

EXECUTIVE

Tuesday, 29th October, 2019
6.30 pm





EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 29th October, 2019 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: <http://burnley.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13234> . You can also register to speak via the online agenda. Requests will be dealt with in the order in which they are received.

AGENDA

1) Apologies

To receive any apologies for absence

2) Minutes

5 - 10

To approve as a correct record the Minutes of the meeting held on xx 2017

3) Minute of Individual Decision

To note the Minute of an Individual Executive Member Decision made as follows;

Minute 3- Finance Manager (16th October 2019).

4) 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.

5) Declaration of Interest

In accordance with the Regulations, Members are required to declare any personal or personal and prejudicial interests they may have and the

nature of those interests in respect of items on this agenda and/or indicate if S106 of the Local Government Finance Act 1992 applies to them.

6) Exclusion of the Public

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

7) Right To Speak

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

8) Minute of Urgent Decision by Chief Executive Officer - Business Rates Retention 2020 to 2021 and Onwards : Lancashire Pool 11 - 12

To inform Members for noting, as required by the constitution, the Minute of an Urgent Decision made by the Chief Executive Officer on 18th October 2019, published on 21st October 2019, relating to Business Rates Retention 2020 to 2021 and Onwards : Lancashire Pool.

9) Business Improvement District 13 - 44

To appraise members on the development of a Business Improvement District in Burnley Town Centre and to seek the Executive's authority to vote and to agree the budget as set out in the report.

10) Revenue Monitoring Quarter 2 - 2019-20 45 - 56

To report the forecast outturn position for the year as at 31 March 2020 based upon actual spending and income to 30 September 2019.

11) Capital Monitoring Quarter 2 - 2019-20 57 - 68

To provide Members with an update on capital expenditure and the resources position along with highlighting any variances.

12) Updated Strategic Risk Register 69 - 86

To present the Executive with an updated Strategic Risk Register.

13) Public Space Protection Order-Town Centre 87 - 100

To seek approval to extend the Public Spaces Protection Order (PSPO) for the Town Centre in accordance with the current legislation (s60 Anti-Social Behaviour, Crime and Policing Act 2014).

14) Exclusion of the Public

To determine during which items, if any, the public are to be excluded from the meeting and to consider the exclusion of the public from the meeting before discussion takes place on the following items of business 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 Part VA of the Local Government Act 1972.

PRIVATE ITEMS

Details of any representations received by the Executive about why any of the following reports should be considered in public – None received.

Statement in response to any representations – Not required

15) Sale of Land and Building at Nicholas Street 101 - 104

To seek approval for the sale of Nicholas Street offices, Burnley, shown edged red on the plan contained in Appendix 1.

16) Market Investment Proposal - Burnley Market Hall 105 - 110

The purpose of the report is to request Executive to approve proposals set out below for investment in new facilities and essential repairs to Burnley Market Hall.

17) Report of Urgent CEO Decision-Business Rates Retention 2020 to 2021 and Onwards; Lancashire Pool 111 - 122

To inform Members for noting the report relating to the Minute of the Urgent Decision made by the Chief Executive Officer on the 18th October 2019, and published on the 21st October 2019, on Business Rates Retention 2020 to 2021 and Onwards; Lancashire Pool.

MEMBERSHIP OF COMMITTEE

Councillor Charlie Briggs (Chair)

Councillor Margaret Lishman (Vice Chair)

Councillor Gordon Birtwistle

Councillor Ivor Emo

Councillor Cosima Towneley

PUBLISHED

Monday, 21 October 2019



EXECUTIVE

BURNLEY TOWN HALL

Tuesday, 17th September, 2019 at 6.30 pm

PRESENT

MEMBERS

Councillors C Briggs, M Lishman and G Birtwistle

OFFICERS

Mick Cartledge	– Chief Executive
Lukman Patel	– Chief Operating Officer
Paul Gatrell	– Head of Housing & Development Control
Asad Mushtaq	– Head of Finance and Property
Alison McEwan	– Democracy Officer

IN ATTENDANCE

Councillors N Mottershead, A Newhouse, M Payne and M Townsend

32. Apologies

Apologies were received from Cllrs Emo and Towneley.

33. Minutes

The minutes of the meeting held on 13th August were approved as a correct record and signed by the Chair.

34. Right To Speak

Debbie Heron of Charter Walk Shopping Centre addressed the meeting under the Right to Speak policy regarding initiatives to make the shopping centre more accessible and inclusive.

35. Strategic Plan

The Executive thanked the Scrutiny Committee for feedback received following discussion of the item at the meeting.

Purpose

To seek Executive endorsement of the Strategic Plan.

Reason for Decision

The Strategic Plan sets out a clear vision for the future at a time of challenging budget decisions: one that is evidence based, shared by all units of the Council, and is in tune with the aspirations of local people.

Decision

That the Executive recommend the Strategic Plan to Full Council for approval.

36. Community Housing Fund - Woodtop School

Purpose

To access Homes England funding to progress residential development of the former Woodtop School site through community engagement.

Reason for Decision

The Council owned Woodtop School site has been identified for residential development and is a key component of neighbourhood regeneration in South West Burnley. By working in partnership with Calico Homes and the local community we can use inward investment from Homes England to help achieve our objective of utilising the historic grade II listed building to provide modern high-quality homes.

The proposed development will make a significant contribution to the ongoing regeneration of the South West Burnley and address the current negative impact that the derelict building has on the wider community.

Decision

That the Executive:

- (1) Approves the grant award of £200,000 from the Homes England Community Housing Fund to progress the Woodtop School housing development.
- (2) Authorises the Head of Legal and Democracy to sign the Terms and Conditions Agreement with Homes England to enable acceptance and drawdown of the grant.
- (3) Authorises the Head of Housing & Development Control to distribute grant payments in accordance with the terms and conditions of the grant.

37. Disabled Facilities Grant - Social Care Capital Projects

Purpose

To seek approval to utilise Disabled Facilities Grant on two identified social care capital projects.

Reason for Decision

- (1) To provide first class facilities and services for disabled residents and visitors to the borough; and
- (2) To expand the provision of short break services in Burnley to support individuals with disabilities to receive consistent supportive care which enables them to remain in their current caring situations.

Decision

That the Executive:

- (1) Approves the use of £56,622 Disabled Facilities Grant to provide a Town Centre Sensory Room and Changing Places Facility for the benefit of disabled residents and visitors to Burnley Town Centre.
- (2) Approves the use of £250,148 Disabled Facilities Grant to extend Haddon House in Burnley to provide a short break unit for adults with learning and physical disabilities.

38. Selective Licensing Fees

Purpose

To seek approval to amend the Fee and Charging Policy for the selective licensing areas.

Reason for Decision

To consider recent case law on licensing fees and to reflect the reduction in the time taken to process an application for selective licensing when it is made and assessed using the online software; Verso.

Decision

To amend and approve the new Fee and Charging Policy (Appendix 1) for the selective licensing areas as detailed in paragraph 8 of this report to reflect recent case law and efficiencies made when applications are made online. The paper application fee, discounts for GLAS and an early application discount remain unchanged.

39. Council Tax Premium and Policy

Purpose

To consider the extension of Council Tax Premium and to adopt a Policy to allow it to be applied consistently.

Reason for Decision

To bring empty homes back into use in line with the Council's strategic commitment.

Decision

That the Executive recommends to Full Council:

- (i) to adopt the Council Tax Premium Policy
- (ii) to apply the following progression of increased premiums, in addition to those already approved-:

From 1 April 2020

- Properties empty for a period of more than 5 years – the maximum premium will be 200% - equivalent to a Council Tax charge x 3

From 1 April 2021

- Properties empty for a period of more than 10 years – the maximum premium will be 300% - equivalent to a Council Tax charge x 4

40. Business Rates Discretionary Relief Policy

Purpose

To consider adopting an updated Non-Domestic Rates Discretionary Relief Policy to allow it to be applied consistently.

Reason for Decision

To outline the areas of local discretion within business rates and the council's approach the various awards within Discretionary Rate Relief (DRR).

Decision

That Full Council be recommended to adopt the updated Non-Domestic Rates Discretionary Relief Policy.

41. Revenue Budgets 2020-23 - Latest Position and Savings Proposals

Purpose

To update The Executive on the latest position regarding balancing the Council's 2020/23 revenue budgets; and
To outline proposed savings for recommendation to Full Council.

Members were made aware of an additional clause to be considered at Para. 7 of the report and an additional briefing note was circulated regarding potential savings from the Recycling initiative as a supplement to the agenda.

7 x) Given the funding pressures the Council is facing, the above incorporates the removal of the £250k operational savings target.

Reason for Decision

To progress the preparation of the Council's 2020/21 revenue budgets.

Decision

The Executive recommend that Full Council approve:

- a) savings approved at previous Full Council meetings totalling £277k (as at Section 8) to assist in balancing the 2020/21 and 2021/22 revenue budgets – as detailed in Appendix 1
- b) further proposed savings totalling £242k to assist in balancing the 2020/21 and 2021/22 revenue budgets – as detailed in Appendix 1

42. Exclusion of the Public

Purpose

To consider when it may be relevant to exclude the public from the meeting.

Reason for Decision

Minute number 43 contains exempt information relating to the financial or business affairs of any particular person (including the authority holding that information).

Decision

That the public be excluded from the meeting before discussion takes place on the items relating to minute 43 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 Paragraph 12A of the Local Government Act 1972.

The four members of the Council in attendance remained to observe the item subject to the business transacted remaining confidential.

43. Surrender and Renewal of Lease at 19 Croft Street

Purpose

To approve terms for the surrender of the existing lease and the grant of a new lease of 19 Croft Street.

Reason for Decision

To update the existing arrangements and enable the new Headlessee to undertake improvements to the buildings.

Decision

That the surrender of the existing lease and grant of a new lease of the Land shown edged red on the plan below, be approved on the outline terms set out in the report, and;

- a) the Head of Property and Finance be authorised to agree detailed terms, and

- b) the Head of Legal and Democratic Services be authorised to complete the legal formalities
- c) the Head of Property and Finance be granted delegated authority to agree terms for the surrender of existing leases and the grant of new leases.



URGENT DELEGATED DECISION BY THE CHIEF EXECUTIVE

BURNLEY TOWN HALL

PRESENT

OFFICERS Eric Dickinson - Democracy Officer

1. BUSINESS RATES RETENTION 2020 to 2021 AND ONWARDS: LANCASHIRE POOL

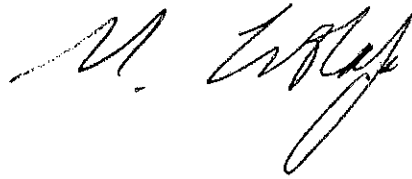
Purpose	To obtain approval for the Council to join a Lancashire proposal for participation in the Business Rates Retention pools for 2020/21 and future years.
Reason For Decision	<p>To seek authority to submit a proposal to establish a Lancashire Business Rates Pool for participation in the Government's Business Rates Retention programme for 2019/20 and future years.</p> <p>The pool will be required to submit a proposal for 2020/21 by the deadline of 25th October 2019. Future pooling arrangements beyond 2020/21 will be announced by MHCLG accordingly.</p>
Decision	<p>That the Chief Executive uses urgency powers under Part 3 of the constitution as follows:</p> <ol style="list-style-type: none">(1) To seek authority to join a proposal to establish a Lancashire Business Rates Pool in 2020/21 and future financial years, subject to acceptance by the Ministry of Housing, Communities & Local Government (MHCLG);(2) To delegate authority to the Head of Finance & Property, in consultation with the Executive member for Resources & Performance Management, to finalise any detail on the Business Pooling proposal and arrangements for 2020/21 and future years and if necessary give notice to withdraw from the Pool at any future point if circumstances indicate this would be appropriate; and.(3) That the pool will be required to submit a proposal for 2020/21 by the deadline of 25th October 2019 i.e. prior to the next Executive on 29th October 2019. Future pooling arrangements beyond 2020/21 will be announced by MHCLG accordingly.

The decision is urgent in order to allow the deadline to be met and is therefore not subject to call-in in accordance with Part 4.5 of the constitution.

Decision made by:

Chief Executive

Date: 181019
Decision Published on: 211019

A handwritten signature in black ink, appearing to read "M. E. Blay". The signature is written in a cursive style with a large, sweeping flourish at the end.

REPORT TO EXECUTIVE



DATE	October 2019
PORTFOLIO	Economy & Growth
REPORT AUTHOR	Kath Hudson
TEL NO	477211
EMAIL	khudson@burnley.gov.uk

Proposed Business Improvement District (BID) – Burnley Town Centre

PURPOSE

1. To appraise members on the development of a Business Improvement District in Burnley Town Centre and to seek the Executive’s authority to vote and to agree the budget as set out in the report.

RECOMMENDATION

2. It is recommended that the Executive: -
 - i. delegate authority to the Chief Executive to vote on behalf of the Council in the upcoming ballot (November).
 - ii. Authorise the Chief Executive to vote in favour of the Business Improvement District
 - iii. Approve the budget set out in paragraph 20 of this report and delegate authority to the Strategic Head of Economy & Growth to agree the terms of a Service Level Agreement with the BID Executive Board for the future delivery of the Council’s Town Centre Management function.

REASONS FOR RECOMMENDATION

3. As the owner of several properties in the BID boundary the Council will be invited to vote in the BID ballot. A plan showing the BID boundary is provided in **Appendix 1**.
4. To ensure the seamless delivery of the BID with the Town Centre Management function, delivering value for money and for both the BID and the Council.

SUMMARY OF KEY POINTS

5. Business Improvement Districts (BIDs) are business-led partnerships which are created following a ballot process in order to deliver additional services to businesses for a limited period, usually five years. There are five stages of a BID development. They are:
 - (i) Feasibility Stage completed April 2018.
 - (ii) Planning Stage, developing a BID proposal and business plan, setting out the projects and services to be delivered, completed
 - (iii) Local Authority Stage, which runs alongside the above and includes determining who is responsible for the levy, setting out the size and scope of the BID and planning for the ballot and levy collection, completed
 - (iv) Campaign Stage, communicating and marketing the BID proposal and delivery of the ballot – current stage**
 - (v) Establishment Stage, where the BID is established following a successful ballot and includes establishing the BID board and BID Manager.
6. In June 2018, the Executive gave approval for the Town Centre Manager to proceed with the development of a BID and also to appoint a consultant to lead on the development process. In January 2019 consultants, Groundwork Cheshire, Lancashire & Merseyside were appointed to lead on the development process.
7. A BID Steering Group was set up following Groundworks appointment. The steering group is made up with a mixture of local independent retailers from St James Street and Standish Street and larger national chains such as Primark, Marks & Spencer & McDonalds, the Charter Walk Manager representing the retailers in Charter Walk, the Council and the Police.
8. Based on the feasibility study in 2018 and subsequent work carried out with the BID steering group a proposals plan for a Business Improvement District for the town centre has been prepared. **Copy attached Appendix 2.**
9. A comprehensive consultation exercise on the draft plan was carried out in the summer including letters being sent to all 225 hereditaments (levy payers with a rateable value of £12k and above), consultation workshops in the town centre; 1-2-1 engagement visits, e-newsletter and twitter campaigns also took place.
10. The draft plan received broad general support with 70% of respondents indicating they would support the BID at the ballot stage and over 60% felt it offered value for money.
11. The ballot will take place from Thursday 24th October when the ballot papers will be issued to businesses with the closing date for the ballot being Thursday 21st November. The result will be issued the following day. The ballot is being administered by the Electoral Reform Service.
12. In addition to contributing to the development of the BID plan, the steering group also has the responsibility for making decisions on the proposed BID levy and the governance and management arrangements.

13. At the last steering group meeting in September the following decisions were made: -
- i. Governance arrangements: The Bid will be managed by a not-for-profit accountable body which will be appointed by the steering group. The accountable body will be appointed through a tender process and will report to the BID Steering Group/BID Board. A BID Board which will need to be established if the BID is successful as the BID will be governed and directed by the Board. The Council will be a formal member on the Board.
 - ii. Proposed BID Levy - the bid levy to be set at 1.5% of rateable value with moderate inflationary rises equivalent to increasing the BID levy annually by 0.05% of a premises rateable value. A levy cap of £5k will be applied as a maximum any single legal entity will pay through the BID. This level of levy will enable the establishment of an annual budget of approximately £150K.
 - iii. Proposed management arrangements – To create a full time Burnley Town Centre BID Manager.
14. The Burnley & Padiham Town Centre Manager post has been vacant since March this year. Since then, two members of staff within the Economy & Growth Unit have taken on additional responsibilities covering the role and ensuring both Burnley & Padiham Town Centres have been supported and that there has been a continuation and delivery of service.
15. During the development period discussions have taken place with Groundwork (who have extensive experience in managing and delivering BIDs) and members of the steering group. The conclusion has been made that there are significant levels of duplication between the proposed BID manager role and that of the town centre manager and that it makes sense to merge the two roles, delivering better value for money for the Council and the BID.
16. It is proposed that the Council contributes 3/5th of the Town Centre Management salary budget to the BID to employ a BID manager who will also be responsible for some of the Town Centre Management activities. The remaining 2/5ths of the salary will be retained by Burnley Council to support Town Centre Management in Padiham.
17. In addition to the salary budget the Town Centre Manager was responsible for generating income (on average £14,692 per year) from the promotional pitches to support the delivery of events throughout the year. It is proposed that the BID takes over this function, retaining the income to be used to deliver events including the Christmas Lights Festival in the town centre. By part funding the BID manager, any duplications of functions will be removed, and the BID levy money can be used for activity rather than staffing.
18. The BID will also seek to attract additional investment/sponsorship to further increase the level of investment in the town centre.
19. If the BID ballot is successful in November, it is proposed to establish a Service Level Agreement with the BID which will set out what the Council expects the BID to deliver in terms of Town Centre Management during the 5 years it will be operational. The BID plan sets out a range of projects and services to enhance and improve Burnley Town Centre focussing on the three themes that came out of the consultation

process:- 1; A modern, vibrant and connected town centre; theme 2; Better Burnley for Business and theme 3; Responsive and Proactive Burnley. These are more clearly set out in the attached plan (**Appendix 2**).

