him well in his new position at Yorkshire Housing.

RESOLVED: That the progress report be noted.

EXB86 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

3) whether Members of the press and public should

be excluded from the meeting of the Board during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 3 of Schedule 12A of the Local Government Act 1972; and

- 4) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

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

PHYSICAL ENVIRONMENT PORTFOLIO

EXB87 THE HIVE LEISURE COMPLEX - KEY DECISION

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on proposals for the future development of The Hive Leisure Complex, Widnes.

The report set out details of a proposal to develop and invest in the site for Members' consideration.

Reason(s) for Decision

To consider the proposal set out in the report.

Alternative Options Considered and Rejected

There were effectively four options available to the Council

in relation to The Hive development, as detailed in the report.

Implementation Date

January 2019.

RESOLVED: That, having considered all of the options set out in the report, the Board decline the proposal.

Chief Executive

EXB88 RUNCORN STATION QUARTER - APPOINTMENT OF PREFERRED DEVELOPMENT PARTNER

The Board considered a report of the Strategic Director, Enterprise, Community and Development on the appointment of the preferred Development Partner for the Runcorn Station Quarter Masterplan.

In November 2018, the Board approved a Runcorn Station Quarter Masterplan with an accompanying Delivery Strategy. It was proposed that a private sector developer be appointed to increase capacity and support to the Council, so as to take forward the development as quickly as possible.

The report set out details of the process undertaken to identify a suitable Development Partner, following advice and guidance from the Council's Procurement Team.

RESOLVED: That

- 1) Members approve the appointment of the preferred Development Partner, as outlined in section 3.8 of the report; and
- 2) the completion of the final terms of a contract to appoint a developer, is delegated to the Operational Director, Legal and Democratic Services and the Operational Director, Economy, Enterprise and Property, in consultation with the Portfolio Holder for Physical Environment.

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REPORT TO:	Environment and Urban Renewal Policy and Performance Board
DATE:	27 th February 2019
REPORTING OFFICER:	Strategic Director Economy, Community and Resources
PORTFOLIO:	Resources
SUBJECT:	Performance Management Reports for Quarter 3 of 2018/19
WARDS:	Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 To consider, and raise any questions or points of clarification, in respect of performance management for the third quarter period to 31st December 2018.
- 1.2 Key priorities for development or improvement in 2018 - 19 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Environment and Urban Renewal Policy and Performance Board as detailed below:
 - Development and Investment Services
 - Highways and Transportation, Logistics and Development Services
 - Waste and Environmental Improvement and Open Space Services
 - Housing Strategy

The report details progress against service objectives and milestones, and performance targets and provides information relating to key developments and emerging issues that have arisen during the period.

2.0 RECOMMENDED: That the Policy and Performance Board

- 1) Receive the first quarter performance management reports;**
- 2) Consider the progress and performance information and raise any questions or points for clarification; and**
- 3) Highlight any areas of interest and/or concern where further information is to be reported at a future meeting of the Board.**

3.0 SUPPORTING INFORMATION

3.1 Departmental objectives provide a clear statement on what services are planning to achieve and to show how they contribute to the Council's strategic priorities. Such information is central to the Council's performance management arrangements and the Policy and Performance Board has a key role in monitoring performance and strengthening accountability.

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

5.1 There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Departmental service objectives and performance measures, both local and national are linked to the delivery of the Council's priorities. The introduction of a Thematic Priority Based Report and the identification of business critical objectives/ milestones and performance indicators will further support organisational improvement.

6.2 Although some objectives link specifically to one priority area, the nature of the cross - cutting activities being reported, means that to a greater or lesser extent a contribution is made to one or more of the Council priorities.

7.0 RISK ANALYSIS

7.1 Not applicable.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Not applicable.

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

Not applicable

Environment and Urban Renewal PPB – Priority Based Monitoring Report

Reporting Period: **Quarter 3 – 1st October 2018 – 31st December 2018**

1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the third quarter of 2018/19 for service areas within the remit of the Environment and Urban Renewal (E&UR) Policy and Performance Board.
- 1.2 Key priorities for development or improvement in 2015-18 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Environment & Urban Renewal Policy & Performance Board i.e.:
- Development & Investment Services
 - Open Spaces and Waste and Environmental Improvement
 - Highways, Transportation & Logistics and Physical Environment
 - Housing Strategy
- 1.3 The way in which traffic light symbols have been used to reflect progress to date is explained within Section 8 of this report.

2.0 Key Developments

- 2.1 There have been a number of developments during the period which include:-

Development & Investment Services

Sci-Tech Daresbury

- 2.2 The Joint Venture applied to Chrysalis Fund for £8.4m to fund Project Violet alongside the £5.9m approved by the Council's Executive Board. This application was approved subject to due diligence in November 2018. The £8.4m is now intended to be provided jointly by Chrysalis and LCR CA through the Strategic Investment Fund. The due diligence process has commenced. Following the approval of funding, the OJEU procurement process commenced with a 6 month process anticipated meaning a start on site in late summer 2019.
- 2.3 A Talent & Skills Strategy Lead was appointed by the JV in November 2018, to finalise and launch the strategy and to deliver a number of activities which seek to address the skills shortages and challenges at Daresbury. An element of this will continue the activities identified in the previous SkillSPACE bid.

Castlefields

- 2.4 Lakeside Phase 3 (45 homes by Keepmoat for open market sale) on site with over 40% units sold off plan. Construction is anticipated to complete in early summer 2019.
- 2.5 Preparations continue to work towards taking the final phase of Council land disposal at Priory Meadow (known as Canalside within the Castlefields Masterplan) to the market in late 2019.

2.6 Updates to the 3MG site include:

- Executive Board have agreed to extend Alstom's option over land at HBC Field to 30th June 2019.
- Alstom are making progress with the pendolino contract as well as bidding for other work.
- Liberty have commenced on site at Newstead Road.
- Rail consultants have been appointed to assess the viability of the Ditton Station reopening.
- Flood risk consultants have been appointed to advise on flood mitigation measures in the foundry lane area, should residential be achievable.
- The LEP have agreed to extend the GPF loan repayment date to 31 December 2019.

Liverpool City Region Business Growth Programme

2.7 Delivery of the Business Growth Programme (BGP) in Halton was completed on December 31 2018. The programme has engaged with 230 Halton businesses, assisting 141 businesses against a target of 123. The final three months of the programme will collect evidence of jobs created as a result of BGP assistance. Currently 37.5 jobs have been created against a target of 108.

Halton Growth Hub

2.8 In Quarter 3 2018-19 the Halton element of the Liverpool City Region Growth Hub Programme assisted 140 unique companies which equates to a 2018-19 cumulative total of 429 against a target of 700. We have until 31 March 2019 to meet the target and are in discussions with Halton Chamber of Commerce who are the lead partner.

External Funding

Funding Updates

2.9 During the quarter 3 2018/19 period:

- Pilot Charging Policy launched on Sept 1st; two contracts entered into in Quarter 3 – one for £2000 and one for £6000.
- Annual Training Programme launched; looking to add in additional training courses in the second half of 2019.
- £30,000 secured in external grants this quarter; the total to date for 18-19 = £2,334,833
- 21 requests for support with funding were received this quarter; total enquiries for the year to date = 72.
- Approximately 11 bids have been submitted in the quarter to the value of £2.4 million.
- We are monitoring 8 schemes worth almost £20 million.

Open Spaces and Waste and Environmental Improvement

Open Space Services

Tree & Woodland Strategy

2.10 A Tree & Woodland Strategy for Halton was adopted as council policy by the Executive Board in Q3. The strategy sets out how the Open Space Service will manage the council tree stock going forward.

Cemeteries & Crematorium

2.11 Phase 2 of the Peel House Cemetery works was completed at the end of Q3. This phase saw the installation of a drainage system that is compliant with EA regulations. The contract for Phase 3 (the laying out of the cemetery grounds) was awarded in Q3 and work will start in Q4.

- 2.12 At the end of Q3 Widnes Crematorium had seen its busiest 12 month period since it opened in 1959. In total 769 cremations were carried out in the 2018 calendar year. The previous year's figure was 639. Factors such as a rise in the annual death rate nationally (due to an aging population) and a contract with a private cemetery led to this increase. There is still plenty of capacity at Widnes Crematorium so any further rise in numbers can be met.
- 2.13 The Halton Residents' Funeral which was launched towards the end of Q2 started to have an impact in Q3. During Q3 19 of these funerals took place.

Design & Development

- 2.14 A number of large schemes that have been in the planning stage for over a year began in Q3. They included the new pavilion for Crow Wood Park, the upgrading of footpaths and infrastructure at Sunny Bank/Weates Close and the refurbishment of a number of children's play areas.

Parks

- 2.15 The Town Park Masterplan was approved by Executive Board in Q3 as was a package of funding for a first phase of works that will commence in Q1 of 2019/20.

Waste and Environmental Improvement

- 2.16 The Strategy provides a commitment to protect the environment and an ambition for using resources more efficiently, reducing the amount of waste produced and increasing recycling levels. The Strategy also reflects and re-states a commitment to eliminating plastic waste within the next 25 years and the elimination of all avoidable waste by 2050. A number of the government's proposals will be subject to consultation. The consultations are planned to commence as early as January 2019 and will cover the following proposals:
- Every household to be provided with a weekly separate food waste collection from 2023. The consultation will also consider whether charges for garden waste collections should continue.
 - Extending producer responsibility to ensure that producers pay the full net costs of disposal or recycling of packaging.
 - The introduction of the collection of a consistent set of recyclable materials from all households.
 - The introduction of a 'deposit return scheme' to increase the recycling of single-use drinks containers including bottles, cans, and disposable cups
 - The introduction of tax on plastics that do not have a minimum recycled content.
 - Addressing barriers to re-use at Household Waste Recycling Centres and further measures to boost re-use; including reporting and re-use targets.
 - Extending producer responsibility for waste electronic and electrical equipment (WEEE)
 - The clamp-down on illegal movements of waste.
 - A review of joint working arrangements and performance metrics to move beyond current weight based targets.

Highways, Transportation & Logistics and Physical Environment

Traffic Division

Street Lighting Conversion

- 2.17 The LED street lighting conversion programme is continuing in the current financial year, which will reduce energy and maintenance costs.

2.18 The current street lighting contractor has decided not to extend their Contract with Halton, so it has been necessary to engage a new contractor. Sefton MBC invited tenders in 2017 and this Contract is being utilised – the contractor is Jones Lighting.

Emergency Planning

2.19 The Emergency Planning team carried out an exercise for ICoNiChem, on 17th October 2018.

Traffic Management

2.20 Mersey Gateway has been open for over twelve months, however the completion of works, especially at Ditton is dragging on, and it should now be completed in early 2019.

Planning and Policy

Local Plan

2.21 Work is continuing on the evidence base to support the local plan. The revised household projections are also to be taken into account in the next stage of the local plan. An executive board report will be produced in Quarter 4 seeking permission for consultation on the next stage of the local plan.

Planning Applications

2.22 An application for a new office building for Inovyn has been received. This is for a new office building to replace the existing headquarters building at the Runcorn site.

Planning Application Statistics

Total Applications Received: (Includes those Withdrawn and Returned) 123			
Applications Decided	165	Applications On-Hand (Undecided)	132
Pre-Applications Received	14	Pre Applications Closed	14

N.B. There are certain applications (such as tree preservation orders) that are not counted in the statutory CLG speed of processing statistics. This accounts for the difference between the figures reported above and the figures given for PPT LI 04.

Highway Schemes and Maintenance

Q3 2018/19 Programme Updates

2.23 Updates during the quarter include:

- Liverpool John Lennon Airport Runway End Safety Area. Construction programmed to commence January 19 for completion in Spring 19.
- Watkinson Way Gyratory Improvements. Completion of Final Phase March 19.
- Warrington Road to Watkinson Way HHT funded footpath link. Construction will form part of the above Phase of Watkinson Way works.
- Runcorn De-Linking and Demolition. Construction programmed to commence 1 March 19 to December 19.
- Widnes Loops Link Road. Construction programmed for April 19 to January 2020.

Structures

- 2.24 Site works for the SJB steel arch painting project have continued, with completion of Phase 4 (of 7) achieved in December.
- 2.25 The design process for HBC's preferred option for the Runcorn Approach Viaduct (RAV) western cantilever and parapet modification scheme (which is required to enable the demolition of RAV West under the Runcorn de-linking scheme) is progressing, with site investigation work undertaken in December 2018 to check as-built detailing to key reinforced concrete structural elements.
- 2.26 The team has continued to provide input to the planning and scheme development processes for the demolition of various highway structures within the Trumpet Loop section of the SJB complex, and also to the forthcoming STEP improvement schemes for RAV and Widnes Approach Viaduct (WAV).
- 2.27 The Delivery Agreement for the LCR major maintenance project for the steelwork maintenance painting on Hutchinsons Sidings bridge has been signed in preparation for site implementation during Q4. Part of the work will necessitate the temporary closure of Dock Road, and a traffic order has been made for this.

3.0 Emerging Issues

- 3.1 A number of emerging issues have been identified during the period that will impact upon the work of services including:-

Development & Investment Services

Investment and Development Services

- 3.2 3.5 Contract period for the provision of property Guardian services is due to expire May 2019 and commence work to re tender the contract.

Business Growth Programme\Place Marketing ERDF Programme Extension

- 3.3 The Liverpool City Region Combined Authority (CA) issued a 'Call' under ERDF Programme Priority 3 (Business Support) in March 2018. The Call sought partnerships or agencies to deliver a range of business support services across the Liverpool City Region for a period of three years.
- 3.4 A partnership of City Region Local Authorities and Chambers of Commerce have delivered the Business Growth Programme (BGP) for a period of six years and Place Marketing for Inward Investment project for a period of three years utilising ERDF Priority 3 funding. An extension to both projects was, therefore, sought by the partnership for a further three years.
- 3.5 Ministry of Housing, Communities and Local Government (MHCLG) has confirmed that a three year programme extension for BGP, to cover the period January 2019 – December 2021, has been approved albeit with more demanding output targets
- 3.6 A Change Control for the Place Market for Inward Investment was submitted on October 08 2018 and is currently being evaluated by MHCLG. However, the future delivery of the Place Marketing for Inward Investment programme is inexorably linked to the roll out of One Front Door (see below). It is, therefore, likely that approval of a programme extension will be subject to a number of material changes to the proposed delivery model.

Liverpool City Region 'One Front Door'

- 3.7 The Combined Authority (CA) has been tasked with realising a Mayoral ambition to create 'One Front Door' (OFD), in other words a single portal for all investment enquiry and management and place marketing, for the City Region.
- 3.8 In December 2018 the CA published a proposal that would see the creation of a small central team of approximately five individuals to oversee inward investment marketing and inward investment enquiry management across the City Region.
- 3.9 The CA aspire to have an OFD Team and operating protocols with key partners in place by June 2019. In the meantime the Liverpool City Region Local Enterprise Partnership (LEP) will deliver a transition OFD service. The LEP will also ultimately assume all operational responsibility for the OFD Team.

Sci-Tech Daresbury

- 3.10 In order to access the funding for Project Violet, the Joint Venture have been asked to set up a Specialist Purpose Vehicle (subsidiary company). The JV are considering the legal, tax and procurement issues relating to this and will report to the Board in the next Quarter.

Resources

- 3.11 Recruitment and regeneration is challenging; three regeneration officers have taken up posts in neighbouring authorities in the last 6 months and clearly this is having an impact on capacity to deliver key projects.

External Funding

- 3.12 During the quarter 3 2018/19 period:
- Need to review new Big Lottery Fund (BLF) Reaching Communities programme and its effect on funding in the Borough; new processes and highly competitive programme. Asked for meeting with NW BLF staff.
 - The Team is focussing resource on SIF bids and support for colleagues in the Impact Areas. Also offering support on Town Centre Commission work and the Future High Street Fund programme.
 - Focus on winding down of ESIF programme in England; some calls still due to be released with a deadline for funding agreements to be in place by March 2020. Need to be prepared for the Shared Prosperity Fund which is due to replace the ESIF post-Brexit.
 - Much activity at the LCR level regards Culture and Visitor Economy; need to ensure Halton is able to benefit from any joint funding opportunities e.g. Creative People and Places and Borough of Culture year in 2021. Organising a tour of the Borough for key Arts Council staff in February as Halton is under-represented with Arts Council funding; and working with Halton Chamber and the LEP to reinvigorate Halton's Visitor Economy offer.

Highways, Transportation & Logistics and Physical Environment

Planning and Policy

Planning and Development

- 3.13 The Liverpool City Region are starting work on the LCR Spatial Development Strategy. The Spatial Development Strategy will support the delivery of strategic employment and housing sites throughout the City Region. The Strategy would require approval by a unanimous vote of Members appointed to

the Combined Authority by the constituent Councils. It is worth noting that devolution deal stated that this approach must not delay the development of local plans. Also emerging is a non-statutory Mayoral Transport Plan which will articulate the transport aspirations of the LCR Mayor whilst considering the emerging LCR Industrial and Energy Strategies.

3.14 An application is likely to be received in quarter 4 for a new local centre at Sandymoor.

Structures

Silver Jubilee Bridge Maintenance Delays

3.15 On several occasions, high winds during the autumn have led to lost working shifts, which will affect the contractor's programme. The contractor is seeking to recover lost time through additional weekend working. The current forecast completion date is in July 2019.

3.16 Due to a complex and protracted design process, there is a significant risk that the LCR major scheme for the replacement of a suspension cable on SJB will not be achieved during Q4.

3.17 A change request to Merseytravel is being prepared to seek approval for changes to the agreed schedule and spend allocations for the current programme. This includes a proposal to utilise a budget under-allocation towards the SJB arch painting scheme.

4.0 Risk Control Measures

4.1 Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. As such Directorate Risk Registers were updated in tandem with the development of the suite of 2018 – 19 Directorate Business Plans.

4.2 Progress concerning the implementation of all high-risk mitigation measures relevant to the remit of this Board is included as Appendix 1 to this report.

5.0 High Priority Equality Actions

5.1 Equality issues continue to form a routine element of the Council's business planning and operational decision making processes. Additionally the Council must have evidence to demonstrate compliance with the Public Sector Equality Duty (PSED) which came into force in April 2011.

5.2 The Councils latest annual progress report in relation to the achievement of its equality objectives is published on the Council website and is available via:

[http://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/Equality - objectives progress report - April 2013.pdf](http://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/Equality_-_objectives_progress_report_-_April_2013.pdf)

6.0 Performance Overview

6.1 The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that fall within the remit of the Board.

Development and Investment Services

Key Objectives / milestones

Ref	Milestones	Q3 Progress
EEP 01a	Completion of Halton Tomorrow Document - July 2018	
EEP 01b	Produce Local Economic Assessment – September 2018	
EEP 03b	Complete consultation on Astmoor Masterplan - December 2018	
EEP 03f	Complete Feasibility Study for Ditton Rail Station - September 2018	

Supporting Commentary

Halton Tomorrow (renamed Halton 2030) is now complete and was presented to Executive Board, Employment, Learning, Skills and Community (ELSC) Policy & Performance Board and Management Team. An additional piece of work is now being undertaken to develop an Action Plan.

Interim findings were reported to ELSC PPB in February 2018 and to the Board of Halton Chamber of Commerce and Enterprise in June 2018. The LEA now forms the basis of the Halton Tomorrow and the economic development priorities for Halton Council

To inform production of an Astmoor Masterplan a stakeholder Consultation Workshop was held on 12 December 2018 with key landlords, landowners, and representatives of the business community and Halton Chamber. The next step is working up a draft Astmoor Masterplan for publication in March 2019.

The feasibility study for the Ditton Rail Station has been delayed by Merseytravel. Merseytravel asked the Council to go through them to get this piece of work undertaken and Merseytravel are only now appointing the consultant to undertake the work. It is now expected by December 2018.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q3 Actual	Q3 Progress	Direction of travel
EEP LI 07	Number of companies benefitting from the Council's intensive Key Account Management Service (KAM).	New Indicator for 2018/19	50	53		
EEP LI 14	Number of Businesses Supported.	658	700	429		

Supporting Commentary

The BIG Team are currently working with industry partners to create a local 'Chemical\Energy & Environmental Sector Group' thereby increasing KAM penetration within an otherwise neglected sector.

