
Chief Executive's Office

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Date: 5 March 2007

Chorley
Council

Town Hall
Market Street
Chorley
Lancashire
PR7 1DP

Chief Executive: Donna Hall

Dear Sir/Madam,

CHORLEY EAST COMMUNITY FORUM - WEDNESDAY, 14TH MARCH 2007

You are invited to attend the first meeting of the Chorley East Community Forum to be held at St. John's CE Methodist School, Harbour Lane, Brinscall, on Wednesday, 14th March 2007 commencing at 7.00 pm.

The agenda for the meeting is set out overleaf.

Representatives of Chorley Borough Council, Lancashire County Council, Parish Councils, Lancashire Police, Central Lancashire Primary Care NHS Trust and local community groups will be present.

Members of the public are strongly encouraged to participate in the proceedings of the Forum meeting. As well as the provision for the public to speak for up to five minutes on any item on the agenda, a period of up to 30 minutes is allowed for them under agenda item 6 to ask questions and express views on any matter relating to the provision of local services in the Chorley East Community Forum Area.

Yours sincerely



Chief Executive

Distribution

1. Agenda and reports to Councillor John Walker (Chair) and Councillors Peter Baker, Thomas Bedford, Eric Bell, Alan Cain, Alan Cullens, Magda Cullens, David Dickinson, Mrs Marie Gray, Greg Morgan, Michael Muncaster, Mark Perks, Mrs Iris Smith and Shaun Smith for attendance.
2. Agenda and reports to Lesley-Ann Fenton (Director of Policy and Performance), Jamie Carson (Director of Leisure and Cultural Services), Phil Towndrow (Crime and Disorder Reduction Manager), Cath Burns (Economic Development Manager) and Alison Marland (Principal Planning Policy Officer) for attendance.

Continued....

3. Agenda and reports to County Councillors Mark Perks, Margaret Livesey and Pat Case for attendance.
4. Agenda and reports to representatives of Parish Councils, Lancashire Police and Central Lancashire Primary Care NHS Trust for attendance.
5. Any resident in the area.
6. Local Community/Voluntary/Residents/Tenants Group in the area.
7. Housing Associations in the area.
8. Any Employer or Business in the area.

This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515118 to access this service.

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپ کی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

01257 515823 کیجئے:

AGENDA

1. **Welcome and Introduction by the Chair of the Community Forum**

2. **Apologies for absence**

3. **Membership and Terms of Reference for the Forum (Pages 1 - 4)**

Report enclosed

4. **Chorley Community Agenda**

Representatives of the following organisations will report on any local issues / initiatives within the area of this Forum.

a) **Lancashire Police Issues**

b) **Chorley Borough Council Issues**

Cath Burns, Economic Development Manager will give a brief presentation on the Town Centre Strategy and the Market Walk development proposals.

Jamie Carson, the Director of Leisure and Cultural Services will give a brief presentation on the provision of leisure and cultural activities in the east area of Chorley.

c) **Lancashire County Council Issues**

d) **Central Lancashire Primary Care NHS Trust Issues**

e) **Parish Council Issues**

To consider any issues raised by the representatives of the Parish Councils at the meeting.

5. **Local Development Framework Issues**

Ms Alison Marland, the Borough Council's Principal Policy Planning Officer will give a brief presentation on:

1. Work being undertaken with Lancashire County Council through the Local Development Framework on Accessibility Planning throughout the Borough.
2. Work being undertaken with Preston City Council and South Ribble Borough Council through the Local Development Framework on sustainable resources and renewable energy.

6. **Open Forum**

A period of 30 minutes will be allocated to allow members of the public to raise questions and express views on any matters relating to local services affecting the community.

Question cards will be available at the meeting for members of the public to complete and hand in before the start of the meeting. Where possible questions will be answered on the night. If a question cannot be answered a written response will follow. A summary of the responses to questions submitted will be included on the agenda for the next meeting.

7. **Feedback / Items for Next Meeting**

Members of the Public will be invited to express their views on the format of the meeting and to submit issues for consideration at the next meeting.

8. **Any other item(s) that the Chair decides is/are urgent**

9. **Dates of Future Meetings**

Future meetings of the Forum will be held on the following dates, commencing at 7.00pm.

- Thursday 12 July 2007
- Wednesday 14 November 2007
- Thursday 7 February 2008

The venues will be circulated in the near future.

East Community Forum – Membership**Borough Councillors**

Councillor A Cain
Councillor M Perks

Councillor David Dickinson

Councillor P Baker
Councillor A Cullens
Councillor M Cullens

Councillor T Bedford
Councillor M Muncaster

Councillor G Morgan
Councillor E Bell
Councillor J Walker (Chair)

Councillor M Gray

Councillor I Smith
Councillor S Smith

County Councillors

County Councillor M Perks
County Councillor M Livesey
County Councillor P Case

Parish Councils

Anglezarke
Astley Village
Brindle
Clayton-Le-Woods
Cuerden
Euxton (part)
Heapey
Hoghton
Wheelton
Whittle-Le-Woods
Withnell

Partnership Organisations

Lancashire Police
Central Lancashire Primary Care NHS Trust

Electoral Wards

Astley and Buckshaw

Brindle and Hoghton

Clayton-Le-Woods North

Clayton-Le-Woods West and
Cuerden

Clayton-Le-Woods and
Whittle-Le-Woods

Pennine

Wheelton and Withnell

County Divisions

Chorley North
Chorley Rural North
Chorley Rural East

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CHORLEY CONSTITUTION

ARTICLE 16 – COMMUNITY FORUMS (TERMS OF REFERENCE)

16.01 Community Forums

The Council may appoint Community Forums as it sees fit, if it is satisfied that to do so will ensure improved service delivery in the context of best value and more efficient, transparent and accountable decision making.

16.02 Form and Composition

The Council will appoint the Community Forums as set out in the first column of the table below, composed as set out in the second column of that table.

Name of Community Forum	Composition
1. Central	The electoral wards of Chorley East, Chorley North East, Chorley North West, Chorley South East and Chorley South West
2. East	The electoral wards of Astley and Buckshaw, Brindle and Hoghton, Clayton-le-Woods North, Clayton-le-Woods West and Cuerden, Clayton-le-Woods and Whittle-le-Woods, Pennine and, Wheelton and Withnell
3. South	The electoral wards of Adlington and Anderton, Coppull and Heath Charnock and Rivington
4. West	The electoral wards of Chisnall, Eccleston and Mawdesley, Euxton North, Euxton South and Lostock

16.03 Membership

As each Forum is primarily consultative and advisory and does not exercise delegated powers and budgets there is no requirement for political balance. Accordingly membership will be all ward members for the relevant areas, together with any relevant co-optees. The Council will appoint the Chair and Vice-Chair of each Community Forum. All meetings will be chaired by one nominated Borough Councillor and the Vice-Chair of each Community Forum will be appointed from the Borough Councillors for each area.

16.04 Purpose

The purpose of the Community Forum is to provide an open forum to discuss local concerns and issues. It will provide an opportunity to consult and receive feedback, not only on the Council’s policies and services, but also on wider issues of local concern including crime and disorder, community safety and environmental issues, which in turn will facilitate the Council’s partnership working with other agencies.

It is not a substitute for Members' own surgeries and will not therefore be able to deal with individual cases or concerns, although members of the public will be welcome to attend and make contact after the meeting with their local Ward Councillor.

16.05 **Terms of Reference**

The terms of reference for the borough-wide community forums will be to:

- Ensure local people are able to voice issues of concern directly to the Council and partner organisations.
- Keep in touch with 'live' current issues within communities.
- Develop an area-based approach to problem-solving across agencies.
- Develop a local action plan for each area linked to the Community Strategy and building on existing parish plans.
- Provide a feedback loop back in the Council and partners – ensuring the 'you said – we did' approach is embedded at all levels.
- Link in with the excellent local work of PACT meetings.
- Provide an opportunity for areas with no organised feedback mechanism to actively engaged with the Council and its partners.
- Enable parish councils and other local groups to work together across a larger area to pursue areas of common interest.
- Provide a basis for the further development of the Council (and the Local Strategic Partnerships) approach to neighbourhood service delivery and the future recommendations of the Environment and Community Overview and Scrutiny Panel on neighbourhood working.

16.06 **Meetings**

Meetings of Area Forums will be held in public. The meetings will be held at a suitable venue in the local area. A period of 30 minutes will be allocated for questions by members of the public. Although there is no obligation to do so, it would be helpful if questions could be put in writing to a Ward Councillor at least 48 hours before the start of the meeting. This will help facilitate a full response.

16.07 **Procedure Rules**

The procedure rules for the meetings are set out at Part 2, Appendix 3 of the Constitution.