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

20. The current salary cost to the Town Centre Management budget is £48,673. Three fifths (minus agency staff and overtime costs) is £25,676. It is being proposed that this proportion of the salary is offered to contribute to the BID which will be used to support the creation of a full time BID manager for the Town Centre.

21. The Town Centre Budget uses the income it generates from its promotional pitches to contribute to delivering events such as the Summer Garden Party, The Literary Festival and the Christmas Party which were organised by the Town Centre manager. The average income the pitches have generated over the last three years is £14,692. It will be up to the BID to maximise income from these pitches to re-invest in Town Centre Events.

POLICY IMPLICATIONS

22. Development of a BID for Burnley town centre would contribute to delivering the Council's corporate objectives on Prosperity

23. The BID will contribute to the Council's Strategic commitment of delivering the Town Centre & Canalside Masterplan.

DETAILS OF CONSULTATION

24. Report to Executive in June 2018 which set out the findings of the Feasibility study for the proposed development of a BID for the town centre following consultation with town centre businesses.

BACKGROUND PAPERS

25. None.

FURTHER INFORMATION

PLEASE CONTACT: Kath Hudson

ALSO: Kate Ingram

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	<h2>Burnley town centre businesses with a rateable value of £12k or over</h2>			
<p>Burnley Borough Council</p>	<p>Economy & Growth</p>	<p>Scale: not applicable</p>	<p>Drawn by: I Hagyard</p>	<p>Date printed: 22/08/2019</p>

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burnley

Town Centre BID

“Our plan to create a modern, vibrant and connected town centre for all”



Contents



Forward **P2**



Why does Burnley Need a BID? **P3**



How much will it cost your business **P6**



The BID Area **P7**



Guiding Principles for the BID **P8**



BID Benefits for your Business? **P9**



The Burnley BID Steering Group **P10**



What will the BID Deliver? **P11**



Consultation **P11**



Theme One **P12**



Theme Two **P14**



Theme Three **P15**



How the BID will Operate **P16**



Finances **P17**



The Ballot **P19**



Further Key Information **P20**



Frequently Asked Questions **P21**



Forward



This proposal for a Business Improvement District in Burnley town centre is a unique opportunity for businesses and other organisations to manage a new £1million investment into the town centre over the next five years.

The BID will deliver a business led programme of added value investment into Burnley town centre, changing consumers' perception of the town, creating new experiences, developing a safer environment and supporting the development of a stronger independent business sector.

Burnley town centre already has some strong assets; however, businesses have highlighted a range of challenges that affect their performance on a daily basis which this plan will address. There are also exciting opportunities on the horizon for the future development of the town centre which will require a business led, partnership approach to managing the town centre which only this BID proposal can deliver.

Opportunities include the Pioneer leisure and retail development, the rapid expansion of UCLAN - University of Central Lancashire (with up to 4000 students studying in the town centre from the current 400) and planned investments into lower St. James Street by Burnley Council, Lancashire County Council and Historic England to enhance and regenerate this important gateway to the town with a vibrant cultural offer.

Recent years have seen the creation of Business Improvement Districts (BIDs) in nearby town centre locations including Blackburn, Colne, Rochdale, Halifax, Keighley and Skipton.

Burnley needs to ensure that it develops a business led offer for our current and future consumers through the formation of a BID to support our own town centre through to 2025.

Without the opportunities that this proposal will bring, the Burnley town centre business community risks becoming further fragmented, with a piecemeal approach towards tackling challenges around crime and security. This BID proposal will enable the development of a strong, co-ordinated business community, that leads from the front for the benefit of businesses and our consumers.

The BID proposal has been developed through an extensive consultation process that began in early 2018 and encompasses those projects which have the greatest potential for improving the town centre.

A 'Yes' vote to approve the establishment of the BID is a vote in favour of a more vibrant, exciting and safer Burnley town centre. A 'No' vote will be to support maintaining the status quo, and allowing events to happen to our business community as opposed to businesses leading the development of our future.

The Burnley BID Steering Group



Why does Burnley need a BID?

Business feedback during the development of the BID has consistently highlighted:

- Poor perception from consumers about the town centre.
- No joined up marketing of the town centre.
- Significant challenges with anti-social behaviour.
- A demand for more and different events to attract new consumers into the town.
- A lack of independent businesses.
- Limited proactive communications and sharing of information about the town centre.
- Image enhancements on the routeways into the town.
- Transport improvements and better car parking solutions are needed.

How we have consulted with business during the development of the BID:

- 350 pieces of feedback.
- Engagement with more than 200 premises.
- Establishment of a business led steering group.
- Engagement via letter, email and face to face visits.
- Consultation workshops in the town centre.

The Main BID Benefits in 8 points



£1 million business led investment into creating a better town centre for businesses and our consumers



A stronger voice for businesses



A new and pro-active marketing and promotion campaign to change the perception of Burnley town centre



Marketing reach and engagement with 75,000 consumers in and around Burnley town promoting your business and the town centre



5 year investment into events and activities in Burnley town centre to create a new experience for consumers



Lobbying for better transport links and car parking solutions



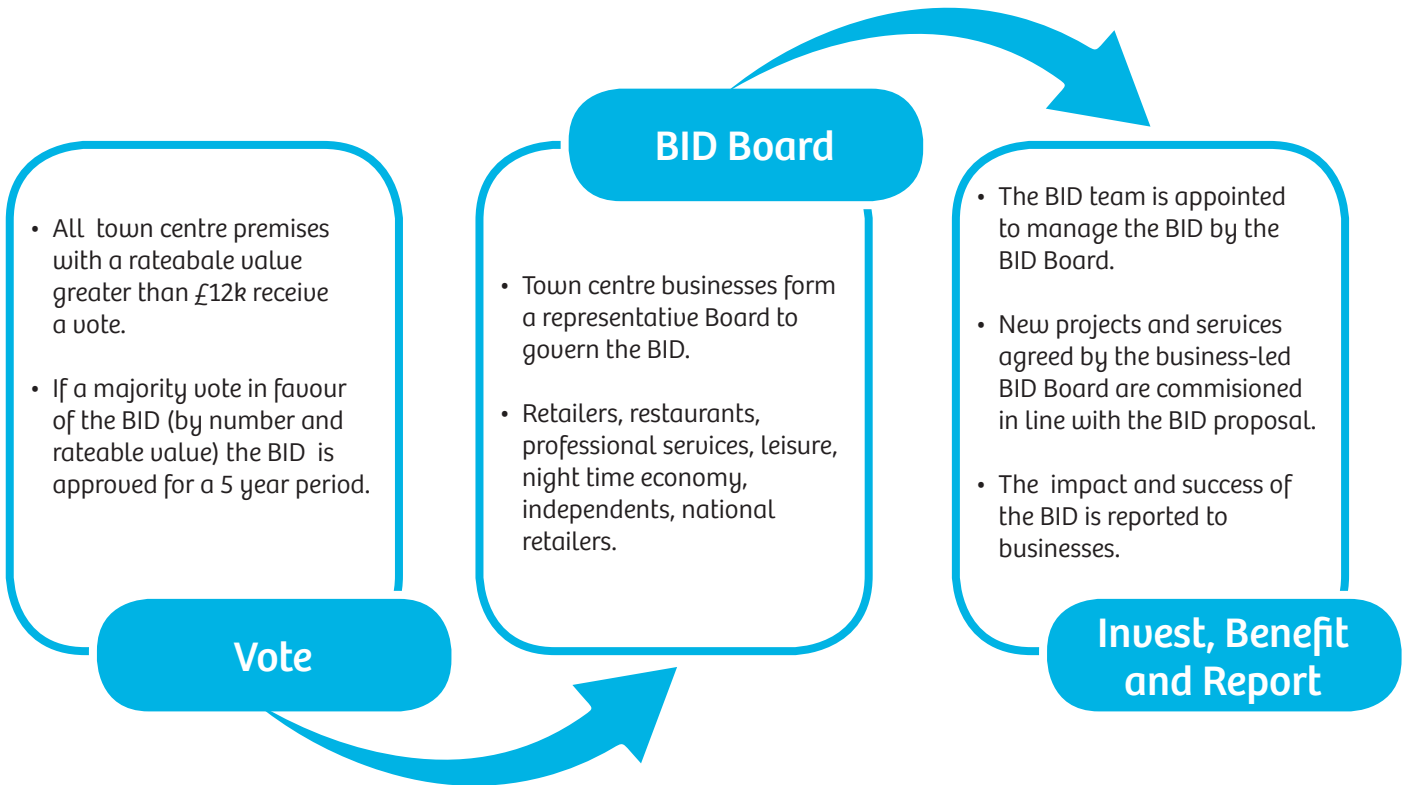
A new and improved approach to tackling anti-social behaviour and business crime



Image and signage enhancements and improvements

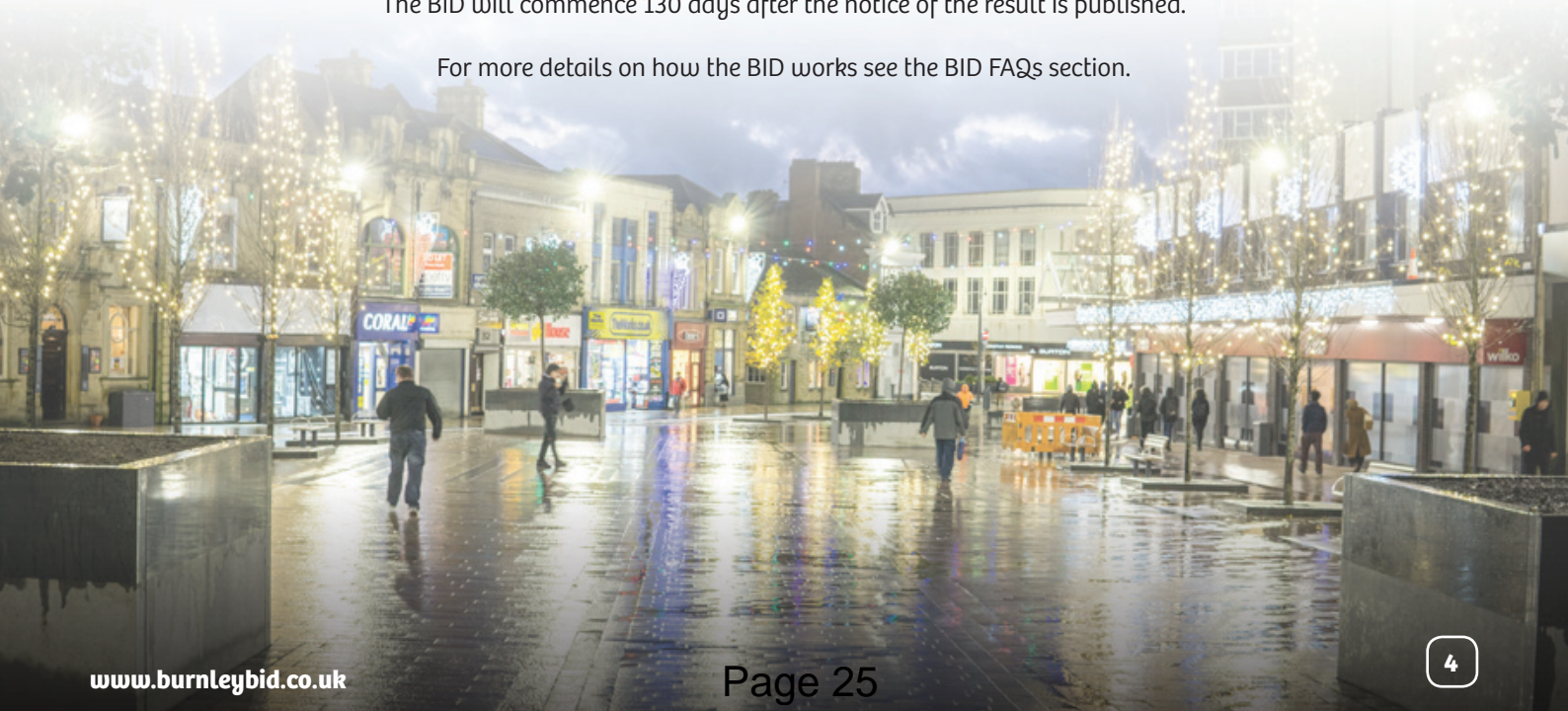


VOTE 'YES' BETWEEN THE 24TH OCTOBER AND 21ST NOVEMBER 2019



The Burnley town centre BID will operate for five years between the period 1st April 2020 through to the 31st March 2025. The BID will commence 130 days after the notice of the result is published.

For more details on how the BID works see the BID FAQs section.



“ The BID has the potential to have an incredibly positive impact on Burnley town centre. Primark came to Burnley because we saw the town’s potential for growth and having grown up here, I know there remains many more opportunities on the horizon for the town centre. The BID will be essential in enabling the business community to maximise these opportunities and create an exciting and vibrant retail and leisure destination to be proud of ”

Dan Hunt - Primark Store Manager



How much will it cost your business

BIDs are designed to be fair. Larger businesses invest more than smaller ones and all business sectors benefit from the improvements rather than just retailers. The town centre is also home to a number of public sector and 3rd sector organisations, all of whom will also be contributing members of the BID where their premises have a rateable value greater than £12,000.

The BID will cost the average premises (hereditament) a daily equivalent of just £1.93/day.

Businesses in Burnley have indicated that they would support a basic levy of 1.5%.



% of RV

The cost of the levy for each business is a **PERCENTAGE** of its **RATEABLE VALUE**

All businesses should consider the proposed cost of the levy as an investment – the small investment from each business is pooled with the contributions of all the others in the BID to provide a more significant investment fund that is spent entirely in the town centre during each year of the BID.



1.5%



Levy

Businesses in Burnley have indicated that they would support a basic levy of 1.5%.



< £12K

EXEMPTION THRESHOLD

The BID Levy will not apply to any Rateable Value below £12,000.

For most, the cost of the BID Levy will be less than the price of a cup of coffee per day.

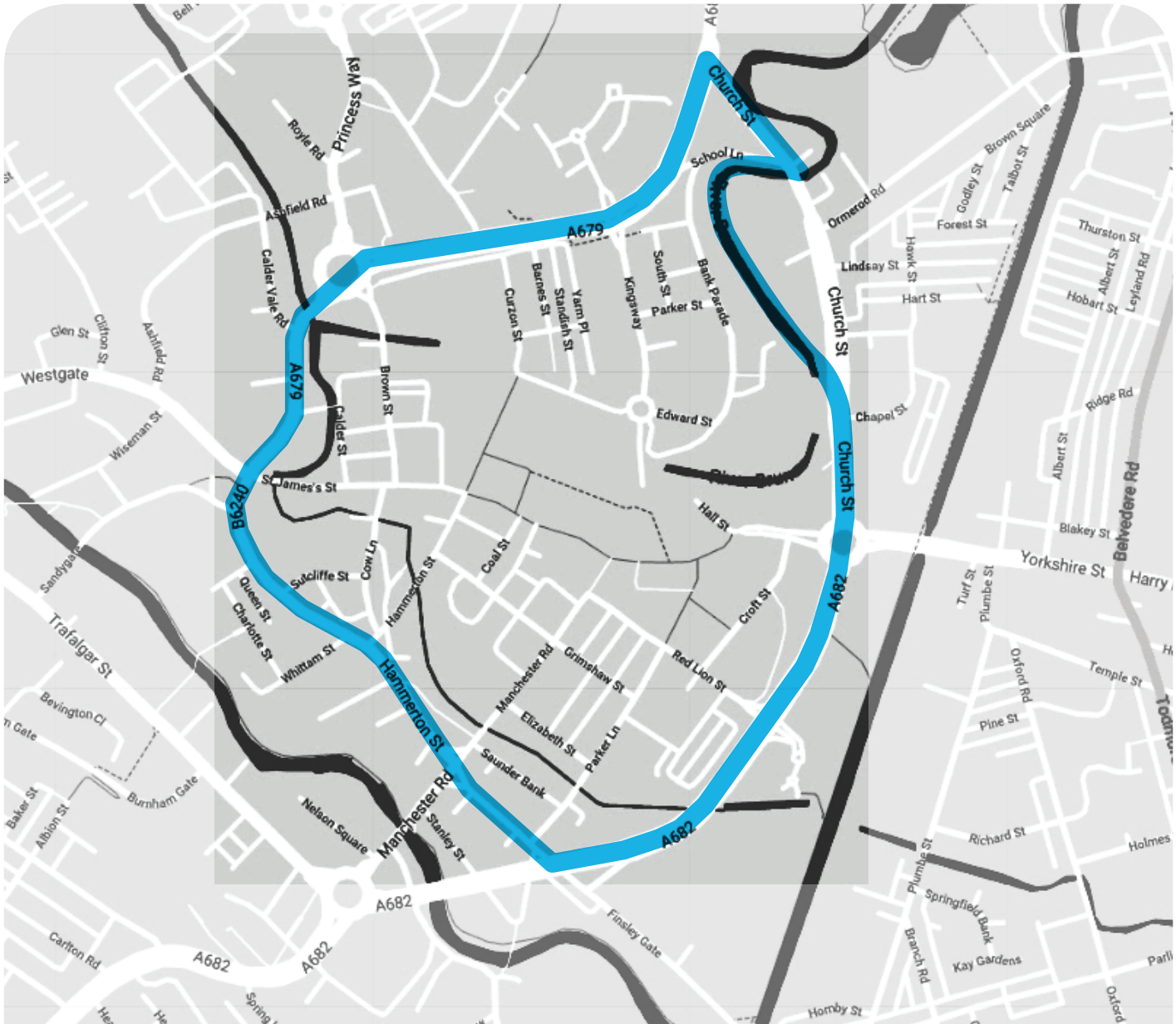
BIDs have been widely adopted across the UK, and have a proven ability to create improved, stronger and more successful town and city centre locations. All eligible businesses (premises with a rateable value greater than £12,000) across Burnley town centre as defined by the map and street names in this BID proposal document will have the opportunity to vote in the postal ballot to approve the BID.

