

## Chief Executive's Office

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Doc ID:  
Date: 28 June 2005

**Chorley**  
Borough Council

Town Hall  
Market Street  
Chorley  
Lancashire  
PR7 1DP

**Chief Executive:**  
Jeffrey W Davies MA LLM

Dear Councillor

A meeting of the Community Overview and Scrutiny Panel is to be held in the Committee Room, Town Hall, Chorley on Tuesday, 5th July, 2005 commencing at 6.30 pm.

### AGENDA

1. **Apologies for absence**
2. **Declarations of any interests**

Members of the Panel are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act, 2000, the Council's Constitution and the Members' Code of Conduct. If the personal interest is a prejudicial interest, then the individual Member should not participate in a discussion on the matter and must withdraw from the room and not seek to influence a decision on the matter.

3. **Minutes (Pages 1 - 4)**

To confirm as a correct the minutes of the meeting of the Community Overview and Scrutiny Panel held on 7 June 2005 (enclosed)

4. **Public Participation in the Council's Political Decision-making Process - Scrutiny Inquiry (Pages 5 - 8)**

(a) The Executive Member for Customers, Policy and Performance (Councillor D Edgerley) has been invited to attend the meeting to report on the discussions at the meeting of the Area Forum Working Group held on Monday, 4 July 2005.

(b) To re-examine and revise, if necessary in the light of the discussions with the Executive Member, the Inquiry Project Outline form (scoping document) and determine the next stage of the Inquiry.

A copy of the scoping document agreed at the 9 February 2005 Panel meeting is attached.

Continued....

5. **Scrutiny Inquiry into the Provision of Youth Activities in Chorley**

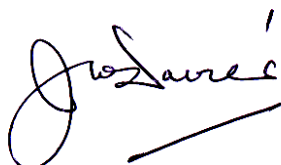
The Panel's draft report and recommendations on its scrutiny inquiry into the provision of youth activities in Chorley were endorsed by the Overview and Scrutiny Committee at its meeting on 16 June.

The Executive Cabinet's decision on the Inquiry report and recommendations will be reported to the meeting.

6. **Town Centre Autumn Fair (Pages 9 - 10)**

A monitoring report of the Head of Property Services on the operation of the 2004 Town Centre Autumn Fair, following the Executive Cabinet's decision on the Panel's recent Scrutiny Inquiry, is enclosed.

7. **Any other item(s) which the Chairman decides is/are urgent**

A handwritten signature in black ink, appearing to read 'Joe Lawrence', with a horizontal line underneath.

Chief Executive

**Distribution**

1. Agenda and reports to all Members of the Community Overview and Scrutiny Panel for attendance.
2. Agenda and reports to Executive Member for Customers, Policy and Performance (Councillor D Edgerley) for attendance.
3. Agenda and reports to Chief Executive, Deputy Chief Executive/Group Director, Head of Corporate and Policy Services, Head of Customer, Democratic and Office Support Services, Head of Leisure and Cultural Services, Head of Property Services and Assistant Head of Democratic Services for attendance.
4. Agenda and reports to Executive Leader (Councillor J Wilson), Leader of Conservative Group (Councillor P Goldsworthy), Leader of Liberal Democrat Group (Councillor K Ball) and Chairman of the Overview and Scrutiny Committee (Councillor J Walker) for information.
5. Agenda and reports to all remaining Chief Officers for information.
6. Agenda to all remaining Members of the Council for information.

## COMMUNITY OVERVIEW AND SCRUTINY PANEL

### 7 June 2005

Present: Councillor Perks (Chairman) and Councillors Bedford, Culshaw, Mrs I Smith and Whittaker.

#### 05.CoP.10 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Birchall, Brownlee, Mrs M Gray and Morgan.

#### 05.CoP.11 DECLARATIONS OF INTERESTS

Councillor Whittaker declared a non-prejudicial interest in Agenda Item 5 (Inquiry into the provision of youth activities in Chorley) in his capacity as the Lancashire County Council's Cabinet Member for Education. Councillor Whittaker remained in the meeting and participated in the discussion on the item.

