

Executive Cabinet

Agenda and Reports

For consideration on

Thursday, 1st October 2009

In the Council Chamber, Town Hall, Chorley

At 5.00 pm



PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT EXECUTIVE CABINET MEETINGS

- Questions should be submitted to the Democratic Services Section by midday, two working days prior to each Executive Cabinet meeting to allow time to prepare appropriate responses and investigate the issue if necessary.
- A maximum period of 3 minutes will be allowed for a question from a member of the public on an item on the agenda. A maximum period of 30 minutes to be allocated for public questions if necessary at each meeting.
- The question to be answered by the Executive Member with responsibility for the service area or whoever is most appropriate.
- On receiving a reply the member of the public will be allowed to ask one supplementary question.
- Members of the public will be able to stay for the rest of the meeting should they so wish but will not be able to speak on any other agenda item upon using their allocated 3 minutes.

PROCEDURE FOR 'CALL-IN' OF EXECUTIVE DECISIONS

- Each of the executive decisions taken at the Executive Cabinet meeting are subject to the adopted 'call-in' procedure within 10 working days of the Executive Cabinet meeting at which the decision is made, unless the decision has been implemented as a matter of urgency.
- Guidance on the 'call-in' procedure can be accessed through the following internet link: <http://www.chorley.gov.uk/index.aspx?articleid=1426>
- If you require clarification of the 'call-in' procedure or further information, please contact either:
Tony Uren (Tel: 01257 515122; E-Mail: tony.uren@chorley.gov.uk) or
Carol Russell (Tel: 01257 515196, E-Mail: carol.russell@chorley.gov.uk)
in the Democratic Services Section.

18 September 2009

Dear Councillor

EXECUTIVE CABINET - THURSDAY, 1ST OCTOBER 2009

You are invited to attend a meeting of the Executive Cabinet to be held in the Council Chamber, Town Hall, Chorley on Thursday, 1st October 2009 at 5.00 pm.

AGENDA

1. **Apologies for absence**

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

To confirm as a correct record the enclosed minutes of the meeting of the Executive Cabinet held on 3 September 2009.

3. **Declarations of Any Interests**

Members are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda. If the interest arises **only** as result of your membership of another public body or one to which you have been appointed by the Council then you only need to declare it if you intend to speak.

If the personal interest is a prejudicial interest, you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

4. **Public Questions**

Members of the public who have requested the opportunity to ask a question(s) on an item(s) on the agenda will be asked to put their question(s) to the respective Executive Member(s). Each member of the public will be allowed to ask one supplementary question within his/her allocated 3 minutes.

ITEM OF EXECUTIVE LEADER (INTRODUCED BY COUNCILLOR PETER GOLDSWORTHY)

5. **Overview and Scrutiny Inquiry - Chorley Local Strategic Partnership (Pages 5 - 8)**

To receive and consider the enclosed report of the Assistant Chief Executive (Policy and Performance) on the Executive's response to the Task Group's recommendations.

ITEM OF EXECUTIVE MEMBER FOR POLICY AND PERFORMANCE (INTRODUCED BY COUNCILLOR GREG MORGAN)

6. **Refresh of the Locality Plan (Pages 9 - 24)**

To receive and consider the enclosed report of the Assistant Chief Executive (Policy and Performance).

An A3 version of the Locality Plan is appended to the agenda package.

ITEM OF EXECUTIVE MEMBER (BUSINESS) AND EXECUTIVE MEMBER FOR POLICY AND PERFORMANCE (INTRODUCED BY COUNCILLORS PETER MALPAS AND GREG MORGAN)

7. **Update on the first year of the Council's Climate Change Action Plan (Pages 25 - 30)**

To receive and consider the enclosed report of the Assistant Chief Executive (Policy and Performance) and Corporate Director (Business).

ITEM OF EXECUTIVE MEMBER (BUSINESS) (INTRODUCED COUNCILLOR PETER MALPAS)

8. **Allocations Policy (Pages 31 - 88)**

To receive and consider the enclosed report of the Assistant Chief Executive (Policy and Performance), with attached draft Policy documents.

9. **St Laurence's Conservation Area Appraisal (Pages 89 - 128)**

To receive and consider the enclosed report of the Corporate Director (Business).

An exhibition of the plans will be located in the Members Room prior to the meeting.

10. **Rivington Conservation Area Appraisal (Pages 129 - 164)**

To receive and consider the enclosed report of the Corporate Director (Business).

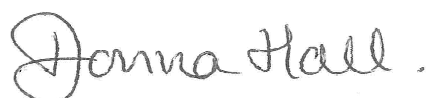
An exhibition of the plans will be located in the Members Room prior to the meeting.

11. **Rural Economic Diversification - Lancashire West Local Action Group (Pages 165 - 170)**

To receive and consider the enclosed report of the Corporate Director (Business).

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

Yours sincerely



Donna Hall
Chief Executive

Tony Uren
Democratic and Member Services Officer
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Distribution

1. Agenda and reports to all Members of the Executive Cabinet, Lead Members and Directors Team for attendance.

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

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Executive Cabinet

Minutes of meeting held on Thursday, 3 September 2009

Present: Councillor Peter Goldsworthy (Executive Leader in the Chair), Councillor Pat Case (Deputy Leader of the Council) and Councillors Eric Bell, Kevin Joyce, Peter Malpas, Greg Morgan and John Walker

Also in attendance:

Lead Members: Councillors Harold Heaton (Lead Member (Development Control))

Other Members: Councillors Dennis Edgerley, Ken Ball, Ralph Snape, Laura Lennox, Adrian Lowe, Roy Lees and Julia Berry

09.EC.70 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Keith Iddon and Rosie Russell.

09.EC.71 MINUTES

RESOLVED – The minutes of the meeting of the Executive Cabinet held on 13 August 2009 be confirmed as a correct record and signed by the Executive Leader.

09.EC.72 DECLARATIONS OF ANY INTERESTS

There were no declarations of interest by any of the Executive Members in any of the meetings' agenda items.

09.EC.73 PUBLIC QUESTIONS

The Executive Leader reported that there had been no requests for any member of the public to speak at the meeting.

09.EC.74 COTSWOLD SUPPORTED HOUSING - SERVICE IMPROVEMENT UPDATE

The Assistant Chief Executive (Policy and Performance) presented a report informing members of the progress made following the transfer back of Cotswold Supported Housing, a hostel owned and managed by the Council for the purpose of accommodating homeless people.

In October 2008 Executive Cabinet took the decision to transfer the hostel back to the Council in order to make the necessary service and accommodation improvements. The transfer took place in June 2009 and since then significant improvements have been made creating a positive and safer environment for both residents and staff.

Several Members had visited Cotswold House as part of a Member Learning Session and before and after photographs were shown by the Head of Housing. Further refurbishment work would commence shortly.

Members raised several queries relating to the future plans for play space, the introduction of a family and single persons zone, the benefits of the concierge service and joined up approach with the homeless service.

Members thanked the staff involved for their hard work and enthusiasm.

Decision Made:

That the report be noted.

Reason for decision:

To advise the Executive Cabinet of the improvements that have been made to the provision of the service since the transfer back to the Council of responsibility for the service.

Alternative option(s) considered and rejected:

None.

09.EC.75 CENTRAL LANCASHIRE AND BLACKPOOL GROWTH POINT - UPDATE AND ENVISAGED PROCEDURAL ARRANGEMENTS

The Executive Cabinet received a report of the Corporate Director (Business) updating Members on the Growth Point and seeking Member's endorsement of the procedural arrangements.

Members noted that the Community Infrastructure Fund (CIF2) was only accessible to Growth Point partnerships. From this £3.3 million funding had been received for Buckshaw Village railway station. The development of the LDF Core Strategy would be accelerated through Growth Point.

In addition to this Government Office for the North West had stated that the Council were not committed to "a level of housing growth other than that which it has signed up to deliver...no greater than that envisaged in RSS".

Members noted there would be regular updates on the Growth Point, that there were no conditions in place for funding to be returned to GONW and the Council had the will and desire to achieve the affordable housing target in place.

Decision Made:

- 1. The report be noted.**
- 2. The Council enter into a Collaboration Agreement with details to be agreed by the Corporate Director (Business) in conjunction with the Executive Member (Business).**

Reason for decision:

To enable the Growth Point partnership to be formally created and the benefits to the Borough secured.

Alternative option(s) considered and rejected:

None.

09.EC.76 LANCASHIRE WASTE MANAGEMENT STRATEGY, 2008 TO 2020 ('RUBBISH TO RESOURCES')

The Executive Cabinet considered a report of the Corporate Director (Neighbourhoods) informing members of the recent revision of the Lancashire Waste Management Strategy and the subsequent implications for Chorley Council.

The Lancashire Waste Partnership comprises the County Council, the two unitary Authorities and the twelve District Councils which developed and adopted the Lancashire Municipal Waste Strategy. The Strategy contained challenging targets including reducing waste growth by 0.5% per annum, recycling and composting 40% of all waste by 2005 and 56% by 2015 and reducing the amount of biodegradable waste going to landfill to 10% by 2010.

Chorley had performed well against these targets as over 47% of waste was recycled and total waste arising going to landfill had reduced from 24,826 tonnes to 21,256 tonnes per year over the past four years.

In response to Members' questions, the Chair confirmed that the Strategy contained a requirement to collect food waste for composting. The frequency of collection and container type would be determined by each Authority and information collected from the current food waste trial to 5,000 households in parts of Chorley, Astley Village, Eccleston and Mawdesley would be used to design the best scheme for Chorley. There were different methods of collection and residents in Chorley were putting their food waste in their brown bin with garden waste. Information from a trial using caddys had not revealed any issues with vandalism. Provision for a food waste collection service to all properties in Chorley had been included within the new waste management contract, but not the receptacles.

In response to a query officers advised that a waste audit was currently being undertaken and those areas involved had received information explaining the process prior to the scheme commencing.

Decision Made:

1. **The report be noted.**
2. **To approve the adoption of the Municipal Waste Management Strategy for Lancashire 2008-2020, 'Rubbish to Resources'.**

Reason for decision:

To ensure Chorley continues to achieve high recycling rates and continues to be an active member of the successful Lancashire Waste Partnership.

Alternative option(s) considered and rejected:

If the Council does not adopt the Municipal Waste Management Strategy for Lancashire, the Council risks falling outside the existing arrangements of the Lancashire Waste Partnership with the subsequent termination of our Cost Share Agreement with Lancashire County Council.

09.EC.77 DRAFT JOINT PROCUREMENT STRATEGY WITH SOUTH RIBBLE COUNCIL

The Assistant Chief Executive (Business Transformation) presented a report advising Members of performance achieved against the current Procurement Strategy and seeking the Executive Cabinet's approval for a new Joint Procurement Strategy with South Ribble Borough Council.

The Council adopted the current 5 year Procurement Strategy in July 2004. The 2004-2009 Strategy contained a Savings Target of £500,000 which was exceeded in the first 18 months of the strategy life and total Procurement related savings over the 5 year period were in excess of £1.7 million.

Decision Made:

1. **The report be noted.**
2. **The draft strategy attached at Appendix 1 be approved for implementation.**

Reason for decision:

To replace the existing Procurement Strategy which was due to expire imminently with an up to date and more relevant Strategy, which takes account of the new Shared Services arrangement and the efficiencies of joint working.

Alternative option(s) considered and rejected:

A separate Chorley Council strategy was considered and rejected as this would not embrace the spirit of the partnership or take advantage of the efficiencies of joint working.

09.EC.78 PERFORMANCE OF KEY PARTNERSHIPS - 2008/09 YEAR END PROGRESS REPORT

The Executive Cabinet considered a report of the Assistant Chief Executive (Business Transformation) providing Members with a corporate update on the performance of the Council's key partnership arrangements during 2008/09.

The report outlined information required by the Council's framework for partnership working, including the performance of the Council's key partnerships against targets set for the current year; an assessment of key partners financial strength and stability; the outcome of the first round of equality monitoring as part of the key partnerships contract management process and an update to the framework to more clearly capture the requirement regarding partner's business continuity arrangements.

In response to queries from Members it was noted that the construction of the beginners golf course at Duxbury would be funded by Glendale.

Decision Made:

1. **The report be noted.**
2. **The Corporate Director (People) in conjunction with Financial Services continue to closely monitor and manage the risks arising from the trading position of CLS.**
3. **Financial Services identify and evaluate alternative solutions to monitor and reassess financial strength of key partners using recent, relevant information as opposed to last published financial accounts.**

Reason for decision:

To keep Members informed of the performance of Key Partnerships and to ensure effective management of the Council's partnership arrangements.

Alternative option(s) considered and rejected:

None.

09.EC.79 EXCLUSION OF PRESS AND PUBLIC

RESOLVED - To exclude the press and public for the following item of business on the ground that it involved the likely disclosure of exempt information as defined in paragraph 3 of part 1 of schedule 12A to the Local Government Act 1972.

09.EC.80 PERFORMANCE OF KEY PARTNERSHIPS

The Assistant Chief Executive (Business Transformation) circulated at the meeting a confidential report updating Members on update regarding the current position in relation to the Property Services contract.

Decision Made:

The report be noted.

Reason for decision:

To keep Members informed of the performance of Key Partnerships and to ensure effective management of the Council's partnership arrangements.

Alternative option(s) considered and rejected:

None

Executive Leader

Report of	Meeting	Date
Assistant Chief Executive (Policy and Performance) (Introduced by the Executive Leader)	Executive Cabinet	1 October 2009

OVERVIEW AND SCRUTINY TASK GROUP LOCAL STRATEGIC PARTNERSHIP 2009

PURPOSE OF REPORT

- To respond to the findings and recommendations of the Overview and Scrutiny inquiry report on the Local Strategic Partnership.

RECOMMENDATION(S)

- That the Executive Cabinet endorses the response attached to be received by Overview and Scrutiny Committee.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- To inform Overview and Scrutiny Committee of the Executive's response to the recommendations made by the O&S inquiry on Local Strategic Partnership.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- None

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the Central Lancashire sub-region	√	Develop local solutions to climate change.	√
Improving equality of opportunity and life chances	√	Develop the Character and feel of Chorley as a good place to live	√
Involving people in their communities	√	Ensure Chorley Borough Council is a performing organization	

BACKGROUND

- At the request of the Overview and Scrutiny Committee a scrutiny Inquiry into the Chorley Local Strategic Partnership (Chorley Partnership) was undertaken between October 2008 and April 2009. The purpose of the Inquiry was to understand how the LSP works with the Council and the extra value it provides linked to three objectives:

- To ensure the wider engagement of the Council, local councillors and local people in the work of the Local Strategic Partnership and its thematic groups;
 - To maximise the capacity of the Local Strategic Partnership through the projects it delivers; and
 - To investigate how the Local Strategic Partnership will tackle one of the big issues of the Borough, the high rate of alcohol harm related hospital admissions rates and its impact on anti-social behaviour.
7. The report containing a number of recommendations was presented to Executive Cabinet in August 2009. Outlined below are the responses to each of the nine recommendations.
1. In order to continue to improve Members knowledge and understanding of the work of the Partnership, future information regarding LSP activity will be included in the Members e.bulletin 'intheknow'
 2. That links be provided in the 'intheknow' to the 'Ambition' County newsletter and the Chorley Partnership website.

Prior to the introduction of 'in the know' there was a range of information either e-mailed or sent in hard copy to all members regarding the Chorley Partnership e.g. a quarterly digest of the LSP meetings and the Chorley People newsletter. However following the O&S recommendations, information regarding LSP activity has been included in the members e bulletin e.g in 31st July 'in theknow' it contained information on the successful LSP projects for 2009/2010. In addition, a link was also provided to the Ambition County Newsletter in 14th August bulletin. Looking ahead we will continue to include information in the members e-bulletin on the Chorley Partnership and include a link to the Chorley Partnership website.

3. Thematic groups be encouraged to publish all their agendas and minutes on the Chorley Partnership website within 10 working days of their meetings to promote a consistent approach.

The Council in its role as community leader currently services the LSP Board and Executive. The agenda is currently issued 7 working days prior to the meeting in line with other Council supported meetings. However, with regards to the LSP meetings we are happy to move to the 10 days recommended to ensure a consistent approach. In addition, the Performance, Partnerships and Equalities Manager has informally been encouraging all the thematic partnerships to respond to the recommendation. However, there will be an opportunity to formalise this recommendation when the LSP constitution is next updated later this year.

4. To suggest that the Chorley Partnership concentrate on fewer projects, covering more than one of the thematic groups to achieve a greater impact on the key strategic objectives in the Sustainable Community Strategy.

The current Community Strategy developed in 2005 and refreshed in 2007 has five priorities underpinned by appropriate strategic objectives. Whilst these priorities and strategic objectives will remain relevant until the next refresh due in 2010, during 2008/09 the LSP has also identified two key issues for attention, not reflected in the current Community Strategy - supporting people where possible through the economic recession and tackling alcohol related harm. As a consequence, a fewer number of projects have been selected this year (a

total of 9) of which 6 will support our aim to address alcohol related issues and 1 will provide support to people in managing their money better through the recession. In addition, work is currently underway to maximise the spend of the one –off performance reward grant expected later this financial year and consideration will be given to having a limited number of projects covering more than one of the thematic groups that will achieve the maximum impact.

5. In order to increase the spend available, there is a need to attract money from other funding sources and also look at how other funding sources outside the Local Strategic Partnership eg. Funding from Lancashire Locals, could be better co-ordinated to maximise impact.

The Council's External Funding officer currently plays a key role in working with the LSP partners to access additional funding to support the work of the LSP and its theme groups and this will continue for the foreseeable future. In recent discussions with our major public sector partners there is a definite willingness and some examples of using funding pots to co-ordinate investment to address the objectives of the community strategy and maximise impact. Looking to the future, every opportunity will be taken to work with partners to co-ordinate funding sources to achieve the maximum impact.

6. That in recognition of the seriousness of this issue one of the Chorley Partnerships projects be to help address the major issue of alcohol related harm, possibly using all or a large part of the funding available to achieve a high impact in the Borough.
7. That if Chorley Partnership decide to invest in a project relating to Chorley's alcohol harm related statistics, they be invited to come and talk to the Council's Overview and Scrutiny Committee about their proposals

At the approval of the LSP there is currently a group of partners led by the council who are looking at how the forthcoming PRG from the Local Area Agreement could be used to reduce NI 139 alcohol related hospital admissions. To date, the group have identified current activity in tackling alcohol issues in Chorley and once final analysis of NI139 is available, will bring forward proposals for consideration by the LSP Executive. Attendance at O&S to share the proposals can be part of this process.

8. That Chorley Partnership give consideration to a Young Persons Intervention Programme in Chorley.

Of the nine LSP projects funded for 2009/10, two are funding diversionary activity for young people at risk of alcohol abuse or Anti Social Behaviour and seeking to raise the self-esteem and aspirations of these young people. The group referred to above will also look at the potential for further young persons intervention work in Chorley.

9. That in conjunction with the Safer Chorley and South Ribble Partnership, the Executive Cabinet be asked to investigate the introduction of and Alcohol Designation Order for Astley Park; all parks and recreational grounds; and the Town Centre and that local Councillors be involved in the consultation process.

The Safer Chorley and South Ribble Partnership have formally supported progress to be made on the establishment of a Designated Public Place Order for the Town Centre, Chorley and Astley Park. We propose to bring a report to the Executive Cabinet in November which will outline the process and seek approval to go forward. As with the first DPP order, we will need to receive formal 'Council' sign-off as part of the process. Consultation will take place in the form of direct consultation with elected members, stakeholders and specifically the

police. The process also requires us to place notice of order in the local press, to seek comments, objections etc.

IMPLICATIONS OF REPORT

8. This report has implications in the following areas and the relevant Corporate Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		No significant implications in this area	√

LESLEY-ANN FENTON
 ASSISTANT CHIEF EXECUTIVE POLICY & PERFORMANCE

Report Author	Ext	Date	Doc ID
Lesley-Ann Fenton	5323	14 th September 2009	***

Background Papers			
Document	Date	File	Place of Inspection
Final report of the Overview and Scrutiny Task Group on the Local Strategic Partnership 2009	August 2009	***	***

Report of	Meeting	Date
Assistant Chief Executive (Policy and Performance) (Introduced by the Executive Member for Policy and Performance)	Executive Cabinet	1 October 2009

REFRESH OF THE LOCALITY PLAN

PURPOSE OF REPORT

1. To update Members on the progress made in delivering the Locality Plan 2008, and present the Locality Plan 2009 and action plan for consideration and approval.

RECOMMENDATION(S)

2. That the proposed Joint Locality Plan is adopted, with the changes made by the Lancashire Locals Committee.
3. To delegate to the Executive Member for Policy and Performance the decision to approve any amendments made by Lancashire County Council's Cabinet.

EXECUTIVE SUMMARY OF REPORT

4. The Locality Plan 2009 sets out how Chorley Council and Lancashire County Council will work together over the next 12 months to deliver services and projects to Chorley. It aims to improve joint working between the two Councils and illustrate the different roles each Council has. It includes actions that will be undertaken in the 12 months between October 2009 and October 2010.
5. A more detailed action plan, with milestones, has been developed to aid monitoring of the actions that are to be undertaken jointly.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

6. The development and publication of a joint locality plan is a key driver in improving two-tier working between Chorley Council and Lancashire County Council. It supports the Corporate Strategy long term outcome 6.2, 'An Excellent Community Leader'.
7. The joint nature of the plan means that some minor changes may be made after approval by Executive Cabinet. Delegating responsibility to the Executive Member for Policy and Performance will ensure the plan is published in an efficient and timely manner.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

8. None

CORPORATE PRIORITIES

9. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the Central Lancashire sub-region		Develop local solutions to climate change.	
Improving equality of opportunity and life chances		Develop the Character and feel of Chorley as a good place to live	
Involving people in their communities		Ensure Chorley Borough Council is a performing organisation	✓

BACKGROUND

10. The Locality Plan aims to be a clear statement of priorities for the residents of Chorley from Lancashire County Council and Chorley Council. In addition, through its development and negotiation, the Locality Plan will further strengthen the relationship between the two Councils and identify areas for closer and joint working.
11. The final, one page, version of the plan is a public document that is illustrative of the planned projects over a twelve month period. The first locality plan was approved in January 2008, and has now been refreshed. This report gives an update on the progress made in the implementation of the projects included and the projects that have been included in the plan for 2009. In addition, it includes an action plan which establishes timescales for selected priority areas for joint working.

DEVELOPMENT OF THE PLAN

12. Officers from both Councils have worked together to develop the plan, and the areas for further development have been based on the results of consultation with local residents. The one page version of the plan does not include all the details of each project but instead aims to be illustrative and clear, mainly including projects that will be tangible to members of the public. The Locality Plan can be found at Appendix 1 of this report.
13. While the implementation of the majority of actions in the plan will be monitored through the Councils' respective business planning and project management tools, to encourage further joint working between the two Councils, some priority areas and actions have been selected for a greater level of development. These priority areas were selected based on the results of consultation, where residents said that they would like to see improvements.
14. The action plan with milestones can be found at Appendix 2 of this report. The actions and milestones have been developed by the relevant service managers from each council, with the aim that the actions should bring real benefits in the delivery of services, but that they are also realistic. Some of the actions in the 'together we will' section of the Locality Plan have not got milestones. This is because, while the actions are illustrative of joint working, they are measured through the Councils' respective regular monitoring arrangements. This should avoid duplicating reporting unnecessarily.

PROGRESS IN THE IMPLEMENTATION OF THE LOCALITY PLAN 2008

15. There were 58 projects identified in the 2008 Locality Plan, to be undertaken either by Chorley Council, Lancashire County Council or jointly by both Councils. The projects and work to be undertaken were managed by the lead Council. For Chorley, this meant using the project management toolkit for the Corporate Strategy and capital projects and business plan monitoring statements for other work.

16. Successes seen in the delivery of the Locality Plan 2008 have included:
- Working together to secure the provision of railway station for Buckshaw Village.
 - Working together to develop the arrangements for, and establishment of, a Children's Trust in Chorley to improve the local services available for children and young people.
 - Improved access to Yarrow Valley Park, enabling wheelchair access from the car park to the weir.
 - The development of proposals for a green technology centre at the Regional investment site at the strategic Regional Site in Buckshaw.
 - Working together with key partners to respond to some of the most vulnerable households in Chorley through the Families First project.
 - Joint working to increase access to young peoples sexual health services and successful projects to reduce teenage pregnancy rates in Chorley.
 - The development for Children's Trust arrangements in Chorley.
 - Working together to provide more opportunities for children and young people, through youth evenings at All Seasons Leisure Centre, where approximately 80 young people have been attending on a Saturday night.
 - The development of a joint climate change strategy for Chorley.
 - Improvements in the Big Wood Copperworks Wood as part of Reclamation and Management of Derelict Land (ReMADE) project.
 - The development of an affordable housing framework for Chorley.
 - Partnership working through successful Weeks of Action in areas across Chorley.