KAM sectors have been refined and now include Advanced Engineering and Manufacturing (AEM), Energy and Environmental and Knowledge Intensive Businesses; Digital & Creative, Pharmaceuticals, Life Sciences and Financial and Business Services.

Current Progress' refers to 'unique company engagements' through the Growth Hub since the inception of the Growth Hub contract in October 2015

Waste and Environmental Improvement**Key Objectives / milestones**

Ref	Milestones	Q3 Progress
CE 04	Continue to deliver communications and awareness raising initiatives to ensure that participation with the Council's recycling services is maximised and that residents comply with the requirements of the Council's Household Waste Collection Policy - March 2019 .	

In this last quarter, a campaign was undertaken over the 2018 Christmas period to encourage waste prevention and increased recycling which resulted in direct face-to-face community engagement with over 300 residents.

A new 'Guide to Waste Collection Services and Procedures' information booklet was developed and will be used to help ensure that residents in 'new build' properties are aware of the waste and recycling services provided by the Council and their requirements under the Council's waste collections Policies.

Along with other district Council's across the LCR, Halton has signed up to partnership agreement with the Merseyside Recycling and Waste Authority for the delivery of a RECYCLE RIGHT campaign, which has been developed to support the delivery of a wide scale and on-going communications and awareness raising programme that aims to deliver a targeted set of communications activities to raise awareness and improve the quality of kerbside recycling collections and reduce 'contamination'.

The campaign commenced in December 2018 with generic social media messaging and future communication activities will include, but not be limited to, radio advertising, outdoor media advertising, press and PR opportunities and 'paid for' social media messaging.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q3 Actual	Q3 Progress	Direction of travel
CE LI 05	Residual household waste per household.	551kgs	590kg	452kg		
CE LI 06	Household waste recycled and composted.	43.80%	44%	42%		

Supporting Commentary

The figures for residual household waste per household and the amount recycled and composted are all cumulative estimates.

Whilst the target is forecast to be met, the Kgs of residual waste produced per household is higher than the corresponding period in the previous year.

In addition, indications at this stage for the target percentage of household waste that is recycled and composted are that will not be met.

Recycling performance is projected to be lower than last year's 43.8% figure. A fall in recycling rates is not unique to Halton but appears to be consistent with many other local authorities. In Halton, a reduction in the amount of garden waste collected due to the hot weather and an increase in blue bin contamination levels are two of the contributory factors towards the projected reduction in recycling performance.

Policy, Planning and Transportation

Key Objectives / milestones

Ref	Milestones	Q3 Progress
PPT 01	Review progress against LCR SJB maintenance strategy and deliver 2018/19 major bridge maintenance works programme March 2019 .	
PPT 02	Deliver the 2018/19 LTP Capital Programme March 2019	
PPT 03	Ensure continued unrestricted availability of the Highway network and to allow future maintenance to be delivered on a steady state, lifecycle planned basis.	
PPT 05	Consult on a revised draft Delivery and Site Allocations Local Plan (DALP) September 2018	

Supporting commentary

PPT 01

There has been some delays to several tasks within the Silver Jubilee Bridge major maintenance works programme for Year 3. A change request will be submitted to Merseytravel in January 2019.

PPT 02

STEP funded improvements to Runcorn East Station Car Park to provide additional car parking. Construction programmed for 7 January 19 to April 19.

STEP funded Astmoor Busway cycle and walking improvements. Construction programmed for February 19 to June 19.

STEP funded Parapet upgrade to Runcorn Approach Viaduct (RAV). Construction completed prior to Christmas 18.

STEP funded improvements to RAV West to provided footpath widening. Construction programmed for commencement February 19 for 3 months.

STEP funded improvements to Widnes Approach Viaduct to provide reconfigured footway cycleway. Programmed for construction in Spring 19.

STEP funded improvements from West Banks Street to Lugsdale Road to provide footpath cycleway upgrades. Construction starts 3 December to 21 December 18.

STEP funded walking and cycling improvements to Runcorn Canal Tow Path. Construction programmed for February 2019 to August 2019.

PPT 03

Footway Reconstruction Programme. Works programmed for Birkdale road, Ryder Road, Hough Green Road, Hale road, Blackburn Avenue to Lovell Terrace, and Fieldway.

Carriageway Resurfacing Programme. Schemes currently programmed for 19/20 Fairfield Road, remaining southern half, Prescott Road, railway bridge to Heath Road, Runcorn road Moore, Liverpool road haunch repair, Hale road haunch repair, Clifton Islands link roads(under M56 Junction 11). Further works are currently being prepared including additional LCR KRN Carriageway Funded Schemes.

Carriageway Surface Treatment programmed for spring 19 at Daresbury Expressway to Central Expressway to Pitts Heath Lane roundabout, Northwich Road and Weston point slip road to Rocksavage.

PPT 05

During 2018, Government issued revised National Planning Policy Framework (NPPF), a new 'standard method' for calculating housing needs and interim changes to this new standard method. The housing requirement is lower than previously consulted on. This together with outstanding evidence and assessment requirements (some resulting from the last consultation) mean that the milestone has not been met.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q3 Actual	Q3 Progress	Direction of travel
PPT LI 02	Net additional homes provided	369 (2017/18)	552	369 (2017/18)	N/A	N/A
PPT LI 03	Number of affordable homes delivered (gross)	92 (2017/18)	138	92 (2017/18)	N/A	N/A
PPT LI 04	Processing of planning applications (%) as measured against targets for:					
	a) Major application	83%	60%	100%		
	a) Minor applications	95%	80%	89%		
	b) Other applications	96%	80%	100%		
PPT LI 12	Damage to roads and pavements (% above intervention levels) repaired within 24 hours.	100%	100%	100%		

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q3 Actual	Q3 Progress	Direction of travel
PPT LI 15	% of network where structural maintenance should be considered:					
	a) Principal roads	0.3%	2.00%	N/A	N/A	N/A
	b) Non-Principal Roads	1.00%	4.00%	N/A	N/A	N/A
	c) Unclassified Roads	3.46%	9.00%	N/A	N/A	N/A
PPT LI 16	Bus service punctuality, Part 1: The proportion of non-frequent scheduled services on time (%):					
	a) Percentage of buses starting route on time	97.67%	98.55%	100%		
	b) Percentage of buses on time at intermediate timing points	84.83%	95.00%	85.09%		

Supporting Commentary

Housing completion figures are reported annually at year end.

All figures remain in excess of target with Majors the same as Q3 2017, Minors 1% down and others 10% up. All are in line to meet/exceed their annual targets.

Repair to damage to roads and pavements remains positive and Annual structural surveys will be undertaken and collated and results reported later in the year. In line with the Highways Asset Management Plan consideration needs to be given to further overall long term investment and highway condition. Note that this figure doesn't measure those highways which are starting to deteriorate, where works may be required to prevent failure and more costly repairs.

The performance of buses starting services on time continues to perform above expected and it is anticipated that it will continue to perform at this level for the rest of the year. Although the percentage of buses on time at intermediate points is down on last year's performance, operators continue to monitor the services to enable changes to improve performance. It is anticipated these changes will result in the target being met by year end.

7.0 Financial Statements

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

Revenue Budget as at 31 December 2018

	Annual Budget £'000	Budget To Date £'000	Actual Spend £'000	Variance (Overspend) £'000
<u>Expenditure</u>				
Employees	4,463	3,586	3,607	(21)
Repairs & Maintenance	2,239	1,453	1,453	0
Premises	55	53	53	0
Energy & Water Costs	686	419	388	31
NNDR	543	543	541	2
Rents	363	259	259	0
Economic Regeneration Activities	17	5	5	0
Supplies & Services	1,845	1,523	1,510	13
Grants To Voluntary Organisations	41	35	35	0
Capital Financing	118	94	94	0
Total Expenditure	10,370	7,970	7,945	25
<u>Income</u>				
Fees & Charges Income	-277	-222	-210	(12)
Rent – Commercial Properties	-1,174	-641	-660	19
Rent – Investment Properties	-44	-30	-30	0
Rent – Markets	-775	-583	-569	(14)
Government Grant Income	-2,001	-1,696	-1,696	0
Reimbursements & Other Grant Income	-161	-130	-131	1
Schools SLA Income	-509	-483	-465	(18)
Capital Salaries	-45	-27	-27	0
Transfers From Reserves	-831	-579	-579	0
Total Income	-5,817	-4,391	4,367	(24)
Net Operational Expenditure	4,553	3,579	3,578	1
<u>Recharges</u>				
Premises Support	1,965	1,474	1,474	0
Transport	26	18	18	0
Asset Charges	4	0	0	0
Central Support Services	2,121	1,085	1,085	0
Accommodation Income	-2,396	-1,796	-1,796	0
Repairs & Maintenance Income	-2,402	-1,802	-1,802	0
Central Support Income	-2,042	-1,531	-1,531	0
Net Total Recharges	2,724	-2,552	-2,552	0
Net Department Expenditure	1,829	1,027	1,026	1

Comments on the above figures

Finance continues to work closely with the department on projections, savings proposals and balancing the Economy Enterprise & Property budget and this is reflected in the above figures. We continue to identify the financial resources available to support the delivery of the service and allocate resources where needed most, ensuring budget pressures are met.

Whilst we can maintain effective control over expenditure, income still remains a budget pressure as a majority of the income is externally funded and difficult to envisage.

Though the saving measures put forward by the Department for 18-19 have been met, future savings are becoming increasingly hard to find.

The significant budget variances are listed below.

The recent turnover of staff within the Department has helped reduce the anticipated negative variance on employee costs this quarter. However the staff savings target will not be achieved this year.

Following reconciliation by the energy providers, the Council has received a number of one off refunds relating to previous years utility charges.

Every effort has been made to ensure that expenditure on controllable budgets is kept to a minimum within the Department and this is reflected in the Supplies and Services budget in Quarter 3.

Commercial Properties held by Halton Borough Council are fully occupied and this is reflected in the income to date. Quarter 3 continues to show the Council has over achieved on rental income and this is profiled to continue in year.

Fees and charges income is projected to under achieve for the year due to the Court Service deciding not to relocate to Rutland House.

School SLA income has not been achieved this financial year. Due to the increase of staffing costs this means the SLA charges have increased, which in turn resulted in schools choosing to use alternative services.

Market rental income is under budget as at quarter 3, this is due to the open market not meeting its full capacity. This pressure looks set to continue during the winter months. Hopefully following the restructure within the Department and the main focus being to promote the markets, we will hopefully see an increase in the income levels.

It is forecast the departments net spend will be within budget as at 31 March 2019.

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

Capital Projects as at 31 December 2018

	2018-19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
3MG	399	144	144	255
Sci Tech Daresbury – EZ Grant	382	286	286	96
Solar Panel Golf Course	100	57	57	43
Decontamination of Land	50	4	4	46
Former Crossville Depot	440	83	83	357
Advertising Screen at The Hive	100	0	0	100
Murdishaw	38	0	0	38
Venture Fields	41	0	0	41
Widnes Market Refurbishment	1,191	953	953	238
Equality Act Improvement Works	150	29	29	121
Linnets Club House	287	31	31	256
Broseley House	1,190	725	725	465
The Croft	30	0	0	30
Stadium Alternations	260	10	10	250
Total	4,658	2,322	2,322	2,336

Comments on the above figures

Equality Act Improvement Works - It is anticipated the budget will be fully spent at year end. There are a number of Improvement works ongoing or about to commence on site, including a changing places facility and new entrance doors at Catalyst Museum, new ramps at Ditton Library and Picow Farm Depot and improvements at Oakmeadow

Decontamination of Land. The works on the reed bed will be starting shortly.

Linnets Club House Junior changing building - Scottish Power have confirmed the date for the new power supply as commencing on the 31 Jan 2019; the Council still await the date from United Utilities for the new water supply. New Linnets Changing Pavilion -The remedial works to the ventilation system will commence on the 21 January with an anticipated duration of 2 weeks.

Former Crossville Depot The main site works have been concluded and the Council are waiting receipt of the final invoices.

3MG The Council agreed to extend Alstom's option over 18 acres of land at Executive Board in December 2018. The option will now expire on 30 June 2019.

Liberty have commenced construction of 107,000 sqft unit and expect to have this complete by July 2019. Liberty will also submit a planning application on behalf of the Council for the parking associated with Ditton Station by end January 2019.

The Council will complete the tree planting of the new road embankments before Spring.

JBA Flood Risk specialist have been appointed to provide advice on flood mitigation for the proposed Foundry Lane residential area. Report due February 2019.

ARUP have been appointment to provide catchment modelling for Ditton Station which will test its viability of being reopened. Report due end January 2019.

Solar Panel Golf Course The Solar Farm project went out to tender for the main design, build, install and maintenance contract at the end of November. The notice is due to close on the 01 February with a view to evaluate, interview and award before April.

A change control was submitted to MHCLG, the Managing Authority, in November also to make adjustments to timescales, the project is planned to complete by December 2019

Widnes Market Refurbishment The re-roofing works (incl. internal decorations) are now complete; the contractor has submitted an Extension of Time request with a claim for Loss and Expense – this is currently being assessed; the remaining Widnes Market projects will be postponed until the final costs for the re-roofing works are confirmed.

Brosley House – It is not anticipated that there will be any further significant spend on Broseley House until the building is demolished which is anticipated to be in 2021/22. There will be minimal spend dealing with any necessary ongoing repairs but this will be kept to an absolute minimum.

Sci Tech Daresbury – EZ Grant The Joint Venture are progressing Project Violet and are currently out to tender. The Enterprise Zone grant is intended to pay for the professional fees for the project so should be fully claimed as we reach the end of the design phase

Sci-Tech Daresbury –

Murdishaw – Work continues with partners in Murdishaw to agree priorities for investment. The quick wins projects were delayed slightly to allow for the production of a masterplan for the area, however this has recently been reviewed and agreement has been reached to identify key projects and work with colleagues in Highways, Planning, Open Spaces etc to prioritise spend. Some activities are anticipated to carry over into the next financial year.

Stadium Alterations (Karalius Suite) - Works are on site and due for completion mid-February.

COMMUNITY & ENVIRONMENT DEPARTMENT

Revenue Budget as at 31 December 2018

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (Overspend) £'000
<u>Expenditure</u>				
Employees	13,897	10,459	10,649	(190)
Premises	2,038	1,518	1,570	(52)
Supplies & Services	1,153	917	803	114
Book Fund	160	114	103	11
Hired & Contracted Services	1,165	776	653	123
Food Provisions	506	378	309	69
School Meals Food	1,980	1,105	1,067	38
Transport	51	36	31	5
Agency Costs	438	256	251	5
Waste Disposal Contracts	5,900	3,659	3,745	(86)
Grants To Voluntary Organisations	239	196	164	32
Rolling Projects	7	7	7	0
Capital Financing	101	101	101	0
Total Expenditure	27,635	19,522	19,453	69
<u>Income</u>				
Sales Income	-1,829	-1,353	-1,011	(342)
School Meals Sales	-2,368	-1,667	-1,523	(144)
Fees & Charges Income	-5,996	-4,675	-3,941	(734)
Rents Income	-231	-189	-193	4
Government Grant Income	-1,198	-1,198	-1,047	(151)
Reimbursements & Other Grant Income	-681	-405	-342	(63)
Schools SLA Income	-1,347	-1,347	-1,335	(12)
Internal Fees Income	-171	-130	-114	(16)
School Meals Other Income	-254	-179	-137	(42)
Catering Fees	-114	-81	-42	(39)
Capital Salaries	-123	-89	-121	32
Rolling Projects Income	0	0	-45	45
Transfers From Reserves	-172	-172	-172	0
Total Income	-14,484	-11,485	-10,023	-1,462
Net Operational Expenditure	13,151	8,037	9,430	(1,393)
<u>Recharges</u>				
Premises Support	1,558	1,168	1,168	0
Transport Recharges	3,069	2,134	2,134	0
Central Support Services	3,665	2,763	2,763	0
Asset Charges	93	0	0	0
HBC Support Costs Income	-421	-349	-349	0
Net Total Recharges	7,964	5,716	5,716	0
Net Department Expenditure	21,115	13,753	15,146	(1,393)

Comments on the above figures

The net Department budget is £1,393,000 over budget profile at the end of the third quarter of the 2018/19 financial year.

Employee spend is currently over budget, mainly due to staff saving targets for the department which are not being met in the majority of areas due to the need to maintain frontline services. Casual spend stands at £646,000, in contrast to £403,700 at the same point last year. The largest increases in casual spend are for Leisure Centres and School Catering, where there has been considerable difficulty in recruiting permanent staff. Casual spend has also been adversely impacted by the rise in the living wage which has caused casual pay rates to increase. Agency staffing spend is also significantly higher than last year at £115,000 compared to £63,000 in 2017/18, with School Meals the main cause of this increase.

Employee budgets are based on full time equivalent staffing numbers of 477.

The waste disposal contract is expected to overspend until arrangements are in place to reimburse the Council for spare capacity and waste sold for electricity. Actual tonnage the Council is contributing to the contract is currently less than forecast in comparison to contract partners, this is helping to maintain actual costs to a reasonable level.

Income targets had been reduced by approximately £200k this year, although in many areas, the department will again struggle to meet the budgeted income amounts. There are large shortfalls on Leisure Centre income due to cancelled classes as staff vacancies cannot be filled, swimming lessons no longer being offered at Runcorn Swimming Pool (again due to recruitment difficulties) and a continued reduction in the number of memberships being taken out. The Brindley is struggling to meet income targets, although over the past quarter promotions income has increased after a difficult summer. With no concert or significant event at the Stadium, planned events income will underachieve at year-end.

Other areas where income targets are not being achieved include catering, event income, sponsorship income and architect fees within the Open Spaces division.

Sales income is again currently short of the target to date mainly due to Stadium Bars and Catering, and Municipal Catering. So far income is down on these activities compared to the same stage last year and there is no evidence to be able to project growth for the remainder of the year.

The replacement of the iPitch at the stadium has meant that it has been unavailable for hire for approximately three months leading to a reduction in lettings income. Letting fees income is also significantly underachieving at Ditton, Grangeway and Upton Community Centres.

Government Grant income is low compared to budgeted targets for Universal Infants Free School Meals. Free meal children numbers appear to have fallen dramatically over the last few years.

Expenditure on Supplies and Services and Hired and Contracted services is currently under budget across the majority of areas as spend is limited where possible. Premises spend is over budget, mostly due to increases in utility prices and the increased maintenance cost of the ageing Leisure Centre buildings. There have also been some essential repairs at the cemeteries which have contributed to the current premises overspend.

