



# EXECUTIVE

## BURNLEY TOWN HALL

Wednesday, 6th April, 2022 at 6.30 pm

### PRESENT

### MEMBERS

Councillors A Anwar (Chair), S Graham (Vice-Chair), J Harbour, M Lishman and A Raja

Cllr Bea Foster was present by video link as an observer.

### OFFICERS

Mick Cartledge	– Chief Executive
Paul Gatrell	– Head of Housing & Development Control
Howard Hamilton-Smith	– Head of Finance and Property
Kate Ingram	– Strategic Head of Economy and Growth
Alison McEwan	– Democracy Officer
Carol Eddleston	– Democracy Officer

#### 104. Minutes

The minutes of the last meeting were confirmed as a correct record and signed by the Chair.

#### 105. Rotunda Café Licence, 17th March 2022 - Executive Member for Resources and Performance

Members noted the Individual Member Decision made by the Executive Member for Resources and Performance.

#### 106. Local List Supplementary Planning Document

### PURPOSE

1. The purpose of this report is to consider the representations received in response to statutory consultation on a draft of The Local List Supplementary Planning Document (SPD), and to seek its adoption.

2. The SPD has been prepared to support the implementation of Burnley's Local Plan. Once adopted, it will become a material planning consideration to be used in the determination of relevant applications.

## DECISION

3. That the Executive:
  - i. Notes the representations received on the draft version of The Local List Supplementary Planning Document (SPD) as set out in the Schedule of Representations Received at Appendix B.
  - ii. That Executive adopts The Local List Supplementary Planning Document (SPD) attached at Appendix A under the provisions of Section 23 of the Planning and Compulsory Purchase Act 2004 and Regulation 14 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
  - iii. Authorises the Strategic Head of Economy and Growth to make any minor typographical corrections to the SPD required prior to its publication.

## REASONS FOR DECISION

4. To meet the Council's commitment to preparing a Local List SPD as set out in Burnley's Local Plan and the Council's Local Development Scheme (LDS).

<b>107. Houses in Multiple Occupation (HMO) and Small Flats Supplementary Planning Document</b>
---

## PURPOSE

1. The purpose of this report is to consider the representations received in response to statutory consultation on a draft of the Houses in Multiple Occupation and Small Flats Supplementary Planning Document (SPD), and to seek its adoption.
2. The SPD has been prepared to support the implementation of Burnley's Local Plan in response to concerns raised by Councillors and local residents. It will provide additional detail on the policies of the Plan and how they apply to developments involving small flats or HMOs and will assist applicants, officers and members in preparing and determining planning applications. Once adopted, it will become a material consideration to be used in the determination of relevant applications.

## DECISION

3. That the Executive:
  - i. Notes the representations received on the draft version of Houses in Multiple Occupation and Small Flats Supplementary Planning Document (SPD) as

set out in the Schedule of Representations Received and agrees the Recommended Responses at Appendix B.

- ii. Adopts the Houses in Multiple Occupation and Small Flats SPD attached at Appendix A.
- iii. Authorises the Strategic Head of Economy and Growth to make any minor typographical corrections to the SPD required prior to its publication.

#### REASON FOR DECISION

4. To meet the Council's commitment to prepare a Houses in Multiple Occupation and Small Flats SPD as set out in the Council's Local Development Scheme (LDS).

### **108. Strategic Risk Register**

#### PURPOSE

1. To update members on the Strategic Risk Register.

#### DECISION

2. The Executive agreed the Strategic Risk Register whilst noting that with regards to Risk 14 the Council's stance recognised that national guidance re COVID-19 had been updated and restrictions removed. The Council continued to monitor the situation and had tried and tested systems to ensure business could continue in the event of any further lockdown.

#### REASON FOR DECISION

3. The Audit and Standards Committee have recommended the Strategic Risk Register to the Executive.
4. That the Executive receive the Strategic Risk Register.

### **109. COVID-19 Additional Restrictions Grant**

#### PURPOSE

1. The purpose of the report is to seek approval for the eligibility criteria for the Covid-19 Additional Relief Fund.

#### DECISION

2. The Executive:
  - a) Approves the eligibility criteria and allocation of the Covid-19 Additional Relief Fund as set out in appendix 1.

- b) Delegates authority to Head of Finance and Property in consultation with the Executive Member for Resources and Performance Management to agree any amendments to the allocation to ensure any remaining funding is awarded.

## REASONS FOR DECISION

- 3. On 15<sup>th</sup> December 2021 the Government announced a new Covid-19 Additional Relief Fund, with an allocation for the Council of £2.04 million. The fund is available to support those businesses affected by the pandemic but that are ineligible for existing support linked to business rates.
- 4. The proposed scheme is based on a hybrid approach to awarding relief automatically, for relief below the threshold, and an application form for those at or above the threshold. This was to ensure that the relief was awarded equitably to those businesses that had been impacted more during the pandemic.

### **110. Council Tax Rebate Scheme**

#### PURPOSE

- 1. To propose a scheme for the Council Tax Rebate and Discretionary Fund.

#### DECISION

- 2. That the Executive:
  - a) Approves the eligibility criteria as set out in the report.
  - b) Delegates authority to the Head of Finance and Property to waive standing orders and negotiate terms for the administration of the scheme.
  - c) Recommends to Full Council, approval for a budget of £113,585 to fund the administration of the scheme, which will be met from new burdens funding.
  - d) Delegates authority to Head of Finance and Property in consultation with the Executive Member for Resources and Performance Management to agree any amendments to the discretionary scheme criteria.

## REASONS FOR DECISION

- 3. The Government announced a package of support to help households with rising energy bills which the Council, as billing authority, has been asked to administer on its behalf.

### **111. Pennine Lancashire Building Control - Withdrawal from Joint Agreement**

#### PURPOSE

- 1. To seek approval for Burnley Council as a Partner Authority of the Pennine Lancashire Building Control (PLBC) Partnership Agreement, to give notice of withdrawal from membership of the Joint Committee and proceed with all withdrawal

arrangements including completion of contractual obligations and settlement of financial commitments.

## **DECISION**

2. That the Executive approves the issuing of a written notice of withdrawal of Burnley Council from the PLBC Partnership Agreement.
3. That the Executive delegates authority for completion of all exit arrangements, including but not limited to contractual obligations, settlement of financial commitments and staff transfers to the Head of Housing and Development Control in consultation with the Executive Member for Housing.
4. That the Executive recommends to Full Council that the PLBC Constitution is removed from Burnley Council's constitution (currently Part 3 Appendix B 2d).

## **REASONS FOR DECISION**

5. To carry out all necessary steps that will enable the Council to withdraw from the PLBC Partnership Agreement.
6. Blackburn with Darwen Council is the other Partner Authority of PLBC, and by mutual consent of the two parties they are also progressing their approval arrangements to withdraw from the Partnership Agreement.

## **Thanks to Outgoing Member**

The Leader and Executive Members expressed thanks to Cllr Bea Foster as she was retiring at the elections in May. Her service both as a Member and as a Member of the Executive, and support and encouragement to other members was recognised.