MONITORING OF THE LOCALITY PLAN 2009

17. The implementation of the Locality Plan will be monitored through the Councils' business planning processes. For Chorley, this means the plan will be monitored through business plan monitoring statements and the quarterly performance report. Where specific actions are being undertaken as part of the action plan in Appendix 2, its monitoring is indicated in the action plan.

SUGGESTED CHANGES BY LANCASHIRE LOCALS

18. The Locality Plan was considered by the Lancashire Locals committee on the 16th September. During that meeting, some changes were suggested. These are outlined below.
19. Change (in 'together we will')
- "Explore possible ways in which to develop closer working between Chorley Council and the Young People's Service. This will deliver a more sustainable and coordinated approach to working with children and young people."
- to
- Explore possible ways in which to develop closer working between Chorley Council and the Young People's Service. *This may include looking at the joint pooling of resources.* This will deliver a more sustainable and coordinated approach to working with children and young people.
20. Another change has also been suggested by Lancashire County Council:
- Supporting local businesses to remain competitive by reducing energy costs with capital grants and free energy advice through the Lancashire Business Environment Association"
- to
- Supporting local businesses to remain competitive by reducing energy costs with free energy advice through the Lancashire Business Environment Association

IMPLICATIONS OF REPORT

21. This report has implications in the following areas and the relevant Corporate Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		No significant implications in this area	✓

LESLEY ANN FENTON
 ASSISTANT CHIEF EXECUTIVE (POLICY AND PERFORMANCE)

There are no background papers to this report.


Report Author	Ext	Date	Doc ID
Chris Sinnott	5337	7 th September 2009	Locality Plan 2009 Refresh

LOCALITY PLAN

OUR VISION

Chorley Council and Lancashire County Council want to deliver the best standard of local government to Chorley. We believe that by working together we can achieve the vision for Chorley. This locality plan sets out just some of the things that will be achieved in the next 12 months.

In Chorley this year your Councils will...

Our aims	Ensuring that Chorley is the pulse of a thriving central Lancashire economy	Improving life chances for all	Building Stronger Communities with improved access to public services	Developing the character and feel of Chorley as a good place to live, work and play
	<p>Improving the town centre through environmental improvements. This will include, for example:</p> <ul style="list-style-type: none"> Improvements on the Flat Iron Market Improvements to Market Street, including tree planting, footpath widening and removing unnecessary street furniture. <p>Develop an action plan to support businesses through the economic downturn.</p> <p>Deliver the redundancy support project, including the 'Back to Work' fund, which provides funding to unemployed people to help them find a job.</p>	<p>Introduce the Active Generation scheme to encourage people aged over 50 to become more physically active.</p> <p>Implement the Play Strategy, including developing the provision of activities at community centres.</p> <p>Work with partners to introduce community gardens across the borough and increase land available for growing produce.</p> <p>Provide Free Swimming for under 16s and over 60 year olds.</p> <p>Complete the new 6 hole golf course at Duxbury Golf Course.</p> <p>With the Children's Trust, introduce street games in the borough to encourage young people to do more physical activity.</p>	<p>With our partners, run a series of Weeks of Action across the borough that improve community safety and the local environment.</p> <p>Continue to develop the information we have about our customers to improve the services we offer to customers.</p> <p>Organise the annual Christmas Lights switch on event in the town centre.</p> <p>Make more of our services available online so they can be easily accessed at any time.</p> <p>Continue to transfer community assets into community management, so that local people can manage their own facilities.</p>	<p>Work with partners to identify and make sites available for the development of affordable housing, and use our planning powers to encourage more affordable housing.</p> <p>Introduce kitchen waste collection to households in Chorley to further improve recycling rates.</p> <p>Relaunch Astley Park, and continue to improve it, building the new Pets Corner and completing the Play Areas.</p> <p>Work with local residents to increase the provision of allotments in the borough, including through community gardening schemes.</p> <p>Install combined heat and power into All Seasons Leisure Centre.</p>
	<p>Work with partners to help all learners to progress to further learning, training and employment.</p> <p>Support economic development through Lancashire County Developments Limited for example the through:</p> <ul style="list-style-type: none"> Business support events to maintain the viability and growth of Chorley companies during the recession "Rosebud" targeted loans of up to £750K for business start-up and growth Social Enterprise Loans of up to £10K Creative Graduate Placement Programme - where creative companies can secure a six month subsidised placement for a graduate "Micro-finance loans" for entrepreneurs looking for finance of up to £5k Small Scale Renewables Programme grants of up to £20K to encourage small and medium sized companies to install renewable technologies <p>Deliver the "Give it a Go £5k Challenge" - a competition for local groups who come up with an idea that would make a significant difference to their local neighbourhood.</p> <p>Launch and maintain the "Find Your Way" website which provides a directory of services to individuals and businesses to support them through the recession.</p>	<p>Provide local grants to support the voluntary community and faith sector. For example the "Central Gateway Grant" and "Local Gateway Grant".</p> <p>Support schools in the provision, development and promotion of extended services to ensure that pupils, their families and the wider community have access to services and activities beyond the school day.</p> <p>Work with education providers to offer Diplomas which will ensure that children and young people can choose a qualification which suits their interests and learning style.</p> <p>Help schools and businesses to develop travel plans to increase levels of walking and cycling.</p> <p>Invest in the region of £1m of capital grant funding to provide the three new children's centre bases at Eccleston Primary School, Adlington Library and Brinscall and Withnell Athletic and Recreation Association.</p> <p>Support schools to achieve 'Healthy School' status.</p> <p>Build a new primary school in Buckshaw Village.</p> <p>Provide information and advice to ensure people can gain access to welfare rights and benefits.</p> <p>Deliver support services for physically disabled people and those with a sensory impairment.</p> <p>Replace Bankside Day Centre for adults with a learning disability with a new purpose-built facility.</p> <p>Facilitate and shape a market that contains sufficient, flexible, sustainable childcare.</p> <p>Work with health partners to commission services to help improve mental health.</p>	<p>Ensure customers can contact our services readily and easily by phone, e-mail / internet and in person.</p> <p>Promote Telly Talk which is based at Chorley Library and connects citizens via a web video to Lancashire County Council's Customer Service Centre.</p> <p>Provide 'Help Direct' which offers practical support, guidance and information to adults who need some basic support to get the most out of life.</p> <p>Promote the new Registrars Office in Chorley which opened in Summer 2009.</p> <p>Continue to develop relationships with Chorley's parish and town councils through:</p> <ul style="list-style-type: none"> the Lancashire Parish Charter our Parish and Town Council web pages which include a range of useful information and signposts to our different services <p>Work with Brindle Parish Council on a pilot project to improve the way the council responds to parish priorities.</p> <p>Prepare, maintain and develop plans for an integrated response to major emergencies.</p> <p>Continue to protect the public by ensuring that businesses trade fairly and within consumer law.</p>	<p>Improve travel by developing pedestrian and cycling schemes.</p> <p>Help to reduce road traffic accidents by delivering local safety programmes, traffic calming schemes and carrying out accident investigation studies. In 2009-2010 this will include measures at:</p> <ul style="list-style-type: none"> Collingwood Road/Tootell Street, Chorley Wigan Road, Charnock Richard Wigan Lane, Heath Charnock Blackburn Road, Wheelton Liptrott Estate, Chorley <p>Repair and maintain Chorley's highways, street lights, traffic signs and road markings. Our budget for 2009-2010 is just under £3.2m and includes £37,600 of improvements which were put forward by the parish and town councils of Chorley and approved by the Lancashire Local, including:</p> <ul style="list-style-type: none"> £11k for a minor improvement scheme at the junction of Wood Lane / Park Hall Road at Heskin £2.7k for the refurbishment of traffic calming measures on the B5256 Sandy Lane at Brindle £7k for filling potholes and carriageway slurry sealing along Hallgate in Astley Village <p>Provide access to the countryside by maintaining footpaths, rights of way and recreation facilities.</p> <p>Agree a programme for improving primary school buildings.</p> <p>Provide grants and funding for practical environmental projects which are put forward by local people.</p> <p>Support bus routes such as Chorley Connect.</p> <p>Help to reduce the risk of local flooding from highway storm drains by targeting additional funds at drains maintenance and local flood mitigation schemes.</p> <p>Work with community groups to develop low carbon projects.</p>
<p>Together we will</p>	<p>Work with partners to deliver a railway station, community centre, medical central, local public transport provision and adopted highways in Buckshaw Village. This will include setting out a timetable for when this will be achieved.</p> <p>Sign up to deliver actions that will help regenerate Chorley Town Centre.</p> <p>Provide support to address the impact of the recession for Chorley businesses as well as people and families in Chorley, including:</p> <ul style="list-style-type: none"> Supporting the Chorley network of advice and information services to ensure that they deliver timely and appropriate information to help those affected by the recession to maintain control over their lives (Timely Information Pilot) Providing information on local activities aimed at supporting individuals and businesses through the recession on the "Find Your Way" website Supporting local businesses to remain competitive by reducing energy costs with free energy advice through the Lancashire Business Environment Association. Supporting new business start-ups and existing SMEs <p>Work with key partners in the district as members of the Economic Regeneration Sub Group to ensure that Chorley is the pulse of a thriving central Lancashire economy.</p>	<p>Work with NHS Central Lancashire and schools to extend the Teenage Pregnancy Project to reduce teenage pregnancy in Chorley. This will include giving advice to young people about the realities of becoming a young parent.</p> <p>Maintain and develop weekend work with children and young people in local neighbourhoods and with vulnerable children and young people in 'hot spot' areas. This will involve providing more things to do and places to go for children and young people, and opportunities to get involved in diversionary activities.</p> <p>Explore possible ways in which to develop closer working between Chorley Council and the Young People's Service. This may include looking at the joint pooling of resources. This will deliver a more sustainable and coordinated approach to working with children and young people.</p> <p>Provide positive diversionary activities for children and young people in a more coordinated way. This will involve looking at how these activities are delivered and commissioned and sharing what we are doing with the Chorley Children's Trust.</p> <p>Help parents, governors and schools to get more involved in the Chorley Children's Trust - a local partnership which makes sure that children and young people are: healthy; safe; achieving; having fun; involved; and economically sound.</p> <p>Support the Firebreak Youth Diversionary Activities Programme which is being run by Lancashire Fire and Rescue Service.</p> <p>Look at how we can better co-ordinate the grants which we each award to groups and organisations in Chorley.</p> <p>Deliver the Families First project, to support some of the most vulnerable families in Chorley to access the support they need.</p> <p>Listen to the views of children and young people about local services and act on their views. Specifically we will:</p> <ul style="list-style-type: none"> look at how we can improve the way we involve children and young people run events during local democracy week work with school councils 	<p>Improve access to services in rural areas. This will include looking for opportunities to improve community transport services where public transport is not available.</p> <p>Work with partners to jointly promote and encourage greater uptake of volunteering opportunities.</p> <p>Deliver improved services to vulnerable groups using the "Circle of Need" concept (for example those at risk of becoming homeless and older people).</p> <p>Develop a Chorley Access Strategy and look at opportunities for closer working across all customer access channels (face-to-face, telephone and internet) in one go.</p> <p>Raise the profile of our joint committee - Lancashire Local Chorley - by promoting achievements, so residents know where, when and how it has made a difference.</p> <p>Share knowledge and information about the assets which we hold and look at opportunities for review and rationalisation to:</p> <ul style="list-style-type: none"> Join up service provision Share property between our two councils Achieve efficiency and economy in property provision Improve access to services through property provision which better meets service and user requirements Make better use of existing properties 	<p>Tackle community safety issues, improve the local environment and give advice to local residents by organising and taking part in 'Weeks of Action' across the borough.</p> <p>Improve the character and feel of Chorley by working with partners in the seven neighbourhood areas to deliver the Neighbourhood Action Plans.</p> <p>Share information which we hold about neighbourhood areas to help inform future Neighbourhood Action Plans.</p> <p>Work with the Community Safety Partnership to create an environment where people feel and are safe. This will include:</p> <ul style="list-style-type: none"> Developing an alleygating programme Better lighting and signage. <p>Deliver a more joined up highways and streetscene service by:</p> <ul style="list-style-type: none"> Sharing streetscene schedules and highways assets data Agreeing service standards for dealing with streetscene and highways service requests Exploring options for fast tracking service requests between the two Councils Developing a joint schedule of grounds maintenance work <p>Together, we will support Groundwork to deliver schemes across the borough including, improving footpaths along the Goit at Brinscall.</p>

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CHORLEY LOCALITY PLAN 2009-2010 (ACTION PLAN)

Link to the Locality Plan 2009-2010	Milestones	Start Date	End Date	Lead Officers for.. ...LCC	Lead Officers for.. ...Chorley	Reporting/Monitoring
Ensuring that Chorley is the pulse of a thriving central Lancashire economy						
Work with partners to deliver a railway station, community centre, medical central, local public transport provision and adopted highways in Buckshaw Village. This will include setting out a timetable for when this will be achieved Note: Jane is leading on the delivery of the scheme and will initiate activities with LCC lead officers as appropriate.	Delivery of:					
	Community Centre;	Oct 09	Oct 09	N/A	Jane Meek	Final progress report to Lancashire Local in
	School;	Oct 09	Sep 10	Ian Glaister / Peter McGreevy	Jane Meek	October 2010 in addition to specific reports by exception.
	Public Transport Provision;	Oct 09	Sep 10	Tony Moreton	Jane Meek	
	Railway Station; and	Oct 09	Dec 10	Mike Kirby	Jane Meek	
	Adopted Highways.	Oct 09	Sep 10	Simon Bromley	Jane Meek	
	Production of timetable for delivery of the above.	Oct 09	Dec 09	N/A	Jane Meek	Time Table reported to the Lancashire Local on 3 February 2010

Link to the Locality Plan 2009-2010	Milestones		Start Date	End Date	Lead Officers for... ...Chorley		Reporting/Monitoring
Improving life chance for all							
Sign up to deliver actions that will help regenerate Chorley Town Centre.	Attend the Town Centre Workshop	tbc	tbc	tbc	Mike Kirby / Rick Hayton./ Sarah Palmer	Jane Meek	Final progress report to Lancashire Local in October 2010 in addition to specific reports by exception.
Note: Jane is leading on the delivery of the actions and will initiate activities with LCC lead officers as appropriate.	Agree standards for furnishes of the town centre	October 2009	March 2010	Rick Hayton.	Jane Meek		
Maintain and develop weekend work with children and young people in local neighbourhoods and with vulnerable children and young people in 'hot spot' areas. This will involve providing more things to do and places to go for children and young people, and opportunities to get involved in diversionary activities.	Identify and agree the hot spot areas within Chorley for targeted activity.	Oct 09	Mar 10	Nighat Parveen	Nighat Parveen	Jamie Carson	Report to Lancashire Local 24 March 2010
Note: Jamie is leading on the delivery of the action and will initiate activities with the LCC lead officer as appropriate.	Develop a coordinated programme of diversionary activities.	Mar 10	Sep 10	Nighat Parveen	Nighat Parveen	Jamie Carson	Final progress report to Lancashire Local in October 2010 in addition to specific reports by exception.
Explore possible ways in which to develop closer working between Chorley Council and the Young People's Service. This may include looking at the joint	Look at options for closer working between Chorley Young People's Service and Chorley People's Directorate	Mar 10	Sep 10 (interim review)	Nighat Parveen	Nighat Parveen	Jamie Carson	Interim progress report to Lancashire Local in October 2010 in addition to specific reports by

Link to the Locality Plan 2009-2010	Milestones			Start Date	End Date	Lead Officers for.. ...LCC	Lead Officers for.. ...Chorley	Reporting/Monitoring
<p>pooling of resources. This will deliver a more sustainable and coordinated approach to working with children and young people.</p> <p>Note: Jamie is leading on the delivery of the action and will initiate activities with the LCC lead officer as appropriate.</p>	<p>Management Teams.</p> <p>Agree better coordination of activities and develop closer working between play rangers and youth workers.</p>			Oct 09	Mar 10	Nighat Parveen	Jamie Carson	<p>exception.</p> <p>Report to Lancashire Local 24 March 2010</p>
<p>Provide positive diversionary activities for children and young people in a more coordinated way. This will involve looking at how these activities are delivered and commissioned and sharing what we are doing with the Chorley Children's Trust.</p> <p>Note: Jamie is leading on the delivery of the action and will initiate activities with the LCC lead officer as appropriate.</p>	<p>Agree better coordination of the provision, delivery, commissioning and review of positive activities.</p>			Oct 09	Mar 10	Nighat Parveen	Jamie Carson	<p>Report to the Chorley Children's Trust on 5 March 2010.</p> <p>Final progress report to Lancashire Local in October 2010 in addition to specific reports by exception.</p>
<p>Help parents, governors and schools to get more involved in the Chorley Children's Trust - a local partnership which makes sure that children and young people are: healthy; safe; achieving; having fun; involved;</p>	<p>Appoint parent representative to Chorley Children's Trust.</p> <p>Work with governors and</p>			Sept 09	Nov 09	Stephen Mercer	Jamie Carson	<p>Report to the Chorley Children's Trust on 6 November 2009.</p> <p>Final progress report to</p>

Link to the Locality Plan 2009-2010	Milestones		Start Date	End Date	Lead Officers for.. ...Chorley		Reporting/Monitoring
		Lead Officers for.. ...LCC					
and economically sound. Note: Stephen Mercer is leading on the delivery of the action and will initiate activities as appropriate.	schools to raise awareness of and help them become more involved in the Chorley Children's Trust.	Mercer		Carson	Lancashire Local in October 2010 in addition to specific reports by exception.		
Listen to the views of children and young people about local services and act on their views. Specifically we will: <ul style="list-style-type: none"> • look at how we can improve the way we involve children and young people • run events during local democracy week • work with school councils Note: Jamie Carson is leading on the delivery of actions. He will initiate activities as appropriate.	Work together to develop a programme of events for local democracy week. Develop consultation programme for school councils.	Stephen Mercer	Oct 09	Jamie Carson	Report to the Chorley Children's Trust on 6 November 09.	Final progress report to Lancashire Local in October 2010 in addition to specific reports by exception.	
Support the Firebreak Youth Diversionary Activities Programme which is being run by Lancashire Fire and Rescue Service. Note: Sarah Palmer will ensure that this issue is	The Chorley Children's Trust Funding Sub Group will consider the funding shortfall and make recommendations to the Chorley Children's Trust.	Talha Wadee / Sarah Palmer	Sep 09	Nov 09	Jamie Carson	Progress will be reported to the Chorley Children's Trust on 6 November 09. Final progress report to Lancashire Local in	

Link to the Locality Plan 2009-2010	Milestones	Start Date	End Date	Lead Officers for... ...LCC	Reporting/Monitoring
<p>considered by the Funding Sub Group.</p>					<p>October 2010 in addition to specific reports by exception.</p>
<p>Look at how we can better co-ordinate the grants which we each award to groups and organisations in Chorley.</p> <p>Note: Donna Hall is leading on milestone 1 and Sarah Palmer is leading on the delivery of milestone 2. They will each initiate activities as appropriate.</p>	<p>LCC and CBC to work with other partners on Core Funding Review.</p>	<p>Jun 09</p>	<p>Mar 10</p>	<p>Adrienne Banks / Cindy Lowthian / DPO</p>	<p>Progress will be reported to LSP Executive in March 2010.</p>
	<p>ADPO to forward details of local member grant spend, local gateway grant spend, youth opportunities and young capital spend to Sara Cooper. Sara will include in funding analysis report.</p>	<p>Oct 09</p>	<p>Sep 10</p>	<p>Sarah Palmer</p>	<p>Final progress report to Lancashire Local in October 2010 in addition to specific reports by exception.</p>
Building stronger communities with improved access to public services					
<p>Improve access to services in rural areas. Look for opportunities to improve community transport services where public transport is not</p>	<p>LCC to review accessible transport in Chorley (including travel care) and make recommendations for better</p>	<p>Oct 09</p>	<p>Sep 10</p>	<p>Andrew Gill</p>	<p>Report to Chorley Equality Forum on 19 October 09.</p>

Link to the Locality Plan 2009-2010	Milestones	Start Date	End Date	Lead Officers for.. ...LCC	Lead Officers for.. ...Chorley	Reporting/Monitoring
<p>available.</p> <p>Note: Andrew Gill is leading on the delivery of the action and will initiate activities with the Chorley lead officer as appropriate.</p>	<p>integration of LCC transport functions.</p>					<p>Final progress report to Lancashire Local in October 2010 in addition to specific reports by exception.</p>
<p>Work with partners to jointly promote and encourage greater uptake of volunteering opportunities.</p> <p>Note: Sarah Palmer will ensure that this issue is considered by the Stronger and More Involved Communities Group.</p>	<p>Lancashire County Council will work with partners in Chorley to promote the Lancashire County Volunteer Service.</p>	<p>Oct 09</p>	<p>Sep 10</p>	<p>Barbara MacLaren / Sarah Palmer</p>	<p>Jamie Carson / Lesley-Ann Fenton</p>	<p>Final progress report to Lancashire Local in October 2010 in addition to specific reports by exception.</p>
<p>Deliver improved services to vulnerable groups using the "Circle of Need" concept (for example those at risk of becoming homeless and older people).</p> <p>Note: Asim Khan is leading on the delivery of the action and will initiate activities with the LCC lead officer as</p>	<p>Jointly implement Circles of Need for two customer groups, building on the Chorley Partnership project for older people.</p>	<p>Jan 10</p>	<p>Sep 10</p>	<p>Gabby Nelson</p>	<p>Asim Khan</p>	<p>Final progress report to Lancashire Local in October 2010 in addition to specific reports by exception.</p>

Link to the Locality Plan 2009-2010	Milestones	Start Date	End Date	Lead Officers for..		Reporting/Monitoring
				...LCC	...Chorley	
<p>appropriate.</p> <p>Develop a Chorley Access Strategy and look at opportunities for closer working across all customer access channels (face-to-face, telephone and internet) in one go.</p> <p>Note: Asim Khan is leading on the delivery of the action and will initiate activities with the LCC lead officer as appropriate.</p>	<p>Undertake an options-appraisal for piloting joint working across all customer access channels at the same time.</p>	Jan 10	Sep 10	Gabby Nelson	Asim Khan	Final progress report to Lancashire Local in October 2010 in addition to specific reports by exception.
<p>Raise the profile of our joint committee - Lancashire Local Chorley - by promoting achievements, so residents know where, when and how it has made a difference.</p> <p>Note: Sarah Palmer is leading on the delivery of the action and will initiate activities with the Chorley lead officer as appropriate.</p>	<p>Produce pre and post meeting press releases, and initiate joint press releases as appropriate.</p> <p>Record and share Lancashire Local 'good news stories' each quarter.</p>	Oct 09 Oct 09	Sep 10 Sep 10	Sarah Palmer Sarah Palmer	N/A N/A	Final progress report to Lancashire Local in October 2010 in addition to specific reports by exception.
<p>Share knowledge and information about the assets which we hold and look at</p>	<p>Develop aligned Asset Management Plan</p>	Oct 09	Sep 10	Gary Watson	Gary Hall	Final progress report to Lancashire Local in October 2010 in addition

Link to the Locality Plan 2009-2010	Milestones	Start Date	End Date	Lead Officers for.. ...LCC	Lead Officers for.. ...Chorley	Reporting/Monitoring
<p>opportunities for review and rationalisation to:</p> <ul style="list-style-type: none"> • Join up service provision • Share property between our two councils • Achieve efficiency and economy in property provision • Improve access to services through property provision which better meets service and user requirements • Make better use of existing properties <p>Note: Gary Watson is leading on the delivery of the action and will initiate activities with the CBC lead officer as appropriate.</p>						<p>to specific reports by exception.</p>
Developing the character and feel of Chorley as a good place to live, work and play						
<p>Tackle community safety issues, improve the local environment and give advice to local residents by organising and taking part in 'Weeks of Action' across the borough.</p> <p>Note: Liz Morey is leading on</p>	<p>LCC and Chorley Council will deliver outreach and consultation activity in each of the neighbourhood areas.</p>	<p>Oct 09</p>	<p>Sep 10</p>	<p>Sarah Palmer</p>	<p>Paul Lowe</p>	<p>Final progress report to Lancashire Local in October 2010 in addition to specific reports by exception.</p>

Link to the Locality Plan 2009-2010	Milestones	Start Date	End Date	Lead Officers for..		Reporting/Monitoring
				...LCC	...Chorley	
<p>the delivery of the action and will initiate activities with the LCC lead officer as appropriate.</p>						
<p>Improve the character and feel of Chorley by working with partners in the seven neighbourhood areas to deliver the Neighbourhood Action Plans.</p> <p>Note: Liz Morey is leading on the delivery of the action and will initiate activities with the LCC lead officer as appropriate.</p>	<p>Neighbourhood action plans delivered in seven neighbourhood areas.</p>	<p>Oct 09</p>	<p>Sep 10</p>	<p>Sarah Palmer</p>	<p>Liz Morey</p>	<p>Final progress report to Lancashire Local in October 2010 in addition to specific reports by exception.</p>
<p>Share information which we hold about neighbourhood areas to help inform future Neighbourhood Action Plans.</p> <p>Note: Liz Morey is leading on the delivery of the action and will initiate activities with the LCC lead officer as appropriate.</p>	<p>Identify information which we would be beneficial to share. Develop information sharing agreement.</p>	<p>Oct 09 Feb 10</p>	<p>Feb 10 Sep 10</p>	<p>Sarah Palmer</p>	<p>Liz Morey</p>	<p>Final progress report to Lancashire Local in October 2010 in addition to specific reports by exception.</p>

Link to the Locality Plan 2009-2010	Milestones	Start Date	End Date	Lead Officers for... ...LCC	Reporting/Monitoring
<p>Deliver a more joined up highways and streetscene service by:</p> <ul style="list-style-type: none"> ▪ Sharing streetscene schedules and highways assets data ▪ Agreeing service standards for dealing with streetscene and highways service requests ▪ Exploring options for fast tracking service requests between the two Councils ▪ Developing a joint schedule of grounds maintenance work <p>Note: Martin Walls is leading on the delivery of the action and will initiate activities with the LCC lead officer as appropriate.</p>	<p>Sharing streetscene schedules and highways assets data</p> <p>Agreeing service standards for dealing with streetscene and highways service requests</p> <p>Exploring options for fast tracking service requests between the two Councils</p> <p>Developing a joint schedule of grounds maintenance work</p>	<p>To be confirmed following Chorley Council Overview and Scrutiny task and finish group.</p>	<p>Stuart Benson / Alan Capstick</p> <p>Stuart Benson / Alan Capstick</p> <p>Stuart Benson / Alan Capstick</p> <p>Stuart Benson / Alan Capstick</p>	<p>Martin Walls</p> <p>Martin Walls</p> <p>Martin Walls</p> <p>Martin Walls</p>	<p>Interim progress report to Lancashire Local on 24 March 2010.</p> <p>Final progress report to Lancashire Local in October 2010 in addition to specific reports by exception.</p>

Report of	Meeting	Date
Assistant Chief Executive (Policy and Performance) and Corporate Director (Business) (Introduced by the Executive Member (Policy and Performance) and the Executive Member (Business))	Executive Cabinet	1 October 2009

PROGRESS UPDATE ON THE FIRST YEAR OF THE COUNCIL'S CLIMATE CHANGE ACTION PLAN

PURPOSE OF REPORT

1. To update Members on the progress that has been made on delivering the first year of the council's climate change action plan, and to set out what actions need to be taken next year to achieve Level 2 of NI 188 (Planning to adapt for climate change).