Capital Projects as at 31 December 2018

	2018-19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Minor Works	50	38	16	34
Stadium Pitch	300	300	277	23
Brindley Cafe Extension	80	30	7	73
Children's Playground Equipment	57	1	1	56
Landfill Tax Credit Schemes	340	0	0	340
Upton Improvements	13	0	0	13
The Glen Play Area	41	0	0	41
Runcorn Hill Park	5	5	3	2
Crow Wood Park Play Area	478	7	7	471
Open Spaces Schemes	611	458	357	254
Peelhouse Lane Cemetery	500	375	135	365
Peelhouse Lane Cemetery - Enabling Works	33	25	17	16
Phoenix Park	104	104	104	0
Victoria Park Glass House	170	0	0	170
Sandymoor Playing Fields	1,032	803	803	229
Widnes & Runcorn Cemeteries - Garage & Storage	190	9	9	181
Town Park	280	2	2	278
Litter Bins	20	0	0	20
Total	4,304	2,162	1,738	2,566

Policy, Planning & Transportation**Revenue Budget as at 31 December 2018**

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
<u>Expenditure</u>				
Employees	4,504	3,371	3,170	201
Other Premises	168	116	101	15
Contracted Services	209	120	116	4
Supplies & Services	157	177	175	2
Street Lighting	1,700	854	704	150
Highways Maintenance	2,446	1,535	1,531	4
Fleet Transport	1,413	742	742	0
Lease Car Contracts	1	62	62	0
Bus Support	649	473	487	(14)
Finance Charges	145	12	12	0
Contribution to Reserves	201	0	0	0
Grants to Vol. Organisations	61	61	61	0
LCR Levy	882	441	441	0
NRA Levy	64	64	64	0
Total Expenditure	12,600	8,028	7,666	362
<u>Income</u>				
Sales	-351	-239	-191	(48)
Planning Fees	-526	-420	-353	(67)
Building Control Fees	-209	-134	-123	(11)
Other Fees & Charges	-646	-483	-622	139
Rent	-9	-6	0	(6)
Grants & Reimbursements	-177	-201	-280	79
Government Grant Income	-120	-15	-15	0
Efficiency Savings	-68	-9	-9	0
Schools SLAs	-43	-45	-45	0
Capital Salaries	-317	-34	-34	0
LCR Levy Reimbursement	-882	-441	-441	0
Total Income	-3,348	-2,027	-2,113	86
Net Operational Expenditure	9,252	6,001	5,553	448
<u>Recharges</u>				
Premises Recharges	642	481	481	0
Transport Recharges	771	539	539	0
Asset Charges	539	0	0	0
Central Recharges	1,732	1,300	1,300	0
Transport Recharge Income	-4,896	-3,084	-3,084	0
Central Recharge Income	-866	-597	-597	0
Net Total Recharges	-2,078	-1,361	-1,361	0
Net Department Expenditure	7,174	4,640	4,192	448

Comments on the above figures

Employee spend is currently under budget mainly due to there being a number of vacancies within Building Control, Traffic and Highway teams. It is projected that the vacancies will continue until the end of the financial year.

Employee budgets are based on full time equivalent staffing numbers of 113.

Other premises costs are anticipated to be under budget due to lower energy costs from a recently refurbished Lower House Lane Depot.

The underspend to date on Street Lighting is due to reduced energy costs associated with the capital project for lighting upgrades.

Supplies and services are under budget due to a conscious effort from all budget holders to reduce spending where possible.

Both planning and building control income targets are not anticipated to achieve their income budgets for this financial year. This is due to staffing issues, along with continued competition from Approved Inspectors charging rates that the Council cannot compete with. External fuel sales are also not projected to come in on budget.

Other Fee and Charges includes income budgets such as repairs, access crossing and Section 74 overrun charges that are projected to overachieve, however these are areas where income is received on an ad-hoc basis and forecasting future income levels is unpredictable.

At this point it is forecast the department outturn net spend will be within the allocated budget.

Capital Projects as at 31 December 2018

Capital Expenditure	2018/19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
<u>Local Transport Plan</u>				
Bridges & Highway Maintenance				
Bridge Assess, Strength & Maintenance	1,546	323	323	1,223
Road Maintenance	2,093	543	543	1,550
Total Bridge & Highway Maintenance	3,639	866	866	2,773
Integrated Transport	460	255	255	205
STEP Schemes	2,643	128	128	2,515
SJB MM – Arch Painting	6,665	4,814	4,814	1,851
SJB deck reconfiguration	600	0	0	600
SJB decoupling	9,596	335	335	9,261
KRN – Earle Rd Gyrotory	1,150	916	916	234
Ditton Loops	1,000	161	161	839
Total Local Transport Plan	25,753	7,475	7,475	18,278
Halton Borough Council				
Street Lighting	282	41	41	241
Lighting Upgrades	500	29	29	471
Risk Management	80	0	0	80
Fleet Vehicles	1,013	495	495	518
Travelodge / Watkinson Way footpath	130	2	2	128
Total Halton Borough Council	2,005	567	567	1,438
Total Capital Expenditure	27,758	8,042	8,042	19,716

Comments on the above figures.

The fourth year of the STEP (Sustainable Transport Enhancement Package) programme has begun with grant allocations being agreed by the LCR.

The SJB MM (Silver Jubilee Bridge Major Maintenance) arch painting programme is continuing.

Works are continuing for the lighting upgrade programme. Due to a change in contractor the majority of the expenditure for this year will be in Q4.

Spend on capital projects are still relatively low in quarter 3 but these are expected to pick up in Q4 with some projects pushed back into 19-20.

ADULT SOCIAL CARE DEPARTMENT**Revenue Budget as at 31 December 2018**

	Annual Budget	Budget To Date	Actual Spend	Variance (Overspend) £'000
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	14,770	10,565	10,401	164
Premises	329	152	159	(7)
Supplies & Services	1,596	687	696	(9)
Aids & Adaptations	113	80	67	13
Transport	201	149	132	17
Food Provision	206	120	106	14
Contracts & SLAs	528	449	444	5
Emergency Duty Team	98	73	76	(3)
Other Agency	635	543	542	1
Payments To Providers	1,443	1,233	1,248	(15)
Transfer to Reserve	210	0	0	0
Total Expenditure	20,129	14,051	13,871	180
<u>Income</u>				
Sales & Rents	-281	-273	-260	(13)
Fees & Charges	-666	-500	-502	2
Reimbursements & Grant Income	-1,139	-553	-532	(21)
Transfer From Reserves	-800	0	0	0
Capitalised Salaries	-111	-83	-83	0
Government Grant Income	-1,161	-980	-990	10
Total Income	-4,158	-2,389	-2,367	(22)
Net Operational Expenditure	15,971	11,662	11,504	158
<u>Recharges</u>				
Premises Support	610	458	458	0
Asset Charges	50	0	0	0
Central Support Services	3,027	2,180	2,180	0
Internal Recharge Income	-2,037	-1,578	-1,578	0
Transport Recharges	671	193	193	0
Net Total Recharges	2,321	1,253	1,253	0
Net Department Expenditure	18,292	12,915	12,757	158

Comments on the above figures

In overall terms, the Net Department Expenditure excluding the Complex Care Pool is £158,000 below budget the budget profile at the end of the third quarter of the 2018/19 financial year. Current expenditure patterns indicate that spend will be very close to the budget allocation for the 4th quarter of the year, and a net spend below budget in the region of £152,000 is projected for the 2018/19 financial year overall.

The financial report includes expenditure and income related to the Housing Solutions division, which includes the Housing Solutions advisory service, 2 permanent and 1 temporary traveller sites, and the grant-funded Syrian Resettlement Programme. These services have a combined net budget of £593,000, and expenditure is currently projected to be to budget for the year.

Employee costs are currently showing spend of £164,000 under budget profile, due to savings being made on vacancies within the department, specifically in the Day Services and Care Management divisions. The majority of these vacancies have now been filled, therefore the current level of underspend is not projected to continue at this level for the remainder of the financial year.

Employee budgets are based on full time equivalent staffing numbers of 537. The staff turnover saving target in relation to vacant posts is £520,000, and this has been achieved in full.

Premises costs are running slightly above budget profile at the end of December 2018. The winter quarter is likely to bring additional pressures on utilities costs, so these budgets will be closely monitored during the remainder of the year, and remedial action taken if necessary.

Income from sales and rents are currently running slightly behind budget profile, and income until the end of December suggests an under-achievement of £15,000 for the year on the full-year income target of £281,000. The shortfalls relate to rechargeable income in respect of electricity at the traveller sites, and sales income relating to Day Services initiatives. In both cases, these shortfalls are offset by savings on running costs, and the departments concerned are projected to be to budget overall.

Income received from the Clinical Commissioning Group (recorded under the "Re-imbursments and Grants" heading) is projected to be below target. This income relates to Continuing Health Care funded packages within Day Services and the Supported Housing Network. The income received is dependent on the nature of service user's care packages. The shortfall is currently estimated to be in the region of £28,000 for the full year.

Capital Projects as at 31st December 2018

	2018-19 Capital Allocation £'000	Allocation To Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Vine Street Development	10	1	1	9
Orchard House	180	0	0	180
Purchase of 2 Adapted Properties	230	0	0	230
Total	420	1	1	419

Comments on the above figures:

The Vine Street Development project relates to the adaptation of the Mental Health Resource Centre in Widnes in order to better meet service user's needs. Construction was completed during the previous financial year, the 2018/19 capital allocation represents the funding carried forward from 2017/18 to fund the residual payments due in relation to the scheme.

The Orchard House allocation relates to the purchase and re-modelling of a currently vacant property, to provide accommodation for young adults who have a Learning Disability and Autism. The scheme was approved by Exec. Board on 15 November 2018. The full scheme cost is £497,000, and is fully funded by an NHS England grant. The £180,000 capital allocation in the current year reflects the proposed purchase price, and estimated architectural consultancy fees.

The capital allocation for the purchase of land and construction of 2 properties relates to funding received from the Department Of Health under the Housing & Technology for People with Learning Disabilities Capital Fund. The funding is to be used to meet the particularly complex and unique needs of two service users. The purchase of suitable land is scheduled to be completed in March 2019, with construction of the properties scheduled to be completed during the 2019/20 financial year. The total scheme value and funding is £520,000, of which £230,000 is expected to be spent in the final quarter of this financial year on land purchase and architectural consultancy fees.

8.0 Application of Symbols

Symbols are used in the following manner:

Progress Symbols

<u>Symbol</u>	<u>Objective</u>	<u>Performance Indicator</u>
Green 	Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber 	Indicates that it is <u>uncertain or too early to say at this stage</u> whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved</i>
Red 	Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an intervention or remedial action taken.</i>

Direction of Travel Indicator

Green 	Indicates that performance is better as compared to the same period last year.
Amber 	Indicates that performance is the same as compared to the same period last year.
Red 	Indicates that performance is worse as compared to the same period last year.
N / A 	Indicates that the measure cannot be compared to the same period last year.

REPORT TO: Environment and Urban Renewal Policy and Performance Board

DATE: 27th February 2019

REPORTING OFFICER: Strategic Director – Enterprise, Community and Resources

SUBJECT: Business Planning

WARDS: All Wards

1.0 PURPOSE OF THE REPORT

- 1.1 Following the November 2018 Board, a working party was established to select a small number of priority topics to be fed into department business plans for 2019 - 20.
- 1.2 This report updates the Board on outcomes of the Business Planning Working Party (WP).

2.0 RECOMMENDATION:

That the Board endorse the topics to be fed into the Business Plan 2019-20 (Section 4.0).

3.0 SUPPORTING INFORMATION

- 3.1 Department business plans provide an overall operating context together with details of specific objectives and performance measures for service delivery, giving a focus for the monitoring of progress throughout the year.
- 3.2 Members' knowledge of local and organisational issues forms an integral element of plan development.
- 3.3 Plans can only be finalised once final budget decisions have been determined in March 2019, and annual targets can only be confirmed once year-end outturn figures for 2018 – 19 are known.
- 3.4 Due to a software error, the business planning report to the November 2018 Board had the last two pages missing from the appendix. The appendix summarised the topic areas covered by the Environment and Urban Renewal PPB. The two missing pages are appended here for completeness.

4.0 POLICY IMPLICATIONS

4.1 The topics / areas of focus selected by the working party are as follows:

4.2 Opportunities to coordinate maintenance activity with partners

The Working Party (WP) discussed the opportunities to improve environmental quality in the areas of the Borough where social landlords own significant numbers of properties and land. The WP was of the view that maintenance and upkeep work could be further coordinated between the relevant parties, leading to gains in the environmental quality enjoyed by residents. The largest social landlords in Halton are as follows:

Current name	Previous name
Plus Dane housing Association	C/D/S Housing Association
HHT	n/a
Riverside	n/a
Your Housing Association	Liver HA then changed to Arena before Your Housing
Onwards housing	Liverpool Housing Trust
Regenda Homes	Maritime Housing Association
Affinity Sutton Housing	William Sutton Trust
Guinness Partnerships Ltd	Guinness Trust housing Association

4.3 This theme will be considered as part of the review of business plans, picked up via the Street Scene and Waste Management Service areas.

4.4 Improved recycling of food waste

On the 18 December 2018 the Department for Environment, Food, and Rural affairs published its Resource and Waste Strategy for England. All households in England could be given a caddy for food waste in a drive to cut greenhouse gas emissions and reduce the use of fossil fuels. Only around a third of households in England currently have separate caddies for food waste. Just over half do in Scotland, and Wales comprehensively covered by the scheme.

4.5 The Government are including the idea in its new plan to tackle waste and use of resources, as they seek to reduce methane emitted by rubbish in landfill.

4.6 The WP is keen to understand local authority best practice in this area, particularly how recycling rates of food waste could be improved and how domestic collection can be done cleanly and efficiently.

4.7 Tackling fly tipping

Fly-tipping across the UK continues to have a serious impact upon the natural environment in both rural and urban communities. Government statistics reveal that in 2016/17, local authorities in England dealt with around 1 million fly-tipping incidents, a 7% increase from the previous year. Financial resources are also having to be allocated towards disposing of fly-tipped waste, with costs estimated to have reached £57.7 million (April, 2018). This is of serious concern since councils in England are facing a funding shortfall predicted to exceed £5 billion by 2020 (LGA, 2018).

4.8 Recognising the environmental, social and financial impact of fly-tipping, WP Members are keen to ensure that tackling fly-tipping remains a priority for local services.

4.9 Awareness of Environmental Fund benefits

In association with the Energy Recovery Facility, an Environmental Fund was set up to donate around £500,000 every year to local improvement projects. The fund has already paid over £2million to support local causes and initiatives. The WP is keen to see awareness raised of the fund's benefits, for example through a regular feature in the 'Inside Halton' magazine.

4.10 City Region regeneration fund

The Working Party is keen to review the share of business and regeneration support funds distributed to Halton. Members are keen to incorporate specific indicators / KPIs in business plans. This would allow Members to ensure that the City Region Mayor would be held to account over his manifesto pledge to ensure that no community is left behind.

4.11 The WP is keen to ensure that Combined Authority responsibilities that cross-cut interrelated service areas are identified in service business plans. This will ensure that delivery outcomes can be monitored, and will highlight the benefits of being part of the Combined Authority. Example areas that cross-cut services are regeneration and transportation.

5.0 OTHER IMPLICATIONS

5.1 Business plans continue to form the basis for progress monitoring, including reporting to Policy and Performance Boards throughout the year. Such reports will contain information concerning key developments and emerging issues as well as the delivery of predetermined actions and targets.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 The business planning process is one means by which the Council aligns its operational activity with its overall strategic aims and those priorities detailed below.

6.2 **Children and Young People in Halton**

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

6.4 **A Healthy Halton**

6.5 **A Safer Halton**

6.6 Halton's Urban Renewal

7.0 RISK ANALYSIS

7.1 Business Plans allow the Council to align its activities with the delivery of priorities and provide information to stakeholders concerning priorities for 2019 – 20. The process aligns with the annual review of Corporate Risks Registers, ensuring that these are fully considered when determining future actions.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no equality and diversity issues directly related to this report. However, such matters will continue to be monitored and reported annually to the Board through the existing performance monitoring framework.

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

9.1 None under the meaning of the Act.

APPENDIX 1: 2019 – 20 PPB SUMMARY INFORMATION

Highways, Transportation and Traffic

- **Completion of SJB Major Maintenance Scheme**
- **Delivery of Highways Term Contract / Transport**
- **Flood Defence and Sustainable Legislation**
- **Street Lighting and Traffic Management**

Silver Jubilee Bridge (SJB)

SJB maintenance works (including high level painting, cable replacement and deck reconfiguration to allow 2 traffic lanes) requires completion.

Highways Asset Management Plan (HAMP)

The Department for Transport's capital "Incentive Fund" element pushes local authorities to prove that they are proceeding with improving on the management of its assets. This is a 3 Stage process designed to encourage authorities to adopt full asset management principles and procedures. For those remaining in the first stage (Stage 1) a 10% cut in capital funding has been implemented. Halton has now achieved stage 2, with plans to achieve Stage 3 status underway.

Investment in Transport Improvements

The 'investment pipeline' of transport schemes remains a key priority across the six authorities. The aim of the work is to identify a selection of transport schemes at a range of scales which address current and future issues for each district, including supporting planned housing and economic growth.

Flood Risk Management

Halton, in its role as lead Local Flood Authority is now a statutory consultee on the management of surface water in major planning applications providing advice to developers as to the standards of operation and maintenance of surface water drainage systems over the lifetime of proposed developments. The Environment Agency now manages a six-year investment programme of capital Flood and Coastal Erosion Risk Management (FCRM) schemes on behalf of Defra. Bids for Flood Defence Grant in Aid (FDGiA) funding are invited annually from flood risk management authorities and the programme is refreshed accordingly. Halton assesses the need for schemes under the asset inspection & survey regime.

Street Lighting and Traffic Management

The process of converting street lights and traffic signals to LED operation to reduce energy and maintenance costs is continuing.

Key issues include:

- Intelligent Transport Systems (ITS)
- Road Safety
- Energy costs

Physical Environment – Statutory Plans

- **Delivery and Allocation Local Plan (DALP) and completion of key supporting documents**
- **Neighbourhood Planning**

Halton's Local Plan

The statutory plan that guides development and land use over a future fifteen year period are known as 'Local Plans' or 'Development Plan'. For Halton, these statutory plans comprise the Unitary Development Plan (saved policies), Core Strategy and Joint Waste Local Plan. The emerging 'Delivery and Allocations Local Plan' (DALP) and will replace the saved policies of the Unitary Development Plan which were adopted in 2005.

The Local Plan has statutory status and is legally of primary importance in planning decisions. The Town and Country Planning System in the UK is plan led as this provides certainty that a Borough can make provision for sustainable future growth and economic prosperity.

The Core Strategy Local Plan (adopted April 2013) and Joint Waste Local Plan (adopted July 2013) will be implemented over the coming period to provide for future growth, prosperity and regeneration of Halton.

Key Issues

- Adoption of Delivery and Allocations Local Plan
- Strategic planning work undertaken in the context of the LCR Combined Authority
- Neighbourhood Planning

To date, no communities in Halton have chosen to bring forward a Neighbourhood Plan under the Localism Act. However, a number of Parish Councils continue to discuss the subject.

REPORT TO: Environment & Urban Renewal Policy and Performance Board

DATE: 27th February 2019

REPORTING OFFICER: Strategic Director – Enterprise, Community and Resources

SUBJECT: Household Waste Duty of Care

WARD(S): Borough-wide

1. PURPOSE OF REPORT

- 1.1 This report sets out details of householders' legal "duty of care" to ensure they only give their waste to a licensed waste carrier and asks Members to consider the level of Fixed Penalty Notices for any failure by a householder to comply with their legal obligations.

2. RECOMMENDED: That

- 1) Members receive and comment upon the report;**
- 2) Members recommend to Executive Board the Fixed Penalty Notice amount and the discount for early payment that should be set for household waste 'duty of care' offences, and;**
- 3) A report be presented to the Executive Board recommending that the level of Fixed Penalty Notice and discount for early payment for household waste 'duty of care' offences be set at the amounts endorsed by Members of the Board.**

3. BACKGROUND

- 3.1 Under the Waste (Household Waste) Duty of Care (England and Wales) Regulations 2005, householders are required to take reasonable measures to ensure that household waste produced on their property is passed onto an 'authorised person'. An authorised person is defined in legislation but is normally a local authority or a registered waste carrier.
- 3.2 A householder's legal duty is set out in the 'Waste Duty of Care Code of Practice' issued by DEFRA. Failure to comply with the legal obligations is a criminal offence and the primary circumstances where a householder would be deemed to have done so are;

- Where an individual passes waste to an unauthorised waste carrier, and;
- Where fly-tipped waste is traced back to an individual who is found to have failed to take reasonable steps to ensure that they transferred the waste to an authorised waste carrier.

3.3 Those found breaching their duty of care obligations face prosecution and a fine of up to £5,000 in a Magistrates Court. Until recently, the only option for local authorities to address breaches of the duty of care Regulations was to take the offender to court. However, new Regulations were introduced in November 2018 which allows Fixed Penalty Notices (FPNs) to be issued as an alternative to prosecution. FPNs allow a more proportionate approach to deal with householders who breach their duty of care and provide an opportunity for an individual to discharge all liability for the duty of care offence by payment of a financial penalty.

4. SUPPORTING INFORMATION

Fixed Penalty Notices

4.1 Penalties for offences relating to breaches of duty of care obligations are required to be set within limits set by legislation as per the table below.