#### 05.CoP.12 MINUTES

The minutes of the meeting of the Community Overview and Scrutiny Panel held on 9 February 2005 were confirmed as a correct record for signature by the Chairman.

The meeting of the Panel convened on 13 April 2005 had been adjourned as inquorate.

#### 05.CoP.13 BUSINESS PLANS, 2004/05 - FOURTH QUARTER UPDATES

The Panel were reminded that the Overview and Scrutiny Committee, at its meeting in November 2004, had recommended each Overview and Scrutiny body to consider the quarterly updates of the Business Plans for the services and functions falling within its respective area of responsibility.

(a) Economic Regeneration Unit

The Head of Economic Regeneration reminded the Panel that the past restructuring exercise which had resulted in the creation of her Unit had prevented a 2004/05 Business Plan for Economic Regeneration being produced. The Chair confirmed, however, that the Unit's performance targets in respect of each of its strategic areas (eg Astley Park and Withnell Fold) were being achieved.

A Business Plan for 2005/06 had been compiled.

(b) Leisure and Cultural Services Unit

The Panel had been supplied with the 2004/05 Business Plan Updates for the quarter period ending 31 March 2005 in respect of the Leisure and Cultural Services Unit, measuring the Unit's performance against the respective Business Plan.

The Head of Leisure and Cultural Services commented on the exceptions that had occurred in his Unit's Business Plan. Complex negotiations had protracted the completion of the new Indoor Leisure Contract with Community Leisure Services for their operation of the All Seasons, Clayton Green and Coppull Leisure Centres and Brinscall Pool. The target number of golf rounds played at Duxbury had not been achieved for a variety of reasons, including

## Agenda Page 2

inclement weather. In this context, the Panel were reminded that the Council had invited expressions of interest from appropriate organisations capable of leasing and operating Duxbury Golf Course as a means of achieving improvements in performance and customer service.

The Head of Leisure and Cultural Services answered a number of queries raised by the Members and, in response to a Member request, undertook to provide the Panel Members with the estimated overall subsidised costs of operating the Authority's three Leisure Centres and Brinscall Pool.

### **05.CoP.14 TIMETABLE OF MEETINGS FOR 2005/06**

The Chairman informed the Panel that, at a recent meeting of the Chairs of the four Overview and Scrutiny bodies, Councillor McGowan had expressed concern at the significant number of meetings included in the current year's timetable of meetings. Councillor McGowan had, accordingly, requested the views of the members of the Overview and Scrutiny Committee and its three associate Panels.

The Chairman stated that an increased number of meetings of the Overview and Scrutiny bodies had been incorporated in the meetings' timetable in order to avoid the need for unscheduled special meetings during the year. In addition, a number of meetings of the other Committees and Working Groups had been factored into the timetable for the first time this year.

The Panel suggested that the draft timetable of meetings for 2006/07 be compiled earlier than in past years, in order to allow more time for consultation amongst Members.

### **05.CoP.15 INQUIRY INTO THE PROVISION OF YOUTH ACTIVITIES IN CHORLEY**

The Panel received and considered the draft final report on its findings and recommendations following the Panel's scrutiny inquiry into the provision of youth activities in Chorley.

The inquiry report had recognised the commitment and effort from all current service providers (eg Chorley Council's Leisure and Cultural Services Unit, Lancashire County Council and numerous voluntary bodies and organisations) to the provision of facilities for sports, arts and cultural activities for young people throughout the Borough. The overriding aim of the inquiry recommendations was to enhance and complement present efforts by helping to facilitate more effective co-ordination and co-operation, particularly between service providers and funding bodies, and to encourage maximisation of the use of current facilities.

