

SCRUTINY COMMITTEE

Wednesday, 3rd April, 2024
6.30 pm





SCRUTINY COMMITTEE

ROOMS 2 & 3, BURNLEY TOWN HALL

Wednesday, 3rd April, 2024 at 6.30 pm

This agenda gives notice of items to be considered in private as required by Regulations (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Members are reminded that if they have detailed questions on individual reports, they are advised to contact the report authors in advance of the meeting.

Members of the public may ask a question, make a statement, or present a petition relating to any agenda item or any matter falling within the remit of the committee.

Notice in writing of the subject matter must be given to the Head of Legal & Democracy by 5.00pm on the day before the meeting. . Forms can be obtained for this purpose from the reception desk at Burnley Town Hall, Manchester Road or at the Contact Centre, Parker Lane, Burnley or from the web at: [Request to Speak](#) . You can also register to speak via the online agenda. Requests will be dealt with in the order in which they are received.

There is a limited capacity for members of the public to attend meetings. You are advised to contact democracy@burnley.gov.uk in advance of the meeting if you plan to attend.

AGENDA

1) Apologies

To receive any apologies for absence.

2) Minutes

To approve as a correct record the minutes of the previous meeting.

5 - 8

3) Additional Items of Business

To determine whether there are any additional items of business which, by reason of special circumstances, the Chair decides should be considered at the meeting as a matter of urgency.

4) Declarations of Interest

To receive any declarations of interest from Members relating to any item on the agenda, in accordance with the provisions of the Code of Conduct and/or indicate if S106 of the Local Government Finance Act 1992

applies to them.

5) Exclusion of the Public

To determine during which items, if any, the public are to be excluded from the meeting.

6) Public Question Time

To consider questions, statements or petitions from Members of the Public.

PUBLIC ITEMS

7) Notice of Key Decisions and Private Meetings

9 - 24

To consider the list of future Key Decisions.

8) Additional Local Authority Housing Fund Round 3 (LAHF R3) for Temporary Accommodation

25 - 26

To consider a report on additional Local Authority Housing Fund Round 3 (LAHF R3) for Temporary Accommodation.

9) Article 4 Direction: Houses in Multiple Occupation (HMOs)

27 - 46

To consider a report on Article 4 Direction: Houses in Multiple Occupation (HMOs).

10) Scrutiny Review Groups

To receive an update on the work of any active Scrutiny Review Groups.

11) Work Programme 2023/24

47 - 50

To consider any amendments to the Work Programme for 2023/24.

PRIVATE ITEMS

MEMBERSHIP OF COMMITTEE

Councillor Gail Barton (Chair)
Councillor Bill Horrocks (Vice-Chair)
Councillor Gordon Birtwistle
Councillor Helen Bridges
Councillor Margaret Brindle
Councillor Joanne Broughton
Councillor Saeed Chaudhary
Councillor Alex Hall
Councillor Beki Hughes

Councillor Nussrat Kazmi
Councillor Syeda Kazmi
Councillor Gordon Lishman
Councillor Sehrish Lone
Councillor Jamie McGowan
Councillor Jeff Sumner
Councillor Don Whitaker
Councillor Fiona Wild

PUBLISHED

Friday, 22 March 2024

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SCRUTINY COMMITTEE

BURNLEY TOWN HALL

Wednesday, 6th March, 2024 at 6.30 pm

PRESENT

MEMBERS

Councillors G Barton (Chair), B Horrocks (Vice-Chair), H Bridges, M Brindle, J Broughton, S Chaudhary, Hall, N Kazmi, S Kazmi, S Lone, J McGowan and F Wild

OFFICERS

Paul Gatrell – Head of Housing & Development Control
CJ Walmsley – Democracy Officer

The Chair welcomed Councillor Chaudhary to the Committee.

241. Apologies

Apologies for absence were received from Councillor Whitaker.

242. Minutes

The minutes of the meeting held on 8th February 2024 were approved as a correct record and signed by the Chair.

243. Additional Items of Business

There were no additional items of business to be considered.

244. Declarations of Interest

There were no declarations of interest on any of the items on the agenda.

245. Exclusion of the Public

Exclusion of press and public was as set out on the agenda.

246. Public Question Time

No questions, statements or petitions had been received from members of the public.

247. Notice of Key Decisions and Private Meetings

Members were asked to note the Notice of Key Decisions and Private Meetings (NKDPM) published on 13th February 2024.

Members were reminded that should they wish the Committee to consider any items on the NKDPM, they should inform the Chair.

RESOLVED – That the NKDPM of 13th February 2024 be noted.

248. Road Map to Net Zero

The Committee considered a report that enabled the Council to meet its aim of minimising the carbon impact of its business operations. It requested the Executive approve the Road Map to Net Zero Report as a working document to be reviewed and updated periodically.

The Road Map to Net Zero report had been produced to allow informed decision-making around the order in which the Council could take climate action and achieve net zero at the earliest possible date. The document outlined potential costs and timeframes for each action, allowing priorities to be established and a realistic and appropriate timeline to be set. The document allowed the Council to work through climate actions over time, with costs spread out between now and 2050. This allowed for strategic planning and prioritisation within appropriate timescales and resources.

A query was raised in connection with the supply of electricity. This was on the national agenda and discussions were underway nationally with service providers, including strengthening the national grid.

It was reported that the production of Heat Carbonisation Plans was now expected to be the end of March.

Clarification was sought as to why the Scope 2 emissions, CO2 Analysis budget of £25k had not yet be spent. Meetings had taken place with CO2 Analysis to establish what was required in respect of data collection. It was taking time to gather the information, and some soft market testing had been done in respect of alternatives.

In terms of the transition of all Council fleet cars and vans to electric by 2030, and in light of the national shift, it was queried if this would be put back to 2035. It was reported that these decisions would be taken on a case by case basis depending on the leasing arrangements and any other relevant factors.

In relation to Council employee home working, it was suggested that a survey be circulated to staff to gather data on travel mode, shared transport and distance, to calculate energy usage compared to an average UK home.

With regards to the continued roll out of electric vehicle charging infrastructure, it was pointed out that numbers were still minimal. Work was continuing with Lancashire County Council to explore opportunities for the provision of electric charging infrastructure on the borough's highways.

A query was raised on where the tree planting was taking place. It was advised that there was an infographic map on the website, but this would be circulated to Members.

The Chair invited the Executive Member for Sustainable Development and Growth to provide further information on the report.

RESOLVED – That the report be noted.

249. Selective Licensing - Consultation on Future Proposals

A report was submitted on the Selective Licensing consultation on future proposals.

The report requested the Executive approve the consultation and evidence gathering for the proposal to designate six areas for selective licensing. The draft case proposal document set out the Council's reasons for proposing to designate Trinity; Queensgate; Gannow; Daneshouse and Stoneyholme; Padiham; and Lyndhurst Road areas for Selective Licensing.