Default penalty	Minimum full penalty	Maximum full penalty	Minimum discounted penalty
£200	£150	£400	£120

4.2 Members will note that legislation sets a default penalty level of £200. This means that should the Council not specify its FPN levels for duty of care offences, the default penalty of £200 is automatically applied. Members are asked to consider whether the default penalty level of £200 should level be retained, or whether an alternative level should be set within the limits set by legislation.

4.3 In considering the FPN amount that should be set, Members' attention is drawn to the current FPN level for fly-tipping offences; which is £400. This is the maximum amount allowable under legislation and was approved by the Executive Board in March 2017. Setting the FPN level for duty of care offences at £400 would therefore mean that a householder who failed to comply with their legal obligations would face the same financial penalty as an individual who intentionally committed a fly-tipping offence; which many would perceive to be a more serious crime. Setting the FPN level at the highest allowable amount would however send a message to strongly encourage householders to ensure that they meet their legal obligations.

- 4.4 Setting the FPN level too low could result in the financial penalty for non-compliance being cheaper than the costs of paying an unauthorised individual to remove waste; with costs then being incurred by the Council or private landowners for clearing waste that may become fly-tipped. Setting the FPN level too low may also be seen by some that the Council is not providing enough of a deterrent to those who are aware of their legal obligations but choose to deliberately fail to comply with them.
- 4.5 With regards to the level of discount for early payment of an FPN issued for a duty of care offence, Members are asked to consider the currently endorsed full amount for FPNs for littering offences and the amount if paid within 10 days; which are £100 and £75 respectively. This means that currently, the Council's endorsed approach is to apply a 25% reduction for early payment.

Householder Awareness

- 4.6 Whilst the duty of care Regulations provide for formal enforcement action to be taken in cases of non-compliance, this is not deemed to be the primary intention for the Legislation. Instead, they provide an opportunity for the Council to work with householders to help ensure that waste is dealt with properly and responsibly and does not get into the hands of unauthorised waste carriers, or other irresponsible individuals, who may then resort to fly-tipping.
- 4.7 Waste is often not fly-tipped by the individual that produced it but by the person or business they used to take it away. Some people pose as legitimate waste carriers and then fly-tip waste and there are incidences of householders paying a "man in a van" to take away their unwanted waste only for it to be fly-tipped or disposed of at an unlicensed site. Reducing the flow of household waste to unauthorised carriers or irresponsible individuals will help the Council in its efforts to reduce incidents of fly-tipping or other illegal waste disposal practices.
- 4.8 It is likely that many householders will be unaware of their legal obligations under the 'Duty of Care' Regulations or of the consequences of failing to take reasonable steps to determine the person that took their waste was authorised to do so. To this end, whilst enforcement action would be considered where appropriate, the Council will aim to reduce breaches of the household waste duty of care by ensuring that householders are fully aware of their legal obligations. There are an increasing number of individuals offering services to take away waste and provide 'tip runs', particularly on social media, and it is vitally important that the Council does all it can to ensure that householders are fully aware of their duty of care requirements to help them avoid falling victim to fly tippers, and running the risk of action being taken against them as result.

- 4.9 An authorised waste carrier may still fly-tip waste so it is important that individuals gather as much detail as possible about a person who is taking their waste away; not only to meet their legal obligations, but also because if the waste is found fly-tipped the information can be used to help the Council identify the offender.
- 4.10 Officers will take the opportunity to inform householders of their duty of care obligations in a number of ways; including information leaflets, social media and by placing information on the Council's website. It is also planned that information is featured in an edition of the 'Inside Halton' magazine.
- 4.11 Information provided will advise householders who are looking to use a private contractor, or any other person to remove waste from their property, that they can meet their legal obligations by carrying out checks beforehand to establish that they are a genuine and reputable company or individual. Actions that householders will be advised to perform will include;
- Ensuring that the individual or company is a registered waste carrier and making a note of their waste carrier number (This can be done by asking to see their waste carrier licence issued by the Environment Agency or checking online on the Environment Agency website);
 - Asking the waste carrier to provide their full address and telephone number;
 - Asking for details of where they are proposing to take their waste;
 - Recording the registration number of any vehicle removing waste from their home, and;
 - Not being afraid to ask questions as a reputable collector will happily provide any information requested.
- 4.12 Members are asked to consider the Fixed Penalty Notice amount and discount for early payment for household waste duty of care offences and endorse that such amounts be presented to the Executive Board for consideration and approval.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 5.1 There are no new financial implications as a result of this report. However, the use of FPNs to deal with duty of care offences could help avoid the costs involved in prosecuting individuals who commit such offences.

6.0 POLICY IMPLICATIONS

6.1 The new provisions can be accommodated within existing Policy.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and Young People in Halton

No direct impact.

7.2 Employment, Learning and Skills in Halton

No direct impact.

7.3 A Healthy Halton

By enhancing its ability to reduce incidents of fly-tipping, the Council will be making a positive contribution towards improving the local environment and the appearance of the borough; which shall in turn have an overall beneficial effect on health and wellbeing.

7.4 A Safer Halton

Effective use of its regulatory powers will demonstrate that the Council is committed to dealing with environmental crime. The Council's efforts to improve environmental standards and reduce environmental crime will have a positive impact upon the Safer Halton Priority.

7.5 Halton's Urban Renewal

No direct impact, but overall environmental benefits from reducing incidents of fly-tipping can help make the borough a more attractive location for investment.

8.0 RISK ANALYSIS

8.1 Failure to make full use of legislative powers available to deal with duty of care offences may lead to criticism of the Council; thereby damaging its reputation.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 The Council aims to be consistent and even-handed in all regards. Taking enforcement action to deal with duty of care offences is not intended to have either a positive or negative impact upon equality and diversity or apply differently to any particular group.

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

10.1 There are no background papers within the meaning of the Act.

REPORT TO:	Environment and Urban Renewal Policy and Performance Board
DATE:	27 February 2019
REPORTING OFFICER:	Strategic Director, Enterprise, Community & Resources
SUBJECT:	Lead Local Flood Authority Section 19 Flood Investigation and Flood Hub
WARD(S)	Boroughwide / Farnworth

1.0 PURPOSE OF THE REPORT

- 1.1 To remind Members of the Council's responsibilities as Lead Local Flood Authority (LLFA) under the Flood and Water Management Act 2010. The LLFA has duties regarding investigation of flood incidents under Section 19 of the Act. This report highlights the investigation of a recent flood event at A557 Watkinson Way, Widnes.
- 1.2 To bring Members' attention to the recently launched Flood Hub website resource.

2.0 RECOMMENDATION:

2.1 That the Board notes:

- i) the Council's responsibilities as LLFA;
- ii) the content of the Section 19 Report for Watkinson Way; and
- iii) the Flood Hub resource.

3.0 SUPPORTING INFORMATION

3.1 LEAD LOCAL FLOOD AUTHORITY (LLFA) RESPONSIBILITIES

- 3.2 The Flood and Water Management Act 2010 (FWMA or 'the Act') places a number of duties on the Council. The key powers and duties include:
- Preparation of an Asset Register (s.21);
 - Power to designate flood risk management structures (schedule 1);
 - Investigation of flood incidents (s.19);

- Preparation of a Local Strategy for Flood Risk Management (s.9) (Halton's Strategy was published in March 2015);
- Works powers and enforcement (through amendment to Land Drainage Act 1991 s.14);
- Consenting changes to Ordinary Watercourses (s.21);
- Powers to create Byelaws (amendment to Land Drainage Act 1991 s.66)

- 3.3 In addition, the Flood Risk Regulations (2009) require the completion of a Preliminary Flood Risk Assessment (PFRA). Members will recall that Halton's updated PFRA was submitted and accepted by the Environment Agency (EA) during 2017.
- 3.4 The LLFA is a local coordinator and directs responsibility for Surface Water, Highway Drainage, Groundwater and Ordinary Watercourses working with other Risk Management Authorities such as Environment Agency (with responsibility for strategic overview, main rivers and reservoirs) and United Utilities (water supply and sewage systems), and private riparian owners. It is also a statutory consultee on major planning applications, seeking to ensure developers implement sustainable drainage to manage flood risk.
- 3.5 The LLFA takes a 'whole catchment' view of flood risk management and works together with adjoining authorities as part of the Cheshire Mid-Mersey Strategic Flood Partnership, reporting to the North West Regional Flood and Coastal Committee.
- 3.6 Section 19 of the FWMA requires a LLFA to investigate flooding incidents in its area which it becomes aware of. This is in order to identify which risk management authority has flood risk management functions in respect of the flooding and establish whether that authority has responded or is proposing to respond to the flood. The LLFA must publish the results of any investigation. Halton's investigation policy is in 3 phases:
- A. Incident capture (incident is reported and logged)
 - B. Post incident review (significance of incident assessed)
 - C. Formal investigation (undertaken if considered necessary)

A formal investigation is undertaken if an event is deemed to have had significant consequence, defined as having one or more of the following impacts:

- Resulted in major disruption to the flow of traffic for 12 hours or more
- Posed, or could have posed, a risk to human health
- Adversely affected the functioning of critical infrastructure
- Caused harmful impacts to environmentally and socially important assets

- Caused internal flooding to a property used for residential or commercial purposes.

4.0 **POLICY IMPLICATIONS**

4.1 WATKINSON WAY FLOOD INCIDENT AND SECTION 19 REPORT

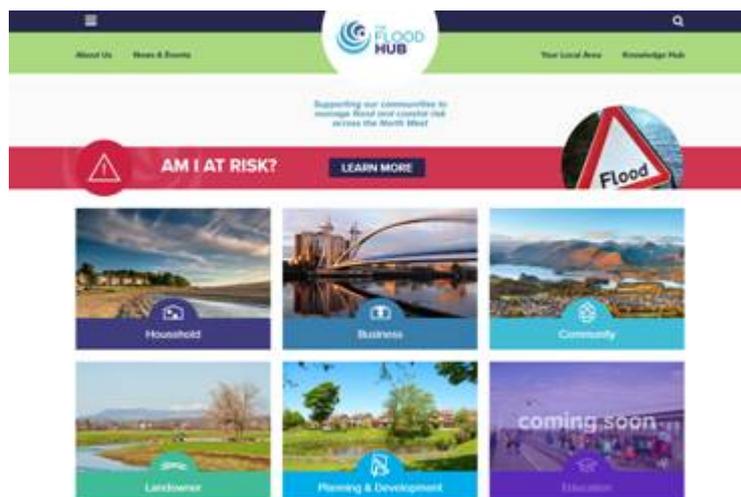
A flood event on 25th-26th September 2017 at A557 Watkinson Way (Cranshaw Bridge) met the criteria defined by the Council prompting an investigation due to flooding of a major road, requiring its closure. The investigation report is included as a background document. The main aspects of the event were as follows:

- The reported flooding was due to pluvial (rainfall) and fluvial (watercourse/highway drainage ditch) sources.
- In the 36 hours prior to the incident 10.6mm rainfall was recorded (at Richard Fairclough House Warrington between 5pm 24/9/2017 and 11am 25/9/2017). This was not considered to be an unusual event.
- No properties were affected by the flooding.
- A major road (Watkinson Way A557) was affected by the flooding on the evening of the 25th September 2017, and although warning signs had been erected, there was an incident later that evening where a vehicle skidded and collided with the barrier. This resulted in the decision to close the road. The road remained closed after the flood had subsided whilst works were undertaken on the 26th September to address the cause of the flooding.
- The cause of the flooding was found to be debris which had collected in a culvert inlet carrying a highway interceptor drainage ditch across the carriageway. This caused a back-up allowing water to flow onto the carriageway.
- During the closure works were also undertaken to remove excess vegetation from the ditch, and remove silt from the ditch immediately prior to the culvert. These works were undertaken by Halton BC as riparian owner and Highway Authority.

- 4.2 The review of this flood incident has been used to identify areas for future improvement in relation to proactive / reactive response and impact to local residential and business communities. Recommendations include work on asset database/ inspections/maintenance regime (including appropriate resource) and internal/external communications.

4.3 FLOOD HUB

The North West Flood Hub became available online on 5 November 2018 at the following address: <https://thefloodhub.co.uk>



- 4.4 The Flood Hub is a one stop shop to increase awareness and help householders, businesses, communities and landowners across the North West help themselves become more flood resilient. The website has been funded by the North West Regional Flood and Coastal Committee (RFCC) and developed by Newground and other partner agencies. It gives advice on flood risk with direct links to EA flood risk mapping, and details of who to report different types of flooding to. The website also contains a section named 'Your Local Area' with information about the Cheshire Mid Mersey (CMM) Flood Partnership (under the 'Cheshire' title). The Council has placed a link to the Flood Hub on its website.

5.0 OTHER IMPLICATIONS

- 5.1 There are no specific other implications in relation to this report. However, the recommendations of the Watkinson Way Section 19 report will have resource implications with regard to additional Asset recording, inspections and repairs.

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
There are no implications associated with this report.
- 6.3 A Healthy Halton

There are no direct implications associated with this report, although the actions described will help to prevent future flooding, which has positive health implications.

6.4 A Safer Halton

The actions described will help to prevent future flooding and reduce the impacts of flooding, which has positive public safety implications.

6.5 Halton's Urban Renewal

There are no direct implications associated with this report

7.0 **RISK ANALYSIS**

7.1 Not applicable

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 There are no Equality and Diversity issues in relation to this report.

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

- A557 Watkinson Way Section 19 Report
- Flood Hub website
- Place of Inspection - Highways Division, Municipal Building, Widnes
- Contact Officer – Jonathan Farmer



Halton Borough Council
S19 Flood Investigation Report

A557 Watkinson Way
Flood at Cranshaw Hall Bridge
25th- 26th September 2017

Disclaimer

Although every effort has been taken to ensure the accuracy of the information contained within the pages of this report, we cannot guarantee that the contents will always be current, accurate or complete.

This report has been prepared as part of Council's responsibilities under the Flood and Water Management Act (2010) as Lead Local Flood Authority (LLFA).

The findings of this report are based on a subjective assessment of the information available to those undertaking the investigation and therefore may not include all relevant information. Therefore it shouldn't be considered as a definitive assessment of all factors that may have triggered or contributed to the flood event.

The opinions, conclusions and any recommendations in this report are based on our assumptions when preparing this report, including, but not limited to those key assumptions noted in the reports, including reliance on information provided by third parties.

The Council expressly disclaims responsibility for any error in, or omission from, this report arising from or in connection with any of the assumptions made being incorrect. The opinions, conclusions and any recommendations in these reports are based on conditions encountered and information reviewed at the time of preparation and the Council expressly disclaims responsibility for any error in, or omission from, this report arising from or in connection with those opinions, conclusions and any recommendations.

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1 Introduction

1.1 Purpose

This document has been prepared by Halton Borough Council (BC), as the Lead Local Flood Authority (LLFA), for the specific purpose of meeting the requirements of Section 19 (1) and (2) of the Flood and Water Management Act (2010) which states:

(1) On becoming aware of a flood in its area, a lead local flood authority must, to the extent that it considers it necessary or appropriate, investigate:

(a) which risk management authorities have relevant flood risk management functions, and

(b) whether each of those risk management authorities has exercised, or is proposing to exercise, those functions in response to the flood.

(2) Where an authority carries out an investigation under subsection (1) it must—

(a) publish the results of its investigation, and

(b) notify any relevant risk management authorities.

The supporting data has been collated from a variety of sources. Whilst every effort has been made to identify the cause, and consequence, to flooding at the identified Section 19 locations this document does not include every flooding occurrence, only where flooding has been reported and is indicative only.

Table 1.1: Incident Summary

Incident Reference	2017-001
Location	A557 Watkinson Way – Cranshaw Hall Bridge
Date(s) of Incident(s)	25 th -26 th September 2017
Reason for Investigation	Major Road Closure
Identified Cause	Debris in Highway Ditch

This report aims to meet the requirements of Section 19 of the FWMA (2010) as well as provide a reference for the effective future management flooding in in the administrative area of Halton through:

- Providing details of the flooding incident,
- Undertaking analysis of the flood history of the area,
- Identifying the responsibilities of Risk Management Authorities (RMAs) and the actions which were carried out,
- Identifying successful response measures and lessons learned, and
- Recommending the next steps.

1.2 Glossary

The table below defines some of the frequently used terminology within the flood risk management industry and this document.

Table 1.2: Definition of Terms

Term	Definition
Annual Probability	Flood events are defined according to their likelihood of a particular flood occurrence in any one year. For example, a flood with an annual probability of 1 in 100 can also be referred to as a flood with a 1% annual probability. This means that every year there is a 1% chance that this magnitude flood could occur.
EA	Environmental Agency
Flooding Asset Register	The register is a record of all structures or features designated by the EA, the LLFA, the district and borough councils or the IDB which have an effect on flood risk as part of Section 21 for the Flood and Water Management Act (2010).
Flood Risk Management Function	A function listed in the Act (or related Acts) which may be exercised by a risk management authority for a purpose connected with flood risk management.
FWMA (2010)	Flood and Water Management Act 2010
Very Low Flood Risk	Area with a very low probability of flooding from rivers (< 1 in 1,000 annual chance of flooding or <0.1%).
Low Flood Risk	Area with a low probability of flooding from rivers (between a 1 in 1000 and 1 in 100 annual chance of flooding or between 0.1% and 1%)
Medium Flood Risk	Area with a medium probability of flooding from rivers (between a 1 in 100 and 1 in 30 annual chance of flooding or between 1% and 3.33%).
High Flood Risk	Area with a high probability of flooding from rivers (> 1 in 30 annual chance of flooding or greater than 3.3%).
IDB	Internal Drainage Board
Instances of property flooding	This is a count of the reported incidents of internal property flooding that occurred across the event. Properties which were flooded twice are accounted for twice and therefore not a count of the number of properties.
LLFA	Lead Local Flood Authority – Halton Borough Council
Main River	Main rivers are usually larger streams and rivers, but some of them are smaller watercourses of local significance. Main Rivers indicate those watercourses for which the Environment Agency is the relevant risk management authority.
Ordinary Watercourse	An ordinary watercourse includes every river, stream, ditch, drain, cut, dyke, sluice, sewer (other than public sewer) and passage through which water flows which does not form part of a Main River. The Lead Local Flood Authority, District/Borough Council or Internal Drainage Board is the relevant risk management authority.
Riparian Owner	Owner of land adjoining, above or with a watercourse running through it who has certain rights and responsibilities, i.e. maintenance of the watercourse to prevent restrictions thus leading to fluvial flooding.
RMA	Risk Management Authority
UU	United Utilities

1.3 Sources of Flooding

The table below identifies the different sources of flooding. The flood event may only experience one source or a combination.

Table 1.3 – Sources of Flooding

Source	Description
Fluvial flooding	Exceeding of the flow capacity of river channels (whether this is a Main River or an Ordinary Watercourse), leading to overtopping of the river banks and inundation of the surrounding land.
Tidal flooding	Propagation of high tides and storm surges up tidal river channels, leading to overtopping of the river banks and inundation of the surrounding land.
Surface water flooding (aka pluvial flooding)	Intense rainfall exceeds the available infiltration capacity and/or the drainage capacity leading to overland flows and surface water flooding.
Groundwater flooding	Emergence of groundwater at the surface (and subsequent overland flows) or into subsurface voids as a result of abnormally high groundwater flows, the introduction of an obstruction to groundwater flow and/or the rebound of previously depressed groundwater levels.
Sewer flooding	Flooding from sewers is caused by the exceeding of sewer capacity and/or a blockage in the sewer network. In areas with a combined sewer network system there is a risk that land and infrastructure could be flooded with contaminated water. In cases where a separate sewer network is in place, sites are not sensitive to flooding from the foul sewer system.
Other sources of flood risk	Flooding from canals, reservoirs (breach or overtopping) and failure of flood defences.