For the BID to be approved a majority will need to vote in favour of the proposal from the number of votes cast, and these will need to include a majority of rateable value from votes cast in favour of approving the proposal.

Once approved, the BID will introduce a small mandatory additional levy for eligible businesses / organisations, equivalent to 1.5% of the rateable value of a business premises.

“ SINCE 2004 WHEN BIDS WERE INTRODUCED MORE THAN 300 HAVE BEEN APPROVED ACROSS UK TOWN AND CITY CENTRES ”

The BID Area



Street Names

- | | | | | |
|-------------------|------------------------------|-------------------|-----------------|-------------------------|
| Active Way | Caldervale Road | Grimshaw Street | Market Square | St Peters Health Centre |
| Brick St | Chancery Walk | Hall Street | Nicholas Street | Standish Street |
| Bank Parade | Charter Walk Shopping Centre | Hammerton Street | Ormerod Street | The Mall |
| Bankfield Passage | Coal Street | Hargreaves Street | Parker Lane | Whittam Street |
| Bethesda Street | Croft Street | Howe Walk | Parker Street | Yorkshire Street |
| Boot Way | Church Street | Keirby Walk | Red Lion Street | Victoria Street |
| Brown Street | Curgon Street | Kingsway | School Lane | |
| Bull Street | Fleet Walk | Manchester Road | St James Row | |
| Calder Street | | Market Promenade | St James St | |

This map shows the geographical area of the proposed Business Improvement District for Burnley town centre.



“ I have seen what works in Burnley and other town centres, and the BID has all the ingredients to further improve and enhance the town centre and attract 1000s of new consumers through transforming the perception of consumers and changing the experience for customers and visitors ”

Debbie Heron - Charter Walk Shopping Centre Manager

Guiding Principles for the BID

The Burnley BID - Working in your interest

The Burnley BID will be governed by town centre businesses for town centre businesses and will deliver only the priority actions which have been identified by town centre businesses. It is, therefore, considered of paramount importance that the BID should display the highest possible standards of integrity and governance. The following key principles have been adopted to achieve this:

The BID will be democratic, representative and effective for its members at all times

The BID will ensure that it operates in a transparent and accountable manner

The BID will be robustly managed and governed to ensure that it acts with integrity to the highest industry standards

The BID will be proactive in communicating and reporting to levy payers and other key stakeholders through its 5-year lifespan

See the section on governance for further detailed information about the proposed BID governance.

BID Benefits for your Business

BIDs are designed to be fair and equitable. Larger businesses invest more than smaller ones and all business sectors benefit from the improvements rather than just retailers.

INDEPENDENT RETAILERS	NATIONAL RETAILERS	LEISURE AND HOSPITALITY OPERATORS	PROFESSIONAL AND OFFICE SECTOR
<ul style="list-style-type: none"> • Distinctive promotional campaigns will highlight the range and quality of independent speciality businesses including professional promotional videos and photos of independent stores promoted online to 1000s of consumers through social media. • The opportunity to raise business profiles via a number of new events and activities. • Discounted costs on a range of business overheads, such as energy, water, telecoms, insurance and waste which would be negotiated on your behalf by the BID. • Access to a range of professional and support services arranged by the BID including training services and access to grants where available. 	<ul style="list-style-type: none"> • Increased footfall and more consumers and visitors to the town centre. • Being part of a local network of major retailers who would share and gain in-depth insight into trading factors and conditions. • Promotion and marketing of Burnley to a wider and more targeted regional audience changing the perception of Burnley as a retail and leisure destination. • The ability to collaborate operationally over seasonal trading campaigns, most notably Christmas. • Opportunities to lobby key decision making bodies for funding, improved trading conditions or facilities for staff. 	<ul style="list-style-type: none"> • Promotional campaigns to highlight the range and quality of food and drink businesses – both collectively and individually. • The creation of events and projects to directly involve and promote the range of leisure and cultural opportunities in Burnley town centre. • Work towards specific projects to improve the night-time economy experience and further enhance the reputation of the night time economy. 	<ul style="list-style-type: none"> • An enhanced and more vibrant town centre for your clients and your employees. The BID will tackle grot spots, lobby for better transport linkages and car parking and deliver enhancements across the town centre. • Additional activities aimed specifically at the professional and office businesses within the town centre, such as improved connections with business networks, ties with professional development providers and better routes into the local labour pool. • The ability to promote your services to 200+ fellow town centre businesses through regular BID communications, such as newsletters and e-bulletins. • Greater co-ordination and interaction with regional bodies, such as Local Enterprise Partnership, Burnley Borough Council and the Lancashire County Council.

Burnley BID Objectives

Our plan to create a modern, vibrant and connected town centre for all

- A business-led agenda and a stronger voice for businesses.
- A secure, vibrant and engaging destination.
- An inspiring and creative location for community and business.
- An added value investment in Burnley town centre.
- Reconnecting our town centre with residents and visitors.



The Burnley BID Steering Group



In addition to consulting with 100's of businesses throughout the town centre, the BID proposal has been shaped and designed by the Burnley BID Steering Group. The Burnley BID Steering group is a group of representative businesses who stepped forward to volunteer their time to help shape the BID Proposal and ensure that the final proposal is focused on the specific needs of companies from across the town centre.

The group includes passionate and committed representatives from retail, independent businesses, professional services, bars, leisure and entertainment. The members of the group also includes business owners who have lived and worked in Burnley, who have experience of BIDs in neighbouring towns, and who are linked into a range of wider businesses across the town centre.

Steering Group Members who have supported the development of this proposal for a BID include:



Karen Arciniega
McDonalds



Richard Ellison
The Country House Gallery/
St James Street Group



Debbie Heron
Charter Walk Shopping Centre



Mark Holmes
Ashworth Moulds Accountants



Dan Hunt
Primark



Neil Hutchinson
Burnley Leisure Trust



Kate Ingram
Burnley Borough Council



Claire Laverick
Marks and Spencers



Malcolm Nuttall
Barclays



Laurence O'Connor
Financial Affairs



Thomas Riley
Lancashire Police



Marie Shaw
Burnley Market



Thomas Lord
Carnivoro/Illuminati



Russell Curwen
Quick Crepes

What will the BID Deliver?

The BID will deliver a range of additional projects and services to enhance and improve Burnley town centre focusing on three themes for improvement

Under each theme is a list of projects and services that will be important in enabling the town centre to compete in an increasingly competitive and uncertain trading environment.

The BID will also seek to attract additional investment from funders to further increase the level of investment in our town centre. The BID steering group has already developed opportunities for significant match funding from local partners.

The BID will deliver its investment over 5 years, during which time it will have opportunities to rebalance investment across themes and projects to ensure it is meeting the needs of the town centre.

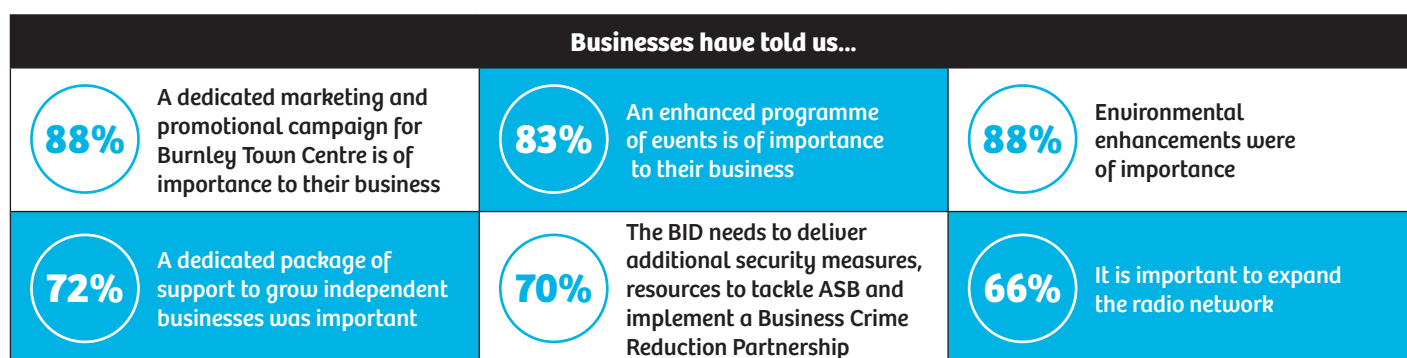


Consultation

In developing the BID, businesses across the town centre have been consulted on the feasibility for a BID in 2018, and more recently in June 2019 the draft plan for a BID for the town centre was shared with companies for consultation. The BID steering group have shared information about the development of the BID in writing to companies, via email, through the BurnleyBID.co.uk website, regular email bulletins and over social media (through Twitter we have achieved more than 6000 impressions through our communications).

Through the consultation in June 2019 on the draft plan for the BID, the plan was shared with all the eligible hereditaments (225) in Burnley town centre. 1-2-1 business engagement staff hand delivered copies of the plan to the day time and night time economy premises. Open consultation events were held at various locations throughout the town centre at a range of times.

The feedback from the consultation on the draft plan for a BID was:



Some further key findings and themes from talking to businesses through consultation include:

- It is essential to better promote and market Burnley town centre as a retail, leisure and community destination to change perceptions and engage new consumers.
- We need to build on the success of existing events with carefully selected quality events and festivals to attract visitors and customers into the town centre on a more frequent basis.
- The quality of the visitor experience can be improved through investment in the town centre's assets and visitor experience services.
- We need to get better at the sharing of intelligence, information and news across the business community.
- Safety and security is good, however, hot spots exist. Additional investment is needed to resolve these challenges, in particular from anti-social behaviour and shop lifting.
- Opportunities exist to share the cost of purchasing of common services, including training and business support services.

Theme One

Modern, Vibrant and Connected Town Centre £450,000+ investment

We want to accelerate the development of our town centre, reconnecting the town centre with 75,000+ consumers and visitors and play a leading role in the creation of a modern, vibrant and connected town centre.

There are also significant opportunities for businesses to prosper across the town centre with the expansion of the University of Central Lancashire from 400 to 4000 students in coming years and the development of the new Pioneer leisure and retail development which will attract additional footfall and support the growth of the early evening economy. The BID will be essential for businesses to enable a co-ordinated and comprehensive response to these opportunities and ensure that growth opportunities for businesses in the town centre are maximised.

The BID will also support businesses to adapt to changing consumer behaviours and the way people shop and connect with their town centre. The quality of the core town centre is good, gateway points and route ways into the town centre are in need of enhancing.

To address these challenges and opportunities the BID will deliver:

A new and dedicated year round programme of marketing and promotional campaigns to raise the profile of Burnley town centre and your business. The campaign will reconnect the town centre with more than 75,000+ consumers and visitors in and around Burnley.

- Dedicated website and brand for our town centre to reengage consumers and change perceptions about the daytime, evening and night-time offer from Burnley town centre.
- Business to consumer (B2C) social media profiles (Twitter, Facebook, Instagram, Snapchat) to reach out to 75,000+ consumers and visitors annually.
- Marketing videos and images to promote the town centre's assets, brands and the independent business community.

An enhanced programme of festivals and events at key times of the year, to attract visitors and new customers including:

- New live music events.
- New child and family focused events and festivals to attract families into the town centre.
- Market based events.
- Football focused events linked to match days in town.

Note: Events will be delivered in consultation with existing BID levy payers in order to avoid and minimise competition with existing businesses and duplication of service offers.

'Shop Local, Stay Local' Programme

The BID will embrace modern technology to reach out to consumers and enable Burnley town centre businesses to benefit from technology that engages and attracts new consumers to shop with businesses in Burnley town centre on-line or through click and collect.

- Mobile app to promote leisure and retail offers and build customer loyalty / incentive schemes for consumers.
- Customer loyalty programmes to encourage repeat visits from consumers.



Theme One (Continued)

Modern, Vibrant and Connected Town Centre

Environmental Enhancements

Charter Walk and the recently improved St. James Street already offer a high quality environment for businesses to trade from. However, improvements are needed on the boundary and immediate route ways within the BID area to deliver an improved experience for consumers and visitors to the town centre. The BID will review and implement the follow examples of enhancements:

- Investment in gateway and arts features at key junctions in and around the town centre.
- Investment in non-statutory way finding, directional signage and branding for the town centre.
- Town dressing e.g. banners and striking visual features to enhance specific locations.
- Installation of 'shop front wraps' to improve the appearance of redundant shops and buildings.
- Added value deep cleansing, to improve chewing gum removal and litter collection over and above the services provided by Burnley Borough Council.

Enhanced Transport Networks

The BID will work with local stakeholders to identify and lobby for improvement in the transport networks.

Examples of projects may include:

- Innovative car parking incentive schemes with car park owners to improve the visitor experience for consumers.
- Enhancements to transport linkages into the town centre, focusing on sustainable transport solutions including improvements to walking / cycle routes and facilities and improvement to public transport networks.
- Specific Improvements to create a fully accessible town centre for Children, Young People and Adults with additional needs.



Theme Two

Better Burnley for Business £120,000+ investment

The BID will provide businesses in Burnley town centre with a new single voice to ensure that the needs of businesses are clearly communicated for future development of the town. We want to ensure that all our businesses have the opportunity to continually develop and improve to embrace this change and have developed a suite of services to support businesses across the town. The BID will support the creation of a stronger independent sector, encouraging successful new start-ups into the town to fill vacant units and create a wider more creative offer for retail and leisure.

We also want to expand our knowledge and information about consumer behaviour in the town centre through investment in new technologies to capture information from across the town through more footfall data for the town centre.

To achieve these objectives, the BID will:

- **Establish a new business-led Burnley BID Board and operational team to provide businesses with a stronger voice, create new opportunities and tackle barriers to growth for businesses in the town centre.**
- **Review the need for investment into the installation of additional footfall counters to monitor and measure footfall across the whole town centre.**



- **Deliver a dedicated package of support to grow independent businesses in the town centre. This will include:**
 - **Creation of a network of town centre business mentors from across the business community to mentor new and early start-ups.**
 - **Promotion of access to finance schemes for new and existing businesses.**
- **Delivery of added value, free or low cost training, seminars, information services and networking events.**
 - **Retail sales training and shop window dressing.**
 - **Customer service and social media training.**
 - **Business leadership and management.**
 - **First aid, food, health and safety qualifications.**
 - **SIA accredited training, conflict management training and skills development for night time economy staff.**
- **Joint procurement schemes to lower operational costs linked to energy, waste, water, telecoms and training.**

“ Having traded in Burnley for more than 40 years, I’ve seen the ups and the downs for the town. I believe the BID will be important in ensuring the voice of independent businesses is heard and in supporting the creation of a stronger independent sector which is essential in order for the town centre to flourish in the future ”

Richard Ellison - Country House Gallery
(Lower St.James Street)



Theme Three

Responsive and Pro-active Burnley £150,000+ investment

Our research and consultation with businesses has demonstrated the need to improve the current response to tackling anti-social behaviour and crime. We will work with partners including Burnley Council and Lancashire Police to introduce a programme of improvements and initiatives to create a safer and more secure town centre night and day. This will include the development of a business-led Business Crime Reduction Partnership to pro-actively manage crime and security issues across the town centre.

The BID will review and invest in the following projects:

- **Expansion of the radio network scheme to a wider population of businesses.**
- **Additional, targeted and responsive security response services outside of those already provided by Charter Walk and Lancashire Police.**
- **Additional resources to work with young people addressing anti-social behaviour in the town centre.**
- **Establishment of a Business Crime Reduction Partnership across the day time and night time economy, to complement the work of existing successful partnerships such as Burnley Against Night-time Disorder (BAND).**
- **Support for the evening and night-time economy through implementation and support of accreditation schemes such as "Best Bar None" or Purple Flag.**

“ The Burnley BID is a great opportunity for local businesses to have a stronger voice, and ensure that we develop a new focus on delivering a safer and more secure town centre for consumers and visitors. McDonalds is always keen to support the local community, and the BID is an excellent opportunity to deliver multiple win, win opportunities for business and the local community. I would encourage all businesses in the town to vote yes for the Burnley BID ”

Karen Arciniega - McDonalds Franchise Owner Karen



How the BID will Operate



Governance and Management of the BID

The Business Improvement District will be governed and directed by a Board of eligible businesses and organisations from across the Business Improvement District area. The BID Board will meet a minimum of 6 times a year. The BID board will include representation from the key sectors including retail, leisure, night time economy, public sector, 3rd sector, professional and other business services.

The Board will also include representation from a range of business types and sizes, including smaller independent businesses and businesses that are part of larger groups. The BID Board will include attendance by Burnley Borough Council and Lancashire Police in an advisory capacity in addition to their option to put forward a formal BID Board member as occupiers of hereditaments within the BID area. The BID Board will select a Chair and Vice Chair from the membership of the BID Board to lead the Burnley Town Centre Business Improvement District.

Any eligible business/organisation will be able to put a representative forward for appointment onto the Board, which will be elected through an annual meeting of members of the Business Improvement District. An eligible business / organisation is any occupier of a hereditament that is liable for a BID levy.

The BID will be managed by a not-for-profit accountable body, which will be appointed by the business led BID steering group in advance of the 1st day of operation for the BID (1st April 2020). The accountable body will be appointed through an open and transparent tender process, and will be open to local and regional organisations to respond to with their proposals to work with the BID Steering Group / BID Board. The accountable body will require limited company status to deliver the best value solution for the Burnley Business Improvement District, and will not be a public sector organisation.

Performance Monitoring

- The BID will monitor and report on a range of key performance indicators (KPIs) including.
- Footfall research: In particular, when festivals and events are being delivered at key periods.
- Crime and Safety - Incidence of crime statistics for the BID area to be reviewed quarterly.
- Consumer perceptions: Satisfaction surveys to be conducted annually.
- Business community perceptions - Annual Business Survey to determine the impact of the Business Improvement District.
- Retail Vacancy rates will be measured annually.
- Quarterly Image audits of the town centre.

Reporting the Work of the BID to Levy Payers

The level of progress made on the delivery of the Business Improvement District will be reported to businesses on a regular basis by the Business Improvement District Executive Board through the following communication channels:

- BID Financial Statement - A BID financial statement will be issued with each BID Levy. This statement will detail the plans for expenditure by the BID in the forthcoming 12 months and also report on the finances of the BID and key achievements from the previous 12 months.
- The Burnley Business Improvement District Annual General meeting.
- Burnley Business Improvement District Annual Report and Accounts.
- Regular website and social media updates, e-bulletin, printed bulletins and press releases.

The BID Levy

All non-domestic ratepayers in the geographical area with a rateable value above £12,000 will be liable for a BID levy. This will include all organisations that occupy a rateable property (hereditament) and property (hereditament) owners/ leaseholder (when units are vacant) in the BID geographical area. Hereditaments with a prime purpose of use as a place of worship or schools will be excluded. The maximum contribution any company or organisation will make in a single 12-month period will be capped at £5,000.

The BID levy will be 1.5% of rateable value for all hereditaments, and will increase by 0.05% of a hereditament's rateable value each 12 months to provide an annual small increment to allow the level of investment to be maintained. All hereditaments with a rateable value below £12,000 will be exempt, however those businesses who wish to make a voluntary contribution towards the BID may do so and the levy will be calculated at 1.5% of rateable value.

The current rating list is based on the 2017 valuation. Levy payments will be based on the 2017 valuation and remain fixed for the period of the BID in line with the values at the time of the BID ballot except where any new streets are subsequently created and any new, refurbished or reconstructed hereditaments subsequently entered into the National Non-Domestic Rates list and falling in the BID area. In these circumstances hereditaments will become liable for a new / varied BID levy towards the Burnley BID and the income and expenditure budgets will be amended in line with this variation to enable the BID to invest at the new levels of income available.

The Burnley town centre BID will operate for five years between the period 1st April 2020 through to the 31st March 2025. The BID will commence 130 days after the notice of the result is published.

Finances

Income	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	Totals
BID Levy Contribution (£)	151,000	155,367	159,734	164,101	168,468	798,669
Projected Match Funding* (£)	36,676	38,676	40,876	43,296	45,958	205,482
Total Income (£)	187,676	194,043	200,610	207,397	214,426	1,004,151

Expenditure	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	Totals
Theme One – Modern, vibrant and connected town centre						
Sub total (£)	74,000	74,875	95,781	106,718	132,688	484,062
Theme Two - Better Burnley for Business						
Sub total (£)	23,150	23,325	23,506	25,694	25,888	121,562
Theme Three - Responsive and Pro-active Burnley						
Sub total (£)	29,400	32,575	23,756	32,944	33,138	151,812
Management and Levy Collection Costs						
Sub total (£)	38,275	39,472	40,711	41,993	43,320	203,771
BID Development Costs - BID Loan Fund						
Sub total (£)	14,065	13,597	13,128	-	-	40,791
Total Annual Expenditure Budget (£)	178,890	183,844	196,882	207,348	235,034	1,001,998
Annual Project Contingency (£)	8,786	18,985	22,712	22,760	2,153	

*A range of match funding opportunities have been identified during the development of the BID from local and national source which it is expected will deliver in excess of £200,000 of additional funding into the BID's investment plans.

Where the level of income recovered through the BID levies charged is greater than the forecast level, this additional income will be used to support further investments by the BID, and the income budgets amended to reflect this new income. The costs for developing the BID have been funded by the BID Loan fund which will be repaid during the first three years of the BID in payment instalments.

The Business Improvement District levy will be charged at the beginning of April 2020, and then annually each April until 2025. Burnley Borough Council will be responsible for billing and collecting the levy on behalf of the Business Improvement District.

The payment of the BID levy can be paid in full within 30 days of the BID levy invoice being issued, except where a company enters into an instalment plan, where instalments can be paid against the BID levy due over the subsequent 12 months. The Local Authority will pursue any non-payment of the BID levy in accordance with its usual procedures for the collection of non-domestic rates.

“ As a Burnley town centre based business I can relate first-hand to challenges companies have in the town centre. The BID is an opportunity to deliver a business led solution to help create a better and safer town centre ”

Mark Holmes - Ashworth Moulds (Nicholas Street)

“ As an independent small business, I have been impressed by the potential for growth in Burnley. I am always striving to improve my own business, and the BID will offer great opportunities for businesses across the town to benefit from a better promoted and more vibrant town centre. The BID has my 100% support ”



Russell Curwen - Quick Crepes (St.James Street)



The Ballot

A non-domestic ratepayer (business ratepayer) will be entitled to vote if they are listed as a non-domestic ratepayer on the date the notice of ballot is published. Each business ratepayer entitled to vote shall have one vote in respect of each hereditament (premises/building with an individual rateable value) in the geographical area of the Business Improvement District on which non-domestic rates are payable.

For the Business Improvement District to Proceed there must be:

- A majority voting in favour of the proposal from the number of votes cast
- A majority in level of rateable value from votes cast in favour of approving the proposal

The BID area, themes, governance and management arrangements and overall BID income percentages can only be altered via an alteration or renewal ballot. All other arrangements including specific projects and the percentage of funding allocated to each theme within the BID may be altered within the constraints of the overall BID budget without the need for an alteration or renewal ballot.

The Ballot Timetable

Ballot papers will be sent out on or after the 24th October 2019. The ballot will close at 5pm on 21st November 2019. The result of the ballot will be declared on the 22nd November or as soon as possible after this date.

Baseline Agreements

To ensure that the Business Improvement District does not fund statutory services provided by the Local Authority or Lancashire Police, a number of baseline commitments have been provided.

These baselines relate to:

- Footpath cleansing
- Highway cleansing
- Litter picking
- Litterbin emptying
- Policing
- Street nameplate cleansing and maintenance
- CCTV monitoring and maintenance

The BID will monitor the baseline agreements on an on-going basis to ensure that Burnley Borough Council, Lancashire County Council and Lancashire Police maintain their agreed service delivery. This will ensure the BID's funding does not back fill or fund any baseline / statutory services.



The BID - Further Key Information



<p>Additional income – this proposal commits to seek up to 20% of income in addition to the BID levy over the life of the BID from other sources.</p>	<p>Empty properties – the liability for the BID levy on any eligible vacant premises will revert to the Landlord.</p>	<p>Operating Agreement - the BID has liaised extensively with Burnley Council and produced a detailed draft Operating Agreement which can be viewed at www.burnleybid.co.uk.</p>	<p>Transparency – every effort will be made to ensure the transparency of the operation of the BID, including the production and distribution of detailed progress, monitoring and financial reports.</p>
<p>Baseline Agreement – the BID has been designed to deliver additional services over and above the current, defined service level.</p>	<p>Governance – the structure and operation of the BID Company has been designed so as to follow the highest possible standards of representation, governance and transparency.</p>	<p>Operating costs – the proposed budget includes a detailed breakdown of all anticipated BID operating costs, as far as can be determined at this time.</p>	<p>Voting - the ballot timetable is defined within this main proposal document.</p>
<p>BID boundary – the proposed BID area has been drawn up to represent universal business interests and is detailed in the map and list of road names included in this proposal document.</p>	<p>Hereditament – The word hereditament is used in the BID regulations to define a property or land that is liable for payment of businesses rates and is listed on the Governments VOA website as a rateable premise. To view the precise technical legal definition of a hereditament see the BID Regulations 2004.</p>	<p>Premises / Hereditaments – all relevant and eligible public, 3rd sector and private sector premises within the BID area have been included in our database and this will be maintained to ensure currency during the lifetime of the BID.</p>	<p>Term – the duration of the proposed BID, to include start and end dates, has been included in this document.</p>
<p>Budget – a detailed budget has been produced which includes all income and expenditure, as well as the provision of a prudent contingency.</p>	<p>Levy – the proposed levy has been selected as the minimum possible to deliver the required improvements and is considered to represent excellent value for money to levy payers.</p>	<p>BID Proposal – this document summarises the proposition to deliver additional services through the establishment of a BID in Burnley Town Centre.</p>	<p>Notices – all notices, including those issued to the Secretary of State, the Local Authority and all proposed levy payers have been issued in line with the prescribed regulations from all applicable legislation.</p>
<p>Company – it is proposed that the Burnley BID will operate on a not for-profit basis through a Company Limited by Guarantee.</p>	<p>Levy collection costs – the Council have applied the minimum possible collection costs which represent a cost of £15 per hereditament. This compares very favourably with the maximum industry standard of £35 per hereditament. The chargeable day policy will operate which means that liable parties will pay their levy for the year in advance with no refund due in the case of subsequent non-occupation or change of ownership.</p>	<p>Baseline Agreement – the BID has been designed to deliver additional services over and above the current, defined service level.</p>	<p>Baseline Agreement – the BID has been designed to deliver additional services over and above the current, defined service level.</p>

BID Frequently Asked Questions

What is a Business Improvement District (BID)?

The BID is a unique opportunity for businesses across the town centre to take a lead in the management and improvement of our town centre.

A new, additional investment led by the private sector.

- The BID will generate between £1million of investment into our town centre between 2020 and 2025.
- This investment will be managed and delivered by a new business led partnership, who will be answerable to the wider business community who fund the BID.

Where does the investment come from?

- The investment will principally come from a small additional levy paid by each premises (hereditament) within the town centre with a rateable value above £12,000.
- The average cost per premises will be £1.93/day, with the smallest premises paying less than 60p/day.

Who decides if the BID is to be introduced?

- All business premises within the BID area will have the opportunity to take part in a 28 day postal ballot vote to approve or reject this proposal for a BID.
- If a majority vote in favour of the proposal from the number of votes cast, and this represents a majority in level of rateable value from votes cast in favour of approving the proposal, the BID will come into operation from April 2020, when all premises with a rateable value above £12,000 will pay the small annual levy towards the BID.

How is this different to business rates?

- The BID levy is separate from your business rates. Business rates are a statutory local tax levied to fund expenditure by local and national government. Businesses have no direct control over how these funds are spent. The BID levy is a local investment, collected locally from a number of small contributions from businesses and invested directly back into enhancing the town centre.
- The BID levies will only be invested in specific projects and services additional to base line services provided by the public sector.

Where do Business Improvement Districts already operate?

- BIDs have been embraced by towns and cities across the UK since 2004 when they were first introduced.
- More than 300 BIDs have been approved since 2004.
- Regionally, businesses in Blackburn, Colne, Keighley, Rochdale, Preston, Halifax, Lancaster, Manchester and Leeds have approved and re-approved BIDs in recent years.
- Businesses in these towns and cities have seen the benefits and return on investment from agreeing to work together and implement new progressive private sector led investment partnerships.
- These towns have seen increased footfall through new events and festivals, created safer, cleaner and greener town centres, increasing the vibrancy and economic success of their businesses and towns.



“ As a local business owner and resident, I can see huge potential for the town centre. With a rapidly growing University on our doorstep and the plans for the new cinema and leisure complex I see the BID as being essential to helping both our company attract talent to the area and also ensuring the future growth of the town, its residents and businesses ”

Laurence O'Connor - Financial Affairs (Standish Street)

“ The plans for a BID in the town centre will be great news for the developing restaurant and bar sector in the town centre. The private sector is already leading the creation of a number of niche evening and night time venues, and the BID will be essential to ensure we have a safe night time economy that is well promoted to the 75,000+ consumers who live in and around the town centre ”

Thomas Lord - Carniuoro (Hargreaves Street)



“Our plan to create a modern, vibrant and connected town centre for all”

FOR MORE INFORMATION

Contact the Burnley BID Development Team at burnleybid@groundwork.org.uk

Not for profit environmental trust Groundwork are supporting the Burnley BID Team to develop and establish the BID for Burnley town centre

www.burnleybid.co.uk

Revenue Monitoring Report 2019/20 – Quarter 2 (to 30 September 2019)

REPORT TO EXECUTIVE



DATE	29 th October 2019
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Asad Mushtaq
TEL NO	(01282) 477173
EMAIL	amushtaq@burnley.gov.uk

PURPOSE

1. To report the forecast outturn position for the year as at 31 March 2020 based upon actual spending and income to 30 September 2019.
2. This report shows the current **forecast** year end outturn position based upon the forecast savings identified as at the end of the current reporting period. As in previous years, it is expected that as the year progresses, further in-year savings will be identified and reported at each quarter, reducing the forecast overspend position. A proactive approach is being taken by Service Units to identify further in-year savings. However, as overall budgets reduce, it is inevitable that it is becoming increasingly difficult to achieve and identify further savings.

RECOMMENDATION

3. The Executive is asked to:
 - a. Note the projected revenue budget forecast position of an overspend of £172k, as summarised in Table 1 and detailed in Appendix 1. Also note the position as at the end of the quarter on the achievement of salary and non-salary savings targets and the balances yet to be found, as can be seen in Table 2.

The Executive is also asked to seek approval from Full Council for:

- b. The latest revised net budget of **£15.815m** as shown in Table 1, and
- c. The net transfers to earmarked reserves of **£0.852m** as shown in Appendix 2.

REASONS FOR RECOMMENDATION

4. To give consideration to the level of revenue spending and income in 2019/20 as part of the effective governance of the Council and to ensure that appropriate management action is taken to ensure a balanced financial position.

SUMMARY OF KEY POINTS

5. Revenue Budget Monitoring Process

All budget holders are required to review their budgets on a monthly basis. Three in-year reports on revenue budget monitoring are presented to the Executive and Scrutiny Committee during the course of the financial year. This is the second in-year report for 2019/20. In addition to these three reports there is a final report for revenue to consider the actual spending at the end of the financial year compared with the revised revenue budget. Under the scheme of delegation each budget area is delegated to a Head of Service who remains accountable for the effective discharge of financial management as an integral part of achieving strategic objectives and in turn meeting service delivery priorities.

All Heads of Service have been asked to consider their budgets and provide information and details of any actual or anticipated significant variations between spending / income and budgets.

6. Budget Changes

Since the budget was approved, the following proposed budget changes have been made and are shown in Appendix 1:

- Virements approved by Heads of Service and Management Team.
- Decisions confirming additional awards of grant and contributions up to £50k approved by Heads of Service and Management Team.
- Executive Member for Resources and Performance Management decisions confirming additional awards of grant and contribution over £50k.
- Decisions made by the Executive.
- Transfers to/from Earmarked Reserves in respect of grants/contributions and also approved carry forwards from 2018/19 (Appendix 2).

Members are asked to approve the latest revised net budget of £15.815m as shown in Table 1.

7. Revenue Budget Summary

Table 1 shows a summary by service area of the revised budget for the year along with the current forecast as at the end of Q2 and the anticipated variance.

As at the end of Q2 the net forecast is currently £172k over budget. Incorporated into the budget is a savings target of £400k of which £228k of potential savings have been identified as at the end of Q2, leaving a balance of £172k yet to be found (see paragraph 8). This is in comparison to £319k savings identified during the same period of the 2018/19 financial year.

Based upon previous years it is expected that further savings will emerge as the year progresses.

Table 1: Revenue Budget Forecast Position 2019/20

		Reconciliation of Approved Budget & Funding		Forecast position as at Quarter 1			Forecast position as at Quarter 2		
		Net Budget 2019/20	Funding 2019/20	Revised Budget	Forecast Q1	Variance Q1	Revised Budget	Forecast Q2	Variance Q2
		£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
a	Economy and Growth	1,007		1,007	974	(34)	1,019	986	(33)
b	Policy and Engagement	429		429	429	0	451	481	31
c	Management Team	340		340	340	0	340	340	0
d	Sport and Culture Leisure Client	617		617	617	0	617	614	(3)
e	Green Spaces and Amenities	865		865	827	(38)	865	827	(38)
f	Street Scene	3,122		3,122	3,082	(39)	3,181	3,084	(97)
g	Housing and Development Control	294		294	294	0	449	405	(44)
h	Strategic Partnership	3,603		3,603	3,603	0	3,882	3,882	0
i	Finance and Property	540		540	569	29	593	627	35
j	Revenues and Benefits Client	(1,332)		(1,332)	(1,332)	0	(1,332)	(1,332)	0
k	Legal and Democratic Services	1,000		1,000	973	(27)	989	968	(21)
l	People and Development	218		218	215	(3)	218	201	(17)
m	Central Budgets - Other <i>(includes corporate costs eg utilities, apprenticeship levy)</i>	153		153	112	(41)	149	109	(40)
	Central Budgets - Savings Targets <i>(see Table 2)</i>	(400)		(400)	0	400	(400)	0	400
	NET SERVICE BUDGET	10,455		10,455	10,703	248	11,020	11,192	172
	Pensions	1,831		1,831	1,831	0	1,831	1,831	0
	Provisions <i>(Balance to be determined at year end)</i>	0		0	0	0	0	0	0
	Impairments <i>(Provisions for Bad Debt)</i>	10		10	10	0	10	10	0
	Parish Precepts <i>(Disbursement to Parishes)</i>	154		154	154	0	154	154	0
	Treasury <i>(Investment Income & Expenditure)</i>	767		767	767	0	762	762	0
	Capital Financing	1,368		1,368	1,368	0	1,277	1,277	0
	Earmarked Reserves (to / (from))	1,702		1,702	1,702	0	1,277	1,277	0
	Strategic Reserves (to / (from))	(317)		(317)	(317)	0	(362)	(362)	0
	NET CORPORATE ITEMS	5,513		5,513	5,513	0	4,948	4,948	0
	Council Tax		(6,962)	(6,962)	(6,962)	0	(6,962)	(6,962)	0
	Parish Precepts <i>(Receipts from Council Tax Payers)</i>	(154)	0	(154)	(154)	0	(154)	(154)	0
	Business Rates: Retained Income		(7,057)	(7,057)	(7,057)	0	(7,057)	(7,057)	0
	Business Rates: S31 Grants <i>(For award of business rates relief)</i>		(1,219)	(1,219)	(1,219)	0	(1,219)	(1,219)	0
	Prior Year Collection Fund (Surplus)/Deficit		32	32	32	0	32	32	0
	New Homes Bonus		(607)	(607)	(607)	0	(607)	(607)	0
	Other Government Grants		0	0	0	0	0	0	0
	FUNDING	(154)	(15,815)	(15,968)	(15,968)	0	(15,968)	(15,968)	0
	BUDGET BALANCE	15,815	(15,815)	(0)	248	248	(0)	172	172

8. SAVINGS TARGETS

In setting the budget it was assumed that two savings targets would be achieved: £150k salary savings from not filling posts immediately and £250k in year savings/additional income target. A summary of the position in achieving these targets as at the end of Q2 can be seen in Table 2 below:

Savings	Revised Budget	Savings Forecast Q1	Savings Forecast Q2	Balance of Savings yet to be Identified
	£000	£000		£000
Salary Savings	(150)	123	19	(8)
Non-Salary Savings	(250)	29	57	(164)
TOTAL	(400)	152	76	(172)

Salary Savings Target

The position at the end of Q2 is that £142k of salary savings have been secured to date as can be seen in Table 2 above, leaving a shortfall of £8k to identify throughout the remainder of the year.

Non-Salary Savings Target

The latest position is that £86k of non-salary savings have been secured to date as can be seen in Table 2 above, leaving a shortfall of £164k to identify during the remainder of the year.

9. ACTION PLAN

A proactive approach to identify future forecast savings is being adopted by individual Service Units to fully realise the in-year savings targets and achieve a balanced budget at year end. This is an established approach that was used in the previous financial year to ensure that the savings targets were achieved. This approach has so far identified forecast savings of £172k in the first two quarters of the current financial year. Any further savings identified will be reported in the Q3 in-year monitoring report and in the year-end outturn report.

10. SERVICE REPORTS

10.1 Departmental budgets and current forecast for each service area can be found in Appendix 1. Summarised below by service area are narratives explaining any movements in the projected forecast along with any issues or concerns to be highlighted.

a. Economy and Growth

Forecast Variance: (£33k) net underspend

Previous forecast variance: (£33k) net underspend

There has been no change in forecast this quarter. The forecast net underspend is due to salary savings in respect of the Town Centre Management post (£27k) and the Business Support post (£6k). The Town Centre Management post is still vacant with

replacement on hold until the completion of the Business Improvement District (BID) proposal in November 2019. The Business Support post has now been filled.

With regards to market income, whilst there has been no change to income forecasts at this stage it should be noted that a number of market holder leases are due for renewal in Quarter 3. Any impact of these will be reported through in the next monitoring report.

b. Policy and Engagement

Forecast Variance: £31k net overspend

Previous forecast variance: £0k

The 'Prevent' scheme came to an end at the end of 2018/19 which was funded by the Home Office. Redundancy costs of £39k were incurred for which a claim was made to the Home Office for reimbursement. Negotiations are still ongoing as to whether these costs will be reimbursed. Reduction in salary costs (£5k) due to an increase in recharge of staff time to the Syrian Refugee Programme along with other nominal items (£3k) that make up minor underspends.

c. Management Team

Forecast Variance: £0

Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

d. Sport and Culture Leisure Client

Forecast Variance: (£3k) net underspend

Previous forecast variance: £0k

Reduction in water charges payable (£3k).

e. Green Spaces and Amenities

Forecast Variance: (£38k) net underspend

Previous forecast variance: (£38k) net underspend

There has been no change in forecast this quarter. The (£38k) net underspend is due to salary savings in respect of a vacant Guide Attendant post and a reduction in the casual employee budget. The Guide Attendant post is to remain vacant and be offered as a saving in the 2020/21 financial year. Similarly, the reduction in the casual employee budget is also to be offered as a saving in 2020/21.

f. Street Scene

Forecast Variance: (£97k) net underspend

Previous forecast variance: (£39k) net underspend

Forecast additional income identified in this quarter due to additional trade waste income following an increase in the number of subscribers to the service (£50k), additional income due to a recharge of officer time for work completed on behalf of an external body (£6k) and other nominal items (£2k).

The (£39k) identified in Q1 is in respect of a vacant Community Safety Manager post and one employee not subscribing to the superannuation scheme. The Community Safety Manager post is still vacant, with a review currently being undertaken with regards to a replacement.

g. Housing and Development Control
Forecast Variance: (£44k) net underspend
Previous forecast variance: £0k

Salary costs in respect of a Technical Officer being charged to capital (£36k) as well as salary savings due to officer time being recharged to Selective Licensing (£8k).

h. Strategic Partnership
Forecast Variance: £0k
Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

i. Finance and Property
Forecast Variance: £35k net overspend
Previous forecast variance: £29k net overspend

A reduction in rental income of £33k is in part due to the current market conditions impacting upon the retail sector, and also vacant properties within Charter Walk. Income will be closely monitored throughout the year.

A forecast reduction in bus station departure income is now reported due to a reduction in the frequency of departures which leaves a forecast shortfall of income of £12k.

These are partially offset by a forecast reduction in repair & maintenance costs relating to CCTV (£4k) and other nominal items (£6k).

j. Revenues and Benefits Client
Forecast Variance: £0
Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

k. Legal and Democratic Services
Forecast Variance: (£21k) net underspend
Previous forecast variance: (£27k) net underspend

A £16k under-recovery of land charges income is reported this quarter because of external competition (this is £6k in addition to the £10k reduction in income forecast in Q1).

However, this is offset by a reduction in insurance costs payable (£31k) following a procurement exercise and salary saving costs (£6k) due to maternity leave.

l. People and Development
Forecast Variance: (£17k) net underspend
Previous forecast variance: (£3k) net underspend

Forecast net underspend of (£17k) due to salary savings identified in relation to an Apprentice position which is not due to be filled this year (£16k) plus additional salary savings of (£1k) due a reduction in hours regarding another post.

m. Central Budgets

Forecast Variance: (£40k) net underspend

Previous forecast variance: (£40k) net underspend

(£37k) underspend due to a refund of surface water costs dating back to 2011 relating to a previously demolished site plus other nominal items (£3k).

11. EARMARKED RESERVES

The council holds a number of earmarked reserves, details of which can be seen in Appendix 2 which shows the opening balance at the start of the year and any in quarter movements.

A summary of the reserves can be seen in Table 3 below:

	Transformation Reserve	Growth Reserve	Other Earmarked Reserves	TOTAL
	£000	£000	£000	£000
Balance as at 01/04/19	(1,327)	(2,209)	(3,709)	(7,246)
Drawn down in Q1	78	240	(1,702)	(1,385)
Drawn down in Q2	34	11	425	469
Balance as at 30/06/19	(1,216)	(1,959)	(4,987)	(8,162)

There is no proposed use of reserves in 2019/20 to support revenue expenditure. However, any shortfall in meeting the in-year savings targets within 2019/20 will need to be met from reserves.

Additionally, any savings proposals for 2020/21 that are subsequently adopted and include proposed reductions in posts, will require the cost of any redundancies to be met in the current financial year. These costs will be met from the Transformation Reserve in 2019/20, unless there is an overall surplus outturn position at year end, in which case some or all of these costs will be funded from net underspends.

12. CAPITAL FINANCING

12.1 Within the capital financing total of £1.368m, as can be seen in table 1, is a revenue contribution to capital outlay (RCCO) of £374k. This is where revenue funds are used to finance capital schemes. The contribution of £374k relates to vehicle and machinery replacement (£113k), Pioneer Place (£190k), Lower St James St (£50k), CCTV infrastructure works (£10k) and purchase of a replacement refuse vehicle (£11k).

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

13. As shown in the body of the report.

POLICY IMPLICATIONS

14. The revenue budget determines the extent to which the Council's strategic objectives can be pursued and achieved.

DETAILS OF CONSULTATION

15. None

BACKGROUND PAPERS

16. None

FURTHER INFORMATION

Asad Mushtaq – Head of Finance & Property

PLEASE CONTACT:

ALSO

Amy Johnson – Principal Accountant

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Revenue Budget Forecast Position 2019/20 by Service Area

Appendix 1

Economy and Growth		TOTAL
Policy and Engagement		TOTAL
Management Team		TOTAL
Sport and Culture Leisure Client		TOTAL
Green Spaces and Amenities		TOTAL
Street Scene		TOTAL
Housing and Development Control		TOTAL
Strategic Partnership		TOTAL
Finance and Property		TOTAL
Revenues and Benefits Client		TOTAL
Legal and Democratic Services		TOTAL
People and Development		TOTAL
Central Budgets - Other	Central Budgets - Other	
Central Budgets - Savings Targets	Central Budgets - Savings Targets	
Central Budgets - Savings Targets	Central Budgets - Savings Targets	
TOTAL		
NET SERVICE BUDGET		TOTAL
Corporate Items	Pensions	
Corporate Items	Provisions	
Corporate Items	Impairments	
Corporate Items	Parish Precepts	
Corporate Items	Treasury Investments & Borrowing	
Corporate Items	Capital Financing	
Corporate Items	Earmarked Reserves	
Corporate Items	Strategic Reserves	
NET CORPORATE ITEMS		TOTAL
Funding	Council Tax	
Funding	Council Tax - Parish Precepts	
Funding	Business Rates: Retained Income	
Funding	Business Rates: S31 Grants	
Funding	Prior Year Collection Fund (Surplus)/Deficit	
Funding	New Homes Bonus	
Funding	Other Government Grants	
FUNDING		TOTAL
BUDGET BALANCE		TOTAL

Quarter 2					
ORIGINAL BUDGET 2019/20 £000s	REVISED BUDGET 2019/20 £000s	Current Forecast £000s	Current Variance £000s	Variance Reported Q1 £000s	Movement £000s
825	1,019	986	(33)	(34)	0
390	451	481	31	0	31
340	340	340	0	0	0
617	617	614	(3)	0	(3)
859	865	827	(38)	(38)	0
3,086	3,181	3,084	(97)	(39)	(58)
271	449	405	(44)	0	(44)
3,603	3,882	3,882	0	0	0
472	593	627	35	29	6
(1,332)	(1,332)	(1,332)	0	0	0
1,000	989	968	(21)	(27)	6
218	218	201	(17)	(3)	(14)
191	149	109	(40)	(41)	1
(150)	(150)	0	150	150	0
(250)	(250)	0	250	250	0
(209)	(251)	109	360	359	1
10,140	11,020	11,192	172	248	(75)
1,831	1,831	1,831	0	0	0
0	0	0	0	0	0
10	10	10	0	0	0
154	154	154	0	0	0
767	762	762	0	0	0
1,567	1,277	1,277	0	0	0
2,090	1,277	1,277	0	0	0
(590)	(362)	(362)	0	0	0
5,828	4,948	4,948	0	0	0
(6,962)	(6,962)	(6,962)	0	0	0
(154)	(154)	(154)	0	0	0
(7,057)	(7,057)	(7,057)	0	0	0
(1,219)	(1,219)	(1,219)	0	0	0
32	32	32	0	0	0
(607)	(607)	(607)	0	0	0
0	0	0	0	0	0
(15,968)	(15,968)	(15,968)	0	0	0
(0)	(0)	172	172	248	(75)

Appendix 2

Quarter 2 Movements in Reserves

	Transformation Reserve	Growth Reserve	TOTAL Strategic Reserves	Other Earmarked Reserves
	£000	£000	£000	£000
Opening Balance	(1,327)	(2,209)	(3,537)	(3,709)
Original Budget 2019/20 - use of reserves	0	590	590	(2,090)
TOTAL	(1,327)	(1,620)	(2,947)	(5,799)
Change in cycle 1	78	(350)	(272)	388
Change in cycle 2	34	11	45	489
Anticipated balance at 31 March 2020	(1,216)	(1,959)	(3,175)	(4,922)
Approved use of reserves future years	5	2,192	2,197	3,323
Movement between reserves	325	(325)	0	0
Balance after approvals	(886)	(91)	(978)	(1,599)

Capital Monitoring Report 2019/20 – Quarter 2 (to 30 September 2019)

REPORT TO EXECUTIVE



DATE	29th October 2019
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Asad Mushtaq
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PURPOSE

1. To provide Members with an update on capital expenditure and the resources position along with highlighting any variances.

RECOMMENDATION

2. The Executive is asked to:
 - a. Recommend to Full Council, approval of net budget changes totalling a decrease of £2,809,717 giving a revised capital budget for 2019/20 totalling £17,481,484 as detailed in Appendix 1.
 - b. Recommend to Full Council, approval of the proposed financing of the revised capital budget totalling £17,481,484 as shown in Appendix 2.
 - c. Note the latest estimated year end position on capital receipts and contributions showing an assumed balance of £1,741,843 at 31 March 2020 as shown in Appendix 3.
 - d. Recommend to Full Council, approval of a new Capital Scheme highlighted in Appendix 1.

REASONS FOR RECOMMENDATION

3. To effectively manage the 2019/20 capital programme.

SUMMARY OF KEY POINTS

4. **Monitoring Information**
On 20 February 2019 Full Council approved the 2019/20 original capital budget, totalling £18,223,856. Since February, several reports have been approved by the Executive,

resulting in revising the 2019/20 capital budget to £20,291,201 (as at 25 September 2019 Executive).

This is the second of three in-year monitoring reports, and as such the appendices accompanying this report provide Members with the position as at 30 September 2019 on expenditure, along with providing Members with an update on the progress of the individual schemes delivery.

5. Executive Summary

- a. **Expenditure monitoring – Appendix 1** provides a detailed breakdown of the revised capital budget, scheme by scheme, presented under each of the relevant service unit areas responsible for delivering the capital projects. It shows the recommended revised budget position and expenditure as at the end of September 2019. The expenditure to date is £4,315,995 which is 25% of the proposed revised budget.
- b. **Revised budget and financing elements – Appendix 2** shows the revised budget of £17,481,484, along with identifying the recommended financing elements on a scheme by scheme basis. This is a reduction of £2,809,717, with the key changes being:
 - Padiham Townscape Heritage Initiative reprofile of £250,000 into future years
 - Building Infrastructure Works reprofile of £653,247 into future years
 - Better Care Grant reprofile of £1,394,007 into future years
 - Interventions, Acquisitions and Demolitions reprofile of £200,000 into future years
- c. **Council resources position – Appendix 3** shows the latest position on capital receipts, section 106 monies and third party contributions. As at the end of this round of budget monitoring the assumed level of surplus available local resources, after taking into account the 2019/20 capital commitments, totals £1,741,843. The resources are reducing each financial year, to an estimated negative balance on general capital receipts by March 2021. This is due to reduced opportunities to realise capital receipts, as the estate reduces, which will require prioritisation of future capital schemes in line with available resources.

6. Revenue Implications

a. Revenue Contributions / Reserves 2019/20

The Capital Programme includes Revenue Contributions / Reserves of £373,516, being:

Scheme	Funded	£
Vehicle & Machinery Replacement	Transport Reserve	113,000
CCTV Infrastructure	Revenue	9,850
Purchase Replacement Vehicle	Revenue	11,000
Pioneer Place	Growth Reserve	189,666
Lower St James Street	Growth Reserve	50,000
Total Revenue Contributions		373,516

Pioneer Place costs are to fund pre contract costs.

b. Prudential Borrowing 2019/20

The MRP cost is the charge to revenue for the repayment of the principal amount borrowed based on the estimated life of the asset and is not incurred until the year after the schemes are completed.

The interest cost will be dependent on the timing of the borrowing and is subject to the interest rate at the time the borrowing is undertaken. The full year costs will be included within the revenue budget for 2020/21.

The original capital budget for 2019/20 of £18,223,856 included a planned borrowing requirement of £7,452,936.

On the 18 June 2019, Executive approved an increase for the unavoidable additional works arising on the contract for capital works at Burnley Town Hall. This budget is to be funded via borrowing.

As at 10 July 2019 (Outturn Report), the planned borrowing requirement was £8,441,314. A separate report was approved on 10 July 2019 for the Wheeled Bins Equipment scheme, which included borrowing of £470k. Therefore, borrowing as at 10 July 2019 was £8,911,314.

An additional £427k Borrowing in the Quarter 1 report, was due to the financing on the Prairie Artificial Turf Pitch, moving from 3rd Party Contributions to borrowing. These borrowing costs will be paid for by Burnley Leisure, as previously approved.

Therefore, as at Quarter 1, the Borrowing was £9,338,314.

The proposed revised capital budget for 2019/20 includes a use of Prudential Borrowing totalling £8,787,067, a reduction of £551,247 on the Building Infrastructure Works scheme.

The revenue implications of borrowing £8,787,067 are a Minimum Revenue Provision (MRP) of £151k and an interest charge, assuming 3% on the borrowing, would equate to £264k for a full year.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION
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7. A decrease in the 2019/20 capital programme of £2,809,717 to give a revised budget of £17,481,484 and a reduction in the borrowing requirement of £551,247, from £9,338,314 to £8,787,067.

POLICY IMPLICATIONS

8. None arising directly from this report.

DETAILS OF CONSULTATION

9. None.

BACKGROUND PAPERS

10. None.

FURTHER INFORMATION

PLEASE CONTACT:

Asad Mushtaq – Head of Finance & Property

ALSO

Martin Dixon – Finance Business Partner

2019/20 CAPITAL BUDGET CYCLE 2 MONITORING - UPDATE

Scheme Name	Budget as at Full Council 25/09/19 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/19 £	% Schemes Spend	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years						
		A	B						

GREEN SPACES & AMENITIES

Thompson Park Restoration Project	201,396	(52,600)		(52,600)	148,796	20,055	13%	148,796	Outstanding works are in progress. These include completion of the car park access control systems, signage & interpretation, replacement of the Octagonal shelter, works to the lake inlet and outlet, fencing around the boat deck and completion of works to the toilets the budget also includes funding for delivery of the activity plan. Budget reduced to agree to financing available
Brun Valley Forest Park	41,242		(20,000)	(20,000)	21,242	-	0%	21,242	Engineers are tendering the path work but the meadow works will now not take place until March/April 2020. £20k to be reprofiled into future years
Stoops Wheeled Sport	125,815			-	125,815	93,678	74%	125,815	Complete and open. Final account agreed.
Prairie Artificial Turf Pitch	1,014,084			-	1,014,084	91,848	9%	426,908	Contractor is on site, and budget expected to be spent in full
Play Area Improvement Scheme	148,434			-	148,434	46,398	31%	148,264	Consultation complete for Scott Park and in progress for other schemes
Worsthorne Recreation Ground Improvements	276,311		(196,311)	(196,311)	80,000	6,221	8%	33,000	Start delayed until spring because of delay completing the lease and the main drainage contractor was delayed on other schemes because of wet summer weather. £80k budget required for 2019/20, with remaining budget being reprofiled into future years.
Vehicle and Machinery Replacement	140,000			-	140,000	118,914	85%	27,000	In progress and the balance of budget is committed.
Extension of Burnley Cemetery	25,000			-	25,000	-	0%	-	Tender for consultants is being prepared.
Changing Places	99,897			-	99,897	48,600	49%	99,897	The Towneley Riverside changing places toilet due to be installed by late October.
	2,072,179	(52,600)	(216,311)	(268,911)	1,803,268	425,714	24%	1,030,922	

STREETSCENE

Alleygate Programme	30,590			-	30,590	-	0%	-	Data analysis for selection phase completed. Consultation and legal work to take place Q3 with installation completed in Q4. Funding will provide 6 new schemes
River Training Walls	94,552		(54,552)	(54,552)	40,000	4,072	10%	-	A further £10k will be spent on training walls repairs to the River Calder and the River Brun in Towneley Park and Bank Hall respectively in quarter 4. An additional £25k will be spent in quarter 4 on the major training wall rebuild in Bank Hall. The remaining monies will be spent next financial year subject to the Environment Agency's seasonal restrictions (fish migration and breeding seasons).
CCTV Infrastructure	19,153			-	19,153	612	3%	-	Budget will be committed to upgrading a number of the town centre cameras that require repair. It is anticipated the works will be completed in Q4. There is a delay in delivery due to staff working on the demolition of the former cinema block, open-market and bridges over Bankfield.
Wheeled Bins Equipment	720,000	(35,000)		(35,000)	685,000	248,392	36%	250,000	Bins are arriving on a daily basis and invoices will be paid in full by mid-October. Replacement white sacks are ordered and due to arrive late October / early November. Total commitment is approx. £685k. The remaining £35k will be spent towards a replacement refuse vehicle (see below) to assist with the completion of this project. The money is likely to be spent during Q3.
Purchase Replacement Vehicle - NEW SCHEME	-	46,000		46,000	46,000	-	0%	-	£35k from the Wheeled Bins Equipment (see above) and £11k Revenue Contribution budgets will be used to purchase a refuse vehicle which replaces one that is at the end of its useful economic life.
	864,295	11,000	(54,552)	(43,552)	820,743	253,076	31%	250,000	

2019/20 CAPITAL BUDGET CYCLE 2 MONITORING - UPDATE

APPENDIX 1

Scheme Name	Budget as at Full Council 25/09/19 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/19 £	% Schemes Spend	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years						
		A	B						

ECONOMY & GROWTH

Padiham Townscape Heritage Initiative	450,000		(250,000)	(250,000)	200,000	17,437	9%	55,905	Three schemes due to commence work on site soon and other potential schemes making progress at different stages. Expenditure for 2019/20 currently projected as £200k, with the remaining budget being reprofiled into 2020/21.
Pioneer Place	189,666			-	189,666	65,786	35%	-	Contracts with the Developer, Maple Grove, and Reel Cinemas were signed on 17/9/2019. A planning Application has been submitted by Maple Grove for the Curzon Street Site and full marketing of the scheme commenced.
Sandygate Square	5,703,841			-	5,703,841	1,154,501	20%	-	Construction of the structural steel frame is complete, with work now progressing on pouring the floor slabs. Work is on schedule and due for completion in September 2020.
Vision Park	153,421			-	153,421	111,205	72%	60,147	£38,000 of expenditure remains in the budget. Approval has been obtained from the LEP to use it for additional capital expenditure it is felt needed for the site. Quotations are currently being sought for some additional signage for the site.
Former Open Market & Former Cinema Block	810,159			-	810,159	567,259	70%	-	Demolition work for the old cinema and former open market and removal of the bridge structures is completed. The next phase of work is to carry out the remediation work.
NW Burnley Growth Corridor	2,000,000			-	2,000,000	51	0%	2,000,000	Detailed design work is being carried out for Town Centre Public Realm improvements and flood defence works in Padiham. The spend profile of £2m is based on the latest Lancashire County Council and Environment Agency projections. A public consultation on the project is planned for 7th October 2019.
Town Centre & Weavers Triangle Project Work	286,730			-	286,730	14,137	5%	-	Expenditure on-target for various projects in the Town Centre and Weavers Triangle.
Lower St James Street	57,455			-	57,455	-	0%	-	This scheme is being delivered by Lancashire County Council and work is not scheduled to start until February 2020.

9,651,272	-	(250,000)	(250,000)	9,401,272	1,930,376	21%	2,116,052
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FINANCE & PROPERTY

Rationalisation of Operational Estate	219,879			-	219,879	70,092	32%	-	Final staff moves have now been completed, with final costs incurred well before financial year end. The new Contact Centre opened on Monday 30th September 2019.
Leisure Centre Improvements	88,010			-	88,010	8,267	9%	-	Schedule of priority works finalised with the Leisure Trust - 67% of the budget allocated with some reserved for potential winter plant and equipment issues
Building Infrastructure Works	2,153,247		(653,247)	(653,247)	1,500,000	363,945	24%	-	This budget is for infrastructure works to the Council's property assets. Works to Burnley Town Hall roof is schedule to complete in Spring 2020. Phase 2 of the roof is tented and scaffolding on phase 3 is nearing completion. Replacement of the fire alarm at Burnley Town Hall is to start shortly. Installation of new central heating boilers at Towneley Hall is nearing completion. The budget of £1.5m reflects the prioritisation of Burnley Town Hall roof and other essential works. Future years' prioritisation will be included within the Capital Investment Programme 2020-25, to be presented in February 2020.

2,461,136	-	(653,247)	(653,247)	1,807,889	442,303	24%	-
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2019/20 CAPITAL BUDGET CYCLE 2 MONITORING - UPDATE

Scheme Name	Budget as at Full Council 25/09/19 £	Adjustments Per This Report		Changes to be approved in this report	Revised Budget £	Total Spend as at 30/09/19 £	% Schemes Spend	Financed by External Funding £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments	Reprofiled into Future Years	A + B					
		A	B	£					

HOUSING & DEVELOPMENT CONTROL

Emergency Repairs	163,788			-	163,788	33,930	21%	163,788	A total of 10 grants have been approved. Demand for the grants is likely to increase in the winter months.
Better Care Grant	3,304,007	(10,000)	(1,394,007)	(1,404,007)	1,900,000	550,902	29%	1,900,000	To date 154 grants have been approved, 76 of which have completed. With this progress the grants programme is on target to approve a total of 250 grants to meet the £1.5 million target spend for disabled facilities grants. The Council's Executive have also approved two social care capital projects, one to provide a changing places facility and sensory room in the Town Centre and a second project that will extend the facilities available at Haddon House to provide short term respite care for people with physical and mental disabilities. These projects will bring the predicted annual spend to £1.9M.
Energy Efficiency	40,000	10,000		10,000	50,000	18,400	37%	50,000	The grants are progressing well, helping to improve the energy efficiency of residents homes. To date 69 grants have been approved taking the current commitment to £32,000. Applications will increase during the winter months, and therefore to enable the Council to continue to tackle fuel poverty through across the Borough it is proposed that a further £10,000 is taken form the Better Care fund to meet this demand.
Empty Homes Programme	1,430,190			-	1,430,190	637,109	45%	-	The programme has so far this year acquired 6 properties with a further 10 Compulsory Purchase Orders underway. Several more purchases are planned before the end of the year to achieve our target of 20 properties. The loan scheme continues to prove popular with 19 properties renovated through the aid of a loan with more applications being assessed.
Interventions, Acquisitions and Demolitions	238,866		(200,000)	(200,000)	38,866	16,734	43%	-	It is anticipated that a further spend of £20k will be required to complete the Thompson Street improvement programme taking the total spend for this budget this financial year to £37k. It is not anticipated that any further spend will be incurred from this budget during 2019/20.
	5,176,851	-	(1,594,007)	(1,594,007)	3,582,844	1,257,075	35%	2,113,788	

CHIEF EXECUTIVE / CORPORATE INITIATIVES

Ward Opportunities Fund	65,468			-	65,468	7,451	11%	-	Members in several wards are identifying projects, so spend is forecast to increase by the end of Q3.
	65,468	-	-	-	65,468	7,451	11%	-	

20,291,201	(41,600)	(2,768,117)	(2,809,717)	17,481,484	4,315,995	25%	5,510,762
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2018/19 Cycle 2 10,326,544 2,890,477 28%

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2019/20 CAPITAL BUDGET AND FINANCING ELEMENTS

APPENDIX 2

Scheme Name	Revised Budget £	FINANCING ELEMENTS						Total Revised Budget £
		Prudential Borrowing £	Revenue Cont'n / Reserves £	Capital Grants £	Capital Receipts £	Vacant Property Initiative Receipts £	3rd Party Contribution / Section 106 £	
Green Spaces & Amenities								
Thompson Park Restoration Project	148,796			139,634			9,162	148,796
Brun Valley Forest Park	21,242						21,242	21,242
Stoops Wheeled Sport	125,815			80,000			45,815	125,815
Prairie Artificial Turf Pitch	1,014,084	587,176		426,908				1,014,084
Play Area Improvement Scheme	148,434				170		148,264	148,434
Worsthorne Recreation Ground Improvements	80,000			-	47,000		33,000	80,000
Vehicle and Machinery Replacement	140,000		113,000				27,000	140,000
Extension of Burnley Cemetery	25,000	25,000		-	-		-	25,000
Changing Places	99,897						99,897	99,897
	1,803,268	612,176	113,000	646,542	47,170	-	384,380	1,803,268
Streetscene								
Alleygate Programme	30,590				30,590			30,590
River Training Walls	40,000				40,000			40,000
CCTV Infrastructure	19,153	9,303	9,850					19,153
Wheeled Bins Equipment	685,000	435,000					250,000	685,000
Purchase Replacement Vehicle	46,000	35,000	11,000					46,000
	820,743	479,303	20,850	-	70,590	-	250,000	820,743
Economy & Growth								
Padiham Townscape Heritage Initiative	200,000			55,905	144,095			200,000
Pioneer Place	189,666		189,666					189,666
Sandygate Square	5,703,841	5,703,841						5,703,841
Vision Park	153,421			60,147	93,274			153,421
Former Open Market & Former Cinema Block	810,159	810,159						810,159
NW Burnley Growth Corridor	2,000,000			2,000,000				2,000,000
Town Centre & Weavers Triangle Project Work	286,730	250,000			36,730			286,730
Lower St James Street	57,455	7,455	50,000					57,455
	9,401,272	6,771,455	239,666	2,116,052	274,099	-	-	9,401,272
Finance & Property								
Rationalisation of Operational Estate	219,879				219,879			219,879
Leisure Centre Improvements	88,010	88,010						88,010
Building Infrastructure Works	1,500,000	836,123	-		663,877			1,500,000
	1,807,889	924,133	-	-	883,756	-	-	1,807,889
Housing & Development Control								
Emergency Repairs	163,788			163,788				163,788
Better Care Grant	1,900,000			1,900,000				1,900,000
Energy Efficiency	50,000			50,000				50,000
Empty Homes Programme	1,430,190					1,430,190		1,430,190
Interventions, Acquisitions and Demolitions	38,866					38,866		38,866
	3,582,844	-	-	2,113,788	-	1,469,056	-	3,582,844
Chief Executive								
Ward Opportunities Fund	65,468				65,468			65,468
	65,468	-	-	-	65,468	-	-	65,468
TOTAL OF ALL SCHEMES	17,481,484	8,787,067	373,516	4,876,382	1,341,083	1,469,056	634,380	17,481,484

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CAPITAL RECEIPTS AND CONTRIBUTIONS ANALYSIS FOR 2019/20 + CIP 2020-24

APPENDIX 3

	<u>General Capital Receipts</u> £	<u>Vacant Property Initiatives Receipts</u> £	<u>Section 106 Money</u> £	<u>3rd Party Cont'ns</u> £	<u>Total</u> £
<u>Capital Resources Brought Forward on 1 April 2019</u>	1,206,380	1,951,989	277,568	213,385	3,649,322
<u>Add</u>					
Resources Received As At 30 September 2019:	199,340	63,753	60,000	501,596	824,689
Transfer between reserves	150,000	(150,000)	-	-	-
Further Resources Estimated to be Received during 2019/20:	196,000	591,000	-	91,497	878,497
<u>Potential Resources Available during 2019/20</u>	1,751,720	2,456,742	337,568	806,478	5,352,508
<u>Less</u>					
Required to finance Capital Programme	(1,341,803)	(1,469,506)	(21,242)	(613,138)	(3,445,689)
Earmarked for Revenue Expenditure	-	-	(2,660)	-	(2,660)
Earmarked for Delivery By Outside Bodies	-	-	(162,316)	-	(162,316)
<u>Potential Capital Resources Carried Forward on 31st March 2020</u>	409,917	987,236	151,350	193,340	1,741,843
<u>Add</u> - Resources Estimated to be Received during 2020/21	193,750	1,400,000	-	173,360	1,767,110
<u>Less</u> - 2020/21 Capital Budget	(715,697)	(1,600,000)	(73,350)	(173,360)	(2,562,407)
<u>Estimated Surplus / (Shortfall) of Resources as at 31st March 2021</u>	(112,030)	787,236	78,000	193,340	946,546
<u>Add</u> - Resources Estimated to be Received during 2021/22	100,000	1,200,000	-	578,360	1,878,360
<u>Less</u> - 2021/22 Capital Budget	(747,483)	(1,400,000)	-	(578,360)	(2,725,843)
<u>Estimated Surplus / (Shortfall) of Resources as at 31st March 2022</u>	(759,513)	587,236	78,000	193,340	99,063
<u>Add</u> - Resources Estimated to be Received during 2022/23	100,000	1,200,000	-	27,000	1,327,000
<u>Less</u> - 2022/23 Capital Budget	(500,720)	(1,400,000)	-	(27,000)	(1,927,720)
<u>Estimated Surplus / (Shortfall) of Resources as at 31st March 2023</u>	(1,160,233)	387,236	78,000	193,340	(501,657)
<u>Add</u> - Resources Estimated to be Received during 2023/24	100,000	1,200,000	-	27,000	1,327,000
<u>Less</u> - 2023/24 Capital Budget	(148,504)	(1,400,000)	-	(27,000)	(1,575,504)
<u>Estimated Surplus / (Shortfall) of Resources as at 31st March 2024</u>	(1,208,737)	187,236	78,000	193,340	(750,161)

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Updated Strategic Risk Register

REPORT TO EXECUTIVE



DATE	29/10/2019
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Ian Evenett
TEL NO	01282 425011 ext 7175
EMAIL	ievenett@burnley.gov.uk

PURPOSE

1. To present the Executive with an updated Strategic Risk Register.

RECOMMENDATION

2. That the Executive approves the updated Strategic Risk Register

REASONS FOR RECOMMENDATION

3. The Executive are required to approve the updated Strategic Risk Register (Appendix 1) pursuant to the Risk Management Strategy

SUMMARY OF KEY POINTS

Governance Issues

4. Effective and up to date risk management is a key element of good corporate governance and contributes to an effective, focused organisation that has an understanding of the challenges facing it. The register links to the strategic actions that the Council has in place to control these risks and to strategic plans and actions to better serve the community. Risk Scoring provides a relative assessment of the risks and effectiveness of controls and plans to address the risks. The Strategic Risk Register presented at Appendix 1 has been updated in several ways.

Reviewed Strategic Objectives

5. There has been a review of Strategic Objectives which means that the actions linked to the risks have been updated.

Simplification

6. Previous registers have been based on a 6 by 6 risk assessment that is a range of 6 possible impacts assessments and 6 possible likelihoods. A revised risk management approach has reduced this to a 3 by 3 assessment with 3 possible risk impacts (High, Medium and Low and 3 possible likelihoods, (Virtually certain, Likely and Very unlikely). This is more aligned to the RAG (Red, Amber, Green) rankings of risks. These changes to a 3 by 3 approach have been supported by a revision to the risk management method with gives details of the impacts and likelihoods to enable this approach to be applied by officer.

New Risk

- 7. A risk has been included in the register for Environmental impact. These risks are recorded in both the National and Regional Risk Registers. (see Background Papers). This risk has been added to assess the strategic impact and to record the actions which the Council plans to address this risk. This has been assessed and recorded in the register as risk 13. This will be further enhanced as the Council's develops responses to this issue.

- 8. There are issues which may arise from the UK leaving the European Union. These are incorporated into the risk register as triggers in the risks. The council will continue to monitor the effects of this and where appropriate manage them. Each of the risks in the Strategic Risk Register has been reviewed in light of this.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

- 9. None.

POLICY IMPLICATIONS

- 10. None.

DETIALS OF CONSULATION

- 11. Council's Risk Management Group and Audit and Standards Committee.

BACKGROUND PAPERS

- 11. None

FURTHER INFORMATION	
PLEASE CONTACT:	Ian Evenett ievenett@burnley.gov.uk
ALSO:	Asad Mushtaq amushtaq@burnley.gov.uk



Burnley Borough Council

Strategic Risk Register

20 September 2019

Strategic Risk Register Summary

ID	Risk Description	Risk Score
1	Financial stability	6
8	Inability to influence key decision makers	6
10	Workforce, skills and capacity challenges	6
2	Maintaining Partnership Performance	4
3	Damage to the Council's reputation	4
4	Changes in the political landscape	4
5	Changes in national policy/legislation	4
6	Inability to deliver the regeneration programme	4
7	Inability to drive improvements through information technology	3
9	Risks in responding to demographic changes and increased deprivation	3
11	Malicious Attack	3
12	Safeguarding Failure	3
13	Environmental Event	3

Risk Prioritization Matrix

Likelihood	3		10		Red High
	2		2, 3, 4, 5, 6	1, 8	Amber Medium
	1			7, 9, 11 12, 13	Green Low
		1	2	3	
		Impact			

Likelihood	Impact
1 Very unlikely	1 Low
2 Likely	2 Medium
3 Virtually certain	3 High

Risk Ref 1 Financial stability

Trigger or Cause

Further funding cuts
 Income loss
 Insufficient financial controls
 Expensive decision making
 External cost pressures
 Political growth
 Failing to understand the financial problem
 National Economic Changes
 Claims against the Council

Possible Consequences of Risk

Organisational sustainability
 Reduced service delivery
 Reduced customer satisfaction
 Reduced reserves
 Overspends
 Damaged credit rating
 Damage to reputation
 Workforce morale/planning/retention
 Reduced reputation for financial management

Strategic Link: Cross Cutting

Residual Risk Assessment

IMPACT

3

LIKELIHOOD

2

SCORE

6

Medium Priority Risk

Strategic Commitments

PF1 - We will continue the successful partnership with Liberata.

PF2 - We will adopt a Medium Term Financial Strategy that will put the Council on a sustainable footing. This strategy will set the framework for annual budgets, ensuring the annual budget is set within the context of the longer term outlook.

PF3 - We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.

PL1 - We will implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough. This will include a focus on reducing dog fouling.

PL4 - We will implement our 2015-25 Green Space Strategy.

PR1 - We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment

PR2 - We will proactively support the borough's businesses to innovate and expand, and make the borough a natural choice for business relocation

PR3 - We will deliver the Town Centre and Canalside Masterplan, and strategic projects in Padiham Town Centre.

PF4 - We will deliver our Organisational Development strategy, ensuring we plan for the structures and capabilities the organisation needs, and empowering our workforce to deliver the objectives of the Strategic Plan.

Lead Responsibility Head of Finance & Property

Risk Score: 1 - 3 Low Risk; 4 - 6 - Medium Risk; 9 - High Risk

Risk Ref 8 Inability to influence key decision makers

Trigger or Cause

Change of political control
 Breakdown of key relationships
 Change of staff/key relationships
 Change in reputation for delivery

Possible Consequences of Risk

Loss of external funding opportunities
 Reduced level of influence over key decision makers
 Inability to deliver through partnerships
 Reduced reputation of Council

Strategic Link: Cross Cutting

Residual Risk Assessment

IMPACT

3

LIKELIHOOD

2

SCORE

6

Medium Priority Risk

Strategic Commitments

PE1 - We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development, and improve residents' health.

PL3 - We will work with partners to improve the quality and choice in the borough's housing stock.

PR1 - We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment

PR2 - We will proactively support the borough's businesses to innovate and expand, and make the borough a natural choice for business relocation

PR5 - We will support UCLan's expansion, transforming Burnley into a University Town

Lead Responsibility Management Team

Risk Ref 10 Workforce, skills and capacity challenges

Trigger or Cause

Loss of the workforce
 Loss of organisational memory
 Loss of organisational skills
 Lack of commitment to organisational development
 Lack of investment in training
 Political direction change

Possible Consequences of Risk

Service failure/deterioration
 Damaged reputation
 Increased complaints
 Low morale
 Recruitment and retention issues
 Increased workflow
 Business resilience
 Not having the right staff with the right skills

Strategic Link: Cross Cutting

Residual Risk Assessment

IMPACT

2

LIKELIHOOD

3

SCORE

6

Medium Priority Risk

Strategic Commitments

PF1 - We will continue the successful partnership with Liberata.

PF2 - We will adopt a Medium Term Financial Strategy that will put the Council on a sustainable footing. This strategy will set the framework for annual budgets, ensuring the annual budget is set within the context of the longer term outlook.

PF3 - We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.

PL1 - We will implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough. This will include a focus on reducing dog fouling.

PL4 - We will implement our 2015-25 Green Space Strategy.

PF4 - We will deliver our Organisational Development strategy, ensuring we plan for the structures and capabilities the organisation needs, and empowering our workforce to deliver the objectives of the Strategic Plan.

PF5 - We will undertake a review of the council's governance structure.

Lead Responsibility Chief Executive Officer

Risk Ref 2 Maintaining Partnership Performance

Trigger or Cause

Procurement method
 Supply chain failure
 Commissioning 'v' traditional culture
 Control transfer
 Poor implementation
 Compliance/legal
 Business continuity
 Transformational cultural change not achieved
 Poor or weak contract management

Possible Consequences of Risk

Reduced service delivery
 Reduced customer satisfaction
 Political or reputation embarrassment
 Perceived council failure
 Poor co-ordination of existing providers and systems
 Poor relationships
 Increased costs

Strategic Link: Cross Cutting

Residual Risk Assessment IMPACT 2 LIKELIHOOD 2 SCORE 4 Medium Priority Risk

Strategic Commitments

PE1 - We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development, and improve residents' health.

PE2 - We will continue to develop the leisure and cultural offer of Burnley in partnership with Burnley Leisure.

PF1 - We will continue the successful partnership with Liberata.

PF3 - We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.

PL1 - We will implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough. This will include a focus on reducing dog fouling.

PL3 - We will work with partners to improve the quality and choice in the borough's housing stock.

PL4 - We will implement our 2015-25 Green Space Strategy.

PR3 - We will deliver the Town Centre and Canalside Masterplan, and strategic projects in Padiham Town Centre.

PR5 - We will support UCLan's expansion, transforming Burnley into a University Town

Lead Responsibility Management Team

Risk Ref 3 Damage to the Council’s reputation

Trigger or Cause

Service failure
 Loss of key staff
 External events
 Customer Satisfaction not maintained

Possible Consequences of Risk

Strategic plan delivery problem
 Credibility of the leadership (both political and officer)
 Low morale
 Loss of key staff
 Recruitment and retention issues

Strategic Link: Cross Cutting

Residual Risk Assessment

IMPACT

2

LIKELIHOOD

2

SCORE

4

Medium Priority Risk

Strategic Commitments

- PF1 - We will continue the successful partnership with Liberata.
- PF2 - We will adopt a Medium Term Financial Strategy that will put the Council on a sustainable footing. This strategy will set the framework for annual budgets, ensuring the annual budget is set within the context of the longer term outlook.
- PR1 - We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment
- PL1 - We will implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough. This will include a focus on reducing dog fouling.
- PF3 - We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.

Lead Responsibility Chief Executive Officer

Risk Ref 4 Changes in the political landscape

Trigger or Cause

No overall control
 Political instability
 Poor member and officer relationships
 Poor member and member relationships

Possible Consequences of Risk

Lack of strategic leadership
 Poor decision making
 Impact on the Council's reputation
 Loss of influence with key partners

Strategic Link: People Performance

Residual Risk Assessment IMPACT **2** LIKELIHOOD **2** SCORE **4** **Medium Priority Risk**

Strategic Commitments

PE1 - We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development, and improve residents' health.

PF3 - We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.

PF5 - We will undertake a review of the council's governance structure.

PF6 - We will set up cross party working groups to investigate issues that matter to everyone in our borough.

Lead Responsibility Chief Executive Officer

Risk Ref 5 Changes in national policy/legislation

Trigger or Cause

New functions/loss of existing functions
 Short term thinking
 Lack of capacity
 Changes from the withdrawal from the European Union
 Changes from the devolution of Powers from Central Government

Possible Consequences of Risk

Reduced control over what you do and how you do it
 Inability to respond to the new agenda and continue with on-going functions
 Exclusion from new or evolving regional and sub-regional governance and operating structure
 Not in a position to deliver new functions or requirements

Strategic Link: Prosperity

Residual Risk Assessment

IMPACT

2

LIKELIHOOD

2

SCORE

4

Medium Priority Risk

Strategic Commitments

PR1 - We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment

PF4 - We will deliver our Organisational Development strategy, ensuring we plan for the structures and capabilities the organisation needs, and empowering our workforce to deliver the objectives of the Strategic Plan.

Lead Responsibility Management Team

Risk Ref 6 Inability to deliver the regeneration programme

Trigger or Cause

Economic downturn
 Lending squeeze
 Procurement failure
 Regeneration funding priorities change
 Changes in funding from Central Government or as a result of the withdrawal from the European Union

Possible Consequences of Risk

Inability of private sector partners to deliver
 Delivery partner does not have the capacity to delivery
 Delays in delivery of the regeneration programme
 Damaged reputation

Strategic Link: Prosperity People

Residual Risk Assessment

IMPACT

2

LIKELIHOOD

2

SCORE

4

Medium Priority Risk

Strategic Commitments

- PR1 - We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment
- PR2 - We will proactively support the borough's businesses to innovate and expand, and make the borough a natural choice for business relocation
- PR3 - We will deliver the Town Centre and Canalside Masterplan, and strategic projects in Padiham Town Centre.
- PR4 - We will implement the Local Plan, delivering new housing, employment sites, and infrastructure.
- PR5 - We will support UCLan's expansion, transforming Burnley into a University Town
- PR6 - We will aim to localise public sector spend as far as possible.
- PL3 - We will work with partners to improve the quality and choice in the borough's housing stock.
- PE1 - We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development, and improve residents' health.

Lead Responsibility Strategic Head of Economy and Growth

Risk Ref 7 Inability to drive improvements through information technology

Trigger or Cause

IT partnership failure (to deliver past procurement)
 IT partnership procurement failure
 Current IT provision failure
 Information governance failure

Possible Consequences of Risk

Inability to deliver and develop services and not deliver anticipated savings and service improvement
 Public confidence in use of Council services through IT lowered

Strategic Link: Performance

Residual Risk Assessment IMPACT **3** LIKELIHOOD **1** SCORE **3** **Low Priority Risk**

Strategic Commitments

- PF1 - We will continue the successful partnership with Liberata.
- PF3 - We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.

Lead Responsibility Chief Operating Officer

Risk Ref 9 Risks in responding to demographic changes and increased deprivation

Trigger or Cause

Government policy
 Economic downturn
 Big ticket issues – crime, health, housing
 Benefit dependency
 Short term fixes
 Negative reputation
 Failure to develop opportunities

Possible Consequences of Risk

Not delivering on the regeneration programme
 Poor service delivery
 Poor customer satisfaction
 Low aspirations
 Damage to reputation
 Failure to improve
 Increased demand
 Increased costs
 Less funding
 Viability of Burnley

Strategic Link: Cross Cutting

Residual Risk Assessment

IMPACT	3	LIKELIHOOD	1	SCORE	3	Low Priority Risk
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Strategic Commitments

PE1 - We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development, and improve residents' health.

PE2 - We will continue to develop the leisure and cultural offer of Burnley in partnership with Burnley Leisure.

PL1 - We will implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough. This will include a focus on reducing dog fouling.

PL2 - We will improve the management and condition of private rented accommodation.

PL3 - We will work with partners to improve the quality and choice in the borough's housing stock.

PR1 - We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment

PR2 - We will proactively support the borough's businesses to innovate and expand, and make the borough a natural choice for business relocation

PL3 - We will work with partners to improve the quality and choice in the borough's housing stock.

PR4 - We will implement the Local Plan, delivering new housing, employment sites, and infrastructure.

Lead Responsibility Management Team

Risk Ref 11 Malicious Attack

Trigger or Cause

Public Disturbance
National Risk Level
Lack of Stakeholder Engagement
Lack of Planning
Poor and delayed information and communication
Event Targeting

Possible Consequences of Risk

Death of Public / Staff
Loss of Assets
Major impact on Services and Community
Evacuation
Financial Cost

Strategic Link: Cross-Cutting

Residual Risk Assessment

IMPACT

3

LIKELIHOOD

1

SCORE

3

Low Priority Risk

Strategic Commitments

PL1 - We will implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough. This will include a focus on reducing dog fouling.

Lead Responsibility Chief Operating Officer

Risk Ref 12 Safeguarding Failure

Trigger or Cause

Weak or No response to reported issues
 Historic issues which are identified
 Safeguarding System Failure
 Failure of Background Checks
 Not recognising Safeguarding Risks

Possible Consequences of Risk

Injury to Clients
 Resources diverted to address Risks
 Major impact on Services and Community
 Financial Costs
 Reputational Damage
 Central Government Action

Strategic Link: Cross Cutting

Residual Risk Assessment

IMPACT **3** LIKELIHOOD **1** SCORE **3** **Low Priority Risk**

Strategic Commitments

PL1 - We will implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough. This will include a focus on reducing dog fouling.

PF4 - We will deliver our Organisational Development strategy, ensuring we plan for the structures and capabilities the organisation needs, and empowering our workforce to deliver the objectives of the Strategic Plan.

Lead Responsibility Chief Executive Officer

Risk Ref 13 Environmental Event

Trigger or Cause

Extreme Weather
 High Rainfall
 Heatwave
 Changing Climate
 High Snowfall
 Storms and Gales

Possible Consequences of Risk

Death of Public / Staff
 Loss of Assets
 Major impact on Services and Community
 Evacuation
 Financial Cost

Strategic Link: Cross Cutting

Residual Risk Assessment

IMPACT

1

LIKELIHOOD

3

SCORE

3

Low Priority Risk

Strategic Commitments

PL5 - We will prepare and deliver a new Climate Emergency Strategy.

PL1 - We will implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough. This will include a focus on reducing dog fouling.

PF1 - We will continue the successful partnership with Liberata.

PF3 - We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.

Lead Responsibility Head of Streetscene

Burnley Town Centre Public Space Protection Order

REPORT TO THE EXECUTIVE



DATE	29/10/2019
PORTFOLIO	Community Services
REPORT AUTHOR	Richard Brown
TEL NO	Ext 3375
EMAIL	rbrown@burnley.gov.uk

PURPOSE:

1. To seek approval to extend the Public Spaces Protection Order (PSPO) for the Town Centre in accordance with the current legislation (s60 Anti-Social Behaviour, Crime and Policing Act 2014).

RECOMMENDATION:

The Executive is recommended;

2. To renew the Public Space Protection Order (PSPO) for Burnley Town Centre (as outlined in Appendix 1 – Proposed Prohibitions and Appendix 2 - Map of PSPO area).
3. To implement the Order from (and including) the 9th November 2019 for the defined 3-year period.
4. Delegate authority to the Head of Streetscene to undertake any required enforcement in accordance with the Public Space Protection Order legislative powers.
5. To authorise the Head of Streetscene to execute all documentation necessary to implement the above decision.

REASONS FOR RECOMMENDATION:

6. The existing Order has been in place since the 9th November 2016 and expires on the 8th November 2019. (See Appendix 3).
7. Key Stakeholder consultation has been undertaken during August and September 2019 with residents, town centre business and community partners. The Consultation has determined that there is support for the continuation of the Order to cover the prohibitions outlined in Appendix One.

8. All consultees were given the option to change / amend the prohibitions. The responses confirmed support to retain the original prohibitions without amendment for the town centre, as this were deemed to remain applicable.

SUMMARY OF KEY POINTS

9. Background:

The Police, Crime and Anti-Social Behaviour Act 2014 provided Local Authorities with the power to tackle anti-social behaviour using Public Space Protection Orders. On 9th November 2016, following consultation with residents and businesses, Burnley Council established a Public Space Protection Order to tackle problems affecting the town centre. Under the conditions of this Order the issues addressed were:

- Town Centre begging
- Unsolicited charity collection and face to face sales.
- Misuse of bicycles and skateboards
- Urinating and defecating in a public space
- Unaccompanied under 16's in the town centre after 11pm

Under the terms of the legislation the term of an order is 3 years, after which point it must be renewed to stay in effect.

10. Current Prohibitions:

Town Centre Begging remains a priority for town centre partners and is dealt with through an established multi-service Town Centre Offender Panel that looks at individuals from both an engagement and enforcement perspective. The Public Space Protection Order provides a valuable enforcement route / tool in managing these individuals when engagement options are unsuccessful.

Unsolicited charity collections and persistent face to face sales are an issue that results in regular complaints to the Council. This power can be used to manage both charities and companies there with permission, and those without. The Council is currently developing a town centre user code of conduct for charity collectors, face to face sales, and pedlars. This prohibition will form the enforcement tool to ensure the code of conduct is adhered to.

A common feature of anti-social behaviour committed in the town centre is the use of bicycles in an anti-social way. The issue has been identified by many residents through the survey as a persistent concern.

People defecating or urinating in public is an issue that affects both the night-time economy and more generally in areas associated with rough sleeping. Complaints are received from businesses that are affected by this activity taking place near their premises.

Unaccompanied under-16s in the town centre after 11pm. Burnley has a busy night-time economy that has a range of pressures for the police to deal with. In a time when safeguarding concerns surround such issues as child sexual exploitation and alcohol

related problems this condition aims to reduce the vulnerability of young people in this environment.

The Public Space Protection Order has always been intended to be used both as a preventative tool to assist agencies dealing with the adverse behaviours outlined within the prohibitions and to deter those behaviours. It has allowed partners to engage with people in the town centre on a more informal footing allowing them to engage with the pertinent issues whilst having an enforcement measure available, if necessary.

The existence of the Public Space Protection Order compliments existing civil and criminal remedies and has been particularly useful with persistent perpetrators that due to their age other sanctions are not available or for whom criminal prosecutions in isolation, have not positively addressed the anti-social behaviour. The power has been successfully used to disrupt the activity of several town centre beggars as well as providing background to two Criminal Behaviour Orders.

Over the duration of the initial Order period, the prohibitions that have been in place have identified safeguarding concerns and opportunities that have been identified and addressed. Examples include; hotspot issues with young people in the town centre late at night. In addition, the power has been used by the police to seize bicycles, identify individuals and to work with parents to address this behaviour. All contributing to a safer town centre.

11. Consultation:

As part of the process to extend the Public Space Protection Order, Burnley Council has consulted with a wide range of stakeholders. Agencies, retailers and residents have been consulted on their support for the Order, and for their views on the appropriateness of potential conditions within the Order.

Residents of Burnley were consulted via the Living in Burnley and Padiham Survey, conducted by the Council for four weeks between 13th August and 8th September 2019. The following questions were asked, and the responses are illustrated in the tables below. 593 people responded:

Q1. How much of a problem, if at all, are each of the following in Burnley Town Centre?

	A very big problem	A fairly big problem	Not a very big problem	Not a problem at all	No opinion
People begging in the street	24.28%	36.76%	27.99%	7.08%	3.88%
Under 16s hanging around after 11pm	15.79%	20.54%	14.60%	4.92%	44.14%
Misuse of skateboards, scooters and other similar wheeled conveyances	11.64%	22.60%	31.53%	13.66%	20.57%
People urinating or defecating in the street	7.29%	14.92%	31.02%	12.88%	33.90%
Unsolicited charity collection	18.31%	27.80%	27.80%	8.31%	17.80%

Q2. To what extent do you agree or disagree with the Police and the Council using PSPO powers to prohibit the following in Burnley town centre?

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
People begging or soliciting money in the street	46.11%	26.86%	12.67%	6.08%	5.24%	3.04%
Those under 16 being in the town centre between 11pm and 5am, unless they are accompanied by a parent/ guardian	58.71%	25.55%	7.11%	3.05%	2.20%	3.38%
People using a skateboard, scooter or similar wheeled conveyance in a reckless/ inappropriate manner	49.58%	28.60%	12.01%	3.72%	2.37%	3.72%
People urinating or defecating in outdoor public places	66.55%	19.43%	8.45%	1.35%	0.84%	3.38%
Street fundraisers from operating in the area unless they have agreed to abide by relevant code of practices	57.46%	27.12%	8.64%	2.20%	0.85%	3.73%

Community Safety partners were consulted as part of the monthly partnership meeting on 10th September 2019. At this meeting there was support from all partners and the view was expressed by the Police representative that the proposed Order was both appropriate and proportional.

Local businesses have also been consulted and the Burnley Chamber of Trade responded with the view that the Public Space Protection Order was deemed to be a valuable tool to protect and preserve the environment of the town centre.

The Burnley Business Improvement District (BID) Steering group was also consulted and expressed their support for the Council renewing the PSPO and retaining the current appropriate and proportional prohibitions.

All the consultees were asked to provide any potential amended / alternative conditions for the proposed renewal of the Order. No amendments or changes were provided from the existing prohibitions as these were deemed to cover existing town centre issues.

12. Future Use

The proposed extension of the PSPO aligns with ongoing Business Improvement District (BID) co-ordination proposals and priorities for the Town Centre.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

13. Both the Council and the Police can enforce these powers within existing resources. Signage is already in place.

POLICY IMPLICATIONS

14. The proposal is consistent with the Council's Strategic priority to;
'... implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough'.

DETAILS OF CONSULTATION:

15. Details of consultees:

- Residents via the Council survey
- Burnley Chamber of Trade
- Burnley Improvement District
- Burnley Community Safety Partners

BACKGROUND PAPERS

16. None.

FURTHER INFORMATION

PLEASE CONTACT:

Jonathan Jackson ext. 3413

ALSO:

Joanne Swift ext. 7301

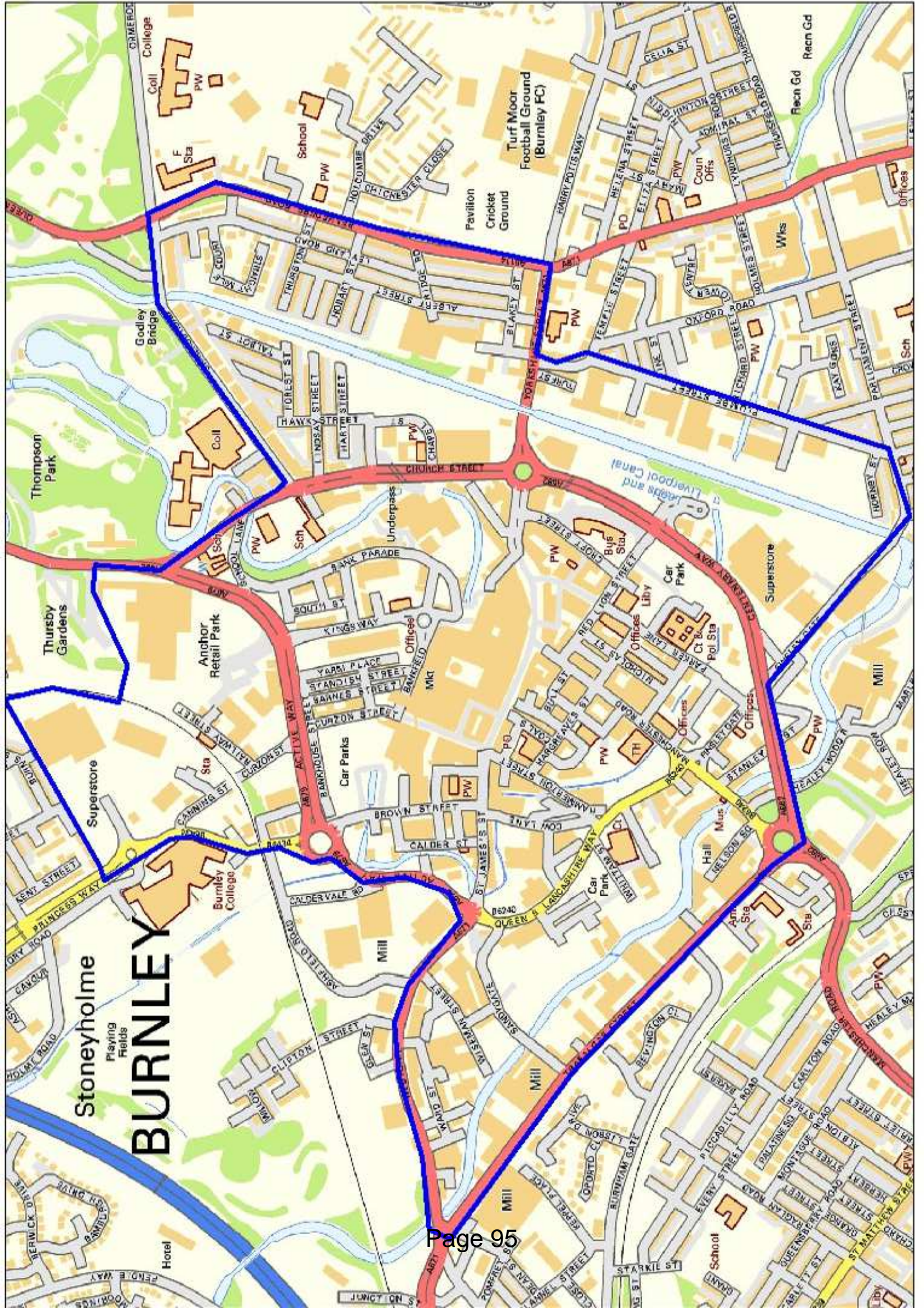
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Appendix 1 – Proposed PSPO Conditions

The report recommends the following prohibitions;

- Town Centre begging
- Unsolicited charity collection and face to face sales
- Misuse of bicycles and skateboards
- Urinating and defecating in a public space
- Unaccompanied under 16's in the town centre after 11pm

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Stoneyholme
Playing Fields
BURNLEY

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**PSPO - BURNLEY BOROUGH COUNCIL
ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 PART 4,
SECTION 59 PUBLIC SPACES PROTECTION ORDER**

Burnley Borough Council ("the Council") in exercise of the power under section 59 of The Anti-Social Behaviour, Crime and Policing Act 2014 ("the Act"), being satisfied that the conditions set out in section 59 of the Act have been met, **HEREBY MAKES** the following Public Spaces Protection Order ("PSPO") that applies to any place to which the public have access within the area shown and edged blue on the Plan ("the Prohibition Area") unless otherwise specified:

a) Begging on the Street.

No person shall, whilst with in the Prohibition Area, place themselves in a position that implies that they are begging for money or attempting to solicit.

b) Those under 16 in the area 11pm - 5am

Any person in the Prohibition Area between the hours of 11pm and 5am, being unable to provide evidence that they are over the age of 16, must be accompanied by a responsible adult. If unaccompanied that person must leave the Prohibition Area immediately after being required to do so by an Authorised Officer unless their place of residence is within the Prohibition Area, in which case they must return there as soon as practicable.

c) Misuse of skateboards, bicycles and scooters.

No person shall, at any time, use a skateboard, bicycle, scooter or similar wheeled conveyance in an anti-social manner causing alarm, harassment or distress.

d) People urinating or defecating in a public place.

No person shall urinate or defecate in a public place (other than public toilets).

e) Unsolicited charity collection and face to face sales.

No fundraisers or face to face seller shall operate within the Prohibition Area unless they abide by the relevant code of conduct of the Council.

2 Definitions

- a) "Authorised Officer" means a Police Constable, a Police Community Support Officer or an officer of the Council in possession of an authority to enforce this Order.
- b) "Plan" means the plan annexed to this Order.

3 Period for which this Order has effect

This Order shall come into force on 9th November 2016 and remain in effect for a period of three years.

4 What happens if you fail to comply with this Order?

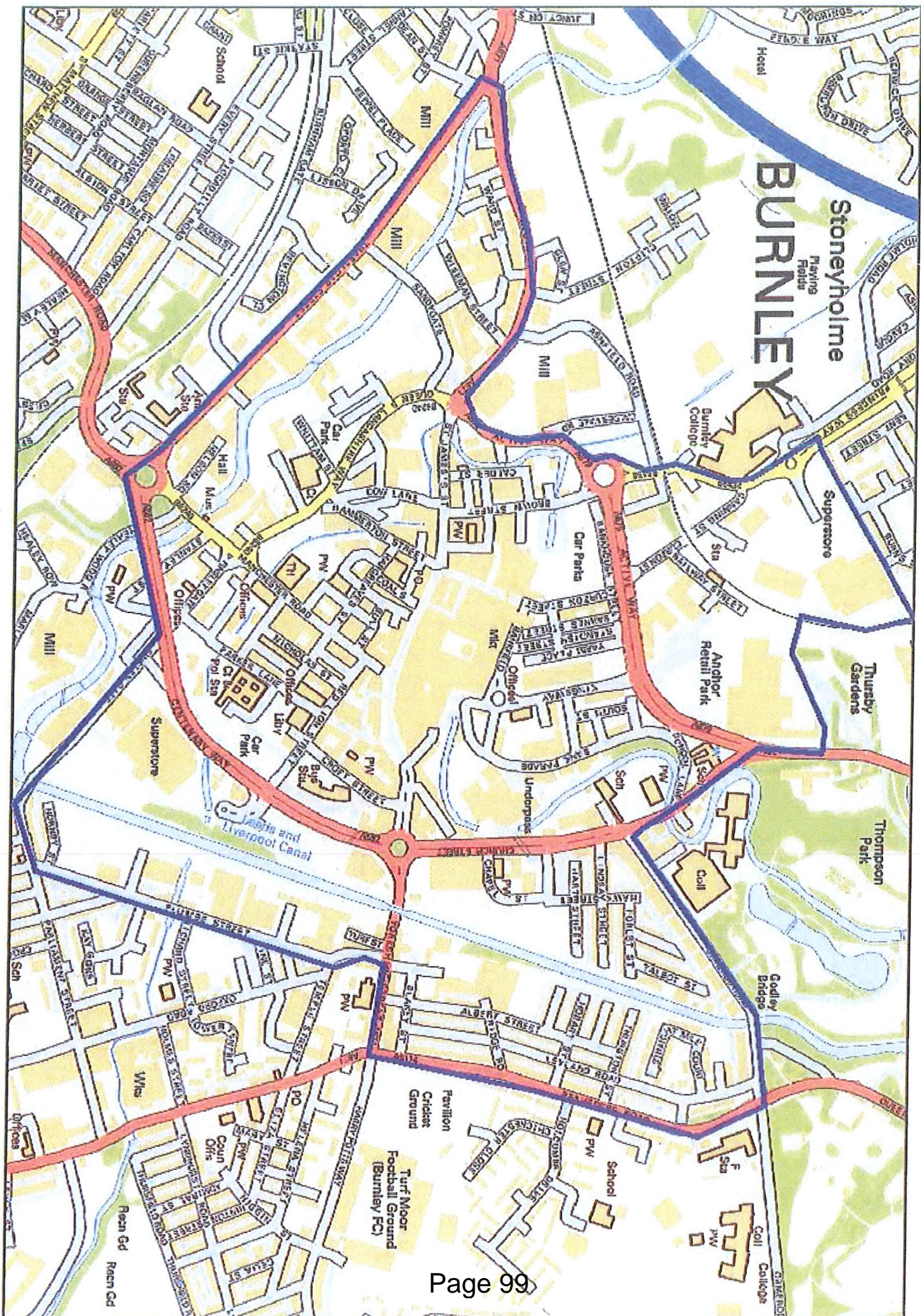
Any person who, without reasonable excuse, fails to comply with the requirements of this Order commits an offence and is liable, on summary conviction, to a fine not exceeding level 3 on the standard scale.

THE COMMON SEAL of the **COUNCIL**
OF THE BOROUGH OF BURNLEY was
hereunto affixed this 3rd day of **NOVEMBER**
2016 in the presence of:

D.A. Dalton
Authorised signatory

P. Smith
Authorised signatory





BURNLEY

Stoneholme
Playing Fields

Supersore

Thursby Gardens

Thompson Park

Anchor Retail Park

Godley Bridge

Turf Moor Football Ground (Burnley FC)

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