The report also requested the approval of the proposed fee and charging structure, staffing structure, case proposal document, proposed designation boundaries and areas for consultation, dates for consultation, Fit and Proper Person Criteria and Licence Conditions. Furthermore, it requested the Executive approve the appointment of a Project Assistant for the period April 2024 to January 2025, and approve in principle upfront payment for statutory notices of designation in local newspapers, should the schemes be approved by the Secretary of State.

Clarification was sought on whether landlords were considered for registration where they leased property to their family. It was explained that there were a number of exemptions that could be applied for, and this was included.

Further clarification was sought on the benefits of Selective Licensing and whether it made a difference. The Head of Housing and Development Control outlined the benefits, including health and safety, dealing with anti-social behaviour and maintaining standards, and the difference that made on communities.

Regular monitoring of the areas enabled the Council to identify new properties that required licensing and identify those that had not applied. Audits of the areas were also undertaken to identify individual properties that needed attention.

Feedback from the Landlords forum suggested that Landlords don't know about the opportunities to work with the Council, and it was felt that this was an area for development.

RESOLVED – That the report be noted.

250. Scrutiny Review Groups

A report was submitted from the Climate Change Scrutiny Review Group.

The group consisted of Councillors Barton, McGowan, Broughton, Horrocks, Hurt, Launer, Bridges, Syeda Kazmi, and Reynolds. The officers supporting the group were Claire Graham and Paul Gatrell.

The main areas of discussion by the group were climate change action plan prioritisation; electric bus funding (ZEBRA2); electric/hybrid taxis; homeworking action; and resources.

Overall Members concluded that they felt more certain of the climate change actions and the work being undertaken. There was overall interest in the climate change agenda and the need to drive forward actions.

RESOLVED – That the report be noted.

251. Work Programme 2023/24

The Committee received the updated work programme for 2023/2024.

RESOLVED – That the updated work programme for 2023/24 be noted.

Members determined to exclude the press and public from the meeting before discussion took place on the following items on the grounds that in view of the nature of the business to be transacted if the public were present there would be a disclosure to them of exempt information within the meaning of Schedule 12A of the Local Government Act 1972.

252. Disabled Facilities Grant - Social Care Capital Projects

A report was submitted on the utilisation of the disabled facilities grant on two identified social care capital projects.

RESOLVED – That the report be noted.

NOTICE OF KEY DECISIONS AND PRIVATE MEETINGS

Wednesday, 6th March, 2024
5.00 pm





NOTICE OF KEY DECISIONS AND PRIVATE MEETINGS

Wednesday, 6th March, 2024

AGENDA

1) *Notice of Key Decisions & Private Meetings - 28 day notice*

3 - 8

BURNLEY BOROUGH COUNCIL

NOTICE OF KEY DECISIONS AND PRIVATE MEETINGS

This Notice contains:

- a) A list of Key Decisions to be taken by the Executive (unless otherwise stated) from April 2024, published on 6th March 2024. Due to circumstances, these decisions could also be taken by Officers using urgency powers or delegated authority.
- b) Details of dates of meetings of the Executive during the same period at which decisions may be taken in private or partly in private.

A Key Decision is an Executive decision that is likely:

- (i) to result in the local authority incurring expenditure which is, or the making of savings which are significant, having regard to the local authority's budget for the service or function to which a decision relates. The Council has said that Capital or Revenue spending over £125,000 will be a Key Decision; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough;

A private meeting is a meeting or part of a meeting of the Executive during which the public must be excluded whenever:

- a) it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence;
- b) the Executive passes a resolution to exclude the public during that item where it is likely, in view of the nature of the item of business, that if members of the public were present during that item, exempt information would be disclosed to them; or
- c) a lawful power is used to exclude a member or members of the public in order to maintain orderly conduct or prevent misbehaviour at a meeting.

Matter for decision	Purpose	Key Decision – Yes or No	Anticipated date of decision	Public or Private report – Please give reasons	List of documents to be submitted, including any background papers	Contact person & Executive Portfolio
Social Care Projects using the Disabled Facilities Grant allocation from the Better Care Fund	To approve several social care projects funded through the Better Care Fund.	Yes	March 2024	Private	Report setting out key issues	<p>Paul Gatrell Head of Housing and Development Control</p> <p>Cllr Lubna Khan Executive Member Housing and Development Control</p>
Cultural Strategy	To consider a report on a Cultural Strategy	Yes	March 2024	Public	Report setting out key issues	<p>Simon Goff Head of Green Spaces & Amenities</p> <p>Cllr Jack Launer Executive Member for Health, Culture and Wellbeing</p>

Matter for decision	Purpose	Key Decision – Yes or No	Anticipated date of decision	Public or Private report – Please give reasons	List of documents to be submitted, including any background papers	Contact person & Executive Portfolio
Road to net zero	To consider a report on the short, medium and long term actions to get the council to net zero	Yes	March 2024	Public	Report setting out key issues	Paul Gatrell Head of Housing and Development Control Cllr Scott Cunliffe Executive Member for Sustainable Development & Growth
Consultation various selective licensing designations	To consider a report and draft statement of case	Yes	March 2024	Public	Report setting out key issues	Paul Gatrell Head of Housing & Development Cllr Lubna Khan Executive Member for Housing & Leisure

Matter for decision	Purpose	Key Decision – Yes or No	Anticipated date of decision	Public or Private report – Please give reasons	List of documents to be submitted, including any background papers	Contact person & Executive Portfolio
Waste Transfer Station	To provide an update on Waste Transfer arrangements in East Lancashire	Yes	April 2024	Private	Report setting out key issues	<p>Joanne Maclean Head of Streetscene</p> <p>Cllr H Baker Executive Member for Community and Environmental Services</p>
Article 4 Direction – Houses in Multiple Occupation	To provide an update on the consultation undertaken on the proposed Article 4 Direction and to consider whether to confirm the Article 4 Direction	Yes	April 2024	Public	<p>Report setting out the key Issues.</p> <p>Consultation Report</p>	<p>Pete Milward Principal Planner, Economy and Development</p> <p>Cllr S Cunliffe Executive Member for Sustainable Development and Growth</p>

Matter for decision	Purpose	Key Decision – Yes or No	Anticipated date of decision	Public or Private report – Please give reasons	List of documents to be submitted, including any background papers	Contact person & Executive Portfolio
Strategic Partnering Agreement	To consider a report on the option to extend the contract with Liberata	Yes	June 2024	Private	Report setting out key issues	Rob Dobson Chief Operating Officer Cllr M Lishman Executive Member for Finance and Performance

Meetings of the Executive will be held on the following dates: 4th April 2024, 12th June and 10th July 2024. Meetings normally start at 6.30pm but times can change so please check the council website nearer the date of the meeting. All meetings are usually held at the Town Hall.

This Notice will be further updated in the form of the agenda by the following date: 25th March 2024. A further Notice will be given five clear days before each meeting listed above if the meeting or part of the meeting is to be held in private.

If you wish to make any representations about why any meeting or part of a meeting proposed to be held in private should be open to the public please send them to: Catherine Waudby, Head of Legal and Democratic Services, Town Hall, Manchester Road, Burnley BB11 9SA.