1.4 Flood Risk Data Sources

The following sources of data have been used in preparing this report:

- Flood Risk Mapping (Risk of Flooding from Rivers and Sea; EA)
- Flood Warning and Alert areas (EA)
- Risk of Flooding from Surface Water (RoFSW: EA)
- Groundwater map (EA)
- Susceptibility to Groundwater Flooding (British Geological Survey)
- Historic Flood Evidence
- Historic Flood Map (EA)
- Property Flooding Database
- Historic Flooding Incidents Database

1.5 Other Data Sources

The following sources of data have been used in preparing this report:

- Geological information
- Superficial geology (Geology of Britain Viewer; British Geological Survey)
- Bedrock geology (Geology of Britain Viewer; British Geological Survey)
- Local residents

2 Executive Summary

The purpose of this report is to investigate which Risk Management Authorities (RMAs) had relevant flood risk management functions during the flooding that took place within the boundary of Halton Borough Council. The report also considers whether the relevant RMAs have exercised, or proposed to exercise, their risk management functions as per Section 19 (1) of the Flood and Water Management Act (2010) (FWMA (2010)), as well as adhering to the Flood Risk Regulations (2009).

The FWMA (2010) dictates that LLFAs should investigate a flood event to the extent that it 'considers it necessary or appropriate'. The flood in event on 25th-26th September 2017 has met the criteria defined by Halton Borough Council (BC) prompting an investigation due to flooding of a major road, requiring its closure.

- The reported flooding was due to pluvial and fluvial source(s).
- In the 36 hours prior to the incident 10.6mm rainfall was recorded (at Richard Fairclough House Warrington between 5pm 24/9/2017 and 11am 25/9/2017). This is not considered to be an unusual event.
- No properties were affected by the flooding.
- A major road (Watkinson Way A557) was affected by the flooding on the evening of the 25th September 2017, and although warning signs had been erected, there was an incident later that evening where a vehicle skidded and collided with the barrier. This resulted in the decision to close the road. The road remained closed after the flood had subsided whilst works were undertaken on the 26th September to address the cause of the flooding.
- The cause of the flooding was found to be debris which had collected in a culvert inlet carrying a highway interceptor drainage ditch across the carriageway. This caused a back up allowing water to flow onto the carriageway.
- During the closure works were also undertaken to remove excess vegetation from the ditch, and remove silt from the ditch immediately prior to the culvert. These works were undertaken by Halton BC as riparian owner and Highway Authority.

The review of the flood incident has been used to identify areas for future improvement in relation to proactive / reactive response and impact to local residential and business communities. The following areas for improvement have been identified.

AREAS FOR IMPROVEMENT	
1	Be proactive and maintain ditches better
2	Improve Comms to the public
3	Initial and ongoing communication to the press/web team/social media team – better use could be made of digital media as communications during the flood did not reflect this. There are opportunities to be more proactive and inform colleagues in the Contact Centre rather than be reactive, taking the opportunity to communicate to thousands of people instantly. The only way the Web Team/Social Media/Press team found out was via the contact centre as they were getting lots of calls

4	Lack of drainage plans/database.
5	There was a lack of information regarding the source of the flood as it was only on further investigation and consultation of road infrastructure drawings that the source could be fully found and resolved.
6	Unable to determine that some vehicles would not slow down despite the slow signs.
7	Knowledge of the ditches in Borough and who deals with these locations i.e. Open Spaces/Highway Development teams.
8	Deployment of the right contactors to the right area whilst the road closure was in place (e.g. further south clearing debris).
9	Difficulty arranging team to clear litter over entire ditch/difficult to reach areas.
10	No details of vehicle, condition or details of collision appear to have been collected to inform future insurance claims.
11	Communication with the public – it was perceived that as a complaint had been received relating to field flooding nearby, this was the cause of the flooding on the carriageway which it wasn't. (This field flooding was due to be investigated /cleared later that week) However, the field flooding cause was also investigated and fixed on the visit due to the emergency.

A number of actions have been identified following the review of the flood incident on 25th-26th September at Watkinson Way. The actions outlined below should be used as a tool to assist with current and future flood management plans amongst Halton BC, EA, UU and all other interested parties and the site-specific and strategic levels.

KEY RECOMMENDATIONS	
1	Identify assets that require maintenance to prevent flooding
2	To make sure the following email addresses are updated constantly throughout so Halton BC can be reactive – even if it's a non-emergency incident the first person in on a morning can put something on the website/answer social media queries <ul style="list-style-type: none"> • info@halton.gov.uk • publicrelations@halton.gov.uk • SocialServicesReferrals@halton.gov.uk (Contact Centre tend to monitor this more than the other email addresses)

	<ul style="list-style-type: none"> • Emergencyplanning@halton.gov.uk
3	Produce a drainage asset database with as many stakeholders' assets as possible that is readily available.
4	Inspection regime need to be put in place to inspect ditches.
5	Funding needs to be made available.
6	Better awareness of land drainage assets and the development of a specific maintenance regime. This would build on existing information for high risk areas, such as culverts, and be developed jointly with Open Spaces. There may then be a need for additional resource on the ground to carry out the maintenance.
7	There would be opportunities for this to be put together with the maintenance of wider new development Sustainable Urban Drainage Schemes with commuted sums/management co payments to help support

3 Section 19 – Investigation Requirement

Under the FWMA (2010) the LLFA must undertake an investigation upon becoming aware of a flood incident within its area. Halton Borough Council will undertake a Post Incident Review to determine the consequences of the flooding incident. The Post Incident Review will determine the likely cause of the flooding and consequence. If a flood event is deemed to have had a significant consequence, then a Formal Investigation of the flooding incident will be undertaken. A flood event with significant consequences is one that has had, or could have had if action had not been taken, one or more of the following impacts.

Table 3.1 – Flood Investigation Protocol Threshold Exceedance for Watkinson Way 25th-26th September 2017

Key Threshold	Threshold Exceeded?
Resulted in major disruption to the flow of traffic.	Yes
Posed, or could have posed, a risk to human health.	No
Adversely affected the functioning of critical infrastructure.	No
Caused harmful impacts to environmentally and socially important assets.	No
Caused internal flooding to a property used for residential or commercial purposes.	No
It is unclear which Risk Management Authority (RMA) is responsible or whether the appropriate duties have been carried out.	No
The weight of public interest justifies the need for investigation (to be decided internally after review).	No

Note: Timescales for investigations are subject to the scale and complexity of incidents being investigated.

Section 19 (1) of the FWMA (2010) requires that the investigation determines the RMAs that have relevant flood risk management functions and whether each of those authorities have exercised or propose to exercise those functions. Section 19 (2) requires that the LLFA publishes the results of its investigation and notify the relevant RMAs accordingly.

The flooding incident that occurred on 25-26th September 2017 at Watkinson Way is considered to have been significant for Formal Investigation as part of Section 19 of the FWMA (2010).

In addition to the FWMA (2010) the Flood Risk Regulations was introduced by Government in 2009 due to transposing the European Community Floods Directive (Directive 2007/60/EC) into domestic UK law under the European Communities Act 1972. Halton Borough Council as a LLFA is required to implement its provisions.

As a result of the Flood Risk Regulations (2009), the LLFA has a duty to prepare a number of documents, including:

- Preliminary Flood Risk Assessment (PFRA);
- Flood hazard and risk maps;
- Flood Risk Management Plans.

This Section 19 report contributes to the continual development of flood hazard / risk maps and Flood Risk Management Plans.

4 Identification of Relevant Risk Management Authorities

The legal framework for managing flooding lies with a number of different agencies; the key responsibilities for each agency are summarised below.

4.1 Halton Borough Council - Lead Local Flood Authority (LLFA)

Halton Borough Council is the LLFA for the area of Section 19 investigation. The LLFA is responsible for developing, maintaining and applying a strategy for local flood risk management from the following sources:

- Surface Water.
- Groundwater
- Ordinary watercourses (fluvial)
- Highways Drainage.
- Canals (where not owned by Canals and Rivers Trust)

The FWMA (2010) outlines the LLFA has a consenting and enforcement responsibility for ordinary watercourse regulation within the administrative area. The FWMA (2010) outlines the LLFA has powers to designate structures and features that affect flooding in order provide protection to assets that are relied upon for flood risk management from the aforementioned flooding sources. Once a feature is designated, the owner must seek consent from the authority to alter, remove or replace it (FWMA (2010) Schedule 1, Section 1).

The LLFA liaises regularly with the EA, as well as the other RMAs, to ensure that all sources of flooding in their administrative area are managed appropriately.

District and Borough Councils can carry out flood risk management works on minor watercourses, working with the LLFA. Through the planning processes, they control development in their area, ensuring that flood risks are effectively managed. If they cover part of the coast, then District and Unitary Councils also act as coastal erosion risk management authorities.

Halton Borough Council is the Highway Authority within the administrative area of the reported flooding location. Under Section 41 of the Highways Act 1980 the Council is responsible for providing and maintaining adopted highway drainage and roadside ditches, and must ensure that road projects do not increase flood risk. Highway maintenance includes that of the road drainage networks (drains and gullies).

Under the Civil Contingencies Act (2004), Halton Borough Council is a Category 1 Responder and therefore have the statutory duty to put into action emergency plans and assess local risks to inform the emergency planning services. The Council is also required to make information publically available regarding civil protection matters, and to maintain arrangements to warn and advise the public in the event of an emergency.

4.2 The Environmental Agency (EA)

The EA is responsible for providing a strategic overview, and investigation, to flooding from the following sources:

- Main rivers (fluvial)
- Reservoirs (over 10,000m³ storage)

- River Estuaries.
- The Sea.

The EA have prepared strategic plans which set out how to manage risk, provide evidence (e.g. online flood mapping), and advice to local and national Government. They provide support to the other RMAs through the development of risk management skills and a framework to support local delivery. In coastal regions the EA are classified as a coastal erosion risk management authority.

Section 165 of the Water Resources Act (1991) states the EA have permissive powers to undertaken maintenance or emergency works on the aforementioned flooding sources. The FWMA (2010) outlines that the EA has powers to designate structures and features that affect flooding in order to protect assets that are relied upon for flood risk management for Main River and tidal sources. Once a feature is designated, the owner must seek consent from the authority to modify, remove or replace (FWMA (2010) Schedule 1, Section 1).

The EA also have permissive powers to issue flood warnings to communities at risk. It should be noted, at present, this is not a statutory duty.

Under the Civil Contingencies Act (2004), The EA are a Category 1 Responder and therefore have the statutory duty to put into action emergency plans and assess local risks to inform the emergency planning services.

4.3 United Utilities (UU)

UU (as the Water and Sewerage undertaker) have a statutory duty, under the Water Industry Act (1991), to provide and maintain efficient performance of the public sewer network within their respective administrative boundary. Relevant actions include: the inspection, maintenance, repair and any works to their drainage assets which may include watercourses, conduits, ditches or other infrastructure such as pumping stations.

Under the FWMA (2010), UU are responsible for managing the risks of flooding from their respective surface water, foul and/or combined sewer systems where the sewer flooding is wholly or partly caused by an increase in the volume of rainwater (including snow and other precipitations) entering or otherwise affecting the system.

UU are required to deliver a significant reduction in sewer flooding incidents by 2020. Their performance commitment includes flooding caused by hydraulic inadequacy of sewers, and other causes of flooding such as blockages, collapses and equipment failures.

Since the late 1970s, and with the first publication of Sewers for Adoption in 1980, sewer systems have typically been designed and constructed to accommodate a rainfall event with a 1 in 30 return period. However the majority of the sewer network is not designed to accommodate flows from severe weather events. A severe event is classified by UU as a rainfall event which exceeds a 1 in 20 return period. An event with a larger return period would expect to result in significant system surcharge or flooding.

Since October 2011 UU are now responsible for certain private sewers and lateral drains of properties. Transfer of private pumping stations to UU ownership was completed in October 2016. This has removed confusion for responsibility and aid in flood management from the LLFA perspective.

UU are a Category 2 responder under the Civil Contingencies Act (2004) and therefore has the responsibility to co-operate and share information with Category 1 responders to inform multi-agency planning frameworks

4.4 Riparian Owners

Riparian owners are those who own land or property adjacent to a watercourse. Riparian owners have a responsibility to maintain the bed and banks of the watercourse; this includes maintenance of any owned structures, such as trash screens, sluices and culverts.

Section 25 of the Land Drainage Act (1991) outlines that where the flow of a watercourse is obstructed; the riparian owner is responsible to resolve the condition. Section 28 of the Land Drainage Act (1991) outlines the responsibility of the riparian owner to undertake maintenance of their watercourse if it is impeding the flow of water.

Riparian owners must let water flow through their land without obstruction and must accept flood flows through their land. Riparian owners have no duty in common law to improve the drainage capacity of a watercourse. Further information is contained within the EA document *Owning a Watercourse* <https://www.gov.uk/guidance/owning-a-watercourse>

4.5 Local Residents

Residents who are aware that they are at risk of flooding should take action to ensure that they and their properties are protected.

Residents should report flooding incidents or potential problems (such as blockages or sewer collapse) to the water authority or LLFA.

4.6 Police, Fire and Rescue Service

The Police, Fire and Rescue Services are a Category 1 Responder under the Civil Contingencies Act (2004) and therefore have a responsibility, along with other organisations for developing emergency plans, contingency plans and business continuity plans to help reduce, control or ease the effects of an emergency.

4.7 Identified RMAs for the Reported Flood Incident

The following RMAs were identified as playing an integral role to the reported flooding incident:

- Halton Borough Council
- Cheshire Police (attendance of Road Traffic Collision (RTC) only)

Section 8.9 of this report provides a summary to RMA response to the reported incident.

5 Catchment Characteristics

Halton Borough Council has taken a “whole catchment” view of flood risk management. By doing so it ensures the council appreciate its actions over the whole area rather than simply within political boundaries. Halton Borough Council’s administrative area is situated within both the Mersey catchment and Weaver Gowy catchment area. The Council has established a strong liaison link with Warrington Borough Council due to the general topography and drainage characteristics and the interplay between Halton and Warrington. Other influences are from watercourses in Knowsley BC, St Helens BC and Warrington BC administrative areas of the catchment.

Halton Borough Council is part of the wider Cheshire and Mid-Mersey sub-regional LLFA working group, where best practice and lessons learned are shared in relation to the management of flood risk. There is liaison with the Merseyside Group of Drainage Authorities as a result of established transportation and economic partnership working, and ultimately to the whole Mersey Estuary Catchment through contacts at regional level with Manchester Authorities (AGMA).

The area subject to this report lies to the north of Widnes on the North side of the Mersey Estuary. Here the land slopes gently upwards from the River Mersey to a maximum elevation of around 50m AOD. This area is drained predominantly by Ditton Brook to the west and Bowers Brook (contributed to by the land drainage/ditches which are the subject of this report) to the East of Widnes. Both of these main rivers flow into the tidal Mersey Estuary. The southern section of Bowers Brook is culverted.

5.1 Catchment Overview

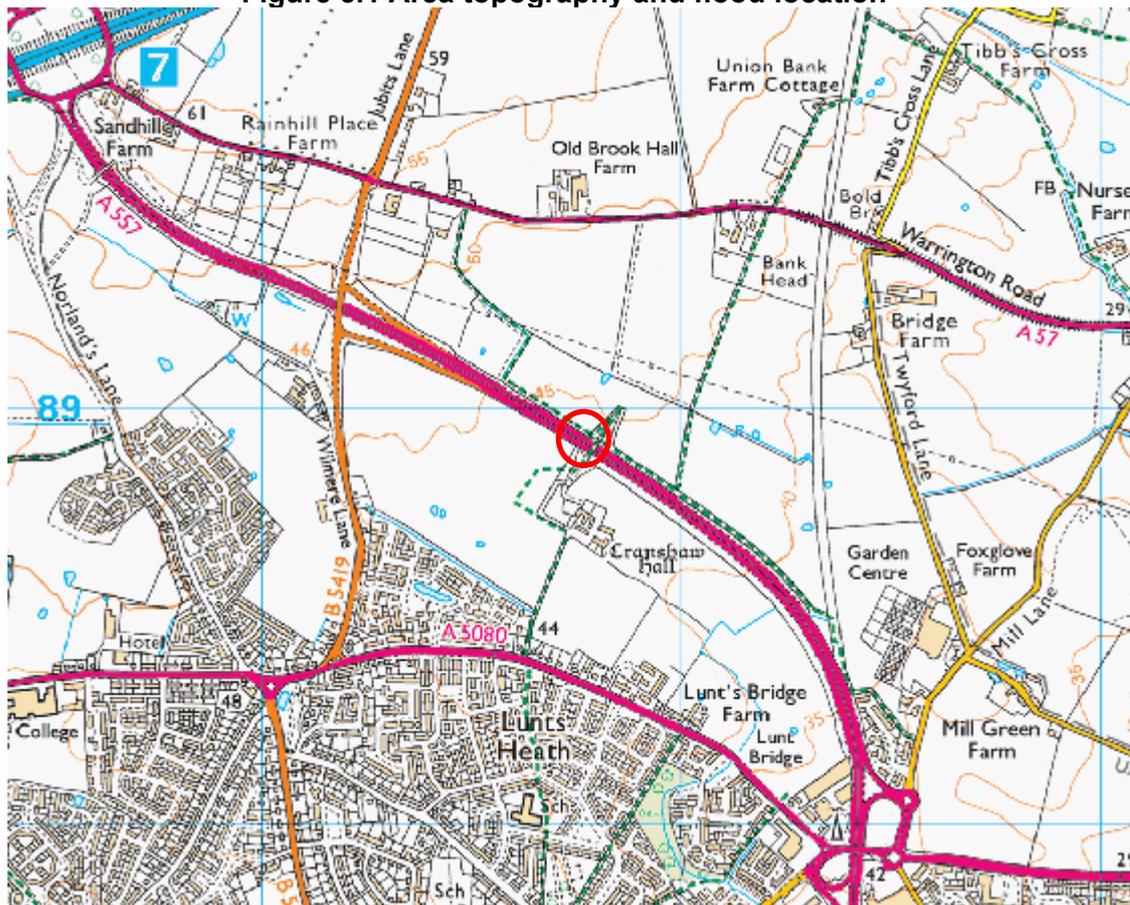
5.1.1 Land use

The A557 passes through agricultural land at Cranshaw Farm Bridge. Historical land use appears to have always been agricultural.

5.1.2 Topography

Prior to the construction of the A557 the agricultural land sloped gently south-eastwards with surface water runoff/ land drainage contributing to the catchment of Bowers Brook. Upon construction of the A557 land drainage was intercepted by a series of ditches within the highway boundary on the north side of the highway, with regularly spaced culvert crossings allowing surface water to cross the highway to continue flow to Bowers Brook.

Figure 5.1 Area topography and flood location



5.1.3 Geology and Soils

The reported flooding location contains Soil Type 2. The Cranfield Soil and Agrifood website classifies the soil type as slowly permeable seasonally wet slightly acid but base-rich loamy and clayey soils with impeded drainage.

Table 5.1: Soil Type Characteristic

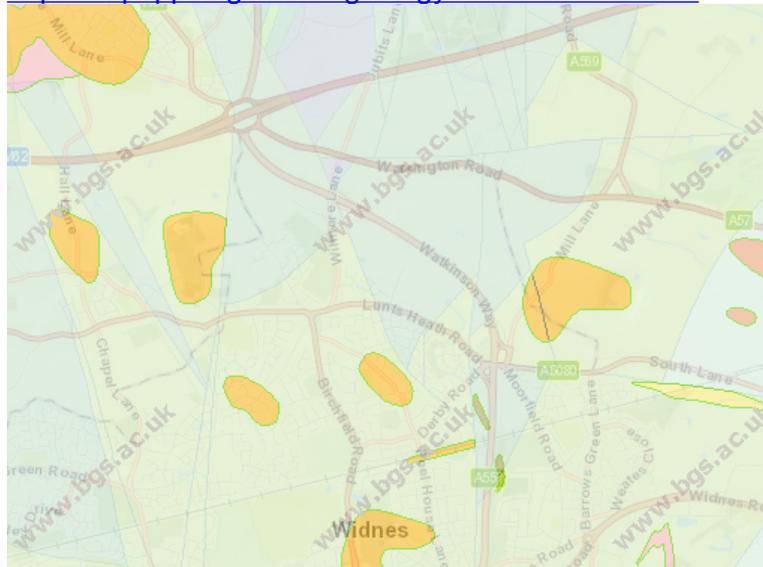
Soil Type	Definition
1	<ul style="list-style-type: none"> • Hard, very dense and only able to be penetrated with difficulty by a small sharp object. • Low natural moisture content and a high degree of internal strength. • No obvious signs of water seepage. • Can be excavated only by mechanical equipment.
2	<ul style="list-style-type: none"> • Very stiff, dense and can be penetrated with moderate difficulty by a small sharp object. • A low to medium natural moisture content and a medium degree of internal strength. • A damp appearance after it is excavated.
3	<ul style="list-style-type: none"> • Stiff to firm and compact to loose in consistency or is previously-excavated soil. • Exhibits signs of surface cracking. • Exhibits signs of water seepage. • If dry, may run easily into a well-defined conical pile. • Has a low degree of internal strength.
4	<ul style="list-style-type: none"> • Soft to very soft and very loose in consistency, very sensitive and upon disturbance is significantly reduced in natural strength; • Runs easily or flows, unless it is completely supported before excavating procedures. • Has almost no internal strength. • Wet or muddy appearance. • Exerts substantial fluid pressure on its supporting system.