The Head of Leisure and Cultural Services circulated sheets which showed the likely financial implications of each of the 12 recommendations. Whilst none of the recommendations would entail any major immediate additional expenditure from the Borough Council, a number of the proposals affecting the Lancashire County Council and other service providers (eg the recommendation urging the County Council to provide and/or support endeavours to establish dedicated 'Youth Centres' in local areas) would require a degree of financial input from the respective organisation.

In response to a query from a Member, the Chairman and other Panel Members emphasised how impressed they had been with the facilities provided at the Bolton Lads and Girls Club. Consequently, the Panel had recommended the establishment of an Officer Working Group to examine the feasibility of a similar, if smaller, facility being provided in Chorley. The Working Group could explore all options for the funding and operation of the project, in conjunction with potential partners and relevant agencies.

The Panel **AGREED**:

(1) That, subject to the substitution of the word 're-established' for 'develop' in Recommendation 6, the draft report of the Community Overview and Scrutiny Panel's inquiry into the provision of youth activities in Chorley be approved.

(2) That the Overview and Scrutiny Committee be recommended to endorse the report and recommendations for submission to the Executive Cabinet for approval.

## **05.CoP.16 OVERVIEW AND SCRUTINY WORK PROGRAMME**

The Panel received, for information, the Overview and Scrutiny work programme for 2005/06 which had been agreed by the Overview and Scrutiny Committee at its last meeting.

The work programme envisaged that the Community Overview and Scrutiny Panel, at its next meeting on 5 July 2005, would consider (i) how best to progress its inquiry into public participation in the Council's decision-making process; and (ii) a monitoring report on its past inquiry into the Town Centre Fair.

A monitoring report on the Panel's recent review of Juvenile nuisance in the Borough would be presented to the 13 September 2005 Panel meeting.

Chairman

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**OVERVIEW AND SCRUTINY INQUIRY PROJECT OUTLINE**

<b>Review Topic:</b> Public Participation in the Council’s Decision – Making Process	<b>Investigation by:</b> Community Overview and Scrutiny Panel
	<b>Type:</b> Inquiry

<b>Objectives:</b>  To identify the means by which the Council could introduce Area Forums/Committees and public speaking at the various Council meetings to enable effective engagement with the local community in the Council’s political decision-making Processes	<b>Desired Outcomes:</b>  The identification of procedures and practices to be adopted for the administration of Area Forums/Committee’s and Public Speaking at the various Council meetings
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<b>Terms of Reference:</b>  To conduct an investigation into the means by which the Council may more effectively engage with the local community on the provision of services provided by the Council and other key partner organisations in the Borough of Chorley.  To investigate the provision of (1) Area Forums or Committees and (2) the introduction of public speaking at meetings of the Council on a trial basis and the administrative arrangements involved.  To report on the investigation’s findings and make recommendations to the Overview and Scrutiny Committee.
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<b>Key Issues:</b> <b>Area Forums/Committees</b>  1. Area Forums/Committees. 2. Geographical area of each Forum/Committee. 3. Core Membership. 4. Co-opted members/organisations invited to attend meetings 5. Terms of reference/issues to be included on the agendas 6. Public participation in the meetings/Public Question Time 7. Number of meetings to be held each year 8. Venues for meetings/risk assessments 9. Use of PA/loop system 10. Publicity/promotion of meetings 11. Staffing – Officer support required 12. Budgetary requirements	<b>Risks:</b>  To raise expectations of the public that are beyond the capacity to deliver
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<p><b>Public Speaking at Council Meetings</b></p> <ol style="list-style-type: none"> <li>1. Which meetings would the public be allowed to speak at or ask questions             <ul style="list-style-type: none"> <li>• Council, Executive Cabinet, Development Control or all meetings.</li> </ul> </li> <li>2. Would the public be allowed to speak on all agenda items or only selected items.</li> <li>3. Length of time allowed for speaking.</li> <li>4. Feedback of responses to the public.</li> <li>5. Meeting room accommodation.</li> <li>6. Publicity.</li> </ol>	
<p><b>Venue(s): Town Hall</b></p>	<p><b>Timescale: 9 months</b></p> <p><b>Start: March 2005</b></p> <p><b>Finish: November 2005</b></p>



## Information Requirements and Sources:

### Documents/evidence: *(what/why?)*

Corporate Improvement Plan – June 2004  
 Report by Chief Executive on “*Community Engagement – Possible Area Forums*” to the Community Overview and Scrutiny Panel – 7 October 2004  
 Chorley Borough Community Strategy (2005-2016) and Action Plan (2005/08)  
 Details of comparative services provided by district councils in Lancashire  
 “*Making decisions locally*” – Local Government Association Research Report

### Witnesses: *(who, why?)*

Area Forum Manager at Preston City Council - presentation  
 Officers from other Lancashire district councils  
 Representatives of key partner organisations – eg Lancashire Constabulary and Primary Care Trust  
 County Councillors for the Chorley Borough  
 Parish Council representatives  
 Representatives of local resident, tenants and community organisations

### Consultation/Research: *(what, why, who?)*

Area Forum Manager at Preston City Council - presentation  
 Officers from other Lancashire district councils  
 Representatives of key partner organisations – eg Lancashire Constabulary and Primary Care Trust  
 County Councillors for the Chorley Borough  
 Parish Council representatives  
 Representatives of local resident, tenants and community organisations

### Site Visits: *(where, why, when?)*

Area Forum and Area Committees held in other local authority areas  
 The Pilot Area Forum meetings to be held in 3 areas of Chorley in September/October 2005

### Officer Support:

**Lead Officers:** Martin O'Loughlin – Head of Customer, Democratic and Office Support Services and Steve Pearce – Assistant Head of Democratic Services

**Committee Administrator:** Tony Uren – Democratic Services Officer

**Corporate Policy Officer:** Tim Rignall – Head of Corporate and Policy Services

### Likely Budget Requirements:

<u>Purpose</u>	<u>£</u>
<b>Total</b>	_____

### Target Body<sup>1</sup> for Findings/Recommendations

(Eg Executive Cabinet, Council, PCT)

Executive Cabinet

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Report of	Meeting	Date
Head of Property Services	Community Overview and Scrutiny Panel	05.07.05

## CHORLEY TOWN CENTRE FAIR

### PURPOSE OF REPORT

1. To update Members on the results of changes made to the format of the town centre fair.

### CORPORATE PRIORITIES

2. The town centre fair does not feature in the Council's corporate priorities

### RISK ISSUES

3. The report contains no risk issues for consideration by Members.

### BACKGROUND

4. At its meeting on 13 July 2004 the Executive Cabinet considered a report detailing the results of an inquiry by the Community Overview and Scrutiny Panel into the location and format of the town centre fair which has been held in Chorley each October since 1994. The inquiry was undertaken as a result of a number of complaints concerning the location of the larger rides on the Council's car park at Friday Street.
5. The Executive Cabinet decided that the fair should continue on Market Street but should not take up space in any of the Council's car parks and the event was arranged for October last year accordingly.
6. The fair operators, Gore & de Koning, secured the use of the privately owned car park to the rear of QS Fashions which accommodated a limited number of the larger "white knuckle" rides and, in combination with the Market Street attractions the event proved a success despite having fewer rides. The number of complaints concerning disturbance and noise was less than in previous years and the police were satisfied with the security and operating arrangements.

### CONCLUSION

7. The combination of Market Street and the private car park at QS Fashions worked well last year and should cater for the event again this year.

### COMMENTS OF THE HEAD OF HUMAN RESOURCES

8. There are no HR issues of relevance to this report

### COMMENTS OF THE DIRECTOR OF FINANCE

9. There are no financial issues of relevance to this report

## **RECOMMENDATION(S)**

10. That the report be noted

ROGER HANDSCOMBE  
HEAD OF PROPERTY SERVICES

There are no background papers to this report.

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Roger Handscombe	5311	27.06.05	ADMINREP/REPORT