E-mail: cwaudby@burnley.gov.uk

Published: on 6th March 2024

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NOTICE OF KEY DECISIONS AND PRIVATE MEETINGS

Wednesday, 6th March, 2024





NOTICE OF KEY DECISIONS AND PRIVATE MEETINGS

Wednesday, 6th March, 2024

AGENDA

- 1) *Additional Notice - Additional Local Authority Housing Fund (LAHF)
for Temporary Accommodation* 3 - 4

Burnley Borough Council

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Agreement of Scrutiny Committee Chair under Regulation 11 (1) (a) and 11 (2) (a) and (b)

Under these Regulations the Council is required to give 28 days' notice if it intends to hold a meeting of the Executive or a decision will be delegated to an Officer in private or partly in private. This is done on occasions where there is a report which contains confidential information. If the Council is not able to give the required notice it must obtain the agreement of the Chair of the Scrutiny Committee that the making of the decision is urgent and cannot reasonably be deferred and publish a copy of that notice.

The Council is also required to give 28 days' notice if it intends to make a key decision and is required to give at least 5 days' notice if it intends to make an urgent key decision.

If the Council is not able to give the required notice it must obtain the agreement of the Chair of the Scrutiny Committee or other relevant person for the decision to be made as a case of special urgency, and then give notice of the reasons why the making of the decision is urgent and cannot reasonably be deferred.

Set out overleaf is a notice given in line with these requirements – the decision is urgent and cannot reasonably be deferred for the reason stated.

Due to the urgency of the implementation of the decision, the Chair of the Scrutiny Committee, has given Urgency agreement on 5th March 2024. The Chair of the Scrutiny Committee has also agreed on 5th March 2024 to waive call-in for this decision.

Please note that the Chief Executive intends to consider the following key decision in public on 7th March 2024.

Key Decision	Reason decision is urgent and cannot reasonably be deferred
To seek approval to accept additional funding from the Home Office to deliver a further three homes for continued use as temporary accommodation for general housing needs purposes.	The reason the report is urgent and cannot reasonably be deferred is because the Home Office deadline for receipt of the signed amended Memorandum of Understanding is 11 th March 2024. Failure to submit would put the additional funding at risk.

Catherine Waudby

Head of Legal and Democratic Services

Town Hall, Manchester Road

Burnley BB11 9SA

E-mail CWaudby@burnley.gov.uk

Date: 6th March 2024

NOTICE OF KEY DECISIONS AND PRIVATE MEETINGS

Wednesday, 20th March, 2024





NOTICE OF KEY DECISIONS AND PRIVATE MEETINGS

Wednesday, 20th March, 2024

AGENDA

- 1) *Additional Notice - Local Authority Housing Fund (LAHF) - Round 3
(Executive on 4th April 2024)* 3 - 4

Burnley Borough Council

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Key Decisions

Notice to Scrutiny Committee Chair under Regulation 10 (1) (a)

The Council is required to give 28 days' notice if it intends to make a Key Decision.

If it is impracticable to comply with this requirement it must inform the Chair of the Scrutiny Committee and publish a copy of that notice at least 5 days before the decision is taken.

Set out below is a notice given in line with these requirements.

The Chair of the Scrutiny Committee was informed on 19th March 2024 of the information below;

Please note that the Executive at a meeting to be held on 4th April 2024 intends to consider the following Executive report in Public. It has not been possible to give the required 28 days' notice for the reason set out below:

Key Decision	Reason why 28 day notice could not be given/was impracticable
Local Authority Housing Fund (LAHF) – Round 3 To seek approval to accept Home Office Funding to acquire additional properties for the purposes of temporary accommodation.	The reason the report is urgent and cannot reasonably be deferred is because the Home Office deadline for receipt of the signed Memorandum of Understanding is before the end of April 2024. Notification from the Home Office of the funding was not received within 28 days of the decision having to be taken.

Catherine Waudby

Head of Legal and Democratic Services

Town Hall, Manchester Road

Burnley BB11 9SA

E-mail cwaudby@burnley.gov.uk

20th March 2024

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REPORT TO EXECUTIVE



DATE	04.04.24
PORTFOLIO	Leadership
REPORT AUTHOR	Clare Jacson
TEL NO	01282 477231
EMAIL	cjackson@burnley.gov.uk

Additional Local Authority Housing Fund Round 3 (LAHF R3) for Temporary Accommodation

PURPOSE

1. To seek approval to accept the additional £134,800 from the Department for Levelling Up, Housing and Communities ('DLUHC') to deliver a further two homes for continued use as temporary accommodation.

RECOMMENDATION

2. To delegate authority to the Head of Legal & Democratic Services to enter into an agreement with the DLUHC to deliver the Local Authority Housing Fund Round 3 25/26 as per the report.

REASONS FOR RECOMMENDATION

3. To reduce the ongoing revenue cost of temporary accommodation as the Council will no longer pay the annual lease cost to the property owners.
4. To have control of the temporary accommodation to ensure the properties are maintained to a good standard, well managed for homeless families and remain in use as temporary accommodation for as long as the Council determines there is a need.
5. To increase the number of Council owned temporary accommodation properties by two taking the total to twenty-two including the six from the Rough Sleeping Accommodation.

SUMMARY OF KEY POINTS

6. As a result of the Covid 19 pandemic and the Governments instruction of "everyone in", the Council rapidly secured additional temporary accommodation through lease agreements with accredited private landlords. Following the Pandemic, the properties continue to be in high demand for temporary accommodation from families requesting assistance under the Council's statutory homelessness duties.
7. Homelessness legislations states that families should not be accommodated in B&B accommodation, or if this proves unavoidable, should be housed there for no more than 6 weeks. To achieve this objective, it has been necessary to increase the number of family properties the Council has available for homeless households.

8. To meet the increasing demand for family accommodation the Council has extended the

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

13. It is estimated from the current market valuations that the cost to acquire and renovate the 2 additional homes will be £160,000. These properties will be funded through the £134,800 LAHF R3 allocation and the remaining from the Council's Asylum Seekers Fund.

POLICY IMPLICATIONS

14. There are no direct policy implications. This scheme will be delivered within the Councils existing policy framework which supports the Prevention of Homelessness Strategy.

DETAILS OF CONSULTATION

15. None

BACKGROUND PAPERS

16. None

FURTHER INFORMATION

PLEASE CONTACT:

Wilma Waddingham 01282 477242

ALSO:

ARTICLE 4 DIRECTION: HOUSES IN MULTIPLE OCCUPATION (HMOs)

REPORT TO THE EXECUTIVE



DATE	4th April 2024
PORTFOLIO	Sustainable Development and Growth
REPORT AUTHOR	Pete Milward
TEL NO	Ext. 3296
EMAIL	pmilward@burnley.gov.uk

PURPOSE

1. The purpose of this report is to:
 - Update the Executive with the results of the consultation on the proposed Article 4 Direction, undertaken in October/November 2023; and
 - Seek Executive approval to confirm the Article 4 Direction which will remove the permitted development rights for the change of use from Use Class C3 (dwellinghouses) to Use Class C4 (Houses of Multiple Occupation (HMO) in the nine wards of the Borough, as illustrated on the plan accompanying the Direction. If confirmed, the Direction will become effective on 14 October 2024.