Geology is shown on the British Geological Survey maps as follows:

- Bedrock – Kinnerton Sandstone formation and Etruria formation (Mudstone, Sandstone and Conglomerate)
- Superficial – Till, Devensian Diamicton

Figure 5.2 British Geological Survey interactive map extract

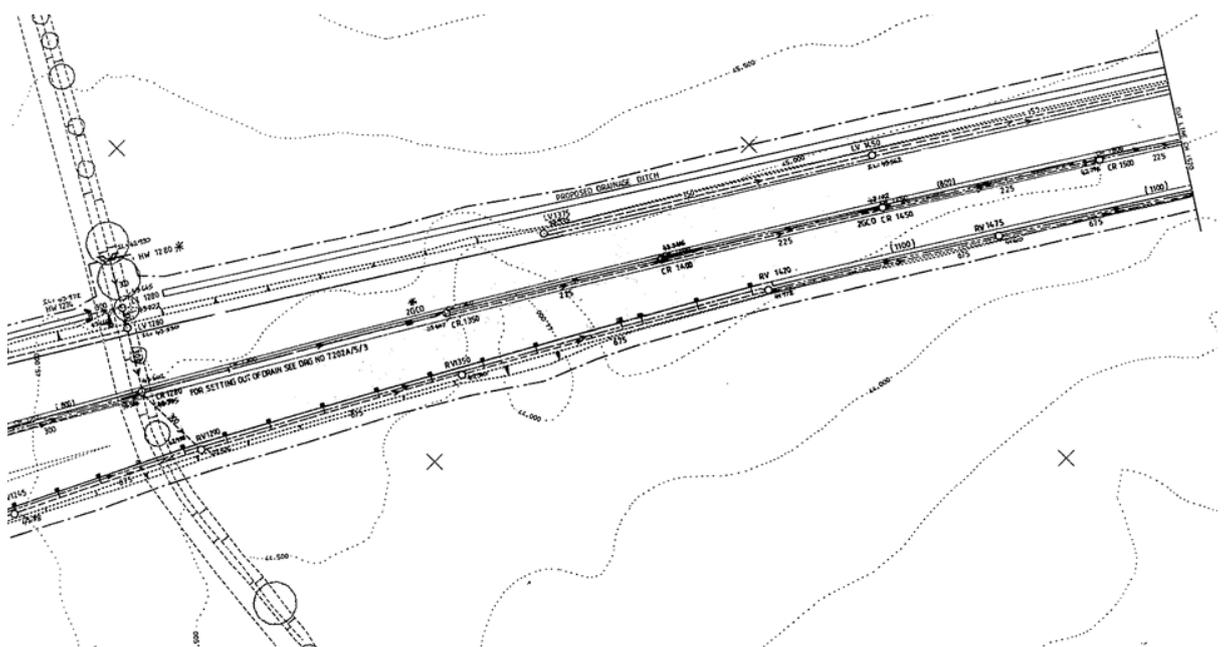
<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

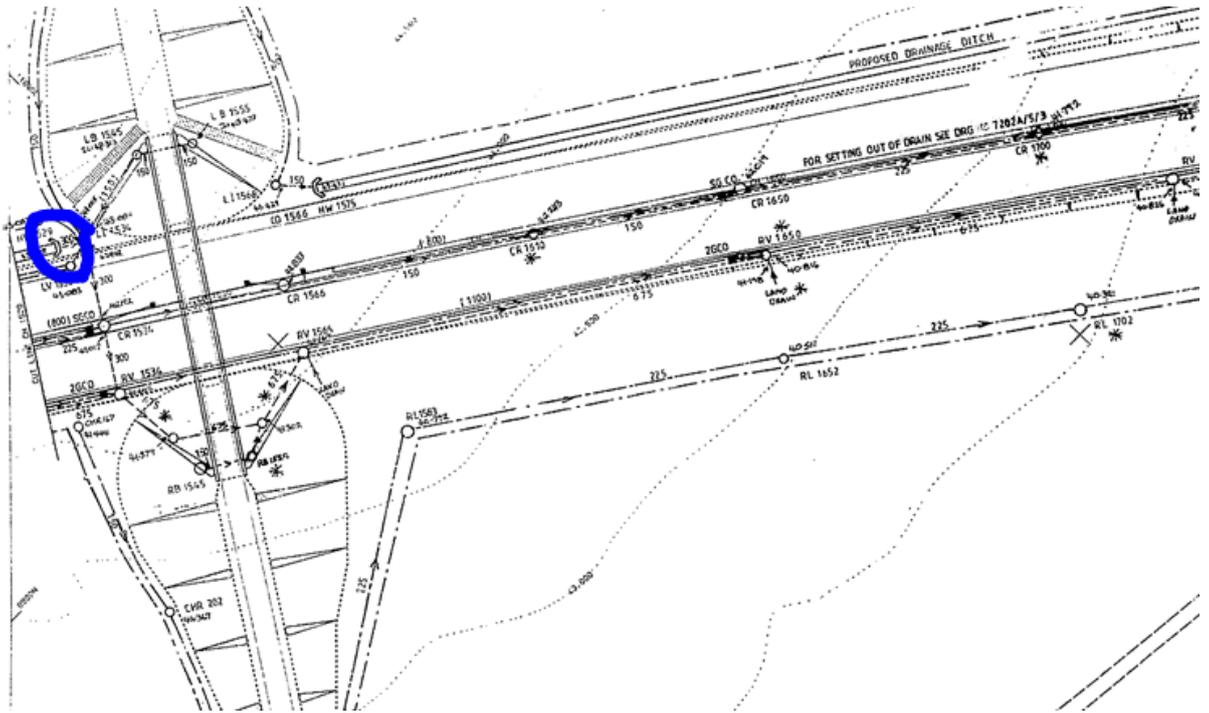


5.1.4 Watercourse Network

Land drainage from the fields to the north of the site is intercepted by a series of ditches within the highway boundary on the north side of the dual carriageway, with regularly spaced culvert crossings allowing surface water to cross the highway to continue flow to Bowers Brook. Details are shown on the plans below with location of culvert blockage which caused the flood shown circled in blue:

Figure 5.3 Highway Drainage Drawings





5.1.5 Sewer Network

There are no UU sewers in the vicinity.

5.1.6 Flooding History

There are no records of historic flooding in this area, although the Council were made aware of flooding to the fields at Model Farm adjacent to the watercourse system approx. 200m north west of (and a separate system from) the flood location approx. 1 week prior to the incident (week commencing 18th September 2017), and contractors were scheduled to address this issue later that week (end of week commencing 25th September 2017) .

6 Flood Incident Details

This section of the report details the meteorological conditions, rainfall and weather warnings during the flood event on 25th/26th September 2017. This review has used data supplied by the EA, the Met Office and other sources.

6.1 Antecedent Conditions

Met Office rainfall summaries do not indicate any particularly unusual weather events around the time of this incident, apart from slightly higher than usual rainfall in during September. UK rainfall summary for 2017 states the following:

The UK rainfall total for 2017 was 1124 mm, which is 97% of the 1981-2010 average. No individual regions were as much as 10% above or below their long-term average rainfall totals for the year. January and April were notably drier than average, but June to September were all rather wet, most especially June.

Met Office report for England 20th-30th September 2017 states the following:

Bright or sunny start in the east on the 20th, but with isolated showers in the south and patchy rain and drizzle in the west, the latter becoming heavier and more persistent and spreading north-eastwards. Bands of rain from Northumberland to the West Country on the 21st moved steadily eastwards, clearing the east coast after dark. Fog in the north and east early on the 22nd cleared, leaving sunshine over the south-east, but rain over the west slowly spread eastwards during the day. Fog in the south-west on the 23rd cleared, rain and drizzle elsewhere but it turned brighter and warmer from the south-west from late morning. Sunny across the east on the 24th, cloudy elsewhere with some early fog in some places, and rain in the west moved slowly and erratically eastwards through the day. Bright over the south-west on the 25th after patchy fog cleared, but generally wet with patchy fog elsewhere, the rain tending to become drizzly by evening. Extensive fog around the Midlands and south-west on the 26th cleared by lunchtime, leaving a generally cloudy day with isolated afternoon showers along the east coast. After a dry and bright start on the 27th, rain spread from the south-west during the morning, becoming more showery in the south-west later while eastern areas remained mostly dry. Mostly bright and sunny for the 28th, but some eastern parts were cloudier with showers or patchy rain dying out to leave a brighter afternoon, then rain reached the south-west later. Rain in the west on the 29th moved north-eastwards during the morning, followed by some isolated showers, with patchy rain in the south-east eventually dying out towards dusk. Rain over the west on the 30th moved erratically eastwards during the day.

6.2 Rainfall Data

In the 36 hours prior to the incident 10.6mm rainfall was recorded (at Richard Fairclough House Warrington between 5pm 24/9 and 11am 25/9). This is not considered to be an unusual event.

6.3 Watercourse Data

There are no watercourses that are covered by EA monitors in this section of the borough.

6.4 Weather / Flood Warning

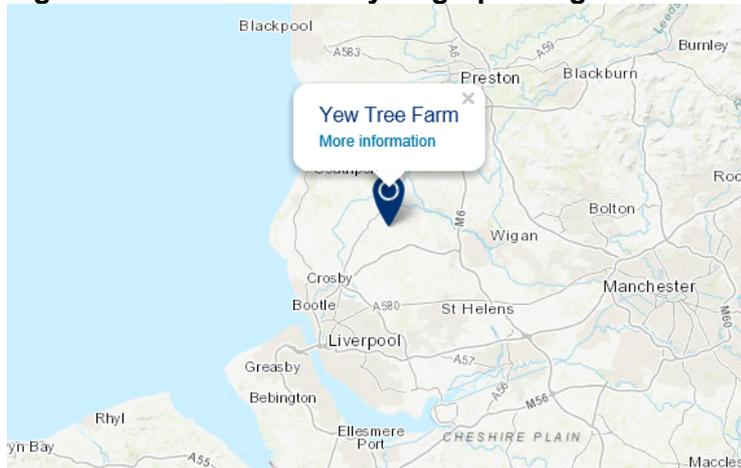
Under the Land Drainage Act (1991) and the FWMA (2010) the EA has permissive powers, but is not a statutory duty, to issue flood warnings communities at risk of flooding. The Met Office however has a statutory duty to provide forecast information for the public, relevant Government agencies (e.g. the EA), and the water authorities. Legislation supporting the Civil Contingencies Act (2004) states that Category 1 responders must have regard to the Met Office's duty to warn the public, and provide information and advice, if an emergency is likely to occur or has taken place.

The area around Watkinson Way which is subject of this report is not covered by the EA's Flood Warning service.

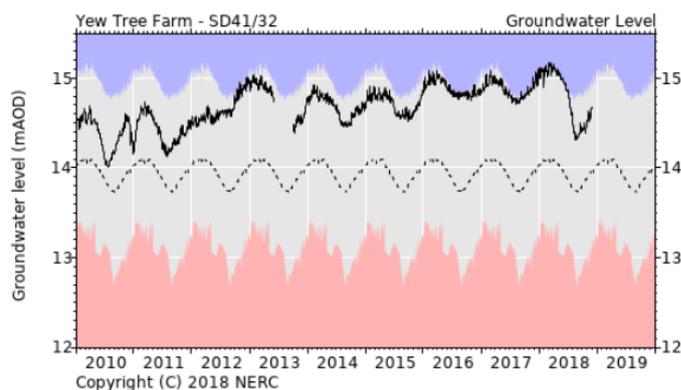
6.5 Groundwater Conditions

No groundwater data is available for this immediate area, but the British Geological Survey site at Yew Tree Farm, Lancashire recorded notably high levels for September 2017.

Figure 6.1 Location and Hydrograph for groundwater levels



Hydrograph



7 Data Collection

Once the flood event had subsided the LLFA began the process of data collection and consultations amongst the RMAs. The following sections provide an outline to the process.

7.1 Consultation

Information related to the reported incident has been obtained from Cheshire Police, and a incident debrief session was held with the Halton Borough Council staff involved in the incident. Table 7.1 provides a summary of the information collated

Table 7.1: Data Register

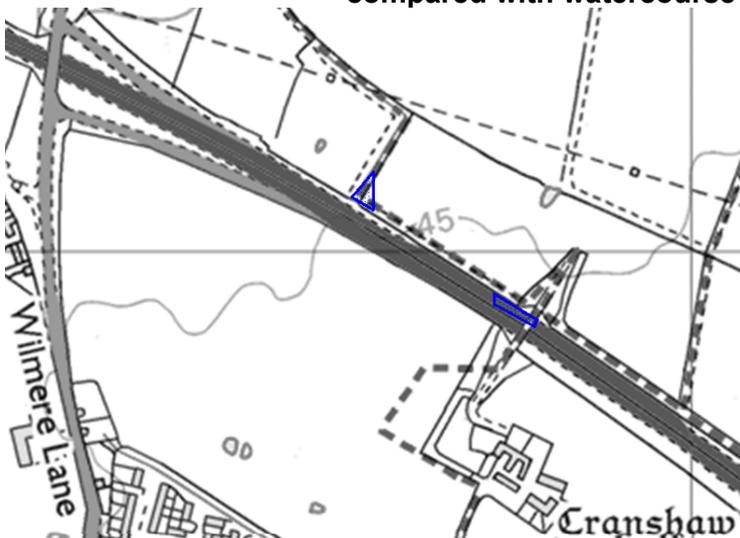
Consultee	Information
Halton Borough Council	<ul style="list-style-type: none"> • Timeline/call out log for the incident date • Flood De-brief Meeting Notes
Environmental Agency	<ul style="list-style-type: none"> • Modelled and historic flood outlines (flood maps). • Rain gauge data.
Met Office	<ul style="list-style-type: none"> • Report on the weather situation surrounding the incident date.
Police	<ul style="list-style-type: none"> • Incident form for the incident date.

7.2 Data Review

The data collected as part of the consultation process was used to confirm the extend of flooding at the reported location, as well as an assessment to the implementation of pre- and re-active measures at the reported location and elsewhere within the Halton Borough Council administrative boundary.

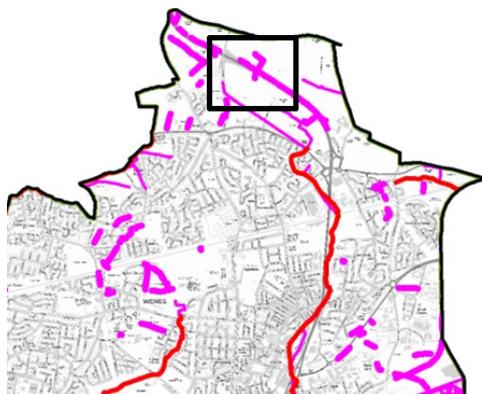
Spatial data was plotted using Geographic Information System (GIS), and the reported incidents of flooding were reviewed to identify geographical flooding 'hotspots' where multiple reports of flooding were identified in close proximity of each other. The flooding hotspots that have been identified for the 25th/26th September 2017 event are shown in Figure 7.1. This data has been utilised to update the Halton Borough Council flood register.

Figure 7.1: Overview of Flooding Locations for incident on 25th/26th September 2017 compared with watercourse locations



(in blue)

Watercourses shown pink, inset area showing flood extent



7.3 Summary of Consequence to Flooding

Flooding occurred on the A557 near to Cranshaw Hall Bridge on 25th September 2017. Reports of cascading water across the southbound carriageway caused the Council to place flood warning road signs during that day. At that time the Council was unaware of the cause of flooding. Later that evening there was a RTC involving a single vehicle aquaplaning into a barrier. Police attended the scene and closed one lane. The decision was later taken to close the road, and this remained in place until the next morning when LLFA staff located the cause of the blockage and contractors were deployed to fix the problem which was found to be siltation/blockage at the head of the Cranshaw Bridge Culvert. The road was reopened on the afternoon of the 26th. Although a diversion route was put in place, the closure of the A557 southbound caused significant disruption to traffic during the AM peak of the 26th, which also affected Junction 7 of the M62, with many complaints and calls to the Council.

7.4 Site Investigations

Site investigations were undertaken between 26th and 27th by Halton Borough Council to increase confidence in the information obtained in determining the flooding mechanism(s).

The objective of the site work was to:

- Identify and appraise historic flooding mechanisms
- Engage with stakeholders to capture local knowledge of the flood event

8 Flooding Locations

8.1 Affected Areas

For this flood event the affected areas were the same as the flood outlines shown in Figure 7.1

Table 8.1 provides detail of the flooding timeline and actions taken.

Table 8.1: Watkinson Way Flooding Timeline

Date	Officer	Actions / Information	Response / Outcome
Spring 2017	RW	Received reports from farmer at Model Farm regarding problems with drainage to LLFA team leader/officer (JF/RW).	Litter removal requested.
Spring to Sept 2017	All	Open Spaces made aware of problem. Awaiting litter pick.	Email requests
Spring to Sept 2017		No further contact from the farmer.	
18/09/2017	RW	A week before the incident there were still problems with ditches affecting Model Farm field. Problem had become worse and farmer unable to plough his fields.	Work programmed for two weeks later - 28 th September 2017.
		Problem appeared to be the field drains/watercourse. Field ditches are lower than the road. Lyons were booked via Tarmac to attend to address the problem under programmed TM for 28 th /29 th Sept.	

25/09/10 Morning	GD	Highways On-Call Officer/Engineer (GD) noted water cascading across the carriageway from the field. Unaware this was from the ditch (next system along from farmers complaint).	
25/09/2017 Approx 13:00hrs	GD	Arranged for 'Flood Warning' and 'SLOW' signs to be erected, to warn drivers of water travelling across the carriageway. Arranged for Contractor to attend to clean gullies opposite flood area, to ensure they can manage excess surface water.	
25/09/2017 Approx 19:00	GD	Highways On-Call Officer/Engineer (GD) received a call from Cheshire Police via Contact Centre (Out of Hours Service) regarding a vehicle had aquaplaned on the road.	
25/09/2017 20:00hrs	GD	Call received from Cheshire Police advising a car had aquaplaned on the flooded road. Cheshire Police had advised they had closed a lane to slow the traffic down.	
25/09/2017 21:00hrs	GD	On-Call Highways Engineer contacted Traffic Manager for advice. Risk identified and Contractor was contacted to arrange for road to be closed, including setting up a diversion route whilst the flood was being investigated during daylight (following day). Checked diversion route for potential hazards. Road left closed overnight.	
25/09/2017 23:30hrs	GD	Called Highways England to advise of closure of A557 Southbound and also informed Out of Hours.	