RECOMMENDATION(S)

2. Members are asked to note the content of the report and approve the actions put forward to achieve Level 2 of NI 188.
3. To support the virement of £90,000 from the under utilized grants schemes for local businesses to support the the delivery of a combined heat and power source at All Seasons Leisure Centre.

EXECUTIVE SUMMARY OF REPORT

4. The Council is progressing well in the delivery of the first year of its Climate Change Action Plan. We were assessed as being at Level 1 of the national standard for 'Planning to Adapt to climate change' and have made excellent progress in establishing baseline information on how much and what type of energy we use, and how this impacts on Chorley's carbon footprint.

In order to reach Level 2 of this indicator, we need to be influencing our LSP partners to carry out risk assessments on the effects of extreme weather conditions on local services.

We have also made progress in reducing our energy usage and are currently developing a staff travel plan which will aim to cut our carbon footprint by introducing staff car share schemes, bike to work initiatives, more fuel efficient transport, etc.

CORPORATE PRIORITIES

5. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the Central Lancashire sub-region		Develop local solutions to climate change.	X
Improving equality of opportunity and life chances		Develop the Character and feel of Chorley as a good place to live	
Involving people in their communities		Ensure Chorley Borough Council is a performing organization	

BACKGROUND

6. In 2008/9, the council published its climate change action plan, which detailed how we intended to reduce our impact on the environment (our ‘carbon footprint’) through our activities and energy usage. The strategy was produced alongside the Local Strategic Partnership’s commitment to reduce CO₂ emissions significantly over the next ten years. It details how, through our community leadership role, we will promote the climate change agenda throughout service delivery to the residents and businesses of Chorley.

Chorley Council has a number of national indicators around climate change which it must demonstrate continual improvement against. These are:

- NI 185 (CO₂ reduction from local authority operations)
- NI 187 (Tackling fuel poverty)
- NI 188 (Planning to adapt to climate change)
- NI 189 (Flood risk management)
- NI 192 (Household waste recycled and composted)
- NI 194 (Improved air quality through local authority’s estate and operations)

As a member of the Local Strategic Partnership, we also have a commitment to the following targets:

- NI 186 (Reduction in overall CO₂ emissions in the local authority area)
- Local indicator: Reduction in residential CO₂ emissions

The action plan was formulated to ensure the council achieves these targets. This report is an update on our progress over the first year of the plan.

PROGRESS AGAINST ACTIONS

7. We have made good progress in the delivery of the climate change action plan. Notable achievements include:

Target Setting

- Targets agreed with LSP Partners on the reduction of CO₂ emissions in Chorley
- Baselines now established on how much energy we use throughout the council to enable us to set targets for 20% reduction by 2020.

Energy efficiency measures

- Since January 2009, Chorley Council and EAGA our Energy partner have carried out loft and cavity wall insulation at approximately 500 properties. This project has been mainly targeted at the most deprived wards within the borough Chorley South West, Clayton le Woods North, Chorley East and Chorley North East. The scheme will be widened to other areas of the borough this year.
- Undertaken energy efficiency audits on council office buildings and identified efficiency measures that will be put in place in the coming year through an energy management plan.
- Through the LSP, we are working with Groundwork and residents in rural off-gas network villages to explore community energy sources to reduce energy costs and CO₂ emissions
- In partnership with our leisure provider, we have undertaken a feasibility study of using combined heat and power at All Seasons Leisure Centre. When implemented, it will lead to savings of up to £40,000 per year and 99 tonnes of carbon.
- Helped 31 companies undertake energy audits to identify areas for improvements. We have also made £60k p.a. available in grants to local businesses to help them make energy improvements.
- Continued to provide Warm Front grants to householders so they can make energy efficiency improvements to their homes.

Travel

- Green staff travel plan currently being produced, including establishing a picture of staff journeys to work, business commuting and fleet travel to reduce CO₂ emissions
- Data collected for fleet and business travel to set targets for reduction for next year.




Sustainable Development

- Sustainable Resources Development plan now in place which promotes sustainable development in Chorley through reducing carbon emissions, managing water supplies; the use of construction materials; encouraging waste recycling and the promotion of renewable energy capture.

Procurement

- Sustainable procurement policy developed ensures that sustainability is a criteria when selecting tenders for the provision of council contracts.
- Authority on track to achieve Level 2 of the National Action Plan Framework for Sustainable Procurement by April 2010.



PROGRESS AGAINST TARGETS

INDICATOR	BASELINE 2007/8	TARGET 2008/9	PERFORMANCE 2008/9	STATUS
NI 185 (CO ₂ reduction from local authority operations)	N/A	2008/9 was the baseline year	2836 tonnes	-
NI 187 (Tackling fuel poverty)	N/A	2008/9 was the baseline year	4.26%	-
NI 188 (Planning to adapt to climate change)	Level 0	Level 1	Level 1	
NI 189 (Flood risk management)	N/A	100%	100%	
NI 192 (Household waste recycled and composted)	47.19%	48%	48.43%	
NI 194 (Improved air quality through local authority's estate and operations)	N/A	2008/9 was the baseline year	6,459 kg of Nox* 349 kg of PM10**	-

*NO_x = Nitrous Oxide

**PM10 = Vehicle particular matter (exhaust emissions)

CHORLEY PARTNERSHIP TARGETS

INDICATOR	BASELINE 2005*	TARGET 2010	PERFORMANCE 2007**	STATUS
NI 186 (Reduction in overall CO ₂ emissions in the local authority area)	5.6 tonnes per capita	5.04 tonnes per capita	5.7 tonnes per capita	
LI: (Reduction in residential CO ₂ emissions)	2.6 tonnes per capita	2.32 tonnes per capita	2.6 tonnes per capita	

* Data re-released by DEFRA in November 2007

** Data released by DEFRA in November 2008

NEXT STEPS

We have already delivered a lot of the actions in the climate change action plan through working towards Level 1 of NI 188 (Planning to adapt to climate change). In order to achieve Level 2, we need to undertake the following activity by April 2009:

- Undertake a detailed risk assessment of extreme weather conditions and prioritise the options for adaptation
- Start the process of implementing high priority 'quick win' actions
- Find out what has been done across the partner organisations on the LSP in Chorley to take into account adaptations to services that could be made to mitigate the impact of extreme weather conditions
- Involve LSP partners in the council's plans for adaptation of services
- Refresh action plan for 2009/10 to ensure actions are attributed to lead officers with timescales for completion.

IMPLICATIONS OF REPORT

8. This report has implications in the following areas and the relevant Corporate Directors' comments are included:

Finance	x	Customer Services	
Human Resources		Equality and Diversity	
Legal		No significant implications in this area	

COMMENTS OF THE ASSISTANT CHIEF EXECUTIVE (BUSINESS TRANSFORMATION)

9. The Council committed in its Capital Programme funds to enable the grants schemes towards local businesses making their operations environmentally friendly. To date however, take up of the offer whereby 50% of the costs of schemes were met by the grant has been limited, probably due to the current recession. As such I now propose to recycle these funds into other schemes as outlined in this report. The feasibility study at All Seasons Leisure Centre requires funding and it is proposed that £90k is vired from the grants budget to this scheme to cover the implementation costs, making the Council the requisite revenue saving as well as achieving significant carbon reduction. The work to make the Councils Admin buildings more energy efficient is currently out to tender and I anticipate that the work should start and be completed within the next 6 to 8 weeks.

LESLEY-ANN FENTON AND JANE MEEK

ASSISTANT CHIEF EXECUTIVE (POLICY AND PERFORMANCE) AND CORPORATE DIRECTOR (BUSINESS).

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Claire Thompson	5348	8 th Sep 2009	

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Report of	Meeting	Date
Assistant Chief Executive (Policy and Performance) (Introduced by the Executive Member for Business)	Executive Cabinet	1 October 2009

ALLOCATIONS POLICY

PURPOSE OF REPORT

1. To present the revised Allocations Policy for Chorley and update Members on the progress toward developing a joint allocations policy and Choice Based Lettings scheme between Chorley, South Ribble and Preston Councils.

RECOMMENDATION (S)

2. That the Allocations Policy be adopted as Chorley Council's Allocation Policy.

EXECUTIVE SUMMARY OF REPORT

3. Chorley Council's Allocations Policy sets out how vacancies for social rented housing for which the Council has nomination rights will be dealt with. It establishes a system for assessing housing need to ensure that those in highest need receive priority. It also contains procedures to ensure that suitable accommodation is offered to applicants.
4. The policy introduces a simple banding system, which uses colours to identify between different priority groups.
5. The Policy clearly sets out the procedures involved in allocating housing vacancies, and how applicants will be treated, including how they can request a review of decisions made.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

6. The Housing Act 1996, as amended by the Homelessness Act 2002, requires the Council to make all allocations and nominations to social housing in accordance with a published allocations scheme. The legislation requires that local authorities give reasonable preference to people in certain circumstances. This policy ensures that the scheme is legally compliant and fit for purpose.
7. This Allocations Policy is easier to administer than the existing points system and it is much easier for customers to understand.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

8. Continuing to use Chorley Council's current Allocations Policy . This would delay the Council moving toward a banding system, which is now seen as best practice. Implementing the local policy first will mean that the Council is able to prepare more effectively for the introduction of Choice Based Lettings.

CORPORATE PRIORITIES

9. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the Central Lancashire sub-region		Develop local solutions to climate change.	
Improving equality of opportunity and life chances		Develop the Character and feel of Chorley as a good place to live	✓
Involving people in their communities		Ensure Chorley Borough Council is a performing organization	

BACKGROUND

10. The Executive Cabinet approved a draft allocations policy for Chorley in December 2008. It changed original allocations scheme from points based to a banding system. This was to ensure that the Council’s policy was legally compliant. This new policy was then subject to consultation with stakeholders. The feedback from the consultation has led to changes been made to the draft policy.

11. The finalised Allocations Policy is included as Appendix 1 of this report.

RESULTS OF THE CONSULTATION

12. The Allocations Policy has been subject to consultation with local stakeholders, including the main local registered social landlords. The feedback included comments about giving customers who had a good tenancy history with no priority but who wished to transfer, some priority within the scheme. Customers whom we spoke to welcomed the simple banding system in place of the complex points system. A summary of the consultation is available upon request. In response to the consultation, a community priority element was introduced into the Orange band, giving transfer customers who have been recognised as meeting the positive community criteria, additional priority.

MAIN ELEMENTS OF THE ALLOCATIONS POLICY

Eligibility

13. Any UK resident aged 16 years or over may apply for the scheme, although a housing association will not normally grant a tenancy to anyone under the age of 18 unless they are able to provide a guarantor to cover rent and a support worker.

14. Some people are deemed by the Housing Act as ineligible to be apply. These are; persons from abroad who are subject to immigration control, people who are not habitually resident of the Common Travel Area (which includes England, Wales, Northern Ireland, Isle of Man, Republic of Ireland and Channel Islands) any other persons prescribed by the Secretary of State or where an applicant or member of their household is considered to be guilty of unacceptable behaviour serious enough to make them unsuitable to be a tenant. Unacceptable behaviour is set out in the policy and would include very serious anti social behaviour and each case is to be considered on its own merits. Customers who have a history of ‘bad tenancies’ but where this would not be sufficient for an outright eviction, will be given opportunity to address their behaviour and may be given reduced priority while rent arrears or other tenancy issues are resolved.

Making an application

15. Every applicant will receive an application pack, including an application form and summary of the Allocations Policy. If necessary, they will be given support to complete the application form.
16. Applications will be then be assessed and placed into the banding system, based on their housing need.

Banding

17. Following assessment, eligible applicants will be put into five priority bands for housing, based on their circumstances. The bands will be as follows:
 - **Blue band:** This band is for applicants who are in urgent need and given additional preference. This category would include, for example, applicants with a serious medical condition, households who are defined as statutorily overcrowded in the Housing Act 2004, households in unsanitary accommodation or 16 and 17 year old care leavers who are threatened with homelessness.
 - **Red band:** This band is for applicants who are high need and are given reasonable preference. It would include, for example, homeless households who are owed the full homeless duty, or applicants living in unsatisfactory housing that lacks basic facilities.
 - **Green Band:** This band is for applicants who have recognisable need and are given reasonable preference. This would include, non-priority homeless applicants or applicants aged over 60 who are seeking sheltered accommodation.
 - **Orange Band:** This band is for applicants who are assessed as owed reasonable preference, but who have reduced preference under the policy due to rent arrears, behaviour, no local connections, savings, equity or earnings, or where two offers have been refused. This band also includes those who are not in any of the reasonable preference groups, however they meet a recognised 'community' criteria as specified within the policy. This will include applicants who can demonstrate having a good tenancy history and/or positive contribution to the local community including volunteering or membership to a local community group.
 - **Yellow Band:** This band is for applicants with no recognisable housing need. This is for all other applicants who do not qualify for the other bands, but would like to move to alternative accommodation or cases where an applicant is considered to be guilty of unacceptable behaviour serious enough to make them unsuitable to be a tenant but the Council believes that the applicant or member of their household is willing to take action to address the concerns. In such cases, the applicant will be registered, but receive no preference until they have resolved the behaviour to the satisfaction of the Council.
18. Each application will be reviewed at least annually to determine whether the applicant wishes to remain on the register, or their circumstances have changed.

Lettings Criteria

19. Lettings will be allocated according to an established procedure:
 - The first available vacancy will be matched against the applicant in the highest band.
 - Where two or more applicants have the same band, the date that the applications were effective for that band will be used to determine who will be considered for the nomination.
 - An assessment will be made to determine if the property is suitable and reasonable for the applicant and their household.
 - If the property is suitable, the applicant's preference for areas will be considered.
20. If the property is not suitable for the applicant with the highest need, it will be matched against other applicants in descending order until a suitable allocation is found.

- 21. In certain cases, ie where there are local lettings policies in place, properties may be allocated to certain bands or groups within bands, for example Orange band for those who meet the positive community criteria or a specifically adapted property.
- 22. In some exceptional circumstances, the Council may allocate vacancies not based on the banding. These emergency cases are set out in the policy and would include cases affected by flood, fire or other disaster, Police witness protection or a case of domestic abuse. All such cases will be assessed through the Housing Welfare Panel to ensure objectivity and clear accountability.

IMPLICATIONS OF REPORT

- 23. This report has implications in the following areas and the relevant Corporate Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	√
Legal	√	No significant implications in this area	

COMMENTS OF THE ASSISTANT CHIEF EXECUTIVE (POLICY & PERFORMANCE)

- 24. In line with the Council's Equality Scheme, the Allocations Policy has been Equality Impact Assessed. The assessment demonstrates that as well as upholding our statutory requirements around the Homelessness Act (2002), the Policy actively promotes equality in access to social housing for vulnerable people. The only recommendation arising from the assessment is that the Council should actively work with RSLs to review their local lettings policies every twelve months, to ensure that they do not directly or indirectly discriminate against certain customer groups.

COMMENTS OF THE CORPORATE DIRECTOR OF GOVERNANCE

- 25. Legal Services were consulted and have had input into the policy.

LESLEY-ANN FENTON
 ASSISTANT CHIEF EXECUTIVE (POLICY AND PERFORMANCE)

There are no background papers to this report.

Background Papers			
Document	Date	File	Place of Inspection
Chorley Draft Allocations Policy	December 2008	Allocations Policy	Strategic Housing, Union Street

Report Author	Ext	Date	Doc ID
Zoë Whiteside	5711	11 th August 2009	Allocations Policy Report

Allocation Policy Summary



This information can be made available to you in larger print or on audiotape, or translated into your own language. Please telephone 01257 515515 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 آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون کیجئے: 01257 515151

What is the Allocations Policy?

The Allocations Policy is a document that details how and why Chorley Council can offer homes that become available to customers on its Housing Register (the Council's waiting list).

The Council is required by law to tell its customers how customers applications will be prioritised and must make sure that in certain cases, customers are given higher priority.

Homes available by applying to Chorley Council

Chorley Council does not own or manage houses in the borough, but applicants on the housing register can be nominated for a tenancy with a Registered Social Landlord (RSL), sometimes referred to as Housing Associations. Chorley Council transferred all its stock in 2007 to Chorley Community Housing (CCH) and it was agreed that 75% of all properties which CCH own and become available for let, will be allocated to customers on the Councils' housing register. Chorley Council also nominates customers to properties owned and managed by all other RSLs in Chorley.

Applying for a Property

The Housing Register is administered by Chorley Council, and application forms can be collected from the Civic Offices on Union Street, Chorley, PR7 1AL; or you can ring 01257 515151 and ask for the Housing Options Team to be sent one via post. RSLs have their own waiting lists that you can also apply for separate to the Housing Register; a list of these is at the back of Chorley Councils application form.

Supporting information should be provided with your application as evidence of circumstances or condition. Assistance and advice is available on request if you have any problem filling out the application form. Please contact us on the address or telephone number above and we will help you.

All application will be acknowledged within 14 days of receipt and your acceptance or otherwise on the Housing Register (or otherwise) and priority "Band" will be advised within 28 days. Appeals can be made in writing within 21 days of a decision regarding banding or exclusion from the register.

Applicants can also request a review of the decision at any time due to changing circumstances.

Aims of the Allocations Policy and Prioritisation of Applicants

Chorley Council aim to ensure that social rented properties are allocated in a fair, legal way, which promotes equal opportunities and stable communities.

All customers who apply for housing will be asked to provide information about their situation. This will include information about their family, previous homes and any medical condition they may have. Once the Council has all the information, it will make a decision and award the application a band.

The bands are in order of priority and within each band, the only other difference between customers is length of time waiting. The priority bands are as follows in order from highest to lowest:

Blue Band	–	Urgent Need
Red Band	–	High Need
Green Band	–	Recognisable Need
Orange Band	–	Reduced Preference
Yellow Band	–	No Recognisable Need

Band Qualification of Criteria

To qualify for the Blue Band you must be in Urgent Need falling into one or more of the following categories:

- Your household has emergency medical or disability needs
- You live in a disability adapted RSL home able to be released to a household who need it
- You are substantially overcrowded and this has been verified by the council
- You are in a private property in unfit to live in (taking over 6 months to make good)
- You are living in Supported Housing and have been assessed as ready to move on
- You are leaving/left the care of social services and are still under 21
- You have exceptional need as determined by the Head of Housing/Welfare Panel

To qualify for the Red Band you must be in High Need falling into one or more of the following categories:

- You are homeless with a priority need as determined by a Council assessment
- There is evidence of some overcrowding in your home
- Your home lacks one or more basic facilities (e.g. washing, cooking, fuel supplies)
- You have spare rooms in a RSL property looking to move into smaller accommodation
- You are leaving/left the care of social services and are still under 21
- You have been a 'homeless prevention' household for 6 months or more
- Non-emergency medical grounds
- You are awarded this band by the Head of Housing/Welfare Panel

To qualify for the Green Band you must be in recognisable Need falling into one or more of the following categories:

- You are homeless without a priority need as determined by a Council assessment
- You have been a 'homeless prevention' household for 3 months or more
- You are 60+ looking to move into Sheltered Accommodation

To qualify for the Orange Band you may have fallen into the categories above but then been awarded reduced preference for one or more of the following categories:

- You have refused 2 reasonable offers of accommodation
- Rent Arrears or unacceptable behaviour in previous tenancies
- You are above the savings, equity or earnings level
- You have no local connection

Also within the Orange Band are applicants without any recognisable need but fall into one of the following Community Priority categories:

- You are employed or training in the Borough
- You are a 'key worker'
- You need to move to care or give support to a relative
- You are of benefit to the community through activities such as voluntary work
- You are a transfer applicants who have been good tenants
- You are applying for your own tenancy but currently live with parent/s who have been good tenants regardless of tenure

The Yellow Band is for applicants without any recognisable need (and no mitigating circumstances as in orange, or the applicant or household member has been responsible for

behaviour (e.g. non-payment of rent, criminal or anti-social activity) that would be serious enough to warrant eviction.

If an applicant moves down a band due to change in circumstances they retain the date they were placed in the previous band for priority order. However if an applicant moves up a band due to change of circumstances the time they have been on the waiting list will be reset to zero.

How Allocations will work in practice

The Council receives details of available homes for rent from RSLs on a weekly basis. These are entered onto a database in order to be matched against customers with the most need for that property. When matching customers and properties the following will be considered:

- 1) The size and location of the home.
- 2) Any adaptations or special features of the home which are suitable for specific customers (i.e. those with disabilities or elderly persons)
- 3) Any local lettings policies, which may be in place, which require specific criteria to be applied.

If no customer in the Blue Band has a need matching the property, then the nomination will go to the matching customer in Red Band who has waited longest, and this process will carry on down through the bands in priority order.

A customer, who is nominated by the Council to an RSL, may then be asked some questions by the RSL, who will have their own way of deciding if a customer is suitable to be a tenant. It is unusual for RSLs to refuse the Councils' nomination. If this happens, customers are encouraged to contact the Council who will be able to find out why they have not been successful.

Applicants refused a property by an RSL will remain in the same band with the same waiting start date unless new evidence regarding the applicant is found by the RSL that may affect the priority of the applicant. The Council will investigate any changes in a customers' circumstances and may change banding where necessary.

Area of Choice

Applicants can indicate an unlimited amount of areas they wish to live in due to a number of reasons (proximity to schools, work, relatives, place of worship), along with places they do not wish to live (e.g. when fleeing violence or harassment).

Chorley Council will take customer preferred areas into consideration, but due to shortages in available homes, it may not be possible to nominate you for a home in your exact location (particularly if you are specific to a certain street or estate).

Customers need to be aware that the refusal of a nominated property in another area on the grounds of location may affect your priority.

Applicants who are homeless and the Council owes a legal duty to find them accommodation, will be expected to be more flexible when offered accommodation, especially when they are being housed in temporary accommodation.