RECOMMENDATION

2. It is recommended that the Executive:
 - i) approve the confirming of a non-immediate Article 4 direction to remove permitted development rights for changes of use from individual dwellinghouses to smaller houses in multiple occupation in line with the procedure set out in paragraph 16.
 - ii) authorise the Director of Economy and Development to prepare the necessary documentation and carry out the notification of the confirmation as required by the Regulations and set out in paragraph 16.

REASONS FOR RECOMMENDATION

3. The Houses in Multiple Occupation and Small Flats SPD (2022) highlighted that, should the need arise, the Council could consider an Article 4 direction to better manage the creation of small HMOs and their impacts on the amenity of certain areas. The background report appended to the previous Executive report on 20 September 2023¹ demonstrated the need to introduce an Article 4 direction.

¹ Executive meeting 20th September 2023. Minute 40
<https://burnley.moderngov.co.uk/documents/g3405/Printed%20minutes%2020th-Sep-2023%2018.30%20Executive.pdf?T=1>

SUMMARY OF KEY POINTS

Background

4. The [background report](#) appended to the Executive Report on 20 September 2023 outlined the extent of current houses in multiple occupation (HMOs) in the borough; the current legislative and policy position in respect of HMOs; the justification for introducing a non-immediate Article 4 direction to remove the permitted development rights that allow the conversion of a single dwellinghouse into a small house in multiple occupation; and the process for doing so.

Making of, and Consultation on, the Article 4 Direction

5. On 20 September 2023, the Executive approved the making of the Article 4 Direction and the accompanying public consultation. The Direction was 'made' on 13th October 2023, triggering the commencement of the 12-month lead in period required to introduce non-immediate Directions. A copy of the ['made' direction and accompanying map](#) is available on the Council's Website.
6. A 6-week public consultation subsequently took place between Friday 13 October and Friday 24 November 2023. Consultation and publicity were undertaken in accordance with the requirements of Schedule 3 of the GPDO 2015, and included:
 - Notification to the Secretary of State
 - Press notice in Burnley Express
 - Approximately 20 Site Notices displayed across the wards included within the Article 4 boundary
 - Information on the Council website
 - Information 'on deposit' at the Contact Centre and Burnley and Padiham Libraries
 - Press release
 - Email and postal notification to statutory undertakers and selected consultees from the Local Plan consultation database

Results of Consultation

7. The Council received 21 comments, which are presented in the accompanying Consultation Report at Appendix A The Consultation Report details how the Council have considered each of the comments received, and what action, if any, is recommended as a result.
8. Of the 21 comments received, 18 either raised no comment or gave support for the introduction of the direction, 1 supported the direction but considered that the area covered by the direction should be enlarged, and 2 objected to the introduction of the direction.
9. It is considered that no changes are required to the Direction and it can proceed to be confirmed as originally proposed, without amendment.

Confirmation of the Direction

10. It is therefore recommended, as at paragraph 2, that the Executive approve the confirmation of a non-immediate Direction under Article 4 of the Town and Country

Planning (General Permitted Development) Order (GPDO) 2015 (as amended) to remove the permitted development rights granted by Schedule 2 Part 3 Class L(b) of that Order, which allows a change of use from a dwellinghouse (C3) to a house in multiple occupation with between 3 and 6 occupants (C4), and which will apply to the wards of the borough as listed below:

- Trinity ward;
- Bank Hall ward;
- Daneshouse with Stoneyholme ward;
- Rosegrove with Lowerhouse;
- Gannow ward;
- Gawthorpe ward;
- Queensgate ward;
- Brunshaw ward; and
- Rosehill with Burnley Wood ward

11. The full rationale and key issues to support the confirmation of the direction are as presented and detailed in the earlier Background Report and summarised in Executive Report, dated 20 September 2023.
12. Based on the above and the consideration of the comments received, it is considered that the introduction of a new Article 4 Direction, to cover the wards identified, will give the Council more effective planning control to restrict the otherwise unregulated conversion of dwellinghouses to HMOs. It is expected that such interventions can seek to help rebalance communities and address the cumulative and detrimental impacts of HMOs on the Borough and local amenity.

Procedure and Powers for Making an Article 4 Direction

13. Whilst the Council can confirm all Article 4 Directions, the Secretary of State (SoS) must be notified at both the preliminary ('making the notice') and final ('confirming the notice') stages.
14. The SoS was notified of the making of the Direction on 13 October 2023, with the intent that the non-immediate Direction should then take effect 12 months later (from 14 October 2024). The response received was as follows: *"We will only contact you if any additional information is required and you should continue with any processes associated with introducing the Article 4 direction. An Article 4 direction does not require the approval of the Secretary of State in order to come into force, however, please note that the Secretary of State has the power to modify or cancel an Article 4 direction at any time before or after it is confirmed. The Secretary of State will only intervene when there are clear reasons for doing so."* No additional information has been requested to date.
15. It is therefore considered appropriate to continue to progress with the confirmation of the direction. However, continuation does carry a minor risk of modification or cancellation of the direction, should the SoS subsequently decide to intervene. Recent interventions elsewhere by the SoS has resulted in modifications of Directions, rather than cancellations.

Next Steps

16. Should Executive approve the confirming of a non-immediate Article 4 direction, the timeline thereafter would be as follows:
- April 2024: The Article 4 will be confirmed. The Council then must, as soon as practicable after a direction has been confirmed:
 - (a) give notice of such confirmation and the date on which the direction will come into force; and
 - (b) send a copy of the direction as confirmed to the Secretary of State.
 - 14 October 2024: The Article 4 direction comes into force.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

17. The limited costs associated with making, consulting on, confirming and monitoring, if approved, the Article 4 direction will be met within existing budgets. A non-immediate Article 4 direction as recommended giving 12 months' notice, avoids the potential for compensation claims from owners and developers as a result of abortive works.
18. When the Article 4 Direction comes into force, the Council is likely to receive an increased number of Change of Use applications which in turn may lead to planning appeals; and there may be an increase in enforcement activity. The Council will receive income from planning application fees towards meeting these additional costs.

POLICY IMPLICATIONS

19. When in force, the Article 4 Direction will require planning applications to be submitted which will then be considered with regard to Burnley's Local Plan and the Houses in Multiple Occupation and Small Flats Supplementary Planning Document; and any other material planning considerations.

DETAILS OF CONSULTATION

20. None

BACKGROUND PAPERS

21. [Article 4 Direction: Houses in Multiple Occupation \(HMOs\): Report to Executive, 20 September 2023](#)
[Background Document: Article 4 Direction for the removal of permitted development rights for the change of use from Use Class C3 \(dwellinghouses\) to C4 Houses in Multiple Occupation \(HMOs\) October 2023](#)
[Burnley-Council-HMO-Article-4-Direction-Made-October-2023.pdf](#)

FURTHER INFORMATION

PLEASE CONTACT:	Pete Milward
ALSO:	Elizabeth Murphy



Consultation Report:

Article 4 Direction for the removal of permitted development rights for the change of use from Use Class C3 (dwellinghouses) to C4 Houses in Multiple Occupation (HMOs)

Draft for Executive: April 2024

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Contact:

Policy & Environment
Development and Growth
Town Hall
Burnley
BB11 9SA

E-mail: localplan@burnley.go.uk

1 Consultation and Publicity

1.1 The Council are proposing to introduce a new non-immediate Article 4 Direction to remove permitted development rights relating to the change of use from a dwellinghouse (Use Class C3) to a House of Multiple Occupation (HMO) (Use Class C4).

1.2 Introducing a non-immediate Article 4 Direction is a two-stage process, first to 'make' and then 'confirm' the direction. The first stage of 'making' the Direction involves the Council carrying out local consultation within the areas where the proposed Direction will take effect. This provides the opportunity for stakeholder groups, local residents, property owners and property agents to make comments on the proposed Direction. In addition to this local consultation the Council is also required to notify the Secretary of State of the proposal.

1.3 The Council's Executive confirmed their approval for the 'making' of the Direction, and the subsequent consultation period, at its meeting on 20 September 2023.

1.4 The Article 4 Direction was 'made' on the 13 October 2023. In accordance with legislative requirements, the Secretary of State was notified of the Direction on the same day (via email notification). The following publicity and consultation then followed:

- Press notice – published in the 'Burnley Express' on 13 October 2023;
- Site notices – over 20 site notices were displayed across the Borough (typically 2-3 notices in each ward within the Article 4 Boundary). They were posted 13-16 October 2023, and then, in accordance with requirements, re-checked during the consultation period to ensure the notices had not been taken down or de-faced. Details of the Site Notice locations is included in Appendix A;
- On deposit – All materials, including the Direction and accompanying maps of the proposed Direction area, the Notice of Direction and the Background Report were placed 'on-deposit' at the Council's Contact Burnley Offices and Burnley and Padiham Libraries;
- Council Website – All materials, including the Direction and accompanying maps of the proposed Direction area, the Notice of Direction and the Background Report were available on the Council website at: <https://burnley.gov.uk/planning/planning-permission/do-i-need-planning-permission/article4/article-4-direction-houses-in-multiple-occupation/>;
- Email and Letter Notifications - were sent to: the Crown and Statutory Undertakers, statutory consultees, general and public consultees (selected from the Local Plan database); and
- Press release – released to local media. Included by the Burnley Express on 13 October 2023 (<https://www.burnleyexpress.net/news/people/consultation-on-proposals-to-tighten-hmo-rules-gets-underway-in-burnley-4370945>).

1.5 Consultation was open for a 6-week period from Friday 13 October 2022 to Friday 24 November 2023. Views were invited by post or email.

2 Consideration of all comments received through the consultation

2.1 The Council must consider all comments received during the consultation. A total of 21 comments were received through the consultation – 18 either raised no comment or gave support for the introduction of the direction, 1 supported the direction and considered that the area covered by the direction should be enlarged and 2 comments objected to the introduction of the direction.

2.2 To demonstrate how the Council has considered each representation, this section details a summary of each of the comments received during the consultation period, and then provides the recommendations in response.

2.3 There were no comments received that would require a material change to the proposed Direction. Therefore, there is no reason why the Council cannot proceed to confirm the Direction and the date on which it will become effective.

Table 1: Consideration of Comments Received

Organisation or Consultee	Comment	Recommended Response
2Let Burnley	Agree to stop future developments as it can lead to anti social behaviour along with parking issues in built up areas.	<p>Comment and support noted.</p> <p>It is important to note however, that the Article 4 Direction is not intended to prevent all future small HMOs, but rather, by requiring a planning application, it will allow the Council to consider whether the specific proposal is acceptable or not.</p>
Resident AG	<p>I am a resident in Gannow area, on my street alone there are at least 4 current HMO's. Not all full, thankfully, if they were and you expect each resident to have a vehicle, the amount of traffic and need for parking is beyond the capacity of the street or those nearby. Then we have to consider the noise pollution, the current HMO's often have parties, going into the early nights. Every time another house becomes empty or goes up for sale the residents in the houses that use them as houses dread the thought of yet another HMO. On the nearby streets, including Woodbine Road, Windsor St, Oak St, ivory Street and Lionel Street all have at least 3 HMO's on those streets, this is over crowding. I support the ruling of HMO's to seek permission to have rooms of 3 or more, as the current model is based on residential homes in London, it is not fit for purpose in towns like Burnley</p>	<p>Comment and support noted</p>
Resident AM	<p>I would like to vote in agreement of the removal of the "permitted development rights". Far too many houses are being used for HMO purposes! I rent my property and I recently had to move, trying to find a property to rent that was still used as an original single dwelling was a very frustrating time. Also the rent that is being asked by landlords</p>	<p>Comment and support noted</p>

	for the properties that have been left as non HMO, have massively increased due to supply and demand.	
Individual AW	No to HMO's	<p>Comment and support noted .</p> <p>It is important to note however, that the Article 4 Direction is not intended to prevent all future small HMOs, but rather, by requiring a planning application, it will allow the Council to consider whether the specific proposal is acceptable or not.</p>
Resident CR	I've just been reading your proposals in the Burnley Express regarding new planning permission on HMO's. Does this include Coal Clough with Deerplay Ward as this ward is not mentioned. If it doesn't that is ridiculous as plenty are being created on Coal Clough Lane itself. It's bringing house prices down and scaring families from moving into the area.	<p>Coal Clough with Deerplay Ward is not included. The Council is content that the boundary chosen for the article 4 is the most appropriate based on the evidence collated and the fact that the National Planning Policy Framework (NPPF) states that, in all cases, Article 4 Directions must “be based on robust evidence and apply to the smallest geographical area possible”. If confirmed, and when the article 4 is in force, the Council is committed to monitoring the effectiveness of the article 4 particularly with regard to the displacement of HMOs to other parts of the Borough.</p> <p>No change proposed.</p>
Fr. Frost St Matthews Church	In response to your review of HMO I would like to stop them being implemented in our town and particularly in my Parish. This area is surrounded by complex issues and the HMO's can open place vulnerable people and families in even worse situations. You will know our parish is blighted with issues such as child poverty, crime, domestic violence	<p>Comment and support noted.</p> <p>It is important to note however, that the Article 4 Direction is not intended to prevent all future small HMOs, but rather, by requiring a planning</p>

	and addiction and I am clear in my mind the removal of all HMO's would only be a positive move to ease some of these issues.	application, it will allow the Council to consider whether the specific proposal is acceptable or not.
Resident HC	<p>The house next door to me has just been turned into an H.M.O, supposedly for 4 people. This was done with no consultation to the residents surrounding the house at all. How the destruction of a much-needed family home has been allowed is beyond comprehension.</p> <p>The surrounding houses and flats contain many elderly, ill, vulnerable, and special needs residents. Both the Borough Council and Calico Know this.</p> <p>The terrible weeks/months of the conversion have been indescribable, the noise is sometimes 100 Decibels inside my house. [Personal and family health issues described] I had to constantly go round there to complain as these houses are prefabs and can hear any undue noise, so it's been horrific. The owner has not installed sound proofing between that house and mine.</p> <p>I've researched the effects of these H.M.Os in other towns i.e.,</p> <ol style="list-style-type: none"> 1. Sharp rise in crime/ robberies/ violence 2. Filth and rubbish all over. 3. Alarming aggression. 4. Filthy language 5. Drug use. 6. Drug dealing including targeting vulnerable people. 7. Human excrement in yards and gardens. 8. Inappropriate approaching of schoolgirls. 9. Sharp rise in noise and disturbing the peace. <p>The people who live around here, live in peace and quiet as they're entitled to. There are no police on the estate in the night or day to keep us safe. People are very frightened in the bungalows for the elderly/ sick/ vulnerable. [Family health issues mentioned]. I'm also very frightened.</p>	<p>Comments and support noted.</p> <p>It is important to note however, that the Article 4 Direction is not intended to prevent all future small HMOs, but rather, by requiring a planning application, it will allow the Council to consider whether the specific proposal is acceptable or not. The lack of consultation referred to was due to the national permitted development right rather than the "Council's rules". Removal of the PD right will allow the Council to consult neighbours when a small HMO is proposed.</p>

	<p>We have a quiet relatively safe area here at [redacted]. We are totally defenceless against the trouble to come.</p> <p>Burnley already has enormous social problems. The Councils' rules ensured none of us were consulted and seems the council don't even care. Would you like your area to be turned into a dangerous slum. Or perhaps your elderly parents' areas? Some resident didn't even know what was happening.</p> <p>The rules need to be changed very quickly, not in a years' time. I also wish to know how you will be policing this area as well as the so called Police force.</p>	
Historic England	Thank you for consulting Historic England on the above article 4. At this stage we have no comments to make.	Noted
Resident JB	I am writing to SUPPORT the removal of permitted development rights for change of use C3 Dwellinghouses to C4 HMO. I don't believe in taking family homes and returning them to a Victorian era of living standards. These HMO developments cause nothing but trouble for local residents.	<p>Comment and support noted.</p> <p>It is important to note however, that the Article 4 Direction is not intended to prevent all future small HMOs, but rather, by requiring a planning application, it will allow the Council to consider whether the specific proposal is acceptable or not.</p>
Individual JH	There's too many houses turning into HMOs. People can't buy or rent house's in their area, as soon as a house's come up for sale its snapped up by developer's. They're not interested in the community, just making four or five times the money if the rented them to families! They'll be bring the area down like they did when they just started renting out to anyone and spoiling the areas.	Comment and support noted
Individual JW	I wish to support councillor John Harbour in proposals to limit multiple occupants in one residence. I feel that the requirement for planning will allow the council to monitor number and ensure the town doesn't become a bedsit town. This issue could lead to wider issues re management of housing, maintenance and general development. The	<p>Comment and support noted.</p> <p>It is important to note however, that the Article 4 Direction is not intended to prevent all future small HMOs, but rather, by requiring a planning</p>

	council could be then vigilant to poor landlords etc. Please don't allow freedom in this area or the town could decline and the level of anti social behaviour could escalate.	application, it will allow the Council to consider whether the specific proposal is acceptable or not.
Lancashire County Council (Highways)	The Local Highway Authority have no objection and welcome the opportunity to comment on these types of applications.	Noted
Lancashire County Council (LLFA)	Thank you for consulting the Lead Local Flood Authority on the above consultation. Please accept this email as confirmation that we have no comments to make regarding the article 4 direction	Noted
Lancashire County Council (School Planning)	<p>LCC's School Provision and Sufficiency Team welcomes the above which would enable better management of the educational impact on Burnley Borough Council's future planning applications. From the Article 4 Consultation document we note:</p> <p>"A1.20 To be an HMO the accommodation has to be used by persons as their only or main residence. It is usually apparent if this is the case, but secondary legislation specifies certain situations where the nature of occupation is less clear cut. These include:</p> <ul style="list-style-type: none"> • a refuge, that is a building or part of a building used by a voluntary organisation for temporary accommodation for people who have left their home as the result of domestic violence • occupation by asylum seekers and their dependents, where the accommodation has been provided under section 95 of the Immigration and Asylum Act 1999 and the accommodation is provided by a private landlord under contract to or on behalf of UKVI <p>A1.21 A hostel or night shelter providing accommodation to homeless people may be an HMO because, even if the accommodation is overnight, it is the occupants' only residence. Rent (or consideration) must be paid for the HMO definition to apply."</p>	Comment and support noted.

	In order for LCC and The School Provision & Sufficiency Team to mitigate its statutory obligation to ensure that every child living in Lancashire is able to access a mainstream school place in Lancashire if they want one as stipulated in Section 14 of the Education Act 1996, we would request that Burnley Borough Council acknowledge that school aged children may be included in the above criteria. Although contributions are not sought in respect of planning applications for Student accommodation, contributions are sought in respect of affordable housing and 1 bedroom accommodation.	
Network Rail	Network Rail has no comments.	Noted
Resident PB	<p>With regards to Trinity ward. There are daily issues with ASB and minor crime committed by younger persons and public order by adults. This can often be heard constantly for 1 to 3 hours at a time. More so during dry weather. Most neighbours do not report these matters as they believe little or nothing can or will be done which does not make it worth the risk of repercussions</p> <p>A few properties with a large number of occupants attract large numbers of visitors who stand in the street getting intoxicated on drugs or alcohol becoming increasingly disorderly especially during good weather. This appears to be due to the large number of low value rental properties in the vicinity. Which attracts persons with alcohol and or drug addictions.</p> <p>A lot of the rental properties are neglected on the outside. Due to the design of Victorian houses combined with modern insulation, heating methods, mortar and plaster combined and cavities filled with soot, mortar and building rubble most properties suffer damp issues. Most of the back alleys are used for dumping and council trucks load up every week with it. There have been regular problems with rat infestations in the past. The roads with larger garden fronted terraces which have HMOs on them have insufficient parking. Cars especially taxis and delivery vehicles often block these roads as there is nowhere to pull up. There are regular road rage incidents where vehicles unable to pass meet head-to-head.</p>	Comments and support noted

	<p>[Comment about new residents coming to the borough]. Whilst this has been good for the town centre and helped solve empty property issues there has been no noticeable increase in local amenities. I suspect during this time been a sharp population increase with the curve having been steeper since the census.</p> <p>For the above reasons I believe it is essential that the council has control over small HMO'S in this area.</p>	
Padiham Town Council	Padiham Town Council wishes to express its support for the proposed changes to the rules around Houses in Multiple Occupation and that these will need planning approval in future	Support noted.
Resident RC	<p>I have recently moved to Burnley and live in Trinity Ward. I have a professional background in social housing management, having obtained the professional qualification of the Chartered Institute of Housing. I welcome and support the proposals to make an Article 4 declaration to ensure that small HMOs will now be subject to planning approvals. I would also hope that other actions might follow to help create sustainable and balanced communities. Trinity Ward clearly experiences high levels of environmental degradation and other indicators point to deprivation and inequality. Whilst these issues are broader than simply enhancing HMO regulation this proposal gives an additional tool to develop an effective ward strategy.</p>	Comment and support noted
Individual SA	<p>There are pros and cons in this debate as with all cases.</p> <p>I strongly oppose the council plan to remove permitted development rights for the change of use from Use Class C3 (dwelling-houses) to C4 (HMOs).</p> <p>The change of use will deal with the housing shortage and bring down rental prices for those struggling without council interference.</p>	<p>It is recognised that HMOs provide a form of low-cost housing, particularly for younger people and people on low incomes. They also provide flexible accommodation for people with short-term housing requirements. The Council is not aware of a shortage of HMOs. The Article 4 Direction is not intended to prevent all future small HMOs, but rather, by requiring a planning application, it will allow the</p>

		<p>Council to consider whether the specific proposal is acceptable or not.</p> <p>No change proposed.</p>
The Coal Authority	<p>Our records indicate that within the Burnley area there are recorded coal mining features present at surface and shallow depth including; mine entries, coal workings and reported surface hazards. These features may pose a potential risk to surface stability and public safety.</p> <p>It is noted however that this current consultation relates to an Article 4 Direction and I can confirm that the Planning team at the Coal Authority have no specific comments to make on this proposed removal of PD rights.</p>	Noted
Woodberry Management	<p>I do not deal with any HMO's however I do have regular residential tenants on streets that do have HMO's.</p> <p>Notwithstanding various issues this causes, as you are well aware, overall they feel that the alternative is much much worse! They are currently very concerned about the rising demand and many associated costs for landlords that inevitable causes their rents to be increased.</p> <p>This is especially true once they move to other houses in this the Salford area. As you are aware the rents have dramatically increased over the past year. I worry that this measure would have a double negative impact further exacerbating an already serious shortage of suitable residential accommodation at affordable costs.</p> <p>This would be firstly as the new HMO landlord would have increase costs obtaining reports, time spent working on this and longer vacancy period whilst sorting. These costs would inevitably have to be passed onto tenants as the landlords are already working on extremely tight margins.</p> <p>Furthermore, some properties would no longer be suitable for HMO's and some landlords may decide it is not worth the bother. Instead of helping the current serious</p>	<p>The need for planning applications for HMOs within the article 4 boundary is necessary to better manage the number of HMOs in these areas and mitigate some of the issues attributed to their concentration.</p> <p>It is important to remember that when in force the article 4 will not rule out all new HMOs; any refusal of planning permission would need to be justified.</p> <p>The cost of a change of use application is not considered to be prohibitive to the likelihood of HMOs coming forward.</p> <p>It is recognised that HMOs provide a form of low-cost housing, particularly for younger people and people on low incomes. They also provide flexible accommodation for people with short-term housing requirements. The Council is not aware of a shortage of HMOs.</p>

	<p>shortage of suitable residential accommodation available – this would act in the opposite manner creating a greater shortage that automatically by default also causes rents to increase!!</p> <p>For the above reasons I feel that for the sake of the residents of Burnley this is not a good idea overall</p>	<p>The identification of properties unsuitable for a change of use to a HMO is judged to be a positive outcome of the proposed article 4.</p> <p>No change proposed.</p>
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Appendix A – Site Notice Locations

Gawthorpe	Padiham Town Hall	Outside Best One Shop (Hapton Street)
1 st Site Visit	Site Visit Conducted 2/11/23 Notice Had Been Removed Notice Replaced	Site Visit Conducted 2/11/23 Notice still in place
2 nd Site Visit	Site Visit Conducted 16/11/23 Notice still in place	Site Visit Conducted 16/11/23 Notice Had Been Removed Notice Replaced.
Gannow	Outside Tim Bobbin	Kiddrow Lane (opposite Health Centre and Pharmacy)
1 st Site Visit	Site Visit Conducted 2/11/23 Notice still in place	Site Visit Conducted 2/11/23 Notice still in place
2 nd Site Visit	Site Visit Conducted 16/11/23 Notice still in place	Site Visit Conducted 16/11/23 Notice still in place
Rose Grove	Rosegrove Lane (outside Gillys Barbers at No 29)	Accrington Road outside Farmfoods
1 st Site Visit	Site Visit Conducted 2/11/23 Notice Had Been Removed Notice Replaced	Site Visit Conducted 2/11/23 Notice Had Been Removed Notice Replaced
2 nd Site Visit	Site Visit Conducted 16/11/23 Notice still in place	Site Visit Conducted 16/11/23 Notice Storm Damaged Notice Replaced
Trinity	Accrington Road (outside Cohens Chemist No 155)	Coal Clough Lane Block with Oddies on
1 st Site Visit	Site Visit Conducted 2/11/23 Notice still in place	Site Visit Conducted 2/11/23 Notice Had Been Removed Notice Replaced
2 nd Site Visit	Site Visit Conducted 16/11/23 Notice Storm Damaged Notice Replaced	Site Visit Conducted 16/11/23 Had Been Removed Notice Replaced
Rosehill with Burnley Wood	Outside Rose and Crown PH Manchester Road	Parliament Street (outside Parliament News)
1 st Site Visit	Site Visit Conducted 2/11/23 Notice Had Been Removed Notice Replaced	Site Visit Conducted 2/11/23 Notice still in place
2 nd Site Visit	Site Visit Conducted 16/11/23 Notice Storm Damaged Notice Replaced	Site Visit Conducted 16/11/23 Notice still in place
Daneshouse with Stoneyholme	Colne Road Opposite Duke of York	Outside Old Red Lion PH (Town Centre)
1 st Site Visit	Site Visit Conducted 2/11/23 Notice still in place	Site Visit Conducted 2/11/23 Notice still in place
		Site Visit Conducted 09/11/23 Notice had been Removed Notice Replaced
2 nd Site Visit	Site Visit Conducted 16/11/23 Notice still in place	Site Visit Conducted 16/11/23 Notice still in place
Bank Hall	Briercliffe Road Outside Link Bridge Centre	Lyndhurst Rd Outside Belly Busters (No 68)
1 st Site Visit	Site Visit Conducted 2/11/23 Notice still in place	Site Visit Conducted 2/11/23 Notice Had Been Removed Notice Replaced

2 nd Site Visit	Site Visit Conducted 16/11/23 Notice still in place	Site Visit Conducted 16/11/23 Had Been Removed Notice Replaced
Queensgate	Briercliffe Shopping Centre	Colne Rd Outside KFC
1 st Site Visit	Site Visit Conducted 2/11/23 Notice Had Been Removed Notice Replaced	Site Visit Conducted 2/11/23 Notice still in place
2 nd Site Visit	Site Visit Conducted 16/11/23 Notice Storm Damaged Notice Replaced	Site Visit Conducted 16/11/23 Notice still in place
Brunshaw	Brunshaw Rd outside Tesco Express	Brunshaw Road at the junction with Mizpah Street
1 st Site Visit	Site Visit Conducted 2/11/23 Notice Had Been Removed Notice Replaced	Site Visit Conducted 2/11/23 Notice still in place
2 nd Site Visit	Site Visit Conducted 16/11/23 Notice still in place	Site Visit Conducted 16/11/23 Notice Storm Damaged Notice Replaced

Scrutiny Work Programme 2023-24 as at 22nd March 2024

<p>Thursday 1st June 2023</p>	<p><u>Regular / Standing Items</u> Scrutiny Procedure Rules Notice of Key Decisions and Private Meetings Review Groups Update from 2022/23/ Review Group Proposals 2023/24 Work Programme 2023-2024</p> <p><u>Exec Reports</u></p>
<p>Wednesday 5th July 2023</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Work Programme/Review Group Proposals Planning Authority Monitoring Report 21/22 Q4 and Year End 23/24 Performance Report (Moved to August)</p> <p><u>Policy Framework Items</u> 2022/23 Final Revenue Outturn Position 2022/23 Final Capital Outturn Position Annual Treasury Management Review of 2022/23 Activity</p> <p><u>Exec Reports</u> Statutory Review of the Local Plan and Revision of the Local Development Scheme Climate Change Strategy Update Allotment Review 2023 Burnley Playing Pitch & Outdoor Sports Strategy (deferred to August Exec)</p>
<p>Thursday 10th August 2023</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Review Groups Work Programme Q4 and Year End 22/23 Performance Report (Deferred from July) Lancashire Police - presentation on the new Target Operating Model</p> <p><u>Exec Reports</u> Burnley Playing Pitch & Outdoor Sports Strategy (deferred from July) Acquisition of Temporary Accommodation (deferred from July) Fitness Equipment Replacement – Use of Framework Agreement Nicholas Street Re-development</p>
<p>Thursday 14th September 2023</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Liberata Contract Director Presentation Review Groups Work Programme</p> <p><u>Policy Framework Items</u></p>

	<p>Revenue Monitoring 2023/24 Quarter 1 Capital Monitoring 2023/24 Quarter 1 Revenue Budgets 2024-27- Latest Position and Savings Proposals 23/24 Treasury Management Q1</p> <p><u>Exec Reports</u> Cultural Strategy (moved to January 2024) Outdoor Town Active Burnley Partnership Action Plan (Deferred from August and moved to January 2024) Article 4 Direction: Houses in Multiple Occupation (HMOs) Building control IT Procurement Council Tax Support Consultation</p>
<p>Thursday 19th October 2023</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Review Groups Feedback – Queensgate Review Group Work Programme Burnley Leisure Trust Annual Report – Moved to November 23/January 24</p> <p><u>Exec Reports</u> Alley Gating PSPO Asset & Development Management Services - Charter Walk</p>
<p>Thursday 23rd November 2023</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Half Year performance report 2023-24 Review Groups Work Programme Burnley Leisure Trust Annual Report – Moved from October 23</p> <p><u>Policy Framework items</u> Revenue Budget Monitoring Q2 2023/24 - Deferred Capital Budget Monitoring - Q2 2023/24 - Deferred Fees & Charges -From Jan 2024 - Deferred Treasury Management Mid-year update 2023/24 - Deferred</p> <p><u>Exec Reports</u> Food Delivery Programme (Annual Update) – Moved to January 24 Health and Safety Delivery Programme (Annual Update) – Moved to January 24 The culture document: Our People, Our Culture – A Cultural Reimagining of Burnley 2023-2027 (moved to January 2024)</p>
<p>Thursday 11th January 2024</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Review Groups Work Programme Community Safety Annual Report Charter Walk Interim Report</p>

	<p><u>Exec Reports</u> The culture document: Our People, Our Culture – A Cultural Reimagining of Burnley 2023-2027 (moved from November 2023) Outdoor Town 10 year vision (moved to February 24) Food Delivery Programme (Annual Update) – Moved from November 23 Health and Safety Delivery Programme (Annual Update) – Moved from November 23</p> <p><u>Policy Framework items</u> Pay Policy Statement (moved to February) Revenue Budget Monitoring Q2 2023/24 (moved from November) Capital Budget Monitoring - Q2 2023/24 (moved from November) Fees & Charges (moved from November) Treasury Management Mid-year update 2023/24 (moved from November)</p>
<p>Thursday 8th February 2024 Budget Scrutiny</p>	<p><u>Regular / Standing Items</u> Notice of Key Decisions and Private Meetings Review Groups Work Programme</p> <p><u>Policy Framework items</u> Revenue Budget Monitoring Q3 2023-24 Capital Budget Monitoring - Q3 2023-24 Treasury Management Q3 23/24 Medium Term Financial Strategy Revenue Budget 2024-5 Capital Budget 2024-25 and Cap Investment Prog 2024/25 Treasury Management & Prudential Borrowing. Strategic Plan Council Tax Support Scheme 2024/25 and 2025/26 & Empty Homes Premium Policy Pay Policy Statement (moved from January)</p> <p><u>Exec Reports</u> Outdoor Town 10 year vision (moved to March 24) Social Care projects using the Disabled Facilities Grant Allocation from the Better Care Fund (Moved to March 24) Multi Use Games Are (MUGA) Levelling Up Fund Revenue Budget 2024/25 - Statutory Report of the Chief Financial Officer</p>
<p>Wednesday 6th March 2024</p>	<p>Notice of Key Decisions and Private Meetings Review Groups Work Programme Charter Walk Report (Next Municipal year after financial year end) Pioneer Place Report (Next Municipal year after financial year end) Calico Homes Presentation (Moved to April)</p> <p><u>Exec Reports</u></p>

	<p>Outdoor Town (moved from April 24) Social Care projects using the Disabled Facilities Grant Allocation from the Better Care Fund (Moved from February 24) Waste Transfer Station (Moved to April) Road to net zero Consultation various selective licensing designations</p>
<p>Wednesday 3rd April 2024</p>	<p>Notice of Key Decisions and Private Meetings Review Groups Work Programme Calico Homes Presentation (Moved to June 24)</p> <p><u>Exec Reports</u> Outdoor Town Active Burnley Partnership Action Plan (moved to June 24) Article 4 Direction – Houses in Multiple Occupation Strategic Partnering Agreement (Moved to June 2024)</p> <p>Waste Transfer Station (Moved to June 24) Local Authority Housing Fund (Round 3) Household Support Fund (Moved to June 24)</p>
<p>Items for future meetings</p>	<p>Charter Walk one year post purchase – Final report (5th June 2024) Pioneer Place six months post purchaser report (5th June 2024) Report on the formation of a new academy for Burnley’s high schools. Strategic Partnering Agreement (June 2024)</p> <p>Calico Homes Presentation (June 24) Outdoor Town Active Burnley Partnership Action Plan (June 24) Waste Transfer Station (June 24) Household Support Fund (June 24)</p>