Date	Officer	Actions / Information	Response / Outcome

26/09/2017		Highways Divisional Manager was out of office but kept updated via phone.	
26/09/2017 Pre 9.30hrs		Radio announcements advising the road was closed. HBC Communications unaware of incident.	
26/09/2017 9.30hrs– 9.45hrs	MO	HBC Contact Centre contacted Communications & Marketing officer (MO).	Information received via GD was posted on social media, providing updates to the public.
26/09/2017 10:00hrs	GD	Briefed JF / RW in office and arranged to meet on site.	
26/09/2017 10:00hrs	JF / GD	<p>On site to investigate flooding causes and organise deployment of works to mitigate the problem. Flooding had now subsided from carriageway but still high levels in adjoining ditch. This involved liaison with both the Highways Term Maintenance Contractor (Tarmac) who arranged for drain contractors (Lyons) to attend on site. Used HBC Highway and Land Drainage Plan to jet clear the blockages at culvert crossings under the road at Cranshaw Bridge. This was the cause of the road to flood. The contractor also cleared the blockage causing flooding to the farmers field further North towards Wilmere Lane Southbound slip at main field drain outlet.</p> <p>Worked with Open Spaces Managers to mobilise StreetScene and Landscape operatives. These operatives cleared the debris and the two affected ditches of the vegetation and also removed the self-seeded trees which had become established over the years.</p> <p>Tarmac instructed to remove barriers and cleared 10-15 metres of ditch on approach to each of the two culverts, the following day</p>	
Date	Officer	Actions / Information	Response / Outcome
26/09/2017 10:00hrs	RW / GD	Contractor Lyons at site clearing manholes and the head of the ditch was investigated.	

26/09/2017 10:00hrs		Litter / debris in the ditch was the cause of the problem. The flood had subsided.	
26/09/2017 10:00hrs	RW	Advised Open Spaces and assistance requested.	
26/09/2017 11:00hrs	RW	Open Spaces officers attended site.	
26/09/2017 Midday	JF	Fully aware of issues and causes. Manhole investigations now complete. The ditch/culvert system which caused the flood across the road and that which caused the flood in the farmers field were two separate drainage run systems	
26/09/2017		Tarmac requested to clear the ditches as HBC Open Spaces did not have the necessary equipment. (10-15 m on approach to each culvert)	
26/09/2017 14:00hrs		Flood subsiding.	
26/09/2017 14:00hrs		Decision made to reopen the road, keeping one lane closed, in liaison with Traffic Manager (SR)	
26/09/2017 15:00hrs		Road reopened with one lane. One slip road remaining closed, to allow works to continue.	
26/09/2017 15:00hrs	GD/JF	Returned to office once the road had reopened.	
26/09/2017	SR	Regular discussions with HBC Highways regarding road closure despite other commitments.	
26/09/2017	MO	Communications officer remained in contact with HBC Highways throughout the afternoon, keeping social media updated, which was supported by Communications officer.	
26/09/2017		RW communicated with farmer whilst on site.	

8.2 Flooding Mechanism

Review of the available data has indicated the flooding that was experienced on 25th/26th September 2017 at A557 Watkinson Way was due to the following factors summarised in Table 8.2

Table 8.2: Summary of Contributing Factors to Flooding

Source of Flooding	Description	Role in Flooding Incident
Groundwater	Groundwater flooding occurs as a result of water rising up from the underlying aquifer or from water flowing from springs. This tends to occur after much longer periods of sustained high rainfall and can be sporadic in both location and time often lasting longer than a fluvial or surface water flood.	Field drainage had become saturated due to issues with ditch/culvert. Evidence suggest groundwater levels may have been high despite this.
Surface Water	Intense rainfall exceeds the available infiltration capacity and/or the drainage capacity leading to overland flows and surface water flooding.	Combination of rainfall event and blockage issues with ditch culvert had led to excess levels in ditch.
Fluvial	Flooding resulting from water levels exceeding the bank level of a main river or ordinary watercourse, because flow exceeds the capacity of the channel	Blockage issues with ditch culvert had led to excess levels in ditch/watercourse system within highway verge which led to exceedance of the bank level and flooding of the carriageway
Sewer	Flooding from the sewer system may occur if: (a) a heavy rainfall event exceeds the capacity of the sewer system / drainage system, (b) interaction with groundwater within the sewer system / drainage system, (c) the system becomes blocked by debris or sediment and/or, (d) the system surcharges due to high water levels in receiving watercourses.	N/A
Tidal	Propagation of high tides and storm surges up tidal river channels, leading to overtopping of the river banks and inundation of the surrounding land.	N/A
Other sources of flood risk	Flooding from canals, reservoirs (breach or overtopping) and failure of flood defences.	Flood due to blockage of ditch/culvert

8.3 Groundwater Flooding

Whilst groundwater levels may have been high in the region at this time of year, and the land drains likely to have been surcharged due to blockage, this is not considered to be the primary source of the flooding.

8.4 Surface Water

Whilst the management of surface water falls under the remit of Halton Borough Council as the LLFA, the Environment Agency has also produced the national Risk of Flooding from Surface Water (RoFSW) mapping in its Strategic Overview role in flood risk management. This mapping has been designed to indicate areas that may be at risk of surface water flooding

for 30 year (high risk), 100 year (medium risk) and 1000 year (low risk) storms and is shown below.

As would be expected there is a high risk of the ditch flooding, but only a low-medium risk of any overtopping and flow path across the carriageway.

However, it is important to note that this is national mapping product and does not represent reflect local detailed sewer drainage networks and is not designed to represent the risk of fluvial flooding from watercourses.

Figure 8.1 Risk of Flooding from Surface Water (RoFSW) mapping extract



8.5 Fluvial

Upon investigation immediately following the event, during the day on 26th September, and upon consulting the drainage drawings for the highway, it was apparent that there were two separate systems with blockages, one at the manhole receiving the watercourse from the farmers field (northernmost flood location), and one at the culvert head at the end of the ditch carrying land drainage parallel to the road near Cranshaw Bridge (southernmost flood location) and the cause of the road closure. Once these blockages were cleared, water levels subsided and further works were undertaken to remove silt, litter and vegetation.

8.6 Sewer

No sewer flooding was noted relating to this event.

8.7 Tidal

No tidal flooding was noted relating to this event.

8.8 Other Sources of Flood Risk

No other sources of flooding were noted relating to this event.

8.9 RMA Response to Flood Incident

The source of flooding was mainly pluvial / fluvial. Halton Borough Council was the lead RMA for the reported incident. Cheshire Police also performed other functions during the event. The actions of the authorities during the incident are summarised below:

Table 8.3: RMA Pre- and Re-active Response to Flooding

Consultee	Information
Halton Borough Council	<ul style="list-style-type: none"> Enforced road closures for public safety during the flood event. During/immediately after event highways and their drainage assets were inspected and repairs carried out.
Police	<ul style="list-style-type: none"> Incident form for the incident date contained within Appendix 1

A full report of actions on the run up to and during the event is contained in section 8.1

8.10 Other Affected Areas

There were no other affected areas within the borough.

8.11 Flooding Incident Summary

- 10.6mm of rainfall fell in 36 hours over the reported flooding location prior to the event
- Ditch/watercourse and field drainage levels were high due to system blockages and likely high groundwater.
- Signs were erected to warn of flooding and later decision taken to close the road due to RTC.
- Halton Borough Council had scheduled works to address problems in this area however the flood event preceded the date of the works, and works were then carried out under emergency closure post flood event to resolve the problem.

9 RMA Response – Strategic Overview

Given the cause and consequence to the flooding mechanism of the incident on 25th/26th September 2017 it is clear that Halton Borough Council as RMA, Highway Authority and LLFA, together with emergency services had a role to play in the response. This section of the report provides an overview to their respective participation at the strategic level in terms positive actions and lessons learnt which contribute to future amendment of flood risk management within the Halton administrative boundary. Assessment criteria have been based on consultations with the RMAs, partners and stakeholders.

9.1 Flood Incident Response – Core Themes

The following core themes characterise the flooding and flood incident response that occurred on the 25th/26th September 2017:

- Lack of maintenance of the highway ditch/watercourse system was the main cause of the flood
- Understanding of asset data relating to watercourses and where they interact with highways, and the development of a subsequent programme of landscape and drainage asset maintenance requires improvement.
- During the event, cooperation between responders and various Council teams was good.
- Further lessons were learned for coordination both to help prevent, and assist response during future events.

The following sub-headings elaborate on the core themes outlined above.

9.2 Understanding of Asset Data

The A557 was constructed by the Highways Agency and later de-trunked and handed to Halton Borough Council as Highway Authority to maintain. The handover included drawings, but did not include a detailed list of highway drainage assets and/or programme of maintenance. This level of information is typical across the highway network. It has therefore been identified that further work is required for the Authority to collate and process asset information to enable the production of a prioritised inspection and maintenance plan. This will need to take account of available resources as at present maintenance is only carried out on a reactive basis. Work is ongoing to collate this information and develop a programme.

9.3 Cooperation & resources

Cooperation during the incident between the Highways and Open Spaces teams and making the required resources available to carry out traffic management, landscaping, drainage and litter picking works, ensured that a speedy and effective response was made post event. However in line with the above paragraph, better understanding of assets, which department has maintenance responsibility and analysis of additional resource is required.

It was noted that better communication is required with the Councils Communications and Marketing team during the event, so they are able to field calls and enquiries more effectively.

9.4 Positive Observations

The following items have been identified as positive observations that should be noted:

Good Practice	
1.	Contractor and Street Scene provided resources quickly.
2.	Following the posting of information via HBC Communications & Marketing, information was reached by a large audience very quickly.
3.	Good response from HBC On-Call Highways Engineer, Highways Term Maintenance Contractor and Open Spaces Contractor.
4.	Once the problem was identified, there was good co-ordination and inter-departmental working.
5.	A full closure was required due to a RTC. After discussion with Traffic Manager, a lane closure was put in place. This took around 3hrs to complete.
6.	Contractor on site the next day and located problem to remove blockage.
7.	Making teams available (at expense of future regular programmes) to deal with an emergency issue.
8.	Making the most of the emergency closure. Completing works simultaneously over a large area.
9.	Once aware of the hazard, warning signs were erected quickly.

9.5 Lessons Learnt and Moving Forwards

A review of the information obtained during the post incident review exercise has identified the following which could potentially improve current measures:

Areas for Improvement / Gaps	
1.	HBC Highways to be proactive and maintain ditches better.
2.	There is a requirement to ensure HBC Communications & Marketing are informed and kept informed of incidents such as this. The Web Team / Press Team where advised about incident was via the Contact Centre, due to the amount of calls they received.
3.	A requirement for drainage plans / database held by HBC Highways.
4.	There was a lack of information regarding the source of the flood.
5.	Knowledge of the ditches in Borough and who deals with these locations i.e. Open Spaces / HBC Highways.
6.	Deployment of the right contactors to the right area, whilst the road closure was in place (e.g. further south clearing debris).
7.	Difficulty arranging team to clear litter over entire ditch / difficult to reach areas.
8.	No details of vehicle, condition or details of collision appear to have been collected to inform future insurance claims.
9.	Communication with the public. It was perceived there was a complaint received into HBC, relating the flooding of a field nearby, was the cause of the flooding on the carriageway, which it wasn't. Due the emergency, this was also repaired on the visit. This was due to be investigated / cleared later in the week.
10.	Funding needed to address this issue.

Key Learning Points	
1.	In the future, there must be better communications structure put in place, when there is a similar flooding incident.
2.	A database needs to be produced and maintained, which covers the following areas: <ul style="list-style-type: none"> • drainage plan information • asset register information and

	<ul style="list-style-type: none"> • watercourse brook information, which will incorporate the cleansing arrangements. <p>HBC Highways Team need to be able to access this information in and out of office hours.</p> <p>The team need to be more familiar with highway assets and their required maintenance regimes.</p>
3.	A physical barrier should have been considered to have been installed on Watkinson Way to slow the traffic down (chicane).
4.	Need to liaise regularly over both response plans and asset management, with other departments (Open Spaces).
Key Recommendations	
1.	<p>The following email addresses to be informed of incidents, such as flooding or any other incident which has an impact on the borough and cause public concern. By using these email addresses, any incidents can be managed corporately with Emergency Planning and Communications & Marketing:</p> <ul style="list-style-type: none"> • info@halton.gov.uk • publicrelations@halton.gov.uk • SocialServicesReferrals@halton.gov.uk (Contact Centre monitor this email adresse). • Emergencyplanning@halton.gov.uk
2.	Identify assets that require maintenance to prevent flooding.
3.	Database to be produced, as in Key Learning - Point 2
4.	Inspection regime need to be put in place to inspect ditches.
5.	Funding needs to be made available.
6.	Better awareness of land drainage assets and the development of a specific maintenance regime. This will build on existing information for high risk areas, such as culverts. This may be developed jointly with HBC Open Spaces.
7.	Work required in this area may be considered under the maintenance of a wider new Sustainable Urban Drainage Scheme.

10 Flood Investigation Outcomes

This section of the flood investigation report aims to outline a summary of the responses from each of the RMAs involved with the flooding incident on 25th/26th September at Watkinson Way, and provide suggested actions to improve the current flood risk management strategy with the Halton administrative area.

10.1 Halton Borough Council

10.1.1 Halton Borough Council as the LLFA

As the LLFA, Halton Borough Council has produced this flood investigation report in response to the incident on 25th/26th September at Watkinson Way. This report has been compiled through collaborative working with relevant RMAs and stakeholders. This flood investigation report will be made available to the public with all interested parties notified. In addition, Halton Borough Council will coordinate with the RMAs for future work and investigations and will collaborate with local communities to address flooding issues.

10.1.2 Halton Borough Council as the Highways Authority

Halton Borough Council is the Highway Authority within the administrative area of the reported flooding location. Actions resulting from the event are summarised as follows:

- Arranged warning signs and subsequent road closure
- Cleared two no. blockages in watercourse/ditch systems during/immediately after the incident, and working with Open Spaces team clearance of ditches.
- Review of assets and responsibilities for maintenance programmes working with Council's Open Spaces team being undertaken

10.1.3 Halton Borough Council as a Category 1 Responder

Halton Borough Council, as the Category 1 Responder, have utilised the event to assess its current stance of the Multi-Agency Emergency Response plan for flooding and severe weather.

10.2 Environment Agency

Environment Agency were not involved in the response to this incident.

10.3 United Utilities

United Utilities were not involved in the response to this incident

11 Recommended Actions

11.1 Strategic Overview

LLFA role is to coordinate the management of flood risk within their administrative area. It is suggested that the recommendations made within this report are taken on board by the relevant RMAs and reviewed on a regular basis.

With the exception of the actions identified above regarding Communications and Asset Management, there is not considered any need to investigate further capital schemes to reduce risk by providing flood alleviation in these areas.

11.2 Action Plan

Action No.	Details	Responsible
1.	<p>Implement procedure to improve internal communications and in-turn improve external communications with the community.</p> <p>The following email addresses to be informed of incidents, such as flooding or any other incident which has an impact on the borough and cause public concern. By using these email addresses, any incidents can be managed corporately with Emergency Planning and Communications & Marketing:</p> <p>info@halton.gov.uk</p> <p>publicrelations@halton.gov.uk</p> <p>SocialServicesReferrals@halton.gov.uk (Contact Centre monitor this email address).</p> <p>Emergencyplanning@halton.gov.uk</p>	<p>HBC Highways HBC C&M Emergency Planning</p>

2.	Identify all watercourses within the borough of Halton.	HBC Highways
3.	Identify assets requiring maintenance.	HBC Highways / HBC Open Spaces
4.	Produce an inspection programme for asset maintenance.	HBC Highways / Open Spaces
5.	<p>Database to be produced and maintained, which covers the following areas:</p> <ul style="list-style-type: none"> • drainage plan information • asset register information and • watercourse brook information, which will incorporate the cleansing arrangements. <p>HBC Highways Team need to have access to this information in and out of office hours.</p>	HBC Highways
6.	The team needs to be familiar with highway assets and their required maintenance regimes.	HBC Highways
7.	<p>Knowledge of the ditches in Borough and who deals with these locations i.e. Open Spaces / HBC Highways.</p> <p>This information to be added into the above database.</p>	HBC Highways
8.	Schedule regular meetings between Highways and Open Spaces	HBC Highways / HBC Open Spaces
9.	Investigate funding options.	HBC Highways
10.	Produce action cards to cover other various options for consideration during incidents e.g. Installing a physical barrier/chicane.	HBC Highways
11.	The above action cards to be included in the HBC Flood Response Plan.	Emergency Planning
12.	Investigate how information regarding vehicles which have been involved in a collision or damaged due to a Highways incident / accident are collected.	HBC Highways / Insurance
13.	Other options regarding resilience planning and response for similar incidents, for example	HBC Highways /

	physical barriers to be considered / installed to slow the traffic down (chicane), to be included in the HBC Flood Response Plan.	Emergency Planning
14.	Liaise regularly regarding response plans and asset management, with other departments.	HBC Highways
15.	Better awareness of land drainage assets and the development of a specific maintenance regime.	HBC Highways / HBC Open Spaces
16.	Flood work required in this area may be considered under the maintenance of wider new Sustainable Urban	HBC Highways
17.	A report to be produced regarding the incident to be submitted to Defra / The Environment Agency.	HBC Highways
18.	HBC Flood Response Plan to be updated.	Emergency Planning

12 Contacts and useful websites

Table 12.1: Key Flooding Contact Details

<p>The following gives guidance on whom to contact about various types of flooding.</p> <p>Always contact the emergency services first (999) if you or a family member is in immediate danger.</p>	
Flooding from a Public Sewer	
United Utilities	<p>Report sewer flooding 0345 6723 723</p> <p>www.unitedutilities.com</p>
Flooding from a Burst Water Mains	
United Utilities	<p>Report a leak 0800 330033</p> <p>www.unitedutilities.com</p>
Flooding from the Public Highway, Drains or Ordinary Watercourses (Non-Main River)	
Halton Borough Council	0303 333 4300
Flooding from a Main River	
Environment Agency	<p>General enquiries 03708 506 506 (Mon-Fri, 8am – 6pm)</p> <p>Incident hotline 0800 80 70 60 (24 hour service)</p> <p>Floodline 0345 988 1188 (24 hour service)</p> <p>General enquiries email enquiries@environment-agency.gov.uk</p>

Table 12.2: Useful Web Resources

<p>The following web links contain useful information about being prepared, understanding flood risk and reporting drainage issues to Halton Borough Council</p>	
Being Prepared	
Prepare for a flood and get help during and after:	https://www.gov.uk/after-flood
Ready for flooding – Before, during and after:	https://nationalfloodforum.org.uk/wp-content/uploads/2016/12/Ready-For-Flooding-26-11-14.pdf

Flood Hub	https://thefloodhub.co.uk/
Make a personal flood plan:	www.gov.uk/government/publications/personal-flood-plan
Prepare your property for flooding:	www.gov.uk/government/uploads/system/uploads/attachment_data/file/451622/LIT_4284.pdf
Understanding Flood Risk and Flood Warnings	
Check current flood warnings and river levels:	https://www.gov.uk/check-flood-risk
Sign up for flood warnings:	www.gov.uk/sign-up-for-flood-warnings
Reporting a Flood	
Report flooding from a public highway to Halton Borough Council:	Halton Borough Council 0303 333 4300
Report a problem with a drain or a grid (also known as a gully):	Halton Borough Council 0303 333 4300

Appendix 1 – Police Incident Form

Incident 627 25/09/17 come in at 1626hrs as one vehicle RTC driver lost control due to flooded road.

(Vehicle make, model, reg, owner/driver, and address details redacted)

REPORT TO: Environment and Urban Renewal
Policy and Performance Board

DATE: 27th February 2019

REPORTING OFFICER: Strategic Director - Enterprise, Community &
Resources

PORTFOLIO: Transportation

SUBJECT: Annual Road Safety Statistics Report

WARD(S) Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 To report on the latest release of the Department for Transport annual road safety statistics.

2.0 RECOMMENDATION: That:

- 1) **The Board welcome the progress made on casualty reduction over the past decade;**
- 2) **The 2019 programme of road safety education, training, and publicity be endorsed.**

3.0 SUPPORTING INFORMATION

3.1 The latest figures (2017) for Halton are very encouraging. A summary of the data is as follows, with the detail appearing in Appendix A to this report:

- A decrease of 14% in casualty numbers against 2016;
- There were 243 road traffic collisions resulting in personal injury, with 303 casualties. These numbers reflect a continued long term downward trend;
- 28 of the casualties (comprising 2 fatalities), are classed for statistical purposes as killed or seriously injured (KSI);
- The total of 28 KSI is significantly lower than 2016, and is the lowest number recorded (32 KSI in 2015 has previously been the lowest);
- A total of 4 child serious injury (CKSI) represents a decrease of 33% (comparable to 6 in 2016).
- The numbers of people of all ages being slightly injured (SLI) fell to 275 (308 in 2016).
- Halton remains on course to achieve its performance targets.

