

**MINUTES OF A MEETING OF THE  
EXECUTIVE  
HELD AT THE TOWN HALL, NELSON  
ON 17<sup>th</sup> SEPTEMBER, 2015**

*PRESENT –*

*Councillor M. Iqbal (Chairman – in the Chair)*

**Councillors**

*Councillor Nadeem Ahmed  
Councillor D. Clegg  
Councillor A. R. Greaves  
Councillor M. Hanif*

*Councillor M. Sakib  
Councillor I. W. Tweedie  
Councillor D. Whalley  
Councillor D. M. Whipp*

**Also in attendance:**

*Councillor R. B. Allen  
Councillor R. E. Carroll  
Councillor J. Cooney  
Councillor M. Horsfield  
Councillor J. K. Starkie  
Councillor P. White*

**Officers in attendance:**

<i>Dean Langton</i>	<i>Strategic Director</i>
<i>Philip Mousdale</i>	<i>Corporate Director</i>
<i>Vince Green</i>	<i>Financial Services Manager</i>
<i>Lynne Rowland</i>	<i>Committee Administrator</i>

*(Apologies for absence were received from Councillor J. M. P. Henderson.)*



**68. DECLARATIONS OF INTEREST**

Members were reminded of the legal requirements concerning the declaration of interests.

The following person declared a disclosable pecuniary interest in the item indicated –

<i>Councillor M. Sakib</i>	<i>Approval of Empty Property Loan for 3 Midland Street, Nelson</i>	<i>Minute No.77</i>
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**69. PUBLIC QUESTION TIME**

There were no questions from members of the public.

70.

**MINUTES**

**RESOLVED**

That the Minutes of the Executive meeting held on 20<sup>th</sup> August, 2015 be approved as a correct record and signed by the Chairman.

71.

**CUSTOMER ACCESS MANAGEMENT STRATEGY**

The Strategic Director submitted a report on a Customer Access Management Strategy for the Council. The aim of the Strategy was to improve customer access to Council services and to provide as many on-line services as possible. This would include such things as system changes and enhancements (channel migration), improvements to service delivery processes, enhanced communication with customers via social media, texting etc., improvements to the payments system and making more types of payments available.

It was proposed to implement the Strategy in two phases with an overall estimated cost of £92,000.

**RESOLVED**

- (1) That the Customer Access Management Strategy and Action Plan, as provided at Appendix A to the report, be approved.
- (2) That £92,000 from the Council's ICT Strategy Reserve be used to meet the implementation cost of the Strategy (as shown in the Business Case at Appendix B attached to the report).

**REASON**

***The Strategy had been developed to recognise the changing demands on public service delivery and the need to become more efficient and reduce operational costs whilst becoming more responsive to the new ways customers wish to access the Council's services.***

72.

**TREASURY MANAGEMENT OUTTURN 2014/15**

The Financial Services Manager submitted a report on the performance of the Council's Treasury Management function for the 2014/15 financial year.

**RESOLVED**

That the outturn position on the Council's treasury management activities for 2014/15 be noted.

**REASON**

***In compliance with the Council's Treasury Management Policy.***

**73. BUDGET SAVINGS 2016/17**

The Financial Services Manager submitted a report on a number of saving proposals with a recommendation that they be submitted to Council for early approval as part of the development of the Council's revenue budget for 2016/17.

**RECOMMENDATION**

That Council be recommended to approve the 2016/17 budget saving proposals outlined in the report, with the exception of the following Environmental Services, Waste Management proposals –

- (i) Stop issuing the annual calendar
- (ii) Reduce use of Agency staff (Domestic Waste)

**REASON**

***To seek early approval for a number of budget saving proposals in support of the target saving requirement of £1.5m as set out in the Council's Medium Term Financial Plan.***

**74. INCOME REVIEW 2015**

The Financial Services Manager submitted a report which reviewed the fees and charges in advance of the 2016/2017 budget process in line with the Fees and Charges Policy and in response to the significant financial pressures faced by the Council.

**RESOLVED**

That –

- (1) the proposal to increase cemetery fees be referred to the Budget Working Group for further consideration;
- (2) the proposal to increase the fines, administrative and kennelling administrative charge from £40 to £50 be not accepted;
- (3) the cost of residents' parking permits be increased from £17 to £20 with effect from 1<sup>st</sup> January, 2016, with a further increase to £22.50 in 2017;

**IN ACCORDANCE WITH THE COUNCIL'S CALL-IN PROCEDURE THE ABOVE DECISION (RESOLUTION (3)) STANDS REFERRED BACK TO THE NEXT MEETING OF THE EXECUTIVE FOR RECONSIDERATION**

- (4) with the exception of (1), (2) and (3) above, the proposed changes to fees and charges as outlined in Appendix A to the report be approved;
- (5) the reduction in costs for unpaid Council Tax with effect from July, 2015 be noted;
- (6) a 2.2% increase in the hourly rate for Building Control chargeable activity with effect from 1<sup>st</sup> November, 2015 be approved.

**REASON**

***To implement the Council's financial strategy action plan, specifically in support of the 'charging' theme outlined as part of the updated Medium Term Financial Plan reported to the Executive in June 2015.***

**75. BUDGET WORKING GROUP**

Minutes of a meeting of the Budget Working Group held on 3<sup>rd</sup> September, 2015 were submitted for information.

**76. WELFARE REFORMS – UPDATE**

The Financial Services Manager submitted an update report on the Government's welfare reforms including the implementation of the Universal Credit.

**RESOLVED**

That the report and the proposed seminar on this for all Members prior to the next Council meeting be noted.

**77. APPROVAL OF AN EMPTY PROPERTY LOAN FOR  
3 MIDLAND STREET, NELSON**

*(Councillor M. Sakib declared a disclosable pecuniary interest in this item and withdrew from the meeting).*

The Housing, Health and Economic Development Services Manager submitted a report following receipt of a loan application under the Empty Homes Fund from Councillor M. Sakib in relation to 3 Midland Street, Nelson. A maximum loan of £15,000 had been agreed in principle.

In accordance with the Council's Housing Renewal Policy "applications for financial assistance from Councillors or members of their immediate family should be referred to the Council's Executive before approval is given."

**RESOLVED**

That a loan up to £15,000 from the Empty Homes Fund for 3 Midland Street, Nelson be approved.

**REASON**

***To assist in bringing a long term empty property back into use.***

**78. TRANSFER OF SERVICES AND FACILITIES TO TOWN AND PARISH COUNCILS**

Minutes of a meeting of the Transfer of Services and Facilities to Town and Parish Councils Committee held on 27<sup>th</sup> August, 2015 were submitted for information.

**79. TENDERS**

The Democratic and Legal Manager submitted, for information, a report on tenders which had been received and accepted.

Details of bids received to purchase 23-25 Market Square, Nelson were also included in the report.

**RESOLVED**

- (1) That the tender received and accepted be noted.
- (2) That with regard to 23-25 Market Square, Nelson best and final offers be invited from the two parties who have submitted the latest offers with a stipulation that the highest offeror return a signed contract within seven days of issue together with a 10% non-refundable deposit.

**REASON**

*To agree acceptance of tenders in accordance with Contract Procedure Rules.*

**80. ENVIRONMENTAL HEALTH COMPLIANCE AND ENFORCEMENT POLICY**

The Housing, Health and Economic Development Services Manager submitted a report which reviewed the Compliance and Enforcement policies in relation to Environmental Health Food, Health and Safety regulatory services.

**RESOLVED**

That the updated policies be approved.

**REASON**

*To ensure enforcement decisions are taken in accordance with good practice and compliance with relevant guidelines.*

**81. USE OF BROWNFIELD SITES FUND**

The Housing, Health and Economic Development Services Manager submitted a report on proposals on how the above fund should be used. Members had agreed to set aside £1.5m within the approved 2015/16 Capital Programme for this Fund.

It was suggested that the Fund be used to encourage development in several ways:

- (a) to make Pendle owned sites viable;
- (b) to assist PEARL to make further schemes viable on privately owned sites;
- (c) to fund private landowners/developers to make their sites viable.

The Executive was presented with four options if the Fund was to be used to provide funding to PEARL or private schemes:

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- Provision of an agreed maximum level of grant, based on gap between costs and values.
- Provision of an agreed maximum level of loan.
- Pendle Council take an equity share in the development proportionate to its investment.
- Combination of all of the above.

There was also the possibility of securing possible additional funding following an indication from the Homes and Communities Agency that a government fund to bring forward brownfield sites may be introduced.

### **RESOLVED**

- (1) That it be agreed that the use of the Brownfield Sites Fund be used in a way that is appropriate to an individual site.
- (2) That further reports be submitted to the Executive to seek approval for funding on individual sites.

### **REASON**

***To ensure that the Fund is used in the most effective way.***

#### **82. 2 ALBION STREET, EARBY**

The Planning, Building Control and Licensing Services Manager submitted a report on options available for the repair of the above building.

The property was in a significantly poor state of repair both internally and externally. Its condition was having a negative impact on the area with further deterioration likely unless its decline was ceased. The owner was unable to carry out repairs and was unwilling to sell it with an intention to re-occupy it. A Notice under Section 79 of the Building Act 1984 requiring repair works to be undertaken was served in May 2015 but no work was carried out and the matter went to the Magistrates Court where the owner was found guilty and fined.

The Executive considered a number of options which would seek the long term improvement of the building:

- Repairs be undertaken in pursuant to the Building Act Repairs Notice
- Enforced sale
- Empty Dwelling Management Order
- Compulsory Purchase

### **RESOLVED**

- (1) That the Council undertake the repair works as required under the Ruinous and Dilapidated Buildings Repairs Notice served pursuant to Section 79 of the Building Act 1990.
- (2) That Council pursue the recovery of the debt directly with the owner of the property including placing a charge against the property.

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- (3) That, should the debt not be able to be recovered without the sale of the property a further report be brought back to the Executive to consider whether the Council pursue the enforced sale of the property.
- (4) That the Planning, Building Control and Licensing Services Manager be instructed to negotiate with the owner to seek a long term solution to see the renovation and re-use of the property.

**REASON**

***In order to bring the site back to a condition that does not affect the amenity of the area.***

**83.**

**FORWARD PLAN**

The Executive's Work Programme and Forward Plan of key decisions for the four month period commencing 1<sup>st</sup> October, 2015 were submitted for information

Chairman \_\_\_\_\_