Some areas are also subject to 'local lettings policies', such as small parish areas where a local parish connection may be needed, or mixed tenure (private owned/private rented/ RSL) new build area where applicants may be required to be in employment.

Type and Size of Accommodation you can apply for

The policy aims to make the best use of the homes available and so customers will only be nominated properties according to the size of their household. For example, a single person or couple will only be offered properties with one room, and a family with two children would be offered a property with 2 or 3 rooms depending on the gender and age of the children.

The number of rooms can change for medical reasons and formal caring responsibilities. The aim of this is to ensure the properties are not overcrowded and also the homes in the Borough are being fully utilised. Sheltered Housing and other Supported Housing will only be available to relevant 'client groups' e.g. Older People, People with Learning Difficulties, Homeless People with Support needs.

Circumstances that could reduce your priority or exclude you from the list

- Rent Arrears
- Anti-social behaviour or criminal activity;
- Applicants have a high amount of savings or equity (£20,000+)
- Applicants earning in the Higher Rate 40% tax bracket (£37,400+ 2009/10)
- Applicants do not have a local connection to Chorley Borough;
- The applicant refuses two properties which are offered;
- People not resident in the British Isles or subject to immigration control are not eligible to join the register

Withholding or Falsifying Information and Deliberately Altering Circumstances

Giving false or deliberately withholding information as part of your housing application is a criminal offence and may lead to prosecution and exclude you from the housing register or reducing you priority. Deliberately changing your circumstances, e.g. inviting people into your home to make you overcrowded, will also lead to your priority being reduced.

The council must also be informed of all changes in circumstances, which may affect your application.

Complaints

If you are not satisfied with the service that you have received, please contact the Housing Options Service, explaining what the problem is and we will do all we can to help you.

You can also register a complaint under the Council's complaints procedure by telephone, e-mail or in person at the Civic Offices, Union Street, and Chorley. All complaints will be acknowledged and investigated. If the applicant remains dissatisfied following the outcome of their complaint they may also make a complaint to the Local Government.

Further information

This is a summary of the main policy that is far more detailed citing all relevant legislation. If you would like a copy of the main policy you can visit the Chorley Councils website; www.chorley.gov.uk/allocationspolicy , you can call 01257 515151 and request the Housing Options team send you a copy, or alternatively visit the Civic Offices, Union Street, Chorley, PR1 1AL, and pick up a copy from the One Stop Shop.

Allocation Policy



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Aims of the Allocations Policy

Chorley Council no longer owns Council housing having transferred its homes to Chorley Community Housing (CCH) in 2007. This Allocation Scheme sets out how Chorley Council will nominate households to Registered Social Landlords (commonly known as Housing Associations), where it has nomination rights to properties owned by those landlords. Nominations will be made by a banding system.

Chorley Borough Council aims to provide affordable housing for rent for people in housing need and to create sustainable, balanced communities. We are committed to providing a fair and comprehensive service to all persons eligible for registering for housing under the Council's scheme.

The Council no longer owns its own housing stock but will ensure that all social housing owned by Housing Associations that it has nomination rights, will be allocated to those households with the greatest need for long term, settled accommodation.

The aims of the Chorley Allocation Policy are:

- To ensure that applicants in need are housed.
- To meet the legal requirements set by housing legislation.
- To create sustainable communities where people want to live and feel safe.
- To provide choice to applicants balanced against the shortage of social housing.
- To ensure that no group or individual is discriminated against as a result of this policy and to promote equal opportunities.

Legal Requirements

1. The 1996 Housing Act (as amended) by the 2002 Homelessness Act requires local authorities to make all allocations and nominations in accordance with a published Allocation Scheme. The law covers all nominations made by Chorley Council by which a person becomes an assured or an assured short-hold tenant of housing accommodation held by a Registered Social Landlord, commonly known as Housing Associations. A summary of the Allocation Policy must be made available free of charge to any person who asks for a copy. This document is the full version of the scheme and a summary of the scheme is available through the Council's offices at the Civic Offices, Union Street, Chorley.
2. The Housing Act 1996, as amended by the Homelessness Act 2002, requires local authorities to give "reasonable preference" in their allocations policies to people with high levels of assessed housing need. This includes homeless people, those who need to move on welfare or medical grounds, people living in unsatisfactory housing and those who would face hardship unless they moved to a particular locality within the local authority's area.
3. The Act also requires local authorities to state within the policy what its position is on offering applicants a choice of housing accommodation, or the opportunity to express preference about the housing accommodation to be allocated to them.
4. This policy complies with the requirements of the Act, and takes into account the Code of Guidance on the Allocation of Accommodation issued in 2002 and also the draft Code of Guidance issued in August 2009. It also takes into account the statutory Code of Guidance on the Allocation of Accommodation: under Choice Based Letting Schemes issued by the Communities and Local Government Department in August 2008. The scheme has also been amended to fully take into account the implications for local authorities of the House of Lords decision in the London Borough of Newham V Ahmed, which sets out how Councils should balance choice and meeting housing need.

Context

5. This is a revised Allocations Policy for Chorley Council. It was revised in the summer of 2009 following consultation with RSLs and Stakeholders. Chorley Council transferred its Housing Stock to Chorley Community Housing (CCH) in 2007. This Allocation Policy sets out how Chorley Council will nominate households to CCH and all other Registered Social Landlords (commonly known as Housing Associations), where it has nomination rights to properties owned by those landlords.

The policy is based on:

- The recognition of reasonable preference categories which are set by law i.e. those applicants who must be given reasonable preference meaning a 'head start' under the Council's Allocation Policy.
 - The principle that social housing properties should be let on the basis of an applicant's housing needs.
6. Reasonable preference for housing must be given to those groups set out in the 1996 Housing Act, amended by the 2002 Homelessness Act listed below. A full description of each of these categories and how they are applied is given at paragraphs 126-143 of this Policy. The statutory reasonable preference categories cover:
 - All categories of homeless people (whether or not the applicant is owed a statutory homeless duty and regardless of whether such cases have any local connection with Chorley Council);
 - People occupying unsanitary, overcrowded or otherwise unsatisfactory housing;
 - People who need to move on medical or welfare grounds (including grounds relating to a disability);
 - People who need to move to a particular locality within the district to avoid hardship to themselves or others.
 7. In addition the Council will grant additional priority to reflect the needs of those applicants owed reasonable preference that the Council believes have urgent housing needs.
 8. It is important to note that even if an applicant is assessed as coming under one of the statutory reasonable preference categories listed above, they may still be awarded a lesser priority or no priority compared to others in that category as a result of their circumstances or actions. A full list of examples of such cases is given at paragraphs 116-130. Reduced or no priority in severe cases, will be awarded where:
 - There are current or former rent arrears owed to a social or private sector landlord, and the Council is not satisfied by the actions being taken by the applicant to resolve the arrears;
 - Cases of current or former unacceptable, or anti social, behaviour and the council is not satisfied this behaviour has been fully addressed;
 - Applicants with access to a certain level of financial resources;
 - Applicants without a local connection with the Borough
 - An applicant has refused two offers of accommodation that they have bid for or been offered under a direct offer.

Local Lettings Policies

9. The Council may, in the interests of promoting balanced and sustainable communities agree with CCH and other participating RSLs, local lettings plans for specific areas, estates, or blocks. Local lettings policies may include age restrictions, a desire to encourage more employed tenants to live in a certain area, to promote key workers living locally. The above are examples only. The decision to implement a local lettings plan will be approved by both the Senior Officer responsible for Housing in Chorley Council and agreed by the Chief Executive of the relevant RSL for whom the Council has nomination rights for properties held by that RSL. Any decision to implement a local lettings policy will always take into account the implications for equal opportunities and the need to ensure that the Council's nominations meet the allocation needs of those owed a reasonable preference. Examples of local lettings policies may include:

- Age restrictions
- Preference to accept bids from those employed or undertaking training.
- Transfer applicants with a positive tenancy history, for example no rent arrears and well maintained property and garden.
- Applicants that can demonstrate a contribution to the local community, such as voluntary work. This could be specific to the area where a local letting policy is deployed or could be voluntary work regardless of which community benefits.
- Applicants with a strong family connection to certain areas (this is defined as having parents, siblings or equivalent to whom the applicant relies on for support for caring responsibilities).
- Applicants who are key workers as defined by the Council. This could be in the health services, social care, transport, etc.
- Second generation applicants whose parents have a positive tenancy history regardless of sector housed.
- Applicants in private rented sector who have a positive tenancy history assessed through references including an excellent rent record, maintaining a property in good condition, or where there have been no complaints of anti social behaviour.

Local Lettings policies will be subject to a review at least every 12 months, or as and when changes to an estate, area or block, necessitate such a review.

Who will administer the Council's Allocation Scheme?

10. Although the transfer of its housing stock has taken place, the Council retains a number of statutory housing obligations. One of these is the requirement for the Council to formulate, adopt and amend an allocation scheme. While there is no statutory requirement to maintain a Housing Register, there are significant practical reasons to do so. The Council retains full responsibility for the Allocation Policy itself, including any amendments to it and for consulting RSLs on any proposed changes to the Policy.

11. Applications for housing will be made to the Council directly using a standard application form.

12. The allocation of properties due to the Council under its nomination rights with all Registered Social Landlords in Chorley will be undertaken by the Council strictly according to the Policy. This will include nominating applicants to all Housing Association properties that the Council has nomination rights to.

13. The Council has nomination rights to all Registered Housing associations in its district. These will be reviewed on an annual basis. For Chorley Community Housing properties the Council has 75% nomination rights for 2009.

Policy on Choice and expressing preferences regarding areas that an applicant may wish to live in.

14. Under the section 167(1A) of Housing Act 1996 Chorley Council's Allocation Policy must include a statement of the authority's policy on offering applicants a choice of housing accommodation or the opportunity to express preferences about any accommodation to be allocated to them. Applicants should note that it is only a requirement to be informed of the authority's policy on choice and expressing preferences, and should not be confused with a requirement to offer applicants' choice or unlimited choice.
15. The amount of choice that Chorley Council is able to offer is limited by the acute housing pressures it faces and responsibilities it has to some groups in housing need. Chorley Council believes that any applicant that is considered to be eligible under the Council's Policy should be able to express a preference over the type of property and the area in which they would like to live but should be aware that the authority's ability to meet this expressed preference may be severely limited.
16. Applicants will be able to specify an unlimited number of areas within the borough where they would prefer to live. Areas of choice may be changed at the request of the applicant.
17. The Council also requests that the applicant states those areas where they believe they cannot live in due to a fear of violence, harassment or domestic abuse. This is to assist the Council in making more informed decisions where direct nominations may need to be made to Housing Associations, or where those fears are sufficient for the Council to accept as reasonable for not allocating accommodation in certain areas. The decision will rest with the Council.
18. For cases for whom the Council has accepted a full homeless duty under sections 193(2) or 195(2) applicants can specify choice on their applications and the Council will use reasonable endeavours where possible, to offer accommodation within these areas. However, this is not always possible and the Council is entitled to make a direct offer of suitable accommodation anywhere in the Council's area and this will fully end its Part 7 Homelessness duty. Such action will be taken as long as the applicant has sufficient priority under the scheme at that date for re-housing, to enable a direct offer to be made.
19. If a housing applicant has been placed into Cotswold House Supported Housing scheme or other temporary accommodation under a full homeless duty the Council reserves the right to make a direct offer of accommodation at any time, as long as the applicant has sufficient priority under the scheme for re-housing at the time that they occupy the temporary accommodation. This is because the Council needs to ensure that emergency accommodation is available to new homeless customers that may need such accommodation.
20. If Chorley Council introduces a choice based letting scheme in the future, where a homeless applicant bids for accommodation and is successful, the offer will be the applicant's final offer and will end the Council's homelessness duty if the offer is refused. It should be noted that in cases where Part 6 accommodation is allocated that will end any duty owed to a homeless applicant, they will have a right of review under the homelessness legislation to the suitability of any accommodation offered whether they accept the accommodation offered or not.
21. Generally, the Council will take into account any applicant's preference for an area, but cannot be bound by it when considering whether an applicant has been reasonable in refusing a property

they have bid for, unless the Council considers that the reason for expressing a particular preference is essential.

Service Standards.

Our Customer Commitment.

The Council will consider every application received and:

- ✓ Make sure the Council meets its legal obligations in nominating people to accommodation owned by all housing associations.
- ✓ Provide free advice and information about the right to apply for accommodation.
- ✓ Provide free assistance to applicants who may have difficulty when making an application. We will help an applicant complete the application for accommodation form if they need assistance.
- ✓ Make sure any information we provide is easy to understand and is readily accessible.
- ✓ Outline how we offer choice and the ability for applicants to express preference.
- ✓ Provide information to all applicants of what types of accommodation are available throughout the district.
- ✓ Provide information about how long an applicant is likely to have to wait before being nominated to accommodation.
- ✓ Provide a full copy or a summary of this Allocation Scheme to all households who request them and will always provide a summary of the scheme to all who are accepted as being owed a full duty as statutory homeless.
- ✓ Treat each applicant equally in accordance with his or her need, regardless of race, religion, ethnic or national origin, disability, gender, sexual orientation or marital status.
- ✓ Regularly monitor ethnic origin and disability of applicants who apply for accommodation.
- ✓ Nominate to all vacant Housing Association homes that are ready to let, as quickly as possible.
- ✓ Ensure that all information provided by applicants will be treated in strictest confidence. The Council will comply fully with the Data Protection Act in relation to all information it holds about applicants.

Advice and Assistance

22. Applicants that have any difficulty reading or understanding this Allocation Scheme will be offered the following services:

- An interpretation service if their first language is not English.
- Signing if speech or hearing is impaired.
- Provision of documents in large print if an applicant is visually impaired.
- An appointment with a Housing Officer, upon request, to explain the content of this document and where they can obtain independent advice on how they have been dealt with under the Council's scheme.
- Advice on what Registered Social Landlords are and what accommodation they have available in the Chorley area.
- Advice and help on renting in the private sector given the shortage of homes available in the areas where they may wish to live.

Information Provision

23. The Council is required by statute to provide information through:

- Ensuring that a free summary of the Housing Allocation scheme is available to any member of the public that asks for one. This is available at the Civic Offices, Union Street, Chorley.
- It is also available to download on the Council's website. A full copy of the scheme can be sent to any member of the public who asks for one. A reasonable charge will be levied for this.
- Allowing applicants to view information held about them, and receive a copy of information held on computer, or paper file.

Equality and Diversity

24. Our aim is to implement and maintain services which ensure that no potential or current applicant is treated less favourably on the grounds of gender, marital status, race, nationality, ethnic or national origin, disability, rurality, age or sexual orientation, nor is disadvantaged by the application of a rule, condition, or requirement, which has a discriminatory effect which cannot be justified by law. Allocations will only be made to those persons who are eligible and have been placed on the Housing Register.

DATA PROTECTION AND INFORMATION SHARING

Data Protection

25. All information held is subject to the Data Protection Act 1998. The Council will seek the express consent of applicants joining their housing register to share personal information about the applicant, and any member of the household.

Confidentiality

26. The fact that a person is an applicant on the Housing Register will not be disclosed (without their consent) to any other member of the public.

Information sharing without consent

27. Information may be shared about the individual and their history irrespective of whether their consent has been obtained in exceptional circumstances which will include:

- a) In accordance with the provisions of the Crime and Disorder Act 1998 (Section 115).
- b) For the purposes of the prevention or detection of crime and fraud.
- c) Where there is a serious threat to the applicant or a third party including staff or contractors.
- d) Where information is relevant to the management or support duties of the proposed landlord or support organisation to ensure the health and safety of the applicant, a member of his or her household, or a member of staff.

False or withheld information

28. Under Section 171 of the Housing Act 1996, it is a criminal offence for an applicant knowingly to give false information or to withhold information relevant to their application. An offence may be committed if an applicant knowingly gives false information or knowingly withholds information which has reasonably been requested on the housing registration form, in response to correspondence at the renewal of the application, or relating to any other review of the application. An offence is also committed if the applicant allows a third party to provide false information on his or her behalf, or at his or her instigation. This would apply whether the false information was provided at the time of application, at renewal stage when the annual review of circumstances letter has been sent.
29. Where there is suspicion, or an allegation has been made that a person has either provided false information, or has withheld information, the application will be suspended pending the outcome of the investigation.
30. If the outcome of any investigation reveals that they did not provide false information, or the withholding of information was found to be inadvertent, then the application will be reinstated from the date of registration. However, where the investigation shows that false information was provided on the application form, or was deliberately withheld, then the application may be removed from the register and there will be no right to re-register for a period of 12 months.
31. Ground 5 in Schedule 2 to the Housing Act 1985 (as amended by the 1996 Act, s.146) enables the landlord to seek possession of a property where it has been granted as a result of a false statement by either the tenant or a person acting at the tenant's instigation.
32. If an applicant directly, or through a person acting on his or her behalf, has given false information or withheld information it could:
- Result in an applicant being suspended from the scheme for a period of 12 months, or
 - If appropriate, be taken into account in prioritising applicants who have reasonable preference; or
 - If appropriate, result in the applicant not being given preference at all.

Deliberately altering Circumstances

33. Applicants must not deliberately worsen their circumstances to gain greater priority under the scheme. Where the Council believes this to be the case an applicant may be given reduced preference under the allocation scheme.

REVIEW OF DECISIONS AND COMPLAINTS

Asking for a decision to be reviewed

34. Applicants have rights under the Act to ask for the review of certain decisions. The following decisions are subject to the right to request a review:

- a) The applicant's housing application has been refused on the grounds they are not eligible.
- b) The applicant is removed from the housing register on the grounds they are no longer eligible.
- c) The applicant has been given reduced priority or no priority on the grounds of serious unacceptable behaviour
- d) Any decision about the facts of a particular application which have been taken into account to assess whether an allocation should be made
- e) The applicant has refused a direct allocation of accommodation.

Applicants must request a review within 21 days of being notified of a decision.

Reviews will be carried out by a senior member of Chorley Council's Strategic Housing Service, who was not involved in the original decision.

Complaints

35. An applicant who is not satisfied with the service that they receive may register a complaint under the Council's complaints procedure by telephone, e-mail or in person at the Civic Offices, Union Street, Chorley. All complaints will be acknowledged and investigated. If the applicant remains dissatisfied following the outcome of their complaint they may also make a complaint to the Local Government Ombudsman if he/she believes that maladministration has taken place.

36.

MONITORING AND EVALUATION

The policy and guidelines are reviewed annually and improved in light of experience gained from their operation and emerging best practice.

The Council will monitor:

- Average re-let times & void rent loss
- Ethnicity of applicants and allocations
- Customer refusals
- Reasons for rejection and exclusion
- Customer satisfaction levels
- Numbers of nominations, direct applicants, and transfers

Any reports on the above monitoring areas will be submitted to members.

HOW APPLICANTS WILL BE ASSESSED UNDER THE SCHEME.

The Housing Register

37. Chorley Council's Housing Register contains details of all those persons who are in need of housing. Allocations of, and nominations for, Registered Social Landlord accommodation will only be made to those persons who have applied to be placed on the Housing Register and qualify under the scheme.
38. The Council transferred its housing stock to Chorley Community Housing (CCH) in 2007. The Council has 75% nomination rights to all CCH properties that become available to let. The Council also has nomination agreements with all other Housing Associations in the area. It is for CCH to decide its allocation policy for the remaining 25% of properties that become vacant.
39. To apply to be considered for accommodation, applicants must complete a Housing Register form available in person from Chorley Council at Civic Offices, Union Street, Chorley or it can be obtained by phoning the Housing Options Team on 01257 515151. The form must be returned to the Council and will be used to assess an individual's housing need and those needs will be reflected through the application of a Banding priority system.

Eligibility for the Housing Register

Who can apply to be part of the Council's Allocations' Scheme?

40. Any United Kingdom Resident 16 years or over can apply for accommodation by completing an Application for Accommodation form. However a Housing Association will not normally grant a tenancy to anyone under the age of 18 years unless they are able to provide a guarantor to cover rent and a support worker. For young people under the age of 18 years the Housing Association may grant permission to allow the occupation of a property by way of an "Equitable Agreement".
41. All individuals or households owed a full homelessness duty under sections 193(2) or 195(2) of the Housing Act 1996 will automatically be registered with the policy, with a registration date when they presented as homeless to the Council.
42. Married, civil partners and co-habiting couples, same sex couples and brothers and sisters, who wish to live together, can make joint applications. In such cases, it is usual for a joint tenancy to be granted in the event of an offer of accommodation being made.

Those applicants who are eligible to join the housing register

43. Section 160A of the Act states that a local housing authority shall only allocate housing accommodation to people who are eligible to join the scheme. The following are **not eligible** persons to join the housing register
 - Persons from abroad. These generally fall into two categories. Firstly, those who are subject to immigration control and not re-included by Regulations; People who are subject to immigration control within the meaning of the Asylum and Immigration Act 1996. and secondly, those who are not subject to immigration control but are nevertheless defined by regulation as being 'persons from abroad'.

Note this requirement does not apply to tenants of a RSL who hold an existing Secure, Assured or Starter tenancy.

- People who are not deemed to be habitually resident in the CTA (Common Travel Area which includes England, Wales, Scotland, Northern Ireland, Republic of Ireland, Isle of Man and the Channel Islands. This may include British citizens)
 - Any other person as prescribed by the Secretary of State.
 - Where an applicant or a member of the household is considered to be guilty of unacceptable behaviour serious enough to make them unsuitable to be a tenant and at the time of application for housing they are still considered unsuitable to be a tenant by reason of that behaviour.
44. Unacceptable behaviour is defined as behaviour which would, if an applicant or member of their household was a secure tenant, entitle a landlord to possession under any of the Grounds 1 to 7, Schedule 2 of the Housing Act 1985. Unacceptable behaviour includes:
- (i) Owing serious rent arrears.
 - (ii) Failing to comply with a current or past tenancy agreement with a Council, housing association or private landlord.
 - (iii) Conviction for illegal or immoral purpose.
 - (iv) Causing nuisance and annoyance to neighbours or visitors.
 - (v) Committing certain criminal offences in or near the home and still posing a threat to neighbours or the community
 - (vi) Being violent towards a partner or members of the family.
 - (vii) Allowing the condition of the property to deteriorate.
 - (viii) Allowing any furniture provided by the landlord to deteriorate due to ill treatment.
 - (ix) Obtaining a tenancy by deception, for example, by giving untrue information.
 - (x) Paying money to illegally obtain a tenancy.
 - (xi) Having lost accommodation provided in connection with employment due to conduct making it inappropriate for the person to reside there.

In determining whether an applicant is ineligible due to their behaviour, the Council will apply the following test:

- Has the applicant or a member of the applicant's household been guilty of unacceptable behaviour
 - Was the unacceptable behaviour serious enough to have entitled Chorley Council to have obtained a possession order, which would not have been suspended by the Court?
 - At the time of the application, is the applicant still unsuitable to be a tenant by reason of that behaviour, or the behaviour of a member of his household?
45. An applicant's eligibility to join the housing register will be kept under review during the application process. If, for example, new information about an applicant's behaviour comes to light after an initial assessment, they may be removed from the housing register. Applicants classified as being ineligible through unacceptable behaviour can make an application for accommodation in the future if they can demonstrate a changed pattern of behaviour. It is for the Council to determine whether the changed behaviour claimed makes the applicant eligible under the scheme.

46. Where an applicant or a member of the household is considered to be guilty of unacceptable behaviour serious enough to make them unsuitable to be a tenant, and at the time of application for housing they are still considered unsuitable to be a tenant by reason of that behaviour, the Council may, if it believes that the applicant or member of their household is prepared to take action to address that behaviour, agree to register the applicant but award no preference at all until they have fully resolved through action the behaviour to the satisfaction of the Council.
47. At that point they may be awarded any preference if owed to them and their effective date within their new Band will be the date of their original registration under the scheme.
48. If at any time, the Council obtains information that leads it to believe that an applicant already on the Housing Register is ineligible on the grounds of behaviour or being a person from abroad who is deemed ineligible by regulation, it will inform the applicant in writing.
49. If an applicant is ineligible and therefore refused access to the Council's scheme, they will be advised in writing of the decision and the reasons for the decision. Under section 167(4) of the Housing Act 1996 an applicant has a right to request a review of any such decision in accordance with the regulations made by the Secretary of State regarding the conduct of such reviews. Any request for a review must be made within 21 days of the person being informed in writing of the Council's decision. The Council will determine the review within 56 days of the request or such longer period as may be agreed with the applicant. The Council will notify the applicant of the outcome of the review including the reasons if the original decision is confirmed. The Council's decision on review is final and any challenge to that decision can only be made through judicial review proceedings.
50. Where an applicant is ineligible under the Council's scheme they will be entitled to re-apply if s/he considers that the local authority should no longer treat them as ineligible. Where, for example, an applicant has been determined as ineligible due to serious current or former rent arrears they may reapply when they have cleared the arrears in full or kept to a repayment arrangement for at least six months.
51. Applicant checks will be carried out at the time of application on all members of the household who apply to be re-housed. These checks will be made to confirm:
- Identity, for example, passport, Identity Card (issued to certain Foreign Nationals), photo-driving licence, birth certificate or written confirmation from a professional person or support agency
 - Public Sector landlord references (where the applicant has previously held a public sector tenancy)
 - Police checks where applicants have indicated an "unspent" conviction

Making an Application: The Application Pack

52. Every applicant who requests it will receive a pack containing:
- An application form with guidance notes on completing it.
 - A summary of this Allocation Policy, including the review and complaints procedure, and the Council's policy on applicants expressing choice.