- 3.2 Appendix A sets out the numbers of traffic collisions and casualties in 2017, together with comparisons of figures for previous years. There are notable reductions in the number of people slightly injured (SLI), together with those killed/seriously injured (KSI) as compared to the figures for 2016.
- 3.3 For the KSI total, both the number of adults and children decreased. However due to the low numbers recorded annually in Halton, this number does fluctuate from year to year. A 5-year rolling average for casualty numbers is a more effective way to judge relative performance, and this average also reflects a downward trend in numbers.
- 3.4 Overall, Halton was one of the best performing Local Authorities, both regionally and nationally in terms of casualty reduction in 2017.

3.5 **National Position**

Nationally, road casualties decreased by 6% in 2017, as set out in the Department for Transport 2017 Comprehensive Annual Report on Road Casualties available via:

<https://www.gov.uk/government/statistics/reported-road-casualties-great-britain-annual-report-2017>

- 3.6 The Department for Transport (DfT) has advised that comparisons with previous years' figures should be interpreted carefully. Changes in the systems used for casualty reporting by the Police are underway. New collision recording systems are being adopted by Police Forces, designed to tackle a perceived under-reporting of injury/severity/collisions. Problems validating the raw data (particularly in London) resulted in a delay in the Department for Transport issuing its Road Casualties Great Britain Annual Report 2017. Hence the delay in Halton reporting its Traffic Collisions Review.
- 3.7 The Government's 'Strategic Framework for Road Safety' (May 2011) has an outcomes framework for measuring progress on road casualty reductions. The framework seeks to deliver reductions through encouraging best practice amongst local authorities, and comparing local progress with national trends. Overall, a central KSI reduction forecast of 40% by 2020 (based on a 2005-09 base average) is identified as an outcome. However no specific targets are set. The only other countries in the EU without targets in their road safety strategies are Luxembourg and Malta.

4.0 **POLICY IMPLICATIONS**

- 4.1 The work on casualty reduction remains consistent with the strategy and approaches set out in the Liverpool City Region's Transport Plan for Growth and Halton's Local Transport Plan 3 (2011 – 2025). Halton continues to participate in the Merseyside and Cheshire Road Safety Partnerships to share best practice and collaborate beyond administrative boundaries.

4.2 **Halton's 2019 Programme**

This programme covers collision reduction schemes, and road safety education, training, and publicity. The 2019 Programme includes the following:

- 4.3
- Engineering schemes to improve safety and accessibility for pedestrians and other vulnerable road users, particularly around schools;
 - A scheme to improve road safety on the Runcorn busway network to address a number of collisions reported in recent years;
 - The use of speed indicator devices ('smiley SID signs). These signs are an effective means of gathering information on speeding in the locality, as they record the speed of every vehicle and this data can then be analysed;
 - Continued close liaison with Cheshire Police for targeted speed enforcement;
 - Two sites have been identified in Halton for the next phase of the Cheshire Road Safety Group red light / speed on green camera programme and these may be activated in 2019.
 - The School Crossing Patrol Service will continue to have a visible presence throughout 2019.
- 4.4 The Road Safety Team will continue to engage with a number of different road users through an extensive programme of education, training and publicity. The Junior Safety Officer scheme will be run in almost every school in the Borough. Crucial Crew will again be hosted (alongside other partner agencies). Approximately 1600 Year 5 children attend the awareness scheme promoting personal safety.
- 4.5 Other education, training and publicity initiatives include:
- Drink drive awareness campaigns
 - Business driver safety seminar
 - Child Safety Week
 - 'Show you care park elsewhere' campaign to tackle congestion and safety issues at school start / finish times
- 4.6 It is important to note that at the present time, the remaining Mersey Gateway and Silver Jubilee Bridge works are resulting in temporary changes to traffic flows. This can make it difficult to determine specific accident black spots, and identify where to undertake accident remedial works. In addition, large sections of Halton's busiest roads (M56 and Mersey Gateway) are outside the Council's direct control, and this can limit the Council's ability to manage an effective casualty reduction programme.

5.0 **FINANCIAL IMPLICATIONS**

- 5.1 There are no direct financial implications resulting from the publication of these latest figures.
- 5.2 Funding for casualty reduction work is derived from a number of sources. Since 2011, capital and revenue grants allocated for Road Safety have been reduced. This has led to a reduction in road safety education, training and publicity, together with staff resources. Road safety schemes must now be prioritised to where the greatest casualty reductions can be achieved.

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

6.1 **Children & Young People in Halton**

By helping to create a safer environment, road safety casualty reduction work assists in the safeguarding of children and young people and in the achievement of accessible services.

6.2 Employment, Learning & Skills in Halton

There are no direct implications on this priority. However, improving road safety does encourage people to access opportunities for work, especially via sustainable travel means.

6.3 A Healthy Halton

Any reduction in road casualties will have the direct benefit of releasing health resources and thereby enable funding to be focused on other areas of health care.

6.4 A Safer Halton

Road safety casualty reduction work of all types supports this priority through the introduction of initiatives and interventions designed to deliver a safer transport.

6.5 Halton's Urban Renewal

There are no direct implications on the Council's 'Halton's Urban Renewal' priority.

7.0 RISK ANALYSIS

7.1 It is possible that reductions in road safety resources may impact on road safety and associated road collision statistics.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no direct equality and diversity issues associated with this report.

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

9.1 Report to Environment & Urban Renewal Policy & Performance Board on 15 November 2017;

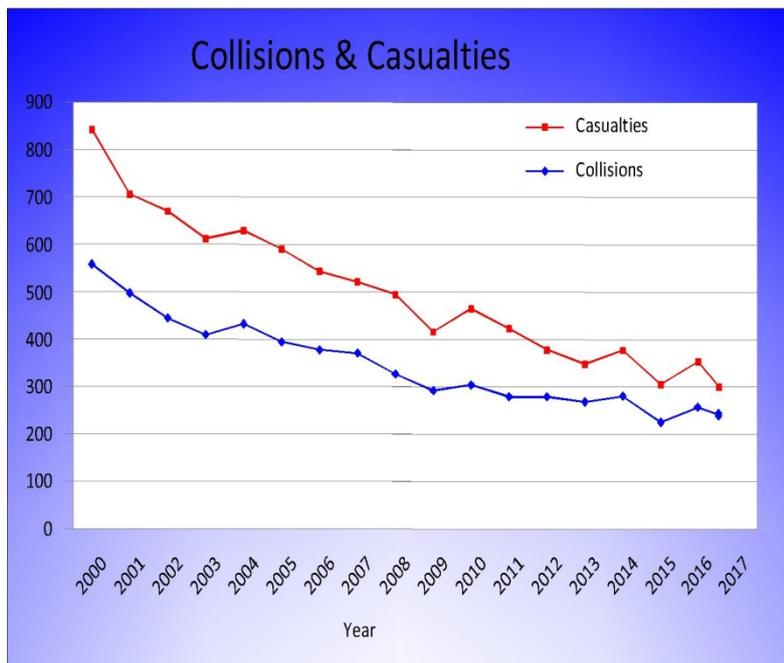
Report to Environment & Urban Renewal Policy & Performance Board on 16 November 2016.

Halton 2017 Traffic Collisions Review

Appendix A

After an increase in the number of road traffic collisions and casualties in Halton in 2016, 2017 saw a decrease in both casualty numbers and collisions. It is encouraging that these annual figures both decreased significantly. In addition, the five year rolling average, a more reliable indicator of performance given the small number of incidents, also showed a downward trend.

Year	Collisions	Casualties
2000	558	842
2001	497	706
2002	444	670
2003	409	612
2004	432	629
2005	394	590
2006	377	543
2007	370	521
2008	326	494
2009	291	415
2010	303	464
2011	278	422
2012	278	377
2013	267	347
2014	279	376
2015	224	304
2016	258	354
2017	243	303



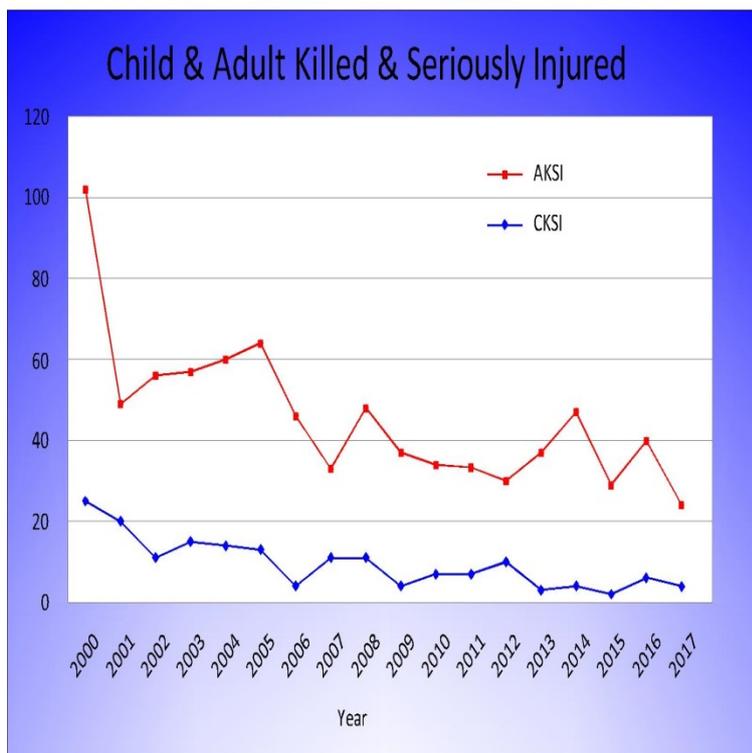
Decreases were seen across all class of casualties – KSI, CKSI and SLI. These decreases in casualty numbers appear to be a continuation of the downward trend seen both locally and nationally in the past decade.

The 6% reduction in casualties of all categories achieved nationally was surpassed locally as Halton saw a substantial decrease of 14% in casualty numbers.

Consideration must be given to the impact of the Mersey Gateway works to casualty / collision numbers in recent years. 2016 saw more extensive road closures, junction re-modelling works and diversion routes, resulting in large amounts of traffic migrating onto minor roads, with a consequent spike in collisions. By late 2017 much of the Mersey Gateway work was complete and a lot of traffic shifted back to the primary road network resulting in the drop in collisions, particularly on local distributor roads.

2000	25	105
2001	20	49
2002	11	56
2003	17	57
2004	14	60
2005	13	64
2006	4	46

2007	11	33
2008	11	48
2009	4	37
2010	7	34
2011	7	33
2012	10	30
2013	3	37
2014	4	47
2015	2	30
2016	6	40
2017	4	24



Local Indicators

Killed and Seriously Injured, All Ages (KSI) (*Local Indicator PPTLI 6*)

2017 saw a significant decrease in the number of all-age casualties killed or seriously injured (KSI) in Halton, to a total of 28. The DfT advises that comparisons with previous years' figures should be interpreted with caution, given that there have been changes in the systems used for reporting by police forces. Halton, in comparison with other Authorities within the Cheshire Constabulary area performed well in 2017. Overall the number of fatalities (2) on Halton's roads is very small, especially when compared with historic data.

As always, given the small numbers involved, statistical comparisons can be difficult. A rolling average, taken over a number of years provides more statistical confidence. The five year rolling average indicator (PPTLI 6) dropped from 41.8 to 39.4. It is hoped that the decrease recorded in 2017 is reflected in future years, and the downward trend

Children (u16s) Killed and Seriously Injured (CKSI) (*Local Indicator PPTLI 7*)

In 2017, 4 children were killed or seriously injured in Halton, a decrease from 6 in 2016. Due to the very low numbers, this annual total can be prone to variations year to year. The five year rolling CSKI average (PPLTI 7) has fallen and is now 3.8, compared with 5.0 last year.

Slight, All-Age Casualties (SLI) (*Local Indicator PPTLI 8*)

In 2017 there was 10% decrease in people slightly injured in Halton, in contrast to a 13% increase the year before (2016).

Halton compares favourably with the situation nationally, where a 7% reduction has been achieved.

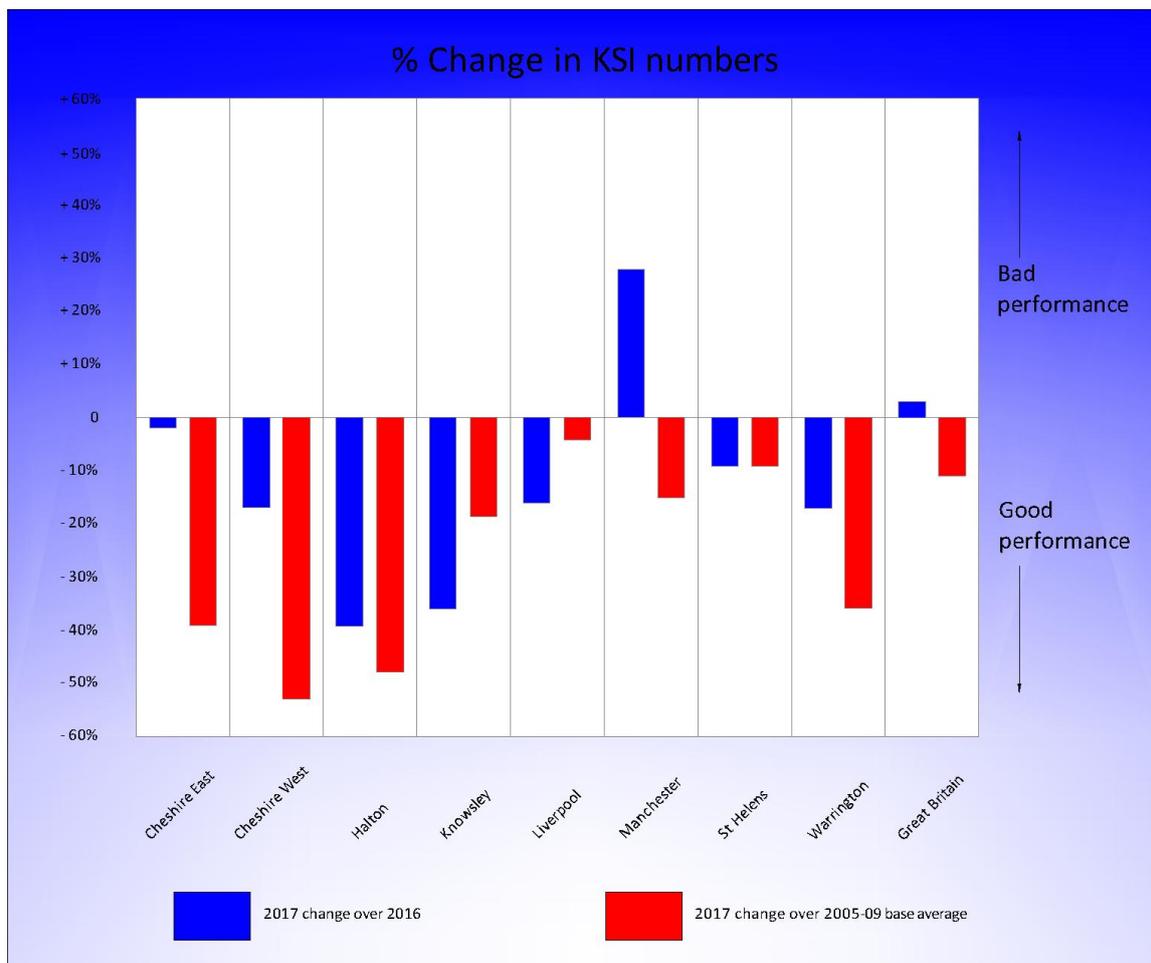
Strategic Framework for Road Safety

In 2011 the Government set out a strategy for Road Safety that set out an outcomes framework designed to help Local Government, local organisations and citizens to monitor progress towards improving road safety and decreasing the number of fatalities and seriously injured casualties.

The framework included six key indicators which relate to road deaths. These were intended to measure the key outcomes of the strategy, but in Halton, given the low number of fatalities, and annual fluctuations in incidents, it was proposed to use KSI rates instead. Halton's performance in reducing KSI casualties, relative to our neighbours, can now be compared:

KSI	2005-2009 average	2016	2017	2017 change over 2016	2017 change over 2005-09 average
Cheshire East	284	176	173	-2%	-39%

Cheshire West & Chester	238	135	112	-17%	-53%
Halton	54	46	28	-39%	-48%
Knowsley	58	74	47	-36%	-19%
Liverpool	218	249	210	-16%	-4%
Manchester	222	148	189	+28%	-15%
St Helens	65	65	59	-9%	-9%
Warrington	104	81	67	-17%	-36%
GB	30,041	25,893	26,624	+3%	-11%



Looking at neighbouring Local Authorities it is clear that with regards to KSI casualties, Halton is one of the best performing areas in the region. All Local Authorities covered by Cheshire and Merseyside Police Forces have seen significant reductions in reported casualties, with only Knowsley MBC coming close to matching Halton in 2017.

At Manchester City Council, improvements in the reporting of collisions by Greater Manchester Police (GMP) have resulted in a sharp rise in both casualty and accident rates. These increases have been mirrored throughout the Transport for Greater Manchester (TfGM) region and are as a result of GMP tightening up reporting procedures to correct

historic under-reporting of road traffic collisions in the region. TfGM have stated these changes are partly responsible for a sharp upwards trend injury road accidents in Greater Manchester. Therefore, it should be noted that improvements and changes in reporting processes by GMP will mean that local comparisons must be made with caution.

Elsewhere in the UK, changes to the collision reporting systems used by Police Forces have produced some interesting results. Approximately half of English police forces adopted the CRASH (Collision Recording and Sharing) system for recording reported road traffic collisions at the end of 2015 or the first part of 2016, although Surrey has been using the system since November 2012. In addition, the Metropolitan Police Service (MPS) switched to a new reporting system called COPA (Case Overview Preparation Application), which went live to police officers from November 2016. COPA radically changed the way the MPS provided the DfT with data, resulting in several deadlines being missed for the supply of accurate collision statistics. As a result of this, the DfT announced that the main results publication would be delayed in order to allow Transport for London time to validate the data. As a consequence, Halton has had to publish this Annual Collision Review several months later than usual.

Recent data has shown that using either of these systems results in a significant increase in the number of reported serious injuries and the DfT is now encouraging individual Police Forces to adopt one of these systems. Cheshire Police currently uses its own bespoke collision reporting system, but in the medium to long term it is looking to change systems. This may result in a spike in recorded serious injuries that have previously not been recorded or recorded elsewhere, making like-for-like comparisons difficult.

As stated previously, given the very small numbers involved, Halton's casualty figures are prone to wide percentage variations, year on year. 2016 saw a considerable increase in casualty numbers. Conversely, 2017 saw figures fall to levels below even the record lows of previous years.

What should not be ignored is the impact of the Mersey Gateway works on collision and casualty numbers. In 2016 we saw large sections of the strategic highway network being subject to roadworks, particularly in Runcorn. The necessary diversion routes resulted in large amounts of traffic migrating onto local distributor roads and a consequent steep rise in collisions here. In 2017, much of the highway infrastructure surrounding Mersey Gateway was complete and traffic migrated back on to the primary routes through the Borough. As a consequence of this, collision and casualty rates have dropped, as motorists have transferred to routes and junctions that can better cope with high levels of traffic.

Halton has undertaken a number of successful road safety initiatives, targeting a wide variety of at-risk road users in 2017. In addition, the Traffic Management Team installed a number of accident remedial schemes. However, it should be noted that the impact of Mersey Gateway works on traffic flows throughout the Borough restricted the options available for engineering interventions. This is still the case as traffic flows through the Borough are still in a state of flux, with the Silver Jubilee Bridge closed, and it is very difficult to determine where to make engineering interventions that will have the greatest impact on casualty reduction.

It is hoped that over the next few years the downward trend in collisions and casualties, reflecting improved road safety, will continue. The Government has targeted a reduction of 40% in KSIs by 2020, relative to the baseline 2005-09 figures, something Halton is well on course to achieving.