

Meeting of: The Cabinet

Date 6th August 2025

Time: 6.30pm

Venue: Council Chamber, The Business Centre, Futures Park, Bacup, OL13 0BB



The meeting will also be live streamed at the following link:

<https://www.youtube.com/channel/UCrLsMDOP7AYxik5pNP0gTIA/streams>

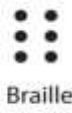
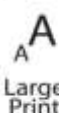
Supported by: Glenda Ashton, Committee and Member Services officer Tel: 01706 252423

Email: democracy@rossendalebc.gov.uk

ITEM	Lead Member/Contact Officer	
A.	BUSINESS MATTERS	
A1.	Apologies for Absence	Clare Birtwistle, Monitoring Officer 01706 252438 clarebirtwistle@rossendalebc.gov.uk
A2.	Minutes of the last meeting To approve and sign as a correct record the Minutes of the meeting held on 2 nd July 2025.	
A3.	Urgent Items of Business To note any items which the Chair has agreed to add to the Agenda on the grounds of urgency.	
A4.	Declarations of Interest <i>Members are advised to contact the Monitoring Officer in advance of the meeting to seek advice on interest issues if necessary.</i> Members are requested to indicate at this stage, any items on the agenda in which they intend to declare an interest. Members are reminded that, in accordance with the Local Government Act 2000 and the Council's Code of Conduct, they must declare the nature of any personal interest and, if the interest is prejudicial, withdraw from the meeting during consideration of the item.	
B.	COMMUNITY ENGAGEMENT	
B1.	Public Question Time Members of the public can register their question by contacting the Committee Officer. Groups with similar questions are advised to appoint and register a spokesperson. This is an opportunity to ask a question about an agenda matter which the Council may be	Glenda Ashton, Committee and Member Services Officer, 01706 252423 glendaashton@rossendalebc.gov.uk

The agenda and reports are also available for inspection on the Council's website <https://www.rossendale.gov.uk/>. Other formats are available on request. Tel 01706 217777 or contact Rossendale Borough Council, Futures Park, Bacup, OL13 0BB

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ITEM	Lead Member/Contact Officer	
	able to assist with. A time limit applies for each question and you are only able to address the meeting once. Please begin by giving your name and state whether you are speaking as an individual member of the public or as a representative of a group. (Question time normally lasts up to 30 minutes).	Questions can be submitted in advance of the meeting to democracy@rossendalebc.gov.uk in line with the Cabinet speaking procedure
C.	CHAIR'S UPDATE	
C1.	Update from the Overview & Scrutiny Committee	Councillor A Barnes
D.	KEY DECISIONS	
D1.	Market Operator	Councillor Harris/David Smurthwaite Director of Economic Development davidsmurthwaite@rossendalebc.gov.uk
D2.	Design amends to Rawtenstall South Gyratory	Councillor Harris/David Smurthwaite Director of Economic Development davidsmurthwaite@rossendalebc.gov.uk
D3.	Revised delivery of home improvement agency services	Councillor McInnes/David Smurthwaite Director of Economic Development davidsmurthwaite@rossendalebc.gov.uk



Rob Huntington
Chief Executive

Date Published: 29th July 2025

MINUTES OF: THE CABINET

Date of Meeting: Wednesday 2nd July 2025

**Present: Councillor A Barnes (Chair)
Councillors Harris, Lythgoe, McInnes and Walmsley**

**David Smurthwaite, Director of Economic Development
Chris Warren, Director of Resources, s151 Officer
Clare Birtwistle, Head of Legal, Monitoring Officer
Clare Law, Head of People and Policy
Kimberly Haworth, Head of Finance**

Also present 1 member of the press

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES OF THE LAST MEETING

Resolved:

The minutes of the meeting held on 14th May 2025 were agreed as a correct record.

3. URGENT ITEMS OF BUSINESS

There were no urgent items.

4. DECLARATIONS OF INTEREST

The Leader declared an interest in agenda item D3, Household Support Fund – 2nd allocation, as she was the Chief Officer of Homewise. She would leave the room for that item.

5. PUBLIC QUESTION TIME

No written questions had been received.

6. UPDATE FROM THE CHAIR OF THE OVERVIEW & SCRUTINY COMMITTEE

An update was provided from the Overview & Scrutiny Committee meeting on 16th June 2025 with thanks to the Chair.

7. DEVELOPMENT OF THE FORMER HERITAGE ARCADE, RAWTENSTALL

The Lead Member for Economic Development outlined the report which asked Cabinet to approve the redevelopment, enter into an agreement with Barnfield Investment Properties to develop a feasibility assessment and delegate authority to the relevant Officers and Lead Member to progress the project.

Cabinet was invited to comment on the report:

- This was a feasibility study at this stage but members were pleased to see action around the buildings.
- Officers were thanked for leading on this.

Resolved:

1. Cabinet agreed that the council leads on the project to redevelop the Former Heritage Arcade, Rawtenstall and surrounding opportunities as an integral part of the Plan for Neighbourhoods investment plan.
2. That the council enters into an agreement with Barnfield Investment Properties to develop the feasibility assessment for the Former Heritage Arcade, Rawtenstall as part of the Rossendale Together Barnfield (RTB) joint venture partnership.
3. Cabinet delegated authority to the Head of Legal, Director of Resources and Director of Economic Development in consultation with the Lead Member for Economic Development to enter into any agreements related to this project within the agreed project budget, including the procurement of any required consultancy and contractor services.

Reason for Decision:

The RTB partnership offered the most time-efficient route to obtain comprehensive feasibility evidence on this significant derelict asset, ensuring informed decision-making for Plan for Neighbourhoods investment allocation over the next four years.

Alternative Options Considered:

None.

8. BUILDING DECARBONISATION PROJECT

The Lead Member for Environment and Corporate Services outlined the report which asked Cabinet to approve the council's Building Heat Decarbonisation Plan for 2025/26. To approve Capital spend of £100k for decarbonisation work and £100k for the integration of low carbon and energy efficient solutions into the Rawtenstall Market project. Cabinet was also asked to delegate authority to the relevant Officers and Lead members to undertake and approve procurement.

Cabinet was invited to comment on the report:

- A number of years ago the council made a commitment to reduce its carbon footprint.
- This was an important project for the next generation.
- The schemes not only reduced the impact on the environment but brought about significant cost reductions.

Resolved:

1. Cabinet approved the council's Building Heat Decarbonisation Plan, and the programme of decarbonisation works recommended within the plan for the 2025/26 financial year.
2. Cabinet approved capital spend of £100k already included within the 2025/26 Capital Programme, funded from the Carbon Reduction Fund, to finance the proposed decarbonisation works.
3. Cabinet approved a further capital spend of £100k in the 2025/26 Capital Programme, funded from the Carbon Reduction Fund, to finance the integration of low-carbon and energy-efficient solutions into the Rawtenstall Market Project.
4. Cabinet delegated authority to the Director of Economic Development, Director of Resources and Monitoring Officer in consultation with the Lead Members for Resources and Economic Development to undertake and approve the relevant procurement activities.

Reason for Decision:

As part of the delivery of the Climate Change Strategy and its aspiration to achieve carbon neutrality across operations by 2030, Rossendale Borough Council was working to reduce

greenhouse gas (GHG) emissions from its operations. A major focus of this effort was reducing emissions from operational buildings. The successful completion of the building decarbonisation project would support the council in achieving net zero emissions across its corporate assets by 2030. This initiative aligned with the strategic priorities outlined in the council's Corporate Plan 2021-2025.

Alternative Options Considered:

None.

The Leader of the Council left the room for the next time

9. HOUSEHOLD SUPPORT FUND 7 – 2ND ALLOCATION

The Lead member for Resources outlined the report which asked Cabinet to accept the second allocation of funding to deliver the 2025/26 Household Support Fund and Affordable Warmth programmes. Cabinet was also asked to approve funding to partner organisations to enable them to support financially vulnerable residents of Rossendale. Authority was also sought to delegate minor amendments to the criteria and budget to the Lead Director and Lead Member.

Cabinet was invited to comment on the report:

- Funding had reduced from the previous year. Officers to confirm if this was as a result of Lancashire County Council retaining some of the funding to cover free school meals.

Resolved:

1. Cabinet approved the acceptance of £183k as a second allocation to deliver the 2025/26 Household Support Fund programme and Affordable warmth programmes respectively and £27.5k to deliver the Affordable Warmth Programme.
2. Cabinet approved funding to partner organisations to enable them to support the most financially vulnerable Rossendale residents.
3. Minor amendments to the criteria and budget were delegated to the Director of Resources in consultation with the Lead Member for Resources.

Reason for Decision:

Council should agree the recommendations to allow the early commencement of the fund.

Alternative Options Considered:

None.

The Leader of the Council returned to the meeting

10. VALLEY PLAN ANNUAL REPORT 2024/25

The Leader of the Council outlined the report which asked Cabinet to consider the update and associated achievements for 2024/25.

Cabinet was invited to comment on the report:

- Having details in one place showed how much was taking place in the borough.
- Officers and members were thanked for their hard work on project delivery.
- Businesses and community groups were part of the partnership delivering quality work.

Resolved:

1. Cabinet considered and noted the council's annual Valley Plan update and associated

achievements for 2024/2025

Reason for Decision:

The Valley Plan Annual Report 2024/2025 was a tool used to summarise the council's key achievements and progress in relation to the priorities outlined within the Valley Plan.

Alternative Options Considered:

None.

11. FINANCIAL MONITORING REPORT – QUARTER 4 2024/25

The Lead Member for Resources outlined the report which asked Cabinet to note the Quarter 4 Financial Monitoring Report.

Cabinet was invited to comment on the report:

- The Finance Team were thanked for their work and for the successful completion of the Statutory Accounts within the deadline.
- The Communities Teams were thanked for using their 'capacity building model' of delivery.

Resolved:

1. Cabinet noted the content of the Quarter 4 Financial Monitoring Report.

Reason for Decision:

To note the Quarter 4 Monitoring Report.

Alternative Options Considered:

None.

12. PERFORMANCE MANAGEMENT REPORT – QUARTER 4 2024/25

The Lead Member for Environment and Corporate Services outlined the report which asked Cabinet to consider the council's performance during Quarter 4 of 2024/25.

Cabinet was invited to comment on the report:

- Work around the Disabled Facilities Grant was specifically mention which allowed our most vulnerable residents to remain in their own homes. Thanks were expressed to the team.
- The report was an honest account of where the council was and what we would continue to work on.
- Was there a correlation between sickness absence and annual appraisals.

Resolved:

1. Cabinet considered and noted the council's performance during Quarter 4 2024-25 as detailed in the report and Appendix.

Reason for Decision:

Monitoring the council's performance would enable Cabinet to identify and consider any service actions, projects, performance measures or corporate risks requiring further action.

Alternative Options Considered:

None.

The meeting concluded at 7.16pm

_____ CHAIR _____ DATE

Subject:	Market Operator	Status:	For Publication
Report to:	Cabinet	Date:	6 th August 2025
Report of:	Head of Housing and Regeneration	Lead Member:	Economic Development
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required:	No	Attached: N/A
Biodiversity Impact Assessment:	Required:	No	Attached: N/A
Contact Officer:	Megan Eastwood	Telephone:	01706 252480
Email:	meganeastwood@rossendalebc.gov.uk		

1. RECOMMENDATIONS

- 1.1 To approve the approach for the procurement of an operator at Rawtenstall Market with the option of Haslingden and Bacup Market
- 1.2 To Delegate Authority to the Director of Economic Development in conjunction with the Lead Member for Economic Development, Head of Legal Services and Director of Resources, to:
 - Complete a tender exercise to select and procure an operator
 - To agree the terms of the arrangement, including the model, lease length and option of inclusion for Bacup and Haslingden Market
- 1.3 To Delegate Authority to the Head of Legal Services to enter into any relevant agreements relating to the operator, including management and lease agreements.

2. EXECUTIVE SUMMARY

- 2.1 In 2020, Rossendale Borough Council entered into an agreement with a management company for the management and operation of Rawtenstall Market. In March 2025, the management of the market returned to Rossendale Borough Council.
- 2.2 Rawtenstall Market is about to undergo significant refurbishments which are due to conclude in 2026. It is pertinent to procure an operator ahead of its opening to establish policies and trader bases as well as inform on-site construction decisions.
- 2.3 Haslingden Market has recently re-opened with a renewed trader base and Bacup Market refurbishment works will take place next year. This report requests flexibility to include or exclude the markets from any agreed operator terms for Rawtenstall Market.
- 2.4 This report also seeks to set out the approach for compliant procurement procedure under the Procurement Act 2023 and the relevant delegations to facilitate this.

3. BACKGROUND

- 3.1 Rawtenstall Market was established in 1906 at the Newchurch Road site. The market has grown in popularity and is now viewed as a key destination for visitors and residents. The market has a well-established trader base and a blended offer to suit a range of users.
- 3.2 In 2020, Full Council approved a report to procure an operator for Rawtenstall Market. A tender exercise was completed and an organisation was selected, this arrangement concluded in March 2025 and the market operation returned to the Council.

- 3.3 In June 2023, Full Council approved a report as part of the acceptance of Levelling Up Capital Regeneration Funding to redevelop both Rawtenstall and Bacup Market to secure their futures as shopping and food destinations. This report also Delegated Authority to Cabinet to approve the Exit Strategy for the projects, including their future management.
- 3.4 Options have been considered for the operating model for Rawtenstall Market, including an option to keep the market management in house. However, completing a full tender exercise will allow us to assess all models and seek the best for the long-term success of the market, which must remain community focused and commercially centred.
- 3.5 Independent legal advice has been provided by Weightmans LLP to ensure compliance with the new Procurement Act 2023. The procurement of the future model of Rawtenstall Market and potentially Haslingden and Bacup can be extremely flexible and although not our recommended approach, the Council could directly award a concession contract without holding a competition.
- 3.6 The recommended approach from officers is to blend a competitive procedure to encourage competition and then to enter into dialogue with preferred partners, proceeding to contract with the preferred.

4. Details

- 4.1 In October 2024, a market engagement exercise was completed. Potential market operators were invited to an information session at the Council and were provided with material regarding the market, redevelopment plans and the Council's overall ambition for the market, to remain a sustainable visitor destination.
- 4.2 Potential operators and traders were then asked to input their ideas, thoughts on key themes and outline their vision for the market's management. This exercise generated a range of feedback, with different insight and thoughts on the model.
- 4.3 To understand this feedback in greater detail, the Council undertook an informal Expression Of Interest exercise in May 2025. This exercise is excluded from any formal process.
- 4.4 The outcome of this exercise has resulted in a recommendation to procure a suitably experienced, community-minded, and commercially capable operator who will:
- Enter into a long-term lease (indicatively 10+ years) and operators agreement with the Council.
Be fully liable for all repairs, maintenance, and compliance requirements under a full PPM regime.
Assume commercial and operational risk, including staffing, maintenance, income generation, and daily operations.
 - Propose and deliver a community engagement and events strategy, integrating the market with the wider town centre.
 - Pay a commercially negotiated income/ rent to the Council
- 4.5 The Expression Of Interest exercise also indicated that it is likely that the Council will receive many different approaches to running the market, including from bidders with different backgrounds and priorities, along with varying models of operating the site. Based on the broad range of options, the Council sought independent legal advice.

- 4.6 In May 2025, Weightmans LLP were appointed to provide procurement advice under the new Procurement Act 2023 taking into account the varying scenarios at the Expression of Interest stage.
- 4.7 This advice clarifies that the opportunity across the markets is a below threshold concession contract. As this is subthreshold, the part 6 regulations do not apply. This means that the Council can adopt any procurement approach it feels appropriate providing it meets basic national requirements.
- 4.8 Although there is no mandatory requirement to procure an operator in a competitive way based on the legal advice, the following process is proposed, which provides an opportunity to narrow down tenderers at different stages.
1. A notice is published on Find a Tender to advise that an opportunity for Procuring an Operator is expected. **August 2025**
 2. A tender pack will be prepared and uploaded to the Council's website **August 2025** (Those who originally engaged in the opportunity will be sent the link and the opportunity will be shared on the Council's social media and newsletters)
 3. Bidders will have 4 weeks to prepare a formal submission. This will be scored 70% on the model and then 30% on the Community Value. **September 2025**
 4. A shortlist will be generated and at that stage, bidders will be notified of their status i.e. whether they have made the shortlist. **September 2025**
 5. Successful shortlisted bidders will then be issued with arising queries from their tender submission to address as part of a formal presentation to a carefully selected panel of Council Officers including facilities and finance representatives. **October 2025**
 6. Officers will then enter into negotiation with one proposed operator.
 7. A recommendation will be submitted for approval and final Head of Terms will be issued. **November 2025.**
- 4.9 It is expected that the shortlist will include a maximum of 3 bidders.
- 4.10 Delegated Authority is requested to the Director of Economic Development in conjunction with the Head of Legal Services, Director of Resources and the Lead Member for Economic Development to procure and agree the terms of the contract.
- 4.11 There will be requirements of the operator during the Market's redevelopment phase in the construction period to inform decisions while the contractor is on site. There will also be requirements for them to establish transitional plans for existing traders during this period.
- 4.12 When selected, the Council will not expect the partner to take on full operational requirements straight away, given that the market will be in a temporary location. Therefore, internal management provision will be required until an agreeable point, such as upon practical completion. This cost is unknown but could include the salary of the market officer for 3-6 months.
- 4.13 During the ITT stage, bidders will be expected to supply full business plans, a vision, operational policies, rental information, promotional and marketing plans, financial suitability, experience and current trader retention plans.
- 4.14 The formal submission will be scored 70 on the commercial model and 30 on community value.

5. Risk

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- 5.1 Limited Interest from operators – Previous engagement has generated popular responses. Keeping the initial stage open and for a substantial period should support the generation of leads.
- 5.2 Legal Challenges of the tender process – Advice has been sought from an independent legal organisation to limit this challenge. We will be clear on scoring criteria and the process from the outset to limit this.
- 5.3 Scoring and Evaluation difficult due to numerous models – there could be numerous models presented to us for consideration which could mean it's difficult to score. A carefully selected panel will be assembled and will score specialist elements. The panel will remain engaged throughout the shortlist stage.

6. Finance

- 6.1 Whilst this tender opportunity is below the threshold for the requirement of a prescriptive process under the Procurement Act 2023 legislation, the process will be conducted in accordance with the Contract Procedure Rules in The Constitution of the Council. The outcome from the tender may have an impact on the revenue budget and the outcome of this process will inform any necessary budget amendments.

7. LEGAL

- 7.1 All procurement will be followed in accordance with the constitution and Procurement Act 2023. All legal implications have been covered in the body of the report. External advice has been sought to limit challenges and risks.

8. POLICY AND EQUALITIES IMPLICATIONS

- 8.1 Policy implications are included in the body of the report. An initial EIA assessment has been undertaken and it has been identified there are no disproportional impact and a Full EIA is not required.

9. REASON FOR DECISION

- 9.1 The markets are a long-standing asset to Rossendale and securing an operator continues to futureproof them as visitor destinations for many years to come.

No Background Papers.

Subject:	Design amends to Rawtenstall South Gyratory	Status:	For Publication
Report to:	Cabinet	Date:	06/08/2025
Report of:	Head of Economic Development, Regeneration and Housing	Lead Member:	Economic Development
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required:	No	Attached: No
Biodiversity Impact Assessment:	Required:	No	Attached: No
Contact Officer:	Megan Eastwood	Telephone:	01706 252480
Email:	meganeastwood@rossendalebc.gov.uk		

1. RECOMMENDATIONS

- 1.1. Approve the updated design and delivery of the South Gyratory Project as part of the Capital Regeneration Programme for Rawtenstall.
- 1.2. Delegate any minor changes to the Director of Economic Development in conjunction with the lead member for Economic Development.

2. EXECUTIVE SUMMARY

- In January 2025, Cabinet approved a design for the South Gyratory scheme. [Link to report](#)
- Following detailed conversations with statutory undertakers, a number of amendments to the approved design have been identified during its development.
- As there is currently no delegated authority to approve such changes, further Cabinet approval is now required.
- The updated design remains consistent with the core objectives and outcomes previously agreed by Cabinet and modelling confirms that delaying 100% saturation beyond 2035 capacity is achieved with the design progression.
- Timely approval of these amendments is essential to maintain the project schedule and prevent delays to the broader regeneration programme.

3. BACKGROUND

- 3.1 The South Gyratory is a key infrastructure component of the Rawtenstall Capital Regeneration Programme, aimed at improving traffic flow and public realm.
- 3.2 Key highlights of the South Gyratory project include:
 - Resurfacing and widening of carriageways to address road deterioration and congestion;
 - Sophisticated traffic signalling across the whole of the North and South Gyratory signals.
 - Two lanes directly filtering onto the A682 bypass.
 - Enhanced pedestrian safety through upgraded crossings, tactile paving, and improved traffic signal systems.
 - An improved reactive system for the fire service outside of the station for faster journey times.
 - A package of landscape works in front of the Queens Bistro and along Bury Road.
 - Upgraded, attractive walk ways to link from the East Lancashire Railway to the rest of the centre.

- 3.3 Lancashire County Council (LCC) is the delivery partner under a Section 278 Agreement, with oversight and financial monitoring provided by Rossendale Borough Council and its cost consultant, Gosling Consulting Limited.
- 3.4 Cabinet approved the original design in January 2025. However, some amendments have since been proposed during the detailed design and consultation stage with statutory undertakers.

4. DETAILS

- 4.1 The South Gyratory is separated to the North Gyratory due to the complexity of some of the components. The North Gyratory Works have been concluded, along with Lancashire County Council's new bus lane, delivered via the Bus Service Improvement Plan scheme and the design has been phased to seamlessly follow these works.
- 4.2 Originally, it was anticipated to procure a contractor on the scheme proposed in January 2025 but following advancements of discussions with United Utilities, BT, Virgin media and ENWL some updates to the scheme have been requested.
- 4.3 Following an exercise to quantify the requests of the statutory undertakers, particularly United Utilities, who own historic apparatus which would require a full replacement and relocation. The original proposed scheme cannot be achieved within the allocation of funding and the timeframe. Therefore, the design is adjusted to reduce the need to remove all of the United Utilities apparatus.
- 4.4 Two lanes will continue onto the A682 (bypass to Bury), with the new gyratory lane merging at this junction. This configuration extends slightly beyond the original scheme.
- 4.5 An independent stage 1 and stage 2 Flood Risk Assessment has also been completed to ensure that any infilling of the subway would not have a material impact on the wider area. The flood Risk Assessments and modelling were carried out in consultation with the Environment Agency and with consideration to climate change concluded that the subway is not included in any flood modelling for the area and is not considered as a mitigating factor even on heavy rainfall (1 in 100 year flood). As asset owners, Lancashire County Council is directing and leading on the full infill design of the subway.
- 4.6 The design of the South gyratory is in a position to be procured and is included as an appendix to this report.
- 4.7 The indicative phasing and timelines are below:
- September 2025: Tender documents published
 - February 2026: Construction period starts
 - March 2027: Construction completed
 - March 2027: Defects period
- 4.8 The proposed amendments are technical in nature and do not alter the fundamental objectives or scope of the project. Lancashire County Council has completed the modelling and has confirmed this. These changes are necessary to ensure the scheme is deliverable within the initial £8.16m budget and timescales.

5. RISK

- 5.1 All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:

- Delays in approval could impact project timelines and result in increased costs and place the Capital Regeneration Project Funding at Risk.
- The scheme is considered as part of a wider package of works under the Rawtenstall Masterplan and as such not delivering the design could have an interlinking issue with other pipeline projects.

6. FINANCE

- 6.1 There are no further financial aspects to this decision not already outlined in this report and the report to Cabinet on 8th January. The project management team will continue to monitor and manage the budgetary aspects for this project to remain within its allocated Levelling Up Fund capital budget.

7. LEGAL

- 7.1 There are no further legal implications arising out of this report over and above those noted in the Cabinet

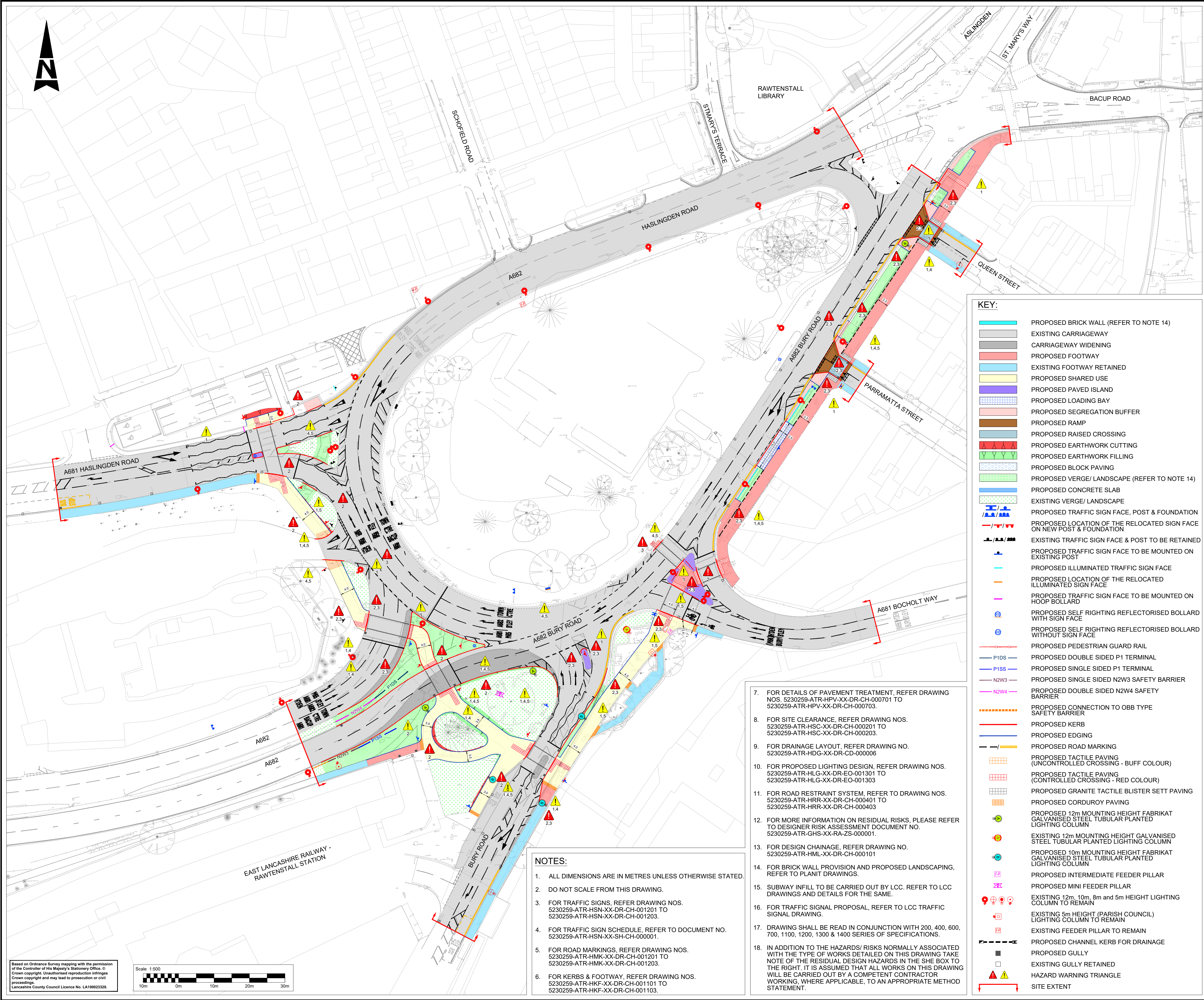
8. POLICY AND EQUALITIES IMPLICATIONS

- 8.1 There are no further policy and equalities implications

9. REASON FOR DECISION

- 9.1 The South Gyratory scheme will improve journey times, traffic flow and supports the wider Rawtenstall Masterplan. This decision allows for the amendments to the scheme as approved by Cabinet on the 8th January 2025.

Background Papers	
Document	Place of Inspection
General Arrangement	Attached



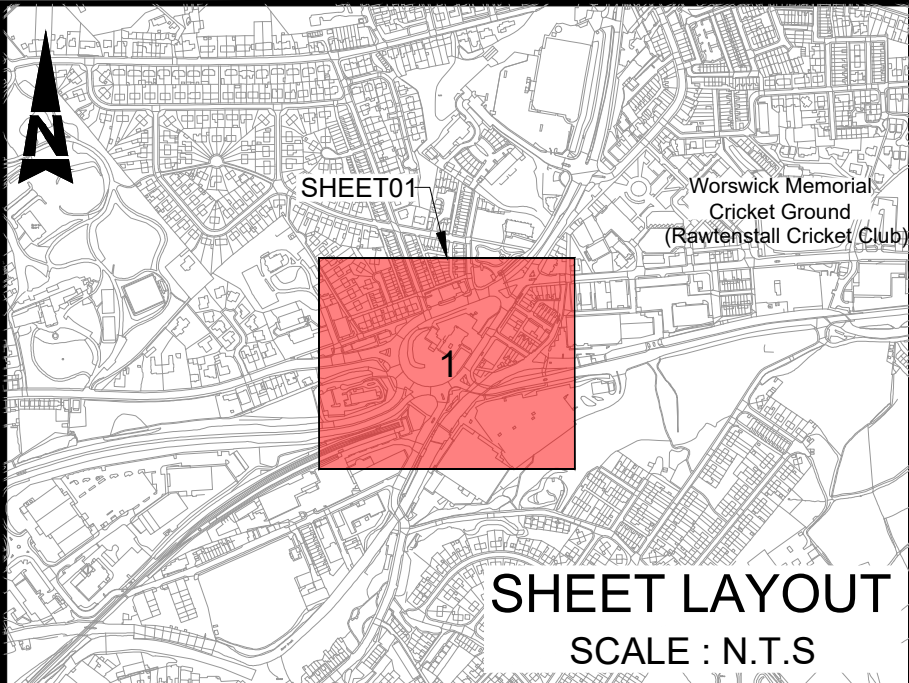
NOTES:

- ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE STATED.
- DO NOT SCALE FROM THIS DRAWING.
- FOR TRAFFIC SIGNS, REFER DRAWING NOS. 5230259-ATR-HSK-XX-DR-CH-001201 TO 5230259-ATR-HSK-XX-DR-CH-001203.
- FOR TRAFFIC SIGN SCHEDULE, REFER TO DOCUMENT NO. 5230259-ATR-HSK-XX-SH-CH-000001.
- FOR ROAD MARKINGS, REFER DRAWING NOS. 5230259-ATR-HMK-XX-DR-CH-001201 TO 5230259-ATR-HMK-XX-DR-CH-001203.
- FOR KERBS & FOOTWAY, REFER DRAWING NOS. 5230259-ATR-HKF-XX-DR-CH-001101 TO 5230259-ATR-HKF-XX-DR-CH-001103.

- FOR DETAILS OF PAVEMENT TREATMENT, REFER DRAWING NOS. 5230259-ATR-HPV-XX-DR-CH-000701 TO 5230259-ATR-HPV-XX-DR-CH-000703.
- FOR SITE CLEARANCE, REFER DRAWING NOS. 5230259-ATR-HSC-XX-DR-CH-000201 TO 5230259-ATR-HSC-XX-DR-CH-000203.
- FOR DRAINAGE LAYOUT, REFER DRAWING NO. 5230259-ATR-HDG-XX-DR-CD-000006.
- FOR PROPOSED LIGHTING DESIGN, REFER DRAWING NOS. 5230259-ATR-HLG-XX-DR-EO-001301 TO 5230259-ATR-HLG-XX-DR-EO-001303.
- FOR ROAD RESTRAINT SYSTEM, REFER TO DRAWING NOS. 5230259-ATR-HRR-XX-DR-CH-000401 TO 5230259-ATR-HRR-XX-DR-CH-000403.
- FOR MORE INFORMATION ON RESIDUAL RISKS, PLEASE REFER TO DESIGNER RISK ASSESSMENT DOCUMENT NO. 5230259-ATR-GHS-XX-RA-ZS-000001.
- FOR DESIGN CHAINAGE, REFER DRAWING NO. 5230259-ATR-HML-XX-DR-CH-000101.
- FOR BRICK WALL PROVISION AND PROPOSED LANDSCAPING, REFER TO PLANIT DRAWINGS.
- SUBWAY INFILL TO BE CARRIED OUT BY LCC. REFER TO LCC DRAWINGS AND DETAILS FOR THE SAME.
- FOR TRAFFIC SIGNAL PROPOSAL, REFER TO LCC TRAFFIC SIGNAL DRAWING.
- DRAWING SHALL BE READ IN CONJUNCTION WITH 200, 400, 600, 700, 1100, 1200, 1300 & 1400 SERIES OF SPECIFICATIONS.
- IN ADDITION TO THE HAZARDS/ RISKS NORMALLY ASSOCIATED WITH THE TYPE OF WORKS DETAILED ON THIS DRAWING TAKE NOTE OF THE RESIDUAL DESIGN HAZARDS IN THE SHE BOX TO THE RIGHT. IT IS ASSUMED THAT ALL WORKS ON THIS DRAWING WILL BE CARRIED OUT BY A COMPETENT CONTRACTOR WORKING, WHERE APPLICABLE, TO AN APPROPRIATE METHOD STATEMENT.

KEY:

- PROPOSED BRICK WALL (REFER TO NOTE 14)
- EXISTING CARRIAGEWAY
- CARRIAGEWAY WIDENING
- PROPOSED FOOTWAY
- EXISTING FOOTWAY RETAINED
- PROPOSED SHARED USE
- PROPOSED PAVED ISLAND
- PROPOSED LOADING BAY
- PROPOSED SEGREGATION BUFFER
- PROPOSED RAMP
- PROPOSED RAISED CROSSING
- PROPOSED EARTHWORK CUTTING
- PROPOSED EARTHWORK FILLING
- PROPOSED BLOCK PAVING
- PROPOSED VERGE/ LANDSCAPE (REFER TO NOTE 14)
- PROPOSED CONCRETE SLAB
- EXISTING VERGE/ LANDSCAPE
- PROPOSED TRAFFIC SIGN FACE, POST & FOUNDATION
- PROPOSED LOCATION OF THE RELOCATED SIGN FACE ON NEW POST & FOUNDATION
- EXISTING TRAFFIC SIGN FACE & POST TO BE RETAINED
- PROPOSED TRAFFIC SIGN FACE TO BE MOUNTED ON EXISTING POST
- PROPOSED ILLUMINATED TRAFFIC SIGN FACE
- PROPOSED LOCATION OF THE RELOCATED ILLUMINATED SIGN FACE
- PROPOSED TRAFFIC SIGN FACE TO BE MOUNTED ON HOOP BOLLARD
- PROPOSED SELF RIGHTING REFLECTORISED BOLLARD WITH SIGN FACE
- PROPOSED SELF RIGHTING REFLECTORISED BOLLARD WITHOUT SIGN FACE
- PROPOSED PEDESTRIAN GUARD RAIL
- PROPOSED DOUBLE SIDED P1 TERMINAL
- PROPOSED SINGLE SIDED P1 TERMINAL
- PROPOSED SINGLE SIDED N2W3 SAFETY BARRIER
- PROPOSED DOUBLE SIDED N2W4 SAFETY BARRIER
- PROPOSED CONNECTION TO OBB TYPE SAFETY BARRIER
- PROPOSED KERB
- PROPOSED EDGING
- PROPOSED ROAD MARKING
- PROPOSED TACTILE PAVING (UNCONTROLLED CROSSING - BUFF COLOUR)
- PROPOSED TACTILE PAVING (CONTROLLED CROSSING - RED COLOUR)
- PROPOSED GRANITE TACTILE BLISTER SETT PAVING
- PROPOSED CORDUROY PAVING
- PROPOSED 12m MOUNTING HEIGHT FABRIKAT GALVANISED STEEL TUBULAR PLANTED LIGHTING COLUMN
- EXISTING 12m MOUNTING HEIGHT GALVANISED STEEL TUBULAR PLANTED LIGHTING COLUMN
- PROPOSED 10m MOUNTING HEIGHT FABRIKAT GALVANISED STEEL TUBULAR PLANTED LIGHTING COLUMN
- EXISTING 10m MOUNTING HEIGHT GALVANISED STEEL TUBULAR PLANTED LIGHTING COLUMN
- EXISTING 5m HEIGHT (PARISH COUNCIL) LIGHTING COLUMN TO REMAIN
- EXISTING FEEDER PILLAR TO REMAIN
- PROPOSED CHANNEL KERB FOR DRAINAGE
- PROPOSED GULLY
- EXISTING GULLY RETAINED
- HAZARD WARNING TRIANGLE
- SITE EXTENT



SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following significant residual risks (Reference shall also be made to the design hazard log).

Construction
1. Telecommunication, 2. Underground Power Lines, 3. Gas Pipeline
4. Sewer Water 5. Water Main/Storm Water

Maintenance / Cleaning
1. Telecommunication, 2. Underground Power Lines, 3. Gas Pipeline
4. Sewer Water 5. Water Main/Storm Water

Use
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Decommissioning / Demolition
1. Telecommunication, 2. Underground Power Lines, 3. Gas Pipeline
4. Sewer Water 5. Water Main/Storm Water

Description

Status	Revision	Drawn	Checked	Reviewed	Authorised	Issue Date
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Description

Lancashire
County Council

Client

Project Stage / Design File

Project Title

Project Title

Project Title

Project Title

Project Title

Project Title

Project Title

Project Title

Project Title

Project Title

Project Title

Project Title

Project Title

Project Title

Subject:	Revised delivery of home improvement agency services	Status:	For Publication
Report to:	Cabinet	Date:	6 th August 2025
Report of:	Head of Housing and Regeneration	Lead Member:	Housing
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception <input checked="" type="checkbox"/>	Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required:	No	Attached: N/A
Biodiversity Impact Assessment:	Required:	No	Attached: N/A
Contact Officer:	Megan Eastwood	Telephone:	01706 252480
Email:	meganeastwood@rossendalebc.gov.uk		

1. RECOMMENDATIONS

- 1.1 To accept all relevant external funding from Lancashire County Council (LCC) to enable the Council to deliver Minor Adaptations in Rossendale from 26th August 2025 (or later, subject to LCC) to 31st December 2026.
- 1.2 To Delegate Authority to the Head of Legal Services to enter into any relevant agreements, including the S101 Delegation with Lancashire County Council and any contractual arrangements.
- 1.3 To Delegate Authority to the Director of Economic Development in conjunction with the Lead Member for Housing, Head of Legal Services and Director of Resources, to procure and appoint a contractor to deliver home improvement and agency services in Rossendale and to agree the terms of this arrangement under the Procurement Act 2023 regulations.

2. EXECUTIVE SUMMARY

- 2.1 In July 2025, LCC informed the districts of Lancashire that they would be requesting a Section 101 Delegation from their cabinet to pass Minor Adaptations work, and accompanying funding to districts.
- 2.2 Minor Adaptations include grab rails, stair rails, door re-hanging, fixed floor toilet rails and shower seats. Historically, LCC procured this service in the Rossendale area.
- 2.3 In 24/25 there were 264 minor adaptations (excluding grab rails) completed in Rossendale and it is expected that demand will rise. The maximum amount on a minor adaptation is £1k, however most, are on average £142.39.
- 2.4 Funding is allocated to local authorities on a demographic basis and for the term of this agreement is likely to be in the region of £141k, however, it is possible for LCC to pass on more than this amount if they receive more, centrally.
- 2.5 This report seeks to accept the funding from LCC and enter into appropriate agreements to allow this to take place from the 26th August 2025 or later (this date is subject to change).
- 2.6 Approval is also sought to procure an appropriate contractor to deliver Home Improvement Services and Minor adaptations in place for April 2026.

3. BACKGROUND

- 3.1 Minor Adaptations have been procured in Rossendale by LCC as a statutory duty of the County Council. These adaptations are kept separate from The Council's duty under the Disabled Facilities Grant (DFG).
- 3.2 In July 2025, LCC confirmed that they would be requesting a delegation from their Cabinet, to pass Minor Adaptations to the district authorities via a Section 101 agreement from the 26th August 2025. Please note, this date is subject to change and awaiting LCC confirmation.
- 3.3 There are 4 district authorities in Lancashire who have their own inhouse home Improvement Agencies (HIA) to deliver minor adaptations. There are also two other partners who work across Lancashire, one of which currently delivers the service in Rossendale.
- 3.4 The Council has had no involvement to date in Minor Adaptations and as a result is unclear on the resource implications to the Housing Renewal Department of LCC's request to delegate this duty. However, the department does understand there were 264 referrals last year, which is circa 5 per week and circa 1000 grab rails in Rossendale. It is expected that delivery numbers will rise in line with demand.
- 3.5 Some Minor Adaptations must be delivered within a very short timescale due to enable timely patient discharge from hospital. Delivery partners are given KPI's to meet these requirements to ensure critical requirements are met.
- 3.6 As the Council does not have its own in-house delivery mechanism for delivering minor adaptations, it is proposed to add this to our existing contract for Home Improvements so that the incumbent provider will continue to provide the works up until 31st March 2026. This will mean residents are not directly affected by any changes.
- 3.7 As the Council will be managing referrals from the Occupational Therapists within LCC and contract managing the contractor, management costs will be factored into the arrangement. This will become critical if demand levels rise. It is expected that management costs will be circa 15% of the value of each minor adaptation.
- 3.8 Should there be an oversubscription of the minor adaptations service, alternative funding sources must be identified. It is expected that LCC will work closely with the district in this scenario. The Council will not be expected to fund any shortfall from its budgets.

4. Details

4.1 Legal Agreement

Under the Local Government Act, the Section 101 delegation allows LCC to discharge their Minor Adaptation function to the Council.

- 4.2 LCC delegates to the District its functions under s.18 Care Act 2014 (Duty to meet needs for care and support) in respect of services to be provided under Reg 3(2)(a) of The Care and Support (Charging and Assessment of Resources) Regulations 2014.

This includes the provision of community equipment (aids and minor adaptations): meaning an aid, or a minor adaptation to property, for the purpose of assisting with nursing at home or aiding daily living for which the cost of the aid or adaptation is £1,000 or less.

- 4.3 The Council will be required to enter into a Delegation Agreement with LCC for 16-18 months (dates will be subject to change based on LCCs confirmation) unless it is ended by either party giving a minimum of 6 months written notice or in the event of material breach by LCC.

- 4.4 The agreement will identify The Council's requirements, which will include:
- Managing a pipeline of Occupation Therapist referrals
 - Managing a partner to deliver the works including day to day enquiries as well as setting KPI's
 - Managing the spend and accompanying budget
 - Keeping an audit trail and record management
 - Quarterly reporting to LCC

4.5 **Procurement**

Procurement will be carried out prior to the end of the existing contract and will be in compliance with the constitution and with the Procurement Act 2023 provisions.

The service will be procured as part of the tender for the Home Improvement contractor delivering alongside our Housing Assistance Policy.

5. Risk

- 5.1 The service may exceed the allocated funding (>£106k annually) due to rising demand or increased individual requirement costs, forcing service suspension until additional funding is secured.
- 5.2 The Council has no prior experience managing Minor Adaptations, creating uncertainty about resource implications and ability to meet KPIs, particularly for urgent hospital discharge cases. Working closely with an experienced provider who has a track record, along with performance monitoring should ensure that this is managed appropriately.
- 5.3 If the Council does not enter into legal agreements and procure in a timely manner, residents could be at risk of disruption. Close work will take place with the County to manage the transitional phase and preparation will be underway imminently to embed the new delivery.

6. Finance

- 6.1 There are no further financial implications not already included in the report.

7. LEGAL

- 7.1 There are no further legal comments arising.

8. POLICY AND EQUALITIES IMPLICATIONS

- 8.1 There are no policy or equalities implications arising from this report.

9. REASON FOR DECISION

- 9.1 To note and accept the funding from LCC and authorise officers to procure a contractor at the end of the current contract period.

Background Papers	
Document	Place of Inspection
Section 101 agreement	Council office