Completing the application form

53. Applicants are encouraged to complete the form themselves. However, if completed at the Council's offices at Union Street, Chorley, staff will go through the form with the applicant to ensure that the required information is collected. Staff will give support in completing the form if requested by telephone.

Assessing Applications

54. In order to assess an applicant's place on the Housing Register the Council uses a needs based banding system scheme, detailed in paragraphs 126-153 and summarised in Appendix 1 of this policy. The Bands are awarded to reflect housing need, whereby the needs reflected in the highest Band indicates the greatest need for housing.
55. All applications will be acknowledged within 14 working days. Once the application has been assessed, the applicant will receive a letter detailing whether they are eligible, the Band they have been placed into according to their housing needs, the areas requested and the type of property for which they may bid for.
56. An applicant, will on request be shown, and be given a copy of his/her entry on the Housing Register. The Council will also, on request from the applicant, provide such information that is practicable and reasonable to supply, to explain his/her position and priority on the Housing Register in relation to when an offer of suitable accommodation might be made. An applicant has the right to be informed of any decision about the facts of their case which is likely to be taken into account when considering whether to allocate housing to them.
57. Separately, the Council provides a regular update of how long applicants are likely to have to wait for a nomination taking account their areas of choice. This information is available on request from the Council's Housing Options Service. However, this information is only a snapshot and cannot take into account changes to the Housing Register and the number and type of future vacancies. Applicants are encouraged to apply for properties over a wide area of choice, and to consider properties in the private rented sector if they require a specific area where demand is high or they have not been assessed as coming under one of the higher Bands.

Making an Application & Customer Service Standards

58. Once an Application for Accommodation has been submitted the Council will:
- Confirm receipt of the Application for Accommodation within 14 working days.
 - Allocate a Banding to the application within 28 working days or if a homeless applicant once a decision has been reached on a persons' homelessness application.
 - N.B. where there is a need to visit an applicant or make further enquiries to confirm an applicant's circumstances, any Band awarded will be provisional pending that a visit or confirmation of circumstances.

- If there needs to be a visit an applicant or an interview arranged to clarify details contained on the form, arrangements will be within 28 working days of receipt of the application.
- Confirm any final Banding in writing within 28 days of any such interview, visit, or the completion of further enquiries.

What is an Allocation under this Scheme?

59. Given that Chorley Council no longer owns Council housing an allocation under this Scheme is defined as:
60. The nomination of a person to be an Assured Tenant for a registered social landlord (Housing Association). This includes, (where a Housing Association chooses to operate such a scheme), the nomination to be a 'Starter Tenant' of a Housing Association whereby the Housing Association will provide an Assured Short Hold Tenancy for a set period. Following this period if the tenant has proved themselves to be a suitable tenant the Housing Association will then normally grant an Assured Tenancy.
61. Existing tenants of any Housing Association in the Chorley area who wish to transfer to another Housing Association property are able to register under this scheme, although if they are seeking a transfer to another property owned by their own landlord, that landlord may have its own transfer scheme and its own transfer rules. Advice can be given on these circumstances by Chorley Community Housing or the Housing Association concerned.

Allocations not covered by this Scheme

62. The following are examples of allocations not covered by this policy:
- Conversion of a Starter Tenancy into a Secure Tenancy (that is a matter for the tenants Housing Association).
 - Nominations to a Housing Association by the Council for property which is to be used as temporary accommodation to house homeless households owed a duty under the Homelessness legislation.
 - Assignments of and Successions (these are matters for the tenant's Housing association).
 - Mutual exchanges of Housing Association Tenancies (again this is for the relevant Housing association to decide and administer).
 - Nominations not made under this scheme for offers of assured tenancies, assured short hold tenancies, or other tenancies or licences, from private landlords or Housing Charities who are not Registered Social Landlords.

Joint Tenancies

63. It is for the Housing Association for which the Council makes a nomination to decide whether to allow a Joint Tenancy depending on the circumstances of the case.

Reasonable Preference

64. The Council will use a Banding based system to measure housing need and allocate accommodation. In assessing re-housing need the Council will give reasonable preference to those applicants who fall into one or more of the following categories (in line with the Homelessness Act 2002):
- Homeless people owed a full duty under part VII of the Housing Act 1996
 - Homeless individuals (not owed a full duty under the above act).

- Applicants occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
- Applicants who need to move on medical or welfare grounds or grounds of disability.
- Those who need to move to a particular locality in the district where failure to meet that need would cause hardship (to themselves or others).

65. The Council's Allocation scheme has been devised to ensure that it meets its legal obligations in respect of reasonable preference. The Council will therefore allocate the housing available within a framework, which reflects this duty and which ensures that offers of accommodation are made to those with the greatest need. The detail of who qualifies for reasonable preference under the Chorley scheme is set out at paragraphs 126-153.

66. The Council will carry out the assessment of housing need. Where the case involves a medical, welfare or disability assessment the responsible Housing Officer will award any priority either after considering a medical recommendation by a Medical Advisor or, where such an assessment is not deemed to be necessary, any priority will be awarded by a senior officer with responsibility for allocations. A full list of decisions and which description of officer will make them are set out at Appendix 4.

Additional Preference.

67. Under section 167 (2) of the Housing Act 1996, the Council may give additional preference to applicants in urgent housing need owed a reasonable preference. The Council will give reasonable preference to applicants who demonstrate an urgent housing need. The criteria for when additional preference will be awarded is fully detailed in the relevant policy section below.

68. Following the House of Lords *Newham V Ahmed* (2009) decision the Council is not required to apply cumulative preference to determine relative need within the reasonable preference groups or to applicants that fall within a particular reasonable preference band. The council believes that it is important to ensure that its Allocation scheme is simple and transparent to members of the public. As such, with some exceptions that are set out in paragraphs 76-83, waiting time will be used as the criteria to prioritise applicants that fall into each band including those applicants that have been assessed as being owed additional preference on top of reasonable preference, and those who have been assessed as being owed reasonable preference.

Review of Applications

69. Each application on the Housing Register will be reviewed at least annually. The review will determine if the applicant still wishes to remain registered under the scheme and whether their circumstances have changed. If an applicant initially fails to reply to their annual review, they will be sent a reminder. Failure to return the reminder will result in the applicant being removed from the Register. If good reason can be shown why they failed to respond to the review the application may be reinstated.

Change of Circumstances

70. All applicants are required to notify Housing Options immediately of any change to their circumstances, which may affect their priority for housing. Applicants who have had a change of circumstances and have not informed Housing Options may have their application suspended whilst an investigation takes place.

Cancellation of Applications

71. Applications will be cancelled for one or more of the following reasons:

- An applicant requests cancellation;
- An applicant's circumstances change and they are no longer eligible;
- An applicant fails to return a review form;
- An applicant is found following investigation to have made a false or deliberately misleading statement in connection with their application (in such cases the applicant may be suspended for 12 months depending on the seriousness of the false or misleading statement).
- An applicant has been housed in a secure or assured tenancy by another Local Authority or a Housing Association in or outside of the Chorley area.

Allocating properties

72. When matching vacancies against applicants, vacancies will normally be matched in the sequence in which they are recorded as available for nomination. The process for administering this is set out below. Allocations will be made in order of Band and waiting time subject to the exceptions set out in paragraphs 76-83.

How properties will be allocated.

73. Vacancies will be faxed or e-mailed to the Council by each Housing Association. They will be recorded on a database and prioritised for a nomination based on the date the Council received the notification of the vacancy and the date that a nomination has to be made which in turn depends on the nomination agreement with the particular Housing Association

74. The following procedure will then apply:

- The first available vacancy will be matched against the applicant in the highest band.
- Where two or more applicants have the same Band the date that the applications were effective for that Band will be used to determine who will be considered for the nomination.
- The following checks will then take place before a nomination is made.
 - a. An assessment will be made to determine if the property is suitable and reasonable for the applicant and the applicant's household.
 - b. If it is, the applicant's preference re any area/s of choice will be considered. If it is property location is outside of the applicant's expressed area/s of choice a nomination may still be made unless there are exceptional reasons why the Council agrees that an applicant should only be considered for an area/s.
If the property is reasonable and suitable as described at (a) above and the scenario listed at b) applies the Council may proceed with the nomination.
- If the property is not suitable for the applicant who has waited the longest in the specific band, it will be matched against applicants in descending points order until a suitable allocation is found. The process will then be repeated for the second property on the list of vacancies available for allocation.
- An offer of a property will be made by telephone initially by the Housing Association where possible and confirmed in writing. The applicant to be offered the property will be contacted and checks made to ensure that the housing circumstances remain, as they were when the application was submitted. As long as the circumstances are the same, an offer of the property will be made and a viewing arranged.
- The offer will normally last for 2 working days but this may be extended at the discretion of the relevant Housing Association.
- Where a property is refused the Council will be informed immediately and will make a decision on the suitability of the offer within the 2 working days that the property is still available.

- If the property is deemed to be suitable by the Council it will count as one of the two nominations an applicant is entitled to receive. If the applicant has been accepted as being owed a statutory homeless duty by the Council, this duty, subject to a right of review, will have ceased if the property is refused. In such circumstances an applicant will no longer be entitled to any temporary accommodation and may have to leave any accommodation provided making their own arrangements.

75. As Chorley Council does not have any housing stock CCH or another Housing Association operating in the Chorley district will receive nomination requests made by the Council. However, applicants need to be aware that each Housing Association may operate their own separate eligibility criteria. It is therefore possible that the Housing Association may reject a nomination where the applicant fails to meet their eligibility criteria. The Council works with all partner Housing Associations to ensure that any additional eligibility criteria are fair and equitable.

When an allocation may be made outside of the Band by waiting time method.

76. Exceptional circumstances cases set out below, can, depending on the assessed seriousness of their case be allocated outside this procedure.

77. In addition vacant properties which are adapted, or which are suitable for adaptation, or which are otherwise potentially suitable for applicants with a substantial disability or other special reasons may be allocated outside any strict date order. This will be through a direct offer where the nature of the property or its current adaptations matches the specific needs of an applicant on the scheme who requires such an adapted property.

78. The policy of allowing allocations outside of the date order for Band criteria may also apply where, depending on the characteristics of the property, a ground floor flat is available and an applicant with very high priority requires such accommodation in a specific area.

Rather than select an applicant with general needs to the property the Council reserves the right to allocate to a high priority applicant in need of such accommodation.

79. Some types of supported housing owned by an RSL may also be allocated outside of this process by selecting the applicant who support needs best match the property available.

80. Where information is available which would compromise the safety of the applicant or others. For example, where a high risk offender who should not be allowed to live in a certain area or where a person previously guilty of harassment or domestic abuse should not be placed in the same area where a victim of that harassment or abuse currently lives.

Management Discretion – Exceptions Policy Cases who will be awarded Blue Band and placed to the top of that Band.

81. The Council recognises that there may be exceptional circumstances where the only way an exceptionally urgent housing need can be resolved is through the use of Management Discretion.

82. There is discretion for the Head of Housing to exercise discretion in the following exceptional circumstances. In the interests of fairness to all applicants these circumstances are kept to an absolute minimum:

- Emergency cases whose homes are damaged by flood, fire or other disaster may be provided with another tenancy immediately if it is not possible to repair their existing accommodation and the Housing Association has no other vacant accommodation to move them to from their own percentage of vacancies that they can allocate to.

- Households who on police or Social Services advise must be moved immediately as a matter of urgency.
 - Households from outside the area where the Council owes another local authority a nomination to someone on an urgent reciprocal basis, such as where an applicant has had to be re housed immediately outside the area due to domestic abuse.
 - An applicant has an exceptional need that is not covered by the Allocation Scheme. For example, where child or public protection issues require urgent re housing.
83. Such cases depending on their exceptional circumstances will be awarded additional preference and placed at the top of Blue Band and made an immediate offer of accommodation. Members will receive an Annual Statement as to how the Service has allocated all Housing due to it under nomination rights including the circumstances where it has exercised its management discretion in exceptional circumstances and where allocations have been made outside of the strict Band and date order process. It is the responsibility of the Head of Housing to make an evidence based assessment of exceptional circumstances cases, and to record these fully to ensure a fair and transparent process that can be fully scrutinized by members of the Council to ensure that they fully met exceptional circumstances criteria.

The Councils Policy where a property has been refused

84. Considerable care is taken to match an Applicant's requirements and preferences with accommodation that becomes available. However, where an applicant has been made two suitable offers of a property within a six month period but has refused these without genuine reason, their priority for re-housing will be downgraded to Orange Band for those owed reasonable preference and Yellow Band for those not owed reasonable preference.
85. Any applicant will remain in this lower band for a 12-month period after which, if their current housing circumstances at the time warrant it, they will be returned to their original Band with their original registration date for that Band. The exception to this policy is where a Homeless applicant owed a full homelessness duty under section 193(2) or 195(2) of the Housing Act 1996 refuses any property bid for or where a direct offer has been made to a homeless applicant owed such a duty and it is refused. (See below).

Offers to Homeless Applicants

86. For cases for whom the Council has accepted a full homeless duty under sections 193(2) or 195(2) where suitable properties in specific areas identified by the applicant are not available, the Council is entitled to make a direct offer which will fully end its Part 7 Homelessness duty if the applicant has sufficient priority under the scheme at that date for re-housing to enable a direct offer to be made.
87. If an applicant has been placed into temporary accommodation such as Cotswold House Supported Housing Scheme under a full homelessness duty, the Council reserves the right to make a direct offer of accommodation at any time, as long as the applicant has sufficient priority under the scheme for re-housing at the point of the offer.
88. Whether or not a Homeless Applicant accepts an offer of accommodation made under the scheme, they have the right to request a review of the suitability of the accommodation they have been offered. Homeless Applicants are therefore encouraged to accept the offer that has been made to them, even if they intend to request a review of its suitability.

Applications for Sheltered housing

89. Applicants for sheltered housing must be aged 55 plus, or over 60 (depending on the particular RSL policy) or have a need for sheltered accommodation due to vulnerability or disability. It is a condition of all tenancies in sheltered housing schemes that tenants agree to take the Telecare Line and any Warden Service if applicable. Separate charges are made for these services on top of the rent. Sheltered Housing properties will be specifically marked when a property is offered.

Serious Ex-Offenders

90. It is sometimes necessary to provide housing, which will minimise the risk to the community and where supervision of the individual can be maintained. This may also apply to individuals currently living in the community who are considered to pose a risk to themselves and/or others, although they have not been convicted of an offence.
91. The Council will work with the Police and Probation Services to assess and manage risk and will apply special arrangements where cases are referred through the Multi-Agency Public Protection Panel (MAPPA) or any protocol with Probation Services. Officers will attend case conferences with the Police, Probation, Adult Social care and Health professionals. A planned and managed relocation pathway will be agreed. This should include a full discussion of a range of housing options, which are most appropriate to the customer's circumstances and supervision needs.
92. This may result in restrictions being placed on the choice of property or area that is open to an applicant or may result in a direct offer of suitable accommodation being made to a specific property or location when such an applicant has sufficient priority under the scheme to receive such an offer. Such cases should not be taken out of the Band and waiting time procedure as such action may be seen to have rewarded their offending behaviour with a faster offer of accommodation.

The Policy on assessing Medical needs.

93. Applicants who have a medical need will be asked to complete a Medical Form, which will either be assessed by an officer responsible for assessing applicants under the Policy whose decision will be informed by standard criteria, or where the condition is serious, may be passed to a medical advisor appointed by the Council or an Occupational Therapist, depending on the medical condition or any disability.
94. Applicants will only be offered additional priority if their medical condition or that of a member of their household is significantly affected by remaining in the accommodation that they occupy, and there is as a result a need to move elsewhere.

This will normally relate to the physical conditions of the property but can occasionally be caused by the location of the property itself. The council will always assess whether the applicant's needs, or that of a member of their household, would be better served by providing aids and adaptations to their current accommodation thereby allowing them to remain.

95. The criteria to be considered relate to the extent that the health of an applicant, or an immediate member of the applicant's family, will significantly improve by a move to alternative accommodation. The assessment is not based on the seriousness of an applicant's condition, but is solely based on the impact of their current housing (or in exceptional circumstances the location of their accommodation), on that condition and whether this would improve significantly through a move to alternative housing.
96. Following assessment, the Council will decide whether to award priority or not, on the basis of an assessment of the information provided in the medical form and where appropriate, any additional

information requested from the GP, hospital, or consultant. Either Blue band or Red Band or no priority will be awarded. Any applicant who feels that they are entitled to medical priority must complete the medical section of the application form and return this along with any supporting information to Housing Options Team.

97. An applicant's financial circumstances will be taken into account in assessing the priority they may receive through this Allocation Scheme even if they qualify for consideration under one or more reasonable preference categories.
98. Where an applicant is considered to be in a position to provide their own accommodation they may be offered the opportunity of a shared ownership option available through partnership working with a Registered Social Landlord or referred to the approved landlord scheme if available.
99. Owner occupiers who are adequately housed or with the resources to secure accommodation locally, would normally not attract sufficient priority under the Council's scheme and would be placed into either a reduced preference Orange Band, if they are assessed as being owed reasonable preference, or into the bottom Yellow Band (no recognisable housing need if they are not owed reasonable preference).

The policy regarding Applicants that fall into a reasonable preference category but will be given a reduced preference.

99. In forming this policy, due regard has been given to the requirement to give reasonable preference to those categories amended by the Homelessness Act 2002. The reasonable preference categories are listed in Appendix 3.

100. Those applicants that are eligible for consideration under the policy will be assessed to determine if they are owed a reasonable preference. If they are, they will be allocated a Band according to the Council's allocation priority. Beyond giving additional preference for urgent housing needs Chorley Council is also allowed to give reduced preference (downgrading) for applicants who fall into one or more of the reasonable preference categories but where certain factors apply to their case.

101. Therefore where an applicant would have been awarded a specific Band due to their reasonable preference but one or more of the factors listed below apply to their case, their application will be given a reduced/downgraded priority (allocated Orange band) until the issue relevant to their circumstances has been resolved. This action is allowed under section 167 (2A) of the Housing Act 1996 as amended by the Homelessness Act 2002.

Reducing reasonable preference: The circumstances when this policy will apply.

102. The following policy will apply to applicants either

- at the point where their housing needs are assessed or
- where applicants have been assessed but their circumstances change,
- or where new information is obtained,
- or where they take a certain action for example by refusing two offers of accommodation that are suitable for their needs.

103. After considering the above procedure the Council will reduce the applicant's Priority to the reduced preference Band 4 if they had been assessed as being owed reasonable preference. This will mean that they are unlikely to successfully bid for accommodation. The Council will inform the applicant of the reasons for the reduced preference award and the actions they must take to address this issue to the satisfaction of the Council, which will then lead to their reasonable preference being reinstated. The Council will review the case at the request of the applicant, and once satisfied that appropriate action has been taken by the applicant to address for example rent arrears, or behaviour, or where an applicant may on the basis of their changed circumstances qualify for a local connection with Chorley, may lift the reduced priority and consider the applicant for the priority Band relevant to their housing need.

The following are the circumstances when reduced preference will be given:

Refusal of an offer

In these circumstances the downgrade will end twelve months after the last suitable offer has been refused and they will re-enter the Band appropriate to their current circumstances and if this is the same Band they held before the downgrade, they will retain their original effective date for that Band.

This policy will apply to all such cases unless during the time of their downgraded status their circumstances change and the Council determines that the change in circumstances is sufficient to allow the Band appropriate to the reasonable preference owed to be restored.

The applicant has a social housing tenancy related debt.

105. This would include current or former rent arrears (including temporary accommodation arrears), or damage to a former social housing property or legal costs arising from court action in connection with a current or former tenancy.

106. This will be assessed at the point when the applicant's priority is being assessed unless new information comes to the Council's attention after their initial assessment. The following procedure will apply:

- The Council will consider whether the applicant still owes arrears, and if they do, the extent of the arrears.
- Whether there are exceptional circumstances, which should lead to their being offered accommodation despite those arrears.
- Whether the claimant has taken debt advice, acted on it, and entered into and began to implement any arrangement to clear the arrears. Depending on the circumstances of the case the Council will require the debt to be paid in full or to have made a repayment agreement with the creditor landlord and adhered to it for at least six consecutive months.
- Where an arrangement has been made, the final decision to reinstate an applicant's full preference will depend on amount of arrears paid off, any debt outstanding, and the regularity of any payments made.

Rent Arrears owed to a private landlord

107. If an applicant has been evicted from an Assured Short-Hold Tenancy on a rent arrears grounds by a private landlord, the Council will consider whether that applicant can demonstrate an ability to maintain a rent account in deciding whether to give reduced preference or, where this has been given before deciding to reinstate an applicant's full preference.

Financial Resources

108. The Council will take into account an applicant's financial resources in determining in cases where an applicant would qualify for reasonable preference whether that preference should be reduced. The application form requires applicants to declare and provide evidence of financial status. Regard will be had to any resources wherever in the world they are located. This category applies to households whose total gross income from all sources exceeds the threshold for the higher rate of income tax (currently calculated at £34,800) or whose household's capital assets or savings exceeds £20,000. Assets will include equity in any home owned.

Such applications will be placed in Orange Band, which will mean that they are unlikely to receive sufficient priority for a nomination until all applicants with higher priority have been housed. This is unlikely to happen as higher priority applicants will be continually joining the lists. This restriction does not prevent applicants being considered for any Low Cost Home Ownership/Shared Equity schemes. The rules for acceptance under these schemes are different and are applied on a scheme-by-scheme basis. Many such schemes are administered directly by Housing Associations and the Housing Options Team from the Council can give advice on any of these options.

No Permanent Address in the UK

109. Applicants that are not currently living permanently in the UK but are eligible for housing will be placed in Yellow band.

Non-compliance with any current or previous tenancy agreement

110. This applies where the Council is satisfied, having considered reasonable evidence, that an applicant (or a member of their current or prospective household) has failed to maintain any current previous social rented or private sector rented property within the terms of their tenancy agreement, or has committed acts causing or likely to cause nuisance or annoyance to their neighbours or others in the locality of where they live or where they previously have lived. However, their behaviour or actions are not so serious to entitle the Council to an outright order for possession which under the policy would lead to either their ineligibility from the Council's Allocations Policy or the award of reduced priority.

111. In such cases of non-compliance with a tenancy agreement and where an applicant is owed reasonable preference their application will be reduced to Orange Band. This downgrade will apply until the applicant (or a member of their prospective household) has demonstrated, to the satisfaction of the Council, the necessary ability to modify their conduct. In some cases this will include co-operating with support agencies. In most cases the downgraded status will be reconsidered where there has been no cause for complaint or concern against the applicant (or members of their prospective household) for a continuous period of one year.

112. At any time an applicant is entitled to request that the Council reconsiders these circumstances to determine whether the issues resulting in their being allocated a lower priority have been resolved to their satisfaction. The applicant will be expected to provide supporting information that these issues have been resolved, for example confirmation of repayment of former tenancy arrears.

Local Connection

113. Applicants are able to apply for social housing within Chorley from anywhere within the United Kingdom. However, in order to ensure that the Council meets the needs of the local community, reduced priority will be given to those people without a local connection. Applicants who do not have any local connection with Chorley Council will be assessed under the definition of local connection contained in Section 199 Housing Act 1996. Applicants without a local connection will have their priority reduced to Orange Band until they acquire a local connection with the Council. The definition of acquiring a local connection is determined by section 199 Housing Act 1996 and the Council can give any applicant advice on this criteria.

114. Applicants who do not have a local connection with Chorley but have been determined as being owed the full Homelessness duty under section 193(2) by the Council, are not be subject to any reduction in their priority as the Council is under a statutory duty to provide long term settled housing. Examples of such cases domestic abuse and harassment.

115. The following factors will be taken into account in determining whether or not an applicant has a local connection with Chorley. These include, but are not solely limited to, whether an applicant or a member of their household included in their application:

- has lived in the borough of Chorley by choice for a certain time (usually for six months out of the last 12 months or for three years out of the last five years);
- has close family living in the borough of Chorley, who have lived in the borough for at least the previous five years; (normally defined as parent/s or children.
- has settled employment in the Chorley borough or
- has special circumstances that give rise to a local connection.

116. For the purposes of determining local connection, living in the Chorley means living in permanent accommodation and will not include either:

- occupation of a mobile home, caravan or motor caravan which is not placed on a residential site; or
- occupation of a holiday letting which includes a permanent building, hotel or bed and breakfast accommodation for the purposes of a holiday.

Notification of downgrading of any reasonable preference

117. Any applicant whose priority is reduced will be provided with written notification of the decision that will contain the following information:

- 1) The reasons for the decision to remove reasonable preference
- 2) The Band that their housing circumstances would have warranted and the Band that they have been placed in as a result of the Council's decision (This will normally be Orange Band)
- 3) The applicant's right to appeal against the decision
- 4) What they have to do before they can be considered again for any higher Band warranted by their housing needs.
- 5) That any appeal against the decision must be made in writing within 21 days of written notification of the decision
- 6) That any appeal will be dealt with by a Senior Officer not involved in the original decision. All appeals will be dealt with within 56 days, and the applicant advised of the outcome.
- 7) That an applicant may request that their application be removed from the reduced priority Band at any time. The request for removal of the reduced priority must be made in writing and must set out how why the applicant believes that the removal of the reduced priority is now justified by the actions the applicant has taken since the reduced priority was awarded.

118. The Council will consider any request for the removal of the reduced priority classification within 14 days of receipt of the request. This consideration does not come under the criteria for a formal review. A letter will be sent to the applicant giving the Council's decision and will set out the Council's reasons for either granting or not granting the request. There is no further right of appeal, on top of the original right of appeal, to such decisions.

Review of Decisions

119. Any applicant has the right to request a Review of any of the following decisions:

- That they are not eligible under the Allocation Scheme, this includes decisions where the Council has deemed an applicant ineligible due to unacceptable behaviour.
- The categorisation of an application as a reduced priority case or where reduced priority has been given due to behaviour, current or former rent arrears, local connection, or an applicant's financial resources.
- About the facts of an applicant's case which have been, or is likely to be taken into account in considering whether to make an allocation to him.

120. It is important to note that any review request concerning the facts of the case is not a review of the decision itself but solely a review of the facts taken into account when making the decision. Therefore for example the Council's decision that an applicant is not entitled to reasonable preference on medical grounds cannot be subject to a review. It is only the Council's decision on the facts of the applicant's medical condition that can be subject to a review.

121. Any applicant wishing to request a Review of a decision must do so by contacting the Council directly in writing seeking a review. All Reviews will be dealt with by an officer of the Council, who was not involved in the original decision. All decisions following Reviews will be notified to the applicant in writing giving the reasons for the decision.

Changes of Circumstances

122. Applicants should notify the Council in writing of any change in their circumstances, for example:

- A change of address, for themselves or any other person on their application.
- Any additions to the family or any other person they would wish to join the application (N.B. it is for the council to decide whether they will allow a person/s to join the application).
- Any member of the family or any other person on the application who has left the accommodation.
- Any change in income or savings.

Members or staff of the Council, Chorley Community Housing or any other Housing Association Board Members or staff, including their immediate relations.

123. In order to ensure that the Council is treating all applicants fairly, any application for housing from the following applicants must be disclosed on the application form:

- a) Members of the Council or their immediate families,
- b) Employees, or their immediate families, of the Council or Chorley Community Housing or any other Housing Association operating in the Chorley area.

124. These applications will be assessed in the normal way but registration, eligibility, the assessment of housing need and any nomination to accommodation will require special approval by The Head of Housing at the Council.

Who qualifies for Reasonable Preference, under the Council's Allocation Policy and what Band will applicants be placed into.

125. The following criteria detail when someone would qualify for statutory reasonable preference under the Chorley Allocation Policy. Each of the statutory reasonable preference categories are set out below and how Chorley will assess whether an applicant may qualify under any one of the specific statutory reasonable preference category.

Reasonable preference category (A) - Homelessness Households who are homeless (within the meaning of Part VII of the 1996 Act, i.e. the Homelessness Legislation);

All applicants that fall into Reasonable Preference Group (A) will be granted Band 3.

126. This group comprises all households who are homeless under the definition of homelessness contained in Sections 175 to 177 of the Housing Act 1996 Part 7 whether or not they were assessed as a result of a formal homelessness application. It does not include those cases that have made a formal homeless application which has determined that they are owed a full homelessness duty under Section 193 or 195 of the Housing Act 1996.

127. This definition includes a person who does not have accommodation, which is legally and physically available to him or her, or has accommodation that is not reasonable for him or her to continue to occupy. Under this provision there is no requirement that an applicant should be in 'priority need' for accommodation, or that they have made a statutory homelessness application to the local authority under Part 7 of the Housing Act 1996. Where the Council has assessed that the applicant is homeless under this definition they will be awarded the Green Band priority.

128. Applicants may qualify under reasonable preference (A) if they are:

- Rough Sleepers
- Those who have no accommodation at all where they can live in along with other family members who normally live with them, or family members that the Council decides might reasonably be expected to live with them.
- Those who have accommodation but where in the Council's opinion it wouldn't be reasonable for them to continue to occupy it
- Those that have accommodation but they cannot secure access to it, or, in the case of a moveable structure, like a caravan, there is no lawful place they can lawfully live in it
- Those who have made a homelessness application and have been determined by the Council to be homeless but not in priority need, or found to be intentionally homeless but are no longer owed the limited temporary accommodation duty (normally 28 days) following a decision of intentional homelessness

Note the Council will award Additional Preference for members of this group where:

- an applicant has children, or is pregnant, or is a single person and they would be likely to be found to be in priority need if they became homeless and wished to pursue a homeless application under Part 7 of the Housing Act 1996, and
- the Council consider they will be physically homeless within 28 days and
- they accept a prevention option from the Council's Housing Options Team which will mean that their homelessness is prevented for a minimum of six months

After that six month period they will move up to be awarded Red Band priority rather than their Green Band priority, with an effective date from the date they entered the higher Band.

Important Note: Where a statutory homelessness application has been made and the applicant has been found to be owed a full homelessness duty as they have been found to be in priority need;

Unintentionally homeless, they will be awarded Red Band status under reasonable preference category

(B) Below and will not be awarded Green Band reasonable preference under reasonable preference category (A).

Reasonable preference category (B) – Homelessness households who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Housing Act. All applicants that fall into Reasonable Preference Group B will be awarded Red band priority

129. Applicants will receive Red band to reflect their reasonable preference if they are homeless, in priority need and owed any duty under Sections 193(2), 195(2) or 190(2) of the Housing Act 1996 as amended.

People who would fall into reasonable preference (b) are:

- A person who is in priority need and unintentionally threatened with homelessness and the Council has accepted that it owes an applicant a full duty under section 195(2) as being threatened with homelessness in the next 28 days.
- A person who has been accepted as being owed the full homeless duty under section 193(2) i.e. those who are deemed homeless, in priority need and unintentionally homeless.
- A person who is owed a section 190(2) duty that have been assessed as being in priority need but are intentionally homeless and have been provided with accommodation for a period of time to enable them to secure their own accommodation. N.B. Priority under reasonable preference group B for the intentionally homeless is only awarded for the period of time the duty is owed. This is normally 28 days following the decision that the person is intentionally homeless but the exact time will be determined by the Council on an individual case basis.

For this short period of time intentionally homeless applicants will be given reduced preference Band 3 in recognition of the deliberate act or omission that led to that decision. After 28 days they will remain in Green Band having been awarded reasonable preference under Reasonable preference group, A which includes those households who are intentionally homeless but no longer owed an intentionally homeless accommodation duty.

Reasonable preference category (C) – People occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions. All applicants that are determined as being owed reasonable preference under this group will be granted Blue band or Red band status depending on the severity of their housing need.

130. Reasonable preference will be awarded plus an award of additional preference resulting in Blue band status for: -

- A private sector property either owned or rented where a statutory notice has been issued by the Neighbourhoods Directorate that an unfit property is to be demolished under the Housing Act 2004;
- They are a private sector tenant and the Neighbourhoods Directorate has decided that the property poses a category one hazard under the Housing Health and Safety Rating System and the Council are satisfied that the problem cannot be resolved by the landlord within 6 months and as a result continuing to occupy the accommodation will pose a risk to the applicant's health. For those living in a property that is a category one hazard and as a result uninhabitable due to, for example, severe damp, major structural defects including subsidence, flooding, collapse of roof, or have living conditions which are a statutory nuisance, and there is no prospect of the problems being remedied within a six month time period. In exceptional cases where the problem can be rectified within six months but the impact on the applicant of remaining would be considerable the exceptional circumstances and Welfare Panel (comprising of the Head of Housing, The Homelessness and Housing Advice Manager, Allocations & Housing Advice officer) and will decide if reasonable preference will be granted.

- Those that are Statutory overcrowded as strictly defined by the Housing Act 2004.

131. Note: The assessment of all cases under the above criteria will be carried out by the Council's Housing Options Team taking advice from the Neighbourhoods Directorate (or any other council if the property is outside of the Chorley area).

132. Note: Those who are statutory overcrowded as defined by the Housing Act 2004 will not meet these criteria if this is as a result of an applicant voluntarily agreeing to house additional member of their extended family or friends.

133. Note: Those overcrowded by three bedrooms or more under the bedroom standard but are not statutory overcrowded will be granted reasonable preference but not granted additional preference and will be placed into Red band.

134. For those applicants where their housing conditions or level of overcrowding mean that it is not reasonable for them to continue to occupy their overcrowded accommodation and as a result they are owed a Statutory homeless duty under section 193(2) of the Housing Act 1996, will result in an award of reasonable preference for the statutory homeless duty under reasonable preference group B rather than under his group C.

An applicant will also be awarded Band 2 status if they lack access to any of the following. Shared access in Housing in Multiple Occupancy counts as access and would not lead to any award: Band 2 will be awarded for those applicants who lack access to:

1. A bath or shower
2. A toilet
3. Cooking facilities
4. Running hot water supplies
5. Electric/gas needed for essential activities

Reasonable preference category (D) – Medical, disability and welfare. All applicants assessed as owed reasonable preference for medical, disability or welfare grounds will be granted Blue or Red Band priority depending on the severity of the impact of their housing on their condition. All other applicants will be granted Yellow Band as detailed below.

135. This reasonable preference category includes any applicant for accommodation whose health, disability or welfare, or that of a member of their household, is significantly impaired by remaining in their current accommodation and there is as a result a need to move.

Medical Grounds or Grounds of Disability: Reasonable preference is awarded by the Council following an assessment of an applicant's need to move due to medical or disability needs. An assessment may be made by a member of the Housing Options Team and will be informed, but not determined solely, by set criteria for routine medical conditions, or for more serious cases following a recommendation from a qualified Medical Advisor appointed by the Council.

An applicant's circumstances will normally be referred for a medical assessment if an applicant has indicated that there is a medical or disability problem that is made substantially worse by their current housing. Otherwise their circumstances will be assessed by a Housing Options Team leader who will consider standard criteria in making any assessment. Priority will be given depending on how unsuitable the current accommodation is in relation to their medical, welfare or disability needs. The assessment is not of the applicant's health but how their accommodation affects their health or welfare. Only in exceptional cases will the detrimental effect on health or welfare be caused by the location of the accommodation itself rather than the physical condition or nature of the accommodation occupied. The Council's Welfare Panel will consider such exceptional cases.

When will Blue band for very urgent medical reasons be awarded?

136. An applicant that has an urgent need to move for medical reasons or due to their medical problems or disability will be awarded reasonable preference and additional preference and placed in the Blue band.

The following are examples of cases that would qualify for Blue band status under one of the statutory reasonable preference categories. I.e. medical, welfare or disability needs.

- A. Where an applicant's condition is expected to be terminal within a period of twelve months and re housing is required to provide a basis for the provision of suitable care.
- B. A member of the household seeking accommodation cannot be discharged from hospital or rehabilitation accommodation until suitable housing is provided and the household had settled accommodation in the Chorley area prior to hospital admission
- C. The condition is life threatening and the applicant's existing accommodation is a major contributory factor
- D. The applicant's health is so severely affected by the accommodation that it is likely to become life threatening
- E. A member of the household is elderly, disabled or has a progressive illness and is likely to require admission to hospital or residential/nursing care in the immediate future and re-housing would enable that person to remain living at home.
- F. People who are completely housebound because of the type of accommodation they live in.

When will Red Band for medical reasons be awarded?

137. Where an applicant's housing is unsuitable for severe medical reasons or due to their disability, but who are not housebound or whose life is not at risk due to their current housing, but whose housing conditions directly contribute to causing serious ill-health. If this is the case they will be awarded reasonable preference and placed into Red Band. This will normally be assessed by a Council Housing Options Advisor being informed by set criteria, and may or may not need to be referred to a medical advisor, depending upon the circumstances.

138. The following are examples of cases that would qualify for Red Band status under one of the statutory reasonable preference categories. I.e. medical, welfare or disability needs.

- The applicant is unable to mobilise adequately in their accommodation and requires re housing into accommodation suitable for their use.
- The applicant's accommodation is directly contributing to the deterioration of the applicant's health such as severe chest condition requiring intermittent hospitalisation as a result of chronic dampness in the accommodation.
- Where overcrowding in the property leaves the applicant at risk of infection, for example, where an applicant is undergoing chemotherapy or suffering from full blown AIDS.
- Children with severe conditions such as autism, or cerebral palsy where their long term needs cannot be met without settled accommodation.
- A member of the household seeking accommodation is disabled and re-housing will enable that person to overcome physical barriers created by current accommodation for example, steps and stairs.
- A person with a severe disability requiring substantial adaptations to a property which is not provided for in their current accommodation
- A person with a terminal illness or long term debilitating condition whose current accommodation is not having a significant impact on their condition but where their quality of life would be significantly improved by moving to alternative settled accommodation, which may or may not be closer to support.

Welfare Issues

138. Those applicants that qualify for reasonable preference on welfare grounds will be those urgent cases that require care and support needs or have other social needs that do not require medical care or support. In Chorley there are groups that will be awarded reasonable preference for welfare needs. These include those leaving care or who are ready to move on from specific supported

housing schemes that need a stable base from which to build a secure life.

138. The Council wants to ensure that care leavers and other vulnerable people with support needs are helped to access secure and suitable long-term housing. It is important that they are only nominated to move on accommodation therefore once they are assessed as ready to move on. Therefore their application will be registered but may be deferred. The Council will not therefore allocate reasonable preference under this category until the person has been assessed as being ready to move on. The following cases in supported accommodation or care will qualify for Reasonable preference and additional preference under this category and placed to the top of Blue Band when they have been assessed as being ready to move on:

- The Bridge
- The Charnocks
- Chorley Womens' Refuge
- Stonham ExOffender
- Parker Street
- Cotswold Supported Housing Scheme

A person who has been awarded move on priority having been assessed as ready to move on to long term settled housing. There are two categories of cases: move on Supported Housing Projects and Move on from care. These are detailed below:

Move on Supported Housing Projects

139. Applicants will be awarded this category for certain listed projects in accordance with protocols agreed between the Council and the voluntary sector body. Not all applicants who occupy named supported housing projects will qualify for reasonable preference. They must have vulnerability and urgent housing need that is best met by the provision of long-term settled housing. All other cases will not be owed reasonable preference under this category and will be expected to be assisted by the project with support from the Housing options service to move on to private rented sector accommodation. The criteria for an award of reasonable preference will be:

- An applicant is ready to move to independent settled housing
- The applicant is in need of long term rather than short-term ongoing tenancy support.
- That support package has been assessed and is in place.
- An applicant's vulnerability is such that accommodation in the private rented sector would through its short term have a detrimental effect on their vulnerability.

Move on from Care

140. Applicants are awarded this category in accordance with protocols between Chorley Council and Lancashire County Council's Children Services Department. Applicants must be a former "Relevant Child" as defined by the Children Leaving Care Act 2002. As with the need to move on from supported accommodation not all care leavers will qualify for reasonable preference. They must have vulnerability and urgent housing need that is best met by the provision of long-term settled housing. All other cases will not be owed reasonable preference under this category and will be expected to be assisted by the Children's Services with support from the Housing options service to move on to private rented sector accommodation. The criteria for an award of reasonable preference will be:

- A care leaver is ready to move to independent settled housing and is genuinely prepared for a move to independent living.
- They possess the life skills to manage a tenancy including managing a rent account.
- The care leaver is in need of either a long term or medium term tenancy support.
- That support package has been assessed and is in place.
- Their needs are such that accommodation in the private rented sector would through its short-term nature have a detrimental effect on their transition to independent living.

141. Those applicants who need to move on welfare grounds due to infirmity caused by old age.

These cases will have their welfare need recognised and reasonable preference awarded. An assessment of an applicant's need to move due to infirmity caused by old age will be made by the Council Housing Options Team taking into account information provided by one or more of the following:

The Council's Medical Advisor who will have considered any information provided by:

- The applicant's GP or consultant.
- Social Services.
- Occupational Therapist.
- Age Concern or any other voluntary sector organisation representing the applicant.

142. Priority award from the Council's Welfare Panel. With the exception of elderly infirm applicants and those leaving care or who are ready to move on from specific supported housing schemes that need a stable base from which to build a secure life, the award of reasonable preference Priority on welfare grounds will be made by the Council's Welfare Panel. Full lists of the types of cases that will be considered by the panel are set out at appendix 5.

Reasonable preference category (E) – People who need to move to a particular locality within the local authority’s district, where failure to meet that need would cause hardship to themselves or to others. Details of when Reasonable Preference will be granted for this group and what Band are given below.

142. This category applies to those who need to move to a particular area in the Chorley borough, where failure to meet that need would cause hardship to themselves or others. The Government’s Code of Guidance suggests that people may fall into this category if they need to move in order to give or receive care, to be able to access specialist medical treatment, or to take up particular education, employment, or training opportunities in a particular locality.

It should be noted that the Chorley borough is geographically compact with good transport links. In addition the need to move should be sufficiently great that hardship would be caused if they did not move effecting health or leading directly to an inability to take up employment or training opportunities. Given the good transport links and compact nature of the Chorley Borough it will be only be in limited circumstances that an award of reasonable preference will be made. Reasonable preference priority would not normally be awarded to applicants who claim that they require ongoing support from relatives or friends, unless there is severe mental health, medical or welfare issues relating to this person or a member of this person’s household and exceptional reasons why this support cannot be made available through a reliance on public transport or the applicant’s own transport. Such cases will be submitted to the Council’s Welfare panel.

143. When will reasonable preference be awarded on hardship grounds?

- a) Need to move on hardship grounds – domestic abuse, extreme violence or extreme harassment.
(To be awarded Red Band)

People who have satisfied the Council that they are fleeing severe harassment or violence from inside or outside of the home but they have not been accepted as being owed a statutory homelessness duty as a result of that violence or harassment.

Note: A statutory homeless duty applies if the applicant applies as homeless and a full duty is accepted. Those cases that do not apply as homeless and wish to remain with relatives or friends can be awarded reasonable preference under this group without going through the homelessness route.

- b) Hardship will be awarded to tenants of a Housing Association in the Chorley Borough who occupy a specially adapted property and where the move will free up this accommodation for a high need disabled household. **(Blue Band because RP plus additional preference will be awarded)**
- c) Or tenants of a Housing Association in the Chorley borough who occupy a 3, 4 or 5 bedrooms or larger property than needed by 2 bedrooms or more and where the move will free up this accommodation for a severely overcrowded household. **(Red Band RP)**

143. Waiting Time

When an applicant has been placed into a Band their position within their allocated Band will be determined by the time they were registered for that Band with the exceptions listed above in the policy.

Note: if an applicant is moved into a different Band due to a change in circumstances, their priority date will be considered as effective from the date that they were moved into the new Band when moving up in priority. If moving down a Band they will retain the original registration date.

The exception to this is for applicants who have been given reduced priority. Where an applicant owed reasonable preference has had that preference reduced but takes action that resolves the issue to the satisfaction of the Council so that the reduced preference is removed, they will re-enter the Band appropriate to their current circumstances and if this is the same Band they held before their preference was reduced will retain their original effective date for that Band.

Appendix 1 – Summary of the Bands

Priority Bands

Note the descriptions used below are a summary of the criteria for qualification under each Band. This is not a substitute for the full detailed policy on when priority will be awarded which is contained in the relevant section of the Policy itself.

Blue Band: Urgent Need Band due to additional preference being granted to certain groups who are owed reasonable preference.	All of the following are owed a statutory reasonable preference
Emergency Medical, or disability (RP-D)	Emergency Medical Emergency banding is granted only in exceptional circumstances. This includes when the applicant or a member of the applicant’s household has a life threatening condition, which is seriously affected by their current housing, or their home cannot be accessed due to ill health or disability. A full list of circumstances where an award of emergency medical priority is given in the Policy.
Exceptional need to move determined by the Head of Housing or the Exceptional Circumstances and Welfare Panel (RP-D)	<ul style="list-style-type: none"> • Agreed in exceptional circumstances due to significant problems associated with the tenant’s occupation of a dwelling in the social or private rented sector and there is high risk to the tenant or their family’s safety if they remain in the dwelling/area. For social housing tenants transfers will be to properties of the same size and type where required, but locations or areas are likely to change. A full list of the cases that would qualify is detailed in the policy. • Emergency need to move determined by the Exceptional Circumstances and Welfare Panel
Release adapted property (RP-E)	Where a tenant does not require a specially adapted property for disabled use, and there is a demand for its use from a disabled applicant in high housing need.
Statutory Overcrowded (RP-C)	Those that are Statutory overcrowded as defined by the Housing Act 2004.
Private sector properties unsanitary or unfit. (RP-C)	<ul style="list-style-type: none"> • A private sector property either owned or rented where a statutory notice has been issued by the Neighbourhoods Directorate that an unfit property is to be demolished under the Housing Act 2004; • They are a private sector tenant and the Council has decided that the property poses a category 1 hazard under the Housing Health

	<p>and Safety Rating System and the Council are satisfied that the problem cannot be resolved by the landlord within six months. Further, as a result continuing to occupy the accommodation will pose a risk to the applicant’s health. This includes a property that has severe damp, major structural defects including subsidence, flooding, collapse of roof, or have living conditions which are a statutory nuisance, and there is no prospect of the problems being remedied within a six month time period.</p>
<p>Those living in Supported Housing who have been assessed as ready to move on to independent living (RP-E)</p>	<p>Applicants will be awarded this category for certain listed projects in accordance with protocols agreed between the Council and the voluntary sector body. Not all applicants who occupy named supported housing projects will qualify for reasonable preference. They must have vulnerability and urgent housing need that is best met by the provision of long-term settled housing.</p>
<p>Leaving care (RP-E)</p>	<p>Applicants are awarded this category in accordance with protocols between Chorley Council’s Housing and Lancashire County Council Children Services Department. Applicants must be a former “Relevant Child” as defined by the Children Leaving Care Act 2002. They must have vulnerability and urgent housing need that is best met by the provision of long-term settled housing.</p>
<p>Red Band: Need to move – Reasonable Preference – high need</p>	<p>All of the following are owed statutory reasonable preference.</p>
<p>Homeless Households owed a full homeless duty under section 193(2) or 195(2) (RP-B)</p>	<p>Accepted statutory homeless cases owed a full homelessness duty by Chorley Council. (Note for cases owed a full homeless duty by any other Council they will receive a reduced preference for not having a local connection to the borough of Chorley).</p>
<p>Overcrowded by the Bedroom standard for overcrowding (RP-C)</p>	<p>Applicants overcrowded by 2 bedrooms or more according to the Bedroom standard for overcrowding.</p>
<p>Applicants living in unsatisfactory Housing that lack basic facilities (RP- C)</p>	<p>Applicants without access to any of the following:</p> <ol style="list-style-type: none"> 1. A bath or shower 2. A toilet 3. Cooking facilities 4. Running hot water supplies 5. Electric/gas needed for essential activities
<p>Under occupying (RP-E)</p>	<p>Tenants of a housing association in the Chorley borough who are under-occupying family accommodation by two or more bedrooms in comparison with the Bedroom Standard and moving will free up accommodation required for a severely</p>

	<p>overcrowded household.</p>
<p>Homeless Prevention after 6 months of a prevention option being chosen. (RP-A)</p>	<ul style="list-style-type: none"> ➤ An applicant has children, or is pregnant, or is a single person who would be likely to be found to be in priority need and ➤ The Council consider they will be physically homeless within 28 days and ➤ They accept a prevention option from the Council' Housing Options Team which will mean that their homelessness is prevented for a minimum of 6 months <p>After that 6-month period they will be awarded Band 2 priority rather than their Band 3 priority with an effective date from the date they were awarded Band 2.</p>
<p>Medical grounds (RP-D)</p>	<p>Applicants who have an urgent need to move on medical grounds because their current home is having a severe adverse effect on the health of a member of the household, but who do not qualify for Band 1 urgent medical priority (see the main policy for details of how Band 1 and Band 2 Medical priority will be assessed).</p>
<p>Award from the Exceptional Circumstances and Welfare panel (RP – D)</p>	<p>Where the Exceptional Circumstances and Welfare Panel have made a Band 2 award due to the exceptional circumstances or extreme welfare need. The criteria for awarding Band 2 priority are set out in the main Policy.</p>
<p>Green Band: Reasonable Preference recognisable need</p>	
<p>Applicants who are entitled to reasonable preference as being non-priority homeless, intentionally homeless or homeless within the meaning of part 7. (RP-A).</p> <p>Homeless Prevention after 3 months of a prevention option being chosen. (RP-A)</p>	<p>Applicants who are entitled to reasonable preference as being non priority homeless, intentionally homeless or homeless within the meaning of Part 7 of the Act</p> <ul style="list-style-type: none"> ➤ An applicant who has children, or is pregnant, or is a single person who would be likely to be found to be in priority need due to vulnerability and

	<ul style="list-style-type: none"> ➤ The Council consider they will be physically homeless within 28 days and ➤ They accept a prevention option from the Council' Housing Options Team which will mean that their homelessness is prevented for a minimum of 6 months
<p>Housing Need Age (RP-D)</p>	<p>Applicants 60+ seeking sheltered accommodation</p>
<p>Orange band: Applicants owed Reasonable preference but who have been awarded reduced preference under the Policy. Due to rent arrears, behaviour, no local connection, savings, equity or earnings. Or where 2 offers have been refused.</p> <p>Community Priority</p> <p>Applicants not assessed as being owed reasonable preference but who meet the partnership positive community criteria</p>	
<p>Applicants who would have been owed reasonable preference but whose priority has been reduced according to the policy detailed in the main policy document for rent arrears, behaviour, no local connection, savings, equity or earning or for refusing 2 offers of accommodation.</p>	<p>Applicants will be awarded the reasonable preference that their assessed needs warrant once they have complied with the criteria for the removal of reduced preference. This is fully set out in the policy.</p> <p>Those employed or undertaking training within the borough to which they are applying Transfer applicants with a positive tenancy history in accordance with the policy</p> <p>Applicants that can demonstrate a contribution to the local community such as voluntary work. This could be specific to the area where the work takes place or could be tenants on an estate with positive work on that estate</p> <p>Applicants with a family connection to specific areas where a move is needed due for caring or specific support purposes.</p> <p>Applicants who are key workers as defined by the Council</p>

	<p>Second generation applicants whose parents have a positive tenancy history regardless of sector housed Applicants in private rented sector who have a positive tenancy history assessed through reference including a good rent record, maintaining a property in good condition, and no complaints of anti social behaviour</p>
<p>Yellow band: Applicants with no recognisable Housing Need</p>	<p>All other Applicants plus</p> <p>Cases where an applicant or a member of the household is considered to be guilty of unacceptable behaviour serious enough to make them unsuitable to be a tenant, and at the time of application for housing they are still considered unsuitable to be a tenant by reason of that behaviour, but where the Council believes that the applicant or member of their household is prepared to take action to address that behaviour. In such cases the council will agree to register the applicant but award no preference at all until they have fully resolved through action the behaviour to the satisfaction of the Council.</p>

APPENDIX 2

Bedroom Standard and Type of Accommodation

When deciding the size of property for which applicants will be eligible, the following Bedroom Standard will be used.

Bedroom Standard				
	Number of bedrooms			
Household Size	1	2	3	4
Single Person	✓			
Couple wishing to live together	✓			
28+ weeks pregnant woman with or without partner and no other children	✓	✓		
In exceptional cases e.g. where there are care needs adult siblings wishing to live together	✓	✓		
Parent(s) with one child		✓		
Parent(s) with two children		✓	✓	
Parents with three or more children regardless of age or sex			✓	✓

When deciding whether an applicant and his or her household is under-occupying accommodation, or lacks two or more bedrooms to assess eligibility for Priority Blue Band, the lower number of bedrooms shown against each size of household will be used as the “standard” number of bedrooms required for the household concerned. For example a parent with two children who is living with parents and has the use of one bedroom will be deemed to lack one bedroom.

Type of accommodation

Sheltered housing will normally be available only for applicants over state pension age.

Accommodation that is designated as supported housing will be available only for applicants who are eligible for that particular accommodation. For example, some supported housing is provided exclusively for people with learning difficulties, or for young people leaving care.

Where accommodation is available only for applicants who satisfy such special criteria, this will be clearly recorded in the notes page of the nomination.

Size and type of property for which applicants are eligible

In order to make the best use of the available housing stock, it is essential to let vacancies to those who need that size and type of property. Examples include houses with two or more bedrooms to be let to families with young children, sheltered housing flats for older people and properties that have been built or adapted for a person with a physical or sensory disability.

When deciding the size and type of property for which applicants are eligible, the Bedroom Standard in Appendix 2 will normally be used.

In exceptional circumstances, the Homelessness and Housing Advice Manager may exercise discretion in deviating from the Bedroom Standard. Examples are:

- a) For those applicants who are separated or divorced and sometimes care for their children, the Senior Housing Options Team leader will consider how often and for how long the children stay with them. If appropriate, that officer may exercise discretion and award additional bedrooms for the children in accordance with national guidance.
- b) Where applicants require larger accommodation on health grounds. The Senior Housing Options Team leader will consider this on a case-by-case basis, taking into account the advice of a qualified medical advisor.
- c) Where there is little or no demand for a particular vacancy, and it is therefore difficult to let.
- d) Where no suitable applicants can be identified to make the best use of larger accommodation.
- e) Where the applicant has been approved as a foster carer by Children's Services, and so will need a larger property than normally required by the household.
- f) Where the applicant or a member of the household needs the support of a carer who will need to sleep in the home and cannot reasonably be expected to share a bedroom with another member of the household. See paragraph below for more information about including a carer in a housing application.

Including a Carer in the application

A carer is someone who with or without payment provides help and support to a partner, relative, friend or neighbour, who would not manage without their help. This could be due to age, physical or mental health, addiction, or disability. In all cases the carer must have been identified by the applicant as the person who is primarily responsible for providing them with care and the needing to live with them or near them.

Even if a carer is in receipt of Carer's Allowance this does not necessarily mean that it is necessary for them to reside with the person who is being cared for. An application to include a carer in a housing application will be considered if Social Care and Health have assessed the carer as needing to provide overnight support. In these circumstances the applicant must provide supporting evidence from other agencies e.g. Social Care or a Health professional.

In some limited circumstances it may be possible to consider cases where the carer is not in receipt of Carer's Allowance. Under these circumstances it will still be necessary for the applicant to demonstrate that the person looked after is in receipt of one of the following benefits:

- ✓ Carers Allowance
- ✓ Disability Living Allowance – paid at either the middle or higher rate for personal care.
- ✓ Attendance Allowance
- ✓ Constant attendance Allowance

- ✓ Disablement benefit.

APPENDIX 3

The reasonable preference categories in section 167(2) of the Housing Act 1996 are:

- I. People who are homeless (within the meaning of Part 7 of the Act);
- II. People who are homeless and in priority need but homeless intentionally;
- III. People who are homeless and in priority need and not intentionally homeless;
- IV. People threatened with homelessness and in priority need and not intentionally homeless;
- V. People who are not intentionally homeless but not in priority need;
- VI. People occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
- VII. People who need to move on medical or welfare grounds (including grounds relating to disability).
- VIII. People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship to themselves or others.

Appendix 4: Officer Roles and Responsibilities

The power to operate the Allocation scheme in Chorley is a power delegated by full Council in accordance with the Council’s powers for delegation.

Under Section 167 Housing Act 1996 as amended by 2002 Homelessness Act.

“Every local Housing authority shall have a scheme (their allocation scheme) for determining priorities and as to the procedure to be followed, in allocating housing accommodation. For this purpose ‘procedure’ includes all aspects of the allocations process, including the persons or descriptions of persons by whom decisions are to be taken.”

To meet this legal requirement the following table sets out what officers (in terms of post and level of responsibility) will take decisions under the Council’s Allocation scheme.

Officer Designation	Role and Responsibilities
Housing Options Team Registration and Assessment Officer/s	<ol style="list-style-type: none"> 1. Provision of advice and assistance including telephone advice and interviewing 2. Inputting data relating to individual applications 3. Answering general queries by telephone, in writing, and in person 4. Verification of documents and applicant circumstances 5. Assessment of incoming applications against the Council’s scheme, including decisions on eligibility in respect of immigration or serious behaviour. 6. Assessment of nil or reduced preference and when any reduced preference restriction can be lifted according to the criteria.
Homelessness and Housing Advice Manager responsible for Allocations	<ol style="list-style-type: none"> 1. Undertaking Statutory Reviews 2. Checking 10% paperwork on all allocation decisions made by the Housing Registration team 3. Monitoring allocations and nominations 4. Deciding on complicated cases that require referral up from the Housing Registration team 5. Deciding which exceptional cases or welfare cases need to be considered by the Housing Welfare and Exceptional circumstances panel. 6. Awarding priority for emergency cases whose homes are damaged by flood, fire or other disaster may be provided with another tenancy if it is not possible to repair their existing accommodation. 7. Awarding priority for households who on police or Social Services advice must be moved immediately as a matter of urgency. 8. Awarding priority for households from outside the area where the Council owes another local authority or Housing Association a nomination to someone on an urgent reciprocal basis, such as where an applicant has had to be re housed outside the area due to domestic abuse.
Welfare Panel	See Appendix 5 below for details of how the panel will operate

Appendix 5: Welfare Panel

Terms of Reference

The panel will consider cases where:

1. An applicant has an exceptional need that is not covered by the Allocation Policy.
2. Welfare cases that need to be assessed to determine if they are owed reasonable preference and do not fall within the routine welfare groups listed in the policy such as those in supported housing who are ready to move on and are in need of long term settled accommodation.

The panel will consist of the Head of Housing, Homelessness and Housing Advice Manager and the Allocations & Housing Advice Officer. Representatives from the RSLs may also be asked to attend.

Cases considered by the panel will be, depending on their circumstances awarded either reasonable preference or additional preference, reasonable preference alone or will not be awarded reasonable preference. Where additional preference is awarded an applicant will either be placed at the bottom of Band one or in extreme urgent cases will be awarded additional preference and placed to the top of Band 1.

Members will receive an Annual Statement as to how the Service has allocated all Housing due to it under nomination rights including the circumstances where it has exercised its management discretion in exceptional circumstances under this policy. It is the responsibility of the Head of Housing to ensure that evidence based assessments of exceptional circumstances are made and recorded fully to ensure a fair and transparent process and those cases can be fully scrutinised by members of the Council to ensure that they fully met the exceptional circumstances criteria.

The Panel will consider housing need having regard to the needs of an applicant and the members of his/her household. The Panel will consider the following types of cases listed below; however this list is not exhaustive. Written representations can be received from an applicant and their representative and or professional body:

- Applicants with medical problems that are not sufficient on their own to confer priority, but where there are other relevant social factors.
- Needing more settled accommodation in order to deal with child protection issues arising under the Children Act: -
- The household seeking accommodation has welfare needs so severe that the protection of vulnerable adults or children is only possible if the household were to move to a new home and where the present circumstances could deteriorate to such an extent as to place household members at risk, or in need of residential care unless re-housing is offered.
- Families with a child with behavioural difficulties, which may require an additional bedroom or particular type of accommodation.
- Requiring additional space such as for a carer or to foster.
- The risk level of a potentially vulnerable person continuing to live in his/her current address.
- The need for rehousing due to irreconcilable neighbour difficulties.
- Requests to agree exceptions to established policies e.g. reduced preference due to former or current rent arrears, where to adhere to the policy would cause special hardships.

- Requests to agree an applicant for any type of special housing provision, for example, floating support, supported housing because of a learning difficulty, mental health problems, alcohol or drug misuse, sensory difficulties, a need for low-rise or low density accommodation or accommodation in specific areas of the borough to give or receive support etc.
- Requests to transfer following harassment including, verbal abuse, insults, intimidation, damage to property or possessions, threatening or abusive behaviour, racist, homophobic or other abusive graffiti, unprovoked assaults including common assault, actual bodily harm and grievous bodily harm, use of dogs, arson and attempted arson, threatening letters, witnesses of crime, or victims of crime, who would be at risk of intimidation amounting to violence or threats of violence if they remained in their current homes.
- Requests for a transfer or rehousing where there has been a bereavement or personal tragedy in the property or area.

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Report of	Meeting	Date
Corporate Director Business (Introduced by the Executive Member for Business)	Executive Cabinet	1 October 2009

ST LAURENCE'S CONSERVATION AREA APPRAISAL AND MANAGEMENT PROPOSALS

PURPOSE OF REPORT

1. To present the main findings of the St Laurence's Conservation Area Appraisal Management Proposals Document.

RECOMMENDATION(S)

2. To endorse the St Laurence's Conservation Area Appraisal.
3. To adopt the Management Proposals as the basis for future improvement and control of development, subject to the availability of funding.

EXECUTIVE SUMMARY OF REPORT

4. The St Laurence's Conservation Area Appraisal identifies firstly the key characteristics that make the area special and secondly the key issues that give cause for concern. Whilst it is clear that there are several good characteristics, including some fine buildings, there are a greater number of negative issues that create visual harm. The Appraisal and associated Management Plan highlight the opportunities and challenges for the St Laurence's Conservation Area and recommend a number of objectives and associated projects/actions as a means to enhancing the appearance of the area, which will in turn have a beneficial effect on economic vitality and vibrancy.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

5. Section 71 of the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990 requires the Council to formulate and publish proposals for the preservation and enhancement of their Conservation Areas.
6. Members will recall that a Heritage and Conservation Strategy was endorsed at the 8th January 2009 executive Committee. It promotes a structured and coordinated approach to conserving and enhancing Chorley's historic environment. In accordance with this, St Laurence's Conservation Area review is the second of a programme of reviews of all nine conservation areas within Chorley.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. Do nothing – this would be contrary to statutory guidance and result in the continued decline of the quality of the conservation area. It would undermine two Corporate Strategy objectives; to develop the character and feel of Chorley as a good place to live, and to strengthen Chorley's economic position within the Central Lancashire sub-region.

CORPORATE PRIORITIES

8. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the Central Lancashire sub-region	✓	Develop local solutions to climate change.	
Improving equality of opportunity and life chances	✓	Develop the Character and feel of Chorley as a good place to live	✓
Involving people in their communities	✓	Ensure Chorley Borough Council is a performing organization	✓

BACKGROUND

9. A detailed analysis of St Laurence’s conservation area and the development of management proposals, including public consultation, were undertaken earlier this year. A full copy of the St Laurence’s Conservation Area Appraisal and Management Proposals is attached to this report.

10. From this evolved a number of ‘Management Proposals’ recommending further actions including:

- a. Examine opportunities to enhance the public realm and reduce the impact of indiscriminate street parking.
- b. Encourage the redevelopment of negative sites or buildings.
- c. Exploring the potential for grant aid to assist with the reversal of inappropriate alterations to buildings, to help with repairs and appropriate improvements, including the reinstatement of original features for buildings within the Conservation Area;
- d. Changes to the conservation area boundary to enhance and further protect its’ setting.

11. **Examine the opportunities to enhance the public realm and reduce the impact of indiscriminate street parking.** One of the key findings of the appraisal and public consultation exercise was the impact of indiscriminate street parking, particularly on residents. Not only does this cause inconvenience for them, it also cause visual blight upon the appearance of the conservation area.

12. **Encourage the redevelopment of negative sites or buildings.** Although relatively small in number, negative sites or buildings can have a serious detrimental effect upon the appearance of an area. Sympathetic redevelopment of sites such as those at the rear of the Swan with Two Necks, Chapel Steps and the adjacent vacant land will be encouraged.

13. **Exploring the potential for grant aid to assist with the reversal of inappropriate alterations to buildings, and to help with repairs and appropriate improvements, including the reinstatement of original features for buildings within the Conservation Area.** There is considerable evidence of a lack of basic maintenance and repair of some properties. Programmes of regular, maintenance for buildings are the most cost-effective way of maintaining them in good order. Further advice is available for property owners in joint a publication produced by English Heritage, the Institute of Historic Building and Conservation and the Society for the Protection of Ancient Buildings entitled ‘A Stitch In Time’. Offering grant assistance can help owners to maintain their property to the enhanced standard that conservation area designation warrants. This not only enhances the

appearance of the area, but also enhances property values. The potential for grant aid will be the subject of a separate report to the Executive Cabinet.

14. Changing the Conservation Area boundary to enhance and further protect its setting.

There are a small number of properties currently just outside the conservation area that would benefit from the additional protection that designation brings. The extension of the conservation area boundary will give additional control to both new developments and alterations that can seriously impact upon the setting of the area as a whole. The proposed extension will include the following properties:

- a. 19, 21 & 23 Park Road including the adjacent section of Park Road itself.

CONSULTATION

- 15. The preparation of the Conservation Area Appraisal and Management Proposals has been the subject of comprehensive consultations.
- 16. A copy of the consultation response report is included in the Appraisal and Management Proposals document.
- 17. All residents within the conservation area boundary, and those just outside it, were invited by letter to a public exhibition held in February 2009. This was followed by a period of six weeks consultation, including further exhibition displays in the Chorley Council offices. The consultation documents and response questionnaires were available at these exhibitions and also via the Council Website.
- 18. Most comments received were either in favour of the report. Where suggestions were made these have been considered and wherever possible incorporated into the final version. Comments regarding other agencies or other departments within Chorley Council or Lancashire County Council have been directed to the appropriate individual or department.

IMPLICATIONS OF REPORT

- 19. This report has implications in the following areas and the relevant Corporate Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal	✓	No significant implications in this area	

COMMENTS OF THE CORPORATE DIRECTOR OF GOVERNANCE

- 20. The proposal would satisfy our legal requirements.

JANE MEEK
CORPORATE DIRECTOR (BUSINESS)

Background Papers			
Document	Date	File	Place of Inspection
St Laurence's Conservation Area Appraisal and Management Proposals	July 2009	***	Copy attached, Council Website
Report Author	Ext	Date	Doc ID
Ian Heywood	5533	20 August 2009	***

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St Laurence's

Conservation Area Appraisal and Management Proposals



Conservation Area Appraisals and Management Proposals

Preface

Readers of are advised that this publication is a supporting document in the Chorley Council Local Development Framework (LDF) and therefore forms part of the evidence base. It is NOT a Supplementary Planning Document (SPD).

This document seeks to define the special interest of St Laurence's Conservation Area and identify the issues that threaten the special qualities of the conservation area. It then provides guidelines to prevent harm and achieve environmental improvements within the area. It will be used to guide future developments to ensure that all alterations respect its character.

Introduction

Conservation Areas are areas that are considered to have a special architectural or historic interest. It is important to preserve the special character of these areas for the future by imposing building restrictions to protect the appearance of these areas. Historical road layouts, grouping of buildings, street furniture and surfaces all add to the appearance and character of an area. Under section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 the Council is required to review areas of special character that it thinks are worthy of preservation and designate them as conservation areas.

Within conservation areas the Council has powers to control demolition, extensions and other alterations. In some areas Article 4 Directions are used to control minor alterations that affect the appearance of buildings within the conservation area, such as installation of plastic framed windows and doors, installation of porches, creating hardstandings for cars in front gardens or any other alterations to the external appearance of the building.

Planning Permission or Conservation Area Consent is required for work to be carried out in the conservation area. This includes:

- Demolition of buildings
- Alterations or additions to the roof
- Extensions to the side or rear
- Cladding of any part of the building
- Erection of sheds, summer houses and other external buildings etc.
- Installing satellite antennae facing the street.

The Council also has powers to protect trees in conservation areas. Anyone wishing to undertake any work to a tree in a conservation would need to notify the Council and give at least six weeks' notice before starting any work. This is to ensure that the Trees and Woodlands Officer can decide whether the work is necessary and, whether a tree Preservation Order should protect the tree further.

Any enquiries concerning this document should be addressed to:

The Conservation Officer
Chorley Council
Civic Offices
Union Street
Chorley
PR7 1AL

Or visit our web site at www.chorley.gov.uk

Foreword

Conservation area designations are an invaluable way of protecting and enhancing our historic environment. Research evidence has shown that people value their historic environment and that its enhancement greatly contributes to their quality of life and economic prosperity. In this document Chorley Council in consultation with other stakeholders and, most importantly, the local community sets out its vision for the conservation area for the next five years. It is aimed at residents, businesses, agents and planners with the intention being to identify what is good and which areas need attention, and to help everyone to work together to enhance our valuable historic environment. I hope you find the contents both informative and stimulating.



Councillor Peter Malpas
Executive Member for Business

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Part 1

Character Appraisal

1 Summary

1.1 Key characteristics

The appraisal of St Laurence's Conservation Area concludes that the special interest of the area derives from the following key characteristics:

- The prominence of St Laurence's Church and grounds
- Topography creates interesting vistas and terminated views
- Soft landscape character evident by the extent of tree coverage
- Key public buildings
- Early 19th Century houses on Park Road, Park Street and Parker Street
- Inviting entrance to Astley Park
- Gateway entrance into the town centre

1.2 Key issues

The survey highlighted the following issues:

- Negative and neutral buildings that either detract from or do not add to the quality of the area
- Prominence of hard surfaces – roads, pavements and car parks, and the dominance of parked vehicles
- Negative open spaces and unsympathetic street furniture

2 Introduction

2.1 St Laurence's Conservation Area

St Laurence's Conservation Area straddles the northerly boundary of Chorley town centre. St Laurence's Church stands at the junction with Park Road and Union Street and is the oldest surviving building in Chorley. It is an important focal building bounded by soft landscaping which enhances its setting. There are other public buildings in the conservation area, most notably the library on Union Street, the 'Swan with Two Necks' public house on Hollinshead Street, and the Unitarian Chapel and church hall on Park Street.

This area displays the periods of both affluence and poverty that can be found throughout the history of the town. The larger houses on Park Road are examples of the former, reflective of when the middle classes moved to the fringes of the town in the early 19th Century, and the smaller

houses in the Water Street area, built for mill workers in the mid 18th century and then later for the Gas Works, bore witness to the latter. Some of these were demolished in the mid 20th Century and this area now features a public car park.

The conservation area has a sylvan landscape character evident by the extent of tree coverage, which softens and enhances the buildings and hard surfaces. They make a positive contribution to the area, in particular around St Laurence's Church, along Park Road and behind Water Street. Beyond the westerly boundary of the conservation area lies Astley Park, which is accessed from the War Memorial Gateway on Park Road.

2.2 The purpose of a conservation area character appraisal

Chorley Borough Council originally designated St Lawrence's Conservation Area on 19 December 1985. A conservation area is defined as 'an area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance'.

National Policy Guidance

Conservation areas are designated under the provisions of Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of these conservation areas. Section 72 also specifies that, in making a decision on an application for development within a conservation area, special attention must be paid to the desirability of preserving or enhancing the character or appearance of that area.

In response to these statutory requirements, this appraisal document defines and records the special architectural and historic interest of the conservation area and identifies opportunities for enhancement. The appraisal conforms to English Heritage advice as set out in Guidance on Conservation Area Appraisals (August 2005) and Guidance on the Management of Conservation Areas (August 2005). English Heritage is the government advisory body responsible for the overall management of the historic environment including listed buildings, scheduled monuments, parks & gardens, historic battlefields and historic wreck sites. Local authorities retain responsibility for the designation of conservation areas.

Additional guidance regarding the management of historic buildings and conservation areas is set out within Planning Policy Guidance Note 15: Planning and the Historic Environment (PPG15). Government advice on archaeology, which is relevant to the St George's Conservation Area, is set out in Planning Policy Guidance Note 16: Archaeology (PPG16).

This document therefore seeks to:

- Define the special interest of the conservation area and identify the issues which threaten the special qualities of the conservation area (in the form of Part 1: Character Appraisal)
- Provide guidelines to prevent harm and achieve enhancement (in the form of the Part 2: Management Proposals). These have an important role to play in guiding the form of developments, not just within the conservation area, but also conspicuous from it.

2.3 The local and regional planning policy context

This appraisal provides a firm basis on which applications for development within Chorley can be assessed. It should be read in conjunction with the wider development plan policy framework produced by Chorley Council. That framework is set out in a number of documents, including:

- Chorley Local Plan Review 2003:
 - Policy HT7 (Conservation Areas)
 - Policy HT10 (Locally Important Buildings)
- Chorley's emerging Local Development Framework Development Plan Documents:
 - Core Strategy
 - Development Control Policies
 - Central Action Area Plan
 - Allocations and Designations
- Shopfronts – Design Guidelines
- Householder Design Guidance (Supplementary Planning Document)

Additionally at a regional level are a number of other documents that make reference to the importance of protecting conservation areas:

- North West of England Plan Regional Spatial Strategy to 2021
- North West Best Practice Design Guide

2.4 Other initiatives

- Astley Park Registered Park and Garden

2.5 The effects of designation

The designation of conservation areas brings, contrary to popular belief, with it a limited number of additional planning controls over and above those that are found elsewhere:

- Total or substantial DEMOLITION
- Work to TREES (providing trunk diameter is greater than 7.5cm at 1.5m from the ground).
- Cladding the exterior of a dwellinghouse with stone, artificial stone, pebble dash, render, timber, plastic or tiles.
- Extensions to dwellinghouses which extend beyond a wall forming a side elevation of the original dwellinghouse.
- Extensions to dwellinghouses of more than one storey, which extend beyond the rear wall of the original dwellinghouse.
- Any enlargement to a dwellinghouse resulting in an addition or material alteration to the roof, notably dormer windows.
- Erection of a structure on land between a wall forming a side elevation of the dwellinghouse and the boundary of the curtilage of the dwellinghouse.
- Installation of a chimney, flue or soil and vent pipe on a wall or roof slope which fronts a highway, and, forms either the principal elevation or a side elevation of the dwellinghouse.
- Installation of satellite antennae on a wall, roof or chimney that faces onto and is visible from a highway; or on a building which exceeds 15 metres in height.
- PLANNING APPLICATIONS should demonstrate that the proposals preserve or enhance the special interest of the area.

3 Location and Landscape Setting

3.1 Location and activities

Chorley is located in central Lancashire 13km south of Preston, 15km north west of Bolton and 14km south west of Blackburn. The town sits on a plateau 85m above Ordnance Datum between the valleys of the River Chor, River Yarrow and the Black Brook.

St Laurence's Conservation Area is situated to the north of the town centre and principal shopping streets. It is urban in form although abuts the open landscape of Astley Park to the west. The core is centred on St Laurence's Church itself, with the area extending along the Park Road Gateway to the

north, and along perpendicular routes to the east of this gateway, namely Union Street, Hollinshead Street, Water Street and Park Street.

Activities in the conservation area are split between non-residential institutions, professional services and businesses, recreational and residential uses.

3.2 Topography and Geology

The surrounding landscape is varied with the rise to the Pennine moors to the east and the Lancashire Plain to the west. The underlying geology is Triassic Bunter Sandstone, overlaid with Westphalian coal measures. Soils are a mixture of fine textured calcareous with poor drainage qualities, millstone grit, carboniferous sandstones and shales, which without the addition of lime quickly become infertile.

The topography of the site is extremely varied, with significant differences in levels between, for example, Water Street and Park Road or Union Street and Hollinshead Street.

3.3 Relationship of the conservation area to its surroundings

The urban nature of the area together with the changing topography fragments many of the character areas, limits long distance views and restricts the extent to which the context of the conservation area can be judged. It is the restriction of views that gives the conservation area one of its main characteristics, drawing the observer in to observe the buildings in greater detail. Contemporary developments on the periphery, such as the former bus station site and modern housing along Water Street, offer a juxtaposition of historic and contemporary designs, which is also reflected within the conservation area itself.

4 Historic development and archaeology

4.1 Historic development

While a settlement has existed in the area now known as Chorley since the Bronze Age the town did not really flourish until the 17th century with the arrival of the cotton industry, albeit on a small, domestic scale initially. With industrialisation and mechanisation of the industry the wealth and prestige of the town began to grow until it reached its peak in the mid 19th Century.

While coal mining had a presence outside of the urban area of Chorley, it no doubt had an influence of the prosperity of the town.

The arrival of the railway in the mid 19th century caused a quickening of the pace of change, however, while levels of wealth increased so did levels of abject poverty.

The conservation area is characterised by the church of St Laurence, the oldest surviving building in Chorley, with parts dating back to the Late Medieval period (15th Century), in what was historically the centre of the town, and an interesting arrangement of streets that have evolved to the north of this building.

Church Brow was the main route out of Chorley to the north until Park Road was opened in 1822, which involved the building of a substantial embankment across the valley of the Chor. Large new houses were soon constructed along this new road, which attracted the town's elite. The current entrance to Astley Park, with its Memorial Arch and ornate railings, was constructed after the First World War and replaced the former entrance at the foot of Church Brow.

Across from Church Brow are two Georgian buildings. 'Terrace Mount' was formerly the Savings Bank, and still has the bas-relief panel of twin cornucopia (symbol of plenty) mounted on the front elevation. 'St Laurence's Lodge' is an early 19th century building which was, for many years, the local Conservative Club; then in 1984 after extensive restoration it became a night club.

The 'Chapel Steps' in Water Street were originally constructed in the early 18th century to provide access to the Unitarian Chapel in Park Street, and were reconstructed in 1985.

Historically there has been a mixed social structure of housing in the area. Residential patterns reflect the gentry moving away from the town centre, for example into town houses on Hollinshead Street and later large individual houses on Park Road, and local industry activity in the area, including handloom weaving cellars in Parker Street, cottages for mill workers in Hollinshead Street, and terraced houses for the gas works in Water Street.

4.2 Archaeology

Planning Policy Guidance Note 16 (PPG16) emphasises the importance of archaeology when considering development proposals. In many instances this translates into a requirement for an archaeological watching brief to be undertaken to document any 'finds' during the development process. Scheduled Monuments are the archaeological equivalent of listed buildings in that they are protected by legislation. There are no Scheduled Monuments within the St Laurence's conservation area.

5 Spatial analysis

5.1 Plan form and layout

The conservation area follows the form of the Park Road gateway, which runs in a north-south direction leading into the town centre, and encompasses four roads to the east of this gateway, namely Park Street, Water Street, Hollinshead Street and Union Street. As a result of the undulating topography of the area, only Park Street and Union Street form a connection with Park Road; Water Street and Hollinshead Street are sited at a lower level and are detached from this thoroughfare. Church Brow and Chapel Steps provide a pedestrian link between the aforementioned routes.

5.2 Landmarks, focal points and views

The Appraisal map identifies a number of ‘focal buildings’ and ‘important views’ both within and from just outside the conservation area boundary. St Laurence’s Church is an

important landmark building with positive open space to the front and soft landscaping surrounds which enhance its setting.

Other focal buildings are situated around the church, and consist of the public library, which is a three-storey building prominently sited on Union Street, the ‘Swan with Two Necks’ public house at the foot of the Church Brow steps, and the three-storey Inland Revenue office building at the end of Water Street. Long distance views of the latter two focal buildings are restricted due to the topography and tree coverage.

Important views are principally along the Park Road gateway travelling into and away from the town centre, towards the



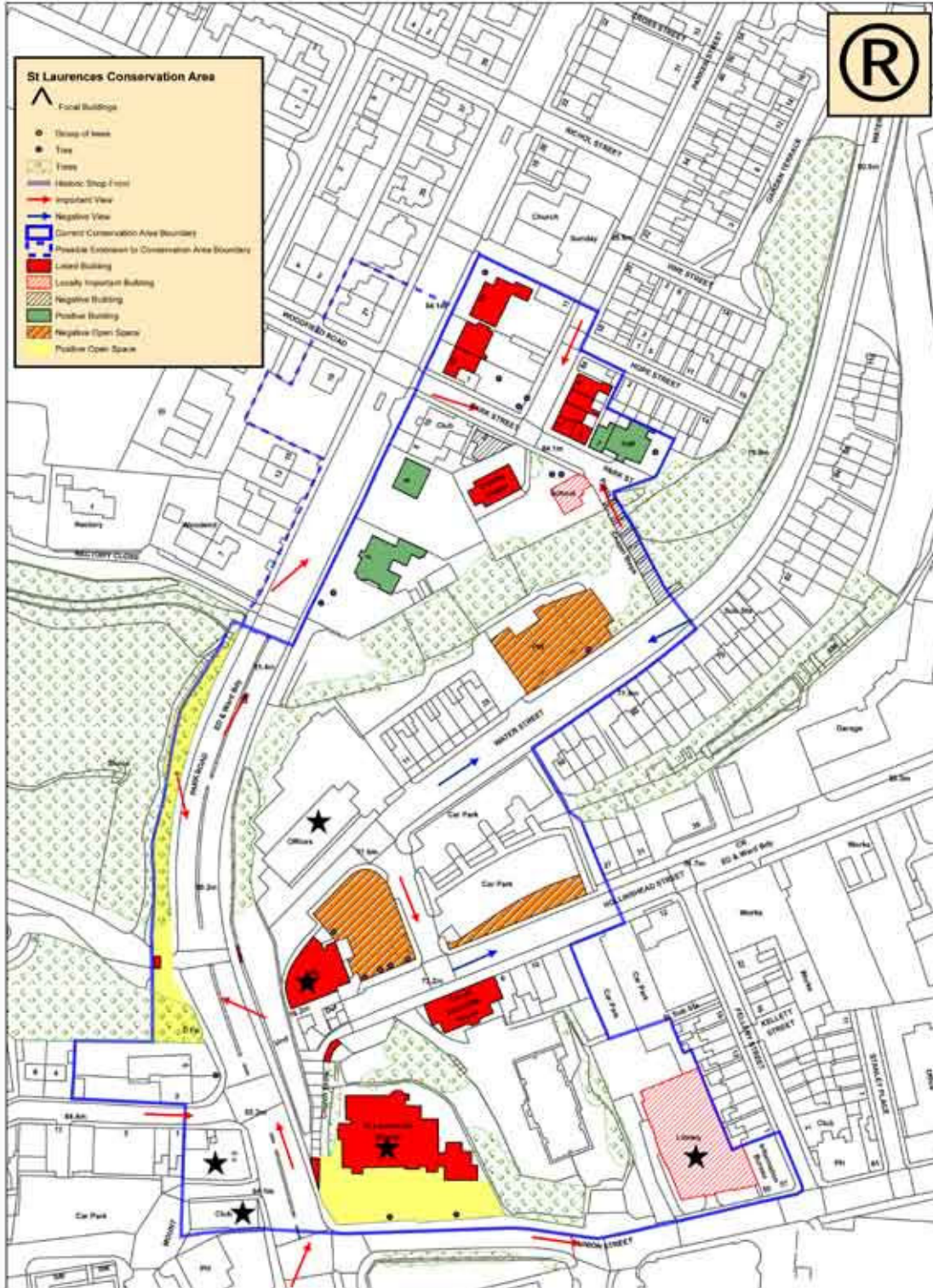
church of St Laurence, the inviting entrance to Astley Park, and the 19th Century buildings along Park Road. Other important views of the Church are identified within the town centre. There also are positive views towards historic buildings in Park Street, particularly towards the Chapel building from Parker Street.



Townscape Appraisal

Chorley Council

St Laurence's Conservation Area



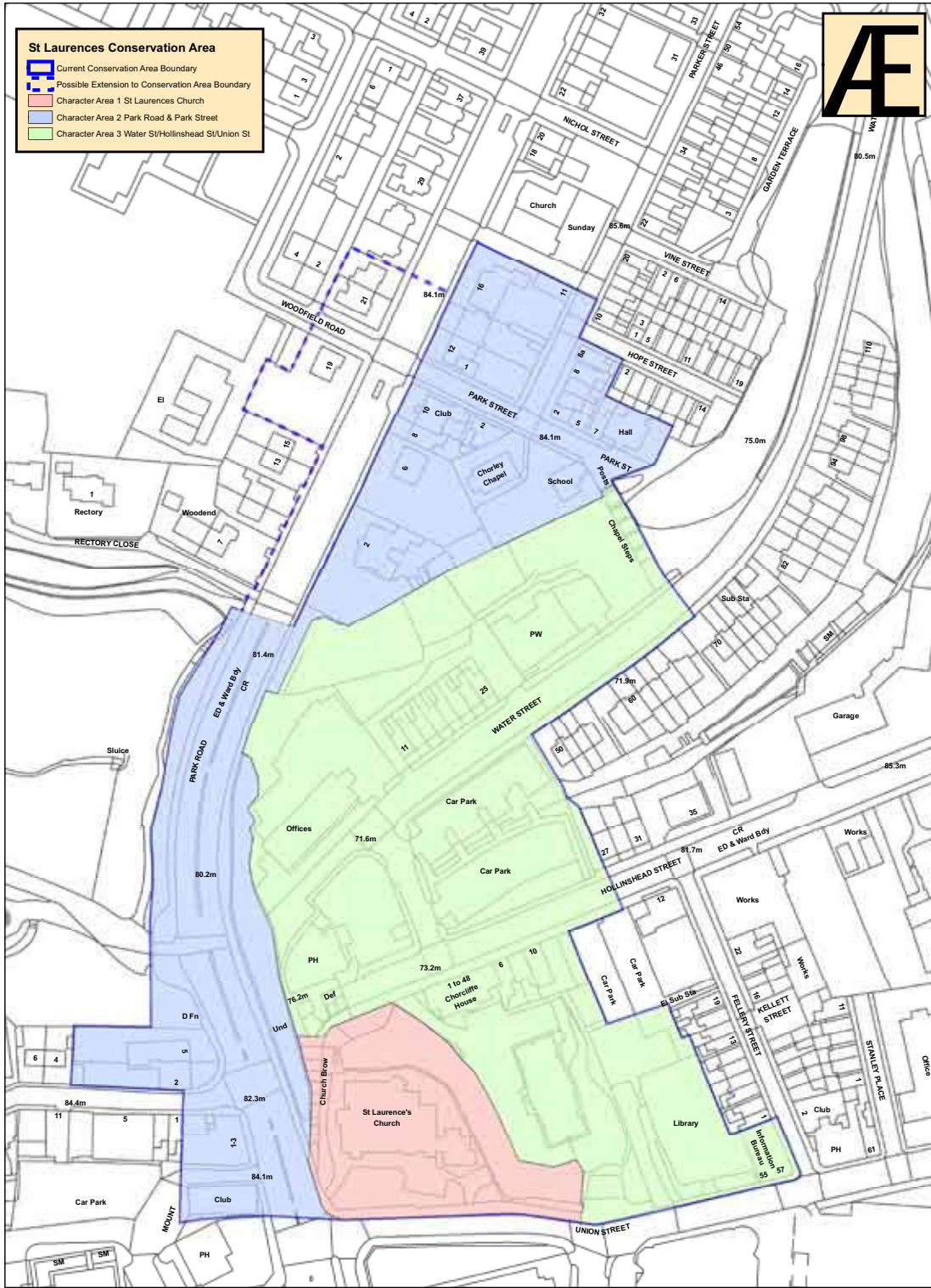
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not to scale

Character Areas



St Laurence's Conservation Area



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not to scale

5.3 Open spaces, trees and landscape

There are two small areas of public open space within the conservation area boundary. The frontage of Astley Park, seen from Park Road and including the entrance feature, has been identified as positive open space, with soft landscaping providing a taster of the Park's glory beyond. In contrast, an area to the south of the Water Street Car Park, which has soft landscaping and bland street furniture, is considered to have little amenity value.

Overall both individual and groups of trees provide a sylvan backdrop to the urban landscape, enhance the setting of important buildings, and make a positive contribution to focal views.

5.4 Public realm

Fine examples of street furniture are to be found within the conservation area, including the street lighting on the Water Street Car Park, flower containers on Union Street and Park Road, and litterbins. In contrast unsympathetic street furniture is also evident, for example on Hollinshead Street.

Hard surfacing comprises of both traditional and modern materials and styles. Examples of traditional materials can be found on Park Street, with York stone flags. Stone paviers and cobbles (as opposed to granite setts) are to be seen on the Church Brow steps. Unfortunately the presence of parked vehicles hides the attractive surfacing at the end of Park Street. The non-pedestrian areas of the highway are formed in standard tarmac, while the surfacing on Water Street Car Park incorporates stone paviers to break up the extent of tarmac and improve its appearance.



6 The Buildings of the Conservation Area

6.1 Building types

There are two types of buildings: Those with a functional role, i.e. non-residential institutions and offices or other commercial uses, and residential buildings (dwellings and flats) which are predominantly scattered towards the north of the area. The vast majority of buildings are constructed from either locally sourced sandstone or red brick. This material is also used for boundary treatments, along with black cast iron railings.



6.2 Listed buildings

There are sixteen listed buildings within St Laurence's Conservation Area. A copy of the listing descriptions is to be found in the appendix. These vary in size and style; from the scale of the Church and its associated gate tower and railings, to the simplicity of the chapel and church hall, to the grand Chorcliffe House and individual dwellings designed for middle classes on Park Road, to the more modest former handloom weavers' basements on Parker Street.

In addition, the Library on Union Street and the former school adjacent to the Unitarian Chapel are considered 'Locally Important Buildings'. The library is a significant focal building, while the former school (recently converted to a dwelling) is a more modest building framed by soft landscaping.





6.3 Key unlisted buildings

In addition to the listed buildings there are unlisted buildings that make a positive contribution to the character of the conservation area. These are identified on the Townscape Appraisal Map as ‘positive buildings’. This follows advice provided in English Heritage guidance on conservation area character appraisals, and within Planning Policy Guidance Note 15 (PPG15), both of which stress the importance of identifying and protecting such buildings.

The criteria used for selection of positive buildings are those set out in Appendix 2 of English Heritage’s Guidance on Conservation Area Appraisals (2005).

Further analysis and consultation will determine whether or not these buildings should be added to the ‘List of Locally Important Buildings’ published by Chorley Council.

Where a building has been adversely affected by modern changes and restoration is either impractical or not possible, it is excluded.

The church hall is an attractive unlisted building at the end of Park Street, grouped with the Unitarian Chapel and the Manse. It is a modest building within the streetscene, having scribed rendered walls under a low-pitched welsh slate roof with segmental arched windows and plain timber joinery.



Adjoining the church hall is No. 7 Park Street, a two-storey dwelling which has retained many of the characteristics found on adjacent listed buildings. The building frontage is attractively constructed in red brick with stone sills and voussoirs to the windows, pediment and pilasters to the main entrance, stone plinth and quoins. The timber casement windows are not original, but attempt to reflect an appropriate early Georgian style of sash. There are signs, however, that the building is not in a particularly good structural condition as evidenced by large cracks in the gable wall and at the rear.

No's 2 and 6 Park Road are large individual 19th Century dwellings set in relatively spacious plots built to house the elite middle classes moving into this area. Both buildings have retained many of the original exterior features, including timber sash windows with stone surrounds.



6.4 Building materials and local details

The principal building materials within the conservation area are locally sourced sandstone or red brick. In many cases the heads or sills of windows are picked out in stone and quite often other details such as plinths or quoins are also detailed in stone. Many of the windows are, or would have originally been timber sashes, although many of these have been replaced by casements in either timber or UPVC. Properties on Parker Street and Park Street have retained the former loom weaving basement windows, designed to allow as much natural light into the work room as possible, as well as the cast iron railings along the front boundary. These railings are also visible on Park Road.



7 The Character of the Conservation Area

7.1 7.1 Character area 1: St Laurence's Church

Key characteristics:

This area is characterised and dominated by St Laurence's Church and its grounds. The oldest part still standing is the tower, which dates from the late Medieval period (15th Century or possibly earlier) The church has been considerably altered, including the addition of two large side aisles in the mid 19th century and a two-storey side extension in the late 20th century. The grounds remain relatively unchanged, although now encompass a parking area in front of the building and more open aspects to the south, following the demolition of buildings, reconfiguration of this end of Union Street and removal of boundary railings at the beginning of the 20th Century. Church Brow steps is now a pedestrian route only following the subsequent widening of Park Road, flanked by the Former Gateway to the churchyard and iron railings along the west boundary, which are Grade II listed in their own right.



7.2 Character area 2: Park Road/Park Street

Key characteristics:

Park Road serves as a gateway into the town centre and provides an inviting entrance to Astley Park, which extends to the west. The Georgian buildings to the south of the Astley Park entrance all have commercial uses which contribute to the vitality and viability of the town centre. To the north, early 19th Century grand houses were built, and this ribbon of development continued to expand further away from the centre. The Unitarian Chapel in Park Street is now surrounded by the former school building, Church Hall and 19th Century dwellings, which are in a tightly knit group. Some attractive buildings on Park Road are currently excluded from the conservation area

Negatives:

- The presence of the car dominates this area, whether parked, double parked in Park Street or Parker Street, or travelling along Park Road into or away from the town centre.
- Negative or neutral buildings (see townscape appraisal map) either detract from or fail to add to the quality of the architecture within the street.



7.3 Character area 3: Water Street/Hollinshead Street/Union Street

This area is characterised by the marked changes in level as dictated by the undulating, underlying topography. There is a considerable vertical separation between Union Street and Water/Hollinshead Streets. This area has seen the most change within the conservation area. Three storey buildings have been erected on Water Street and off Hollinshead Street, which have a neutral effect on the area's quality, while key historic public buildings continue to have a positive influence.

- The number of roads and car parks creates a large expanse of hardstanding and parked vehicles, which dominate views of the area.
- There are several instances of negative open spaces, neutral buildings and unsympathetic street furniture, which do not enhance the setting of the conservation area (see townscape appraisal map).



Part 2 Management Proposals

8 Introduction

8.1 Format of the management proposals

Part 1 of this document, the Character Appraisal, has identified the features of St Laurence's Conservation Area that contribute to the conservation area's special character and distinctiveness, and that should be conserved and enhanced.

Part 2 of this document, the Management Proposals tackles the negative features and builds upon the positive features identified, to provide a series of Issues and Recommendations for improvement and change.

The structure and scope of this document is based upon the suggested framework published by English Heritage in Guidance on the Management of Conservation Areas (2005). Both the Conservation Area Character Appraisal and the Management Proposals will be subject to monitoring and reviews on a regular basis, as set out in section 10.

9 Issues and Recommendations

9.1 Poor public realm

The conservation area suffers from a public realm that is dominated by cars and other vehicle traffic. In particular, Park Street and Parker Street are dominated by the presence of parked cars due to the lack of off-street parking available. Views of the listed buildings are the most obstructed and furthermore this creates traffic congestion.

Whilst good examples of street furniture have been identified, an area on Hollinshead Street adjacent to the Water Street public car park has street furniture that detracts from the streetscene, and as a result this area does not make a positive contribution to the streetscene.

Recommendations:

- CA1/1: The Council will work with stakeholders to look at ways to reduce the impact of traffic within the conservation area including residents parking and traffic calming schemes.
- CA1/2: The Council will work with stakeholders to attempt to improve the street furniture in some areas.
- CA1/3: the Council will seek to introduce a Streetscape Manual in conjunction with the highways department setting out their design principles, adhering to the English Heritage publication Streets for All.



Pictures 1-5 show good public realm

Picture 6 shows dominance of parked vehicles

9.2 Negative or neutral buildings or open spaces and the quality of new developments

Although small in number, there are several buildings identified on the townscape appraisal map that have a negative or neutral impact upon the coherence and character of the conservation area because of their scale, materials or design. There is also vacant and derelict land on Water Street and featureless open space on Hollinshead Street which detract from the area.

Recommendations:

- CA1/4: The Council will encourage appropriate redevelopment of sites or buildings, and work with stakeholders to improve open spaces, that make a negative contribution to the character or appearance of the conservation area;
- CA1/5: The redevelopment of sites that include neutral buildings will be encouraged where the Council considers overall improvements to the area can be achieved;
- CA1/6: All applications for development within or affecting the setting of the conservation area will be judged with regard to national policy, including PPG15;
- CA1/7: Applications will also be required to adhere to the policies in the Chorley local Plan review 2003 and any other policies that supersede this in the emerging Local Development Framework;
- CA1/8: The Council will consider changes to the conservation area boundary to include additional buildings of historic interest and with a view to enhancing the setting of the conservation area.



Picture 1: Negative Building



Picture 2: Negative Open Space



Pictures 3&4 show Additional Buildings of Interest - Extension of the Conservation Area Boundary

9.3 Need for routine maintenance and repair

There is evidence of a lack of basic repair and maintenance of some properties. Programmes of regular maintenance for buildings are the most cost-effective way of maintaining them in good order. Further advice is available for property owners in a joint publication produced by English Heritage, the Institute of Historic Building and Conservation and the Society for the Protection of Ancient Buildings entitled 'A Stitch In Time'.

Recommendations:

- CA1/9: The Council will continue to monitor the condition of all buildings within the conservation area.
- CA1/10: The Council will encourage owners to maintain their buildings and will seek, subject to budgetary provision, to offer grant aid assistance to property owners to help with repairs, appropriate improvements, including the reinstatement of original features for buildings within the Conservation Area.



10 Monitoring review

As recommended by English Heritage this document will be reviewed every five years from the date of its formal adoption. It will be assessed in terms of the emerging Local Development Framework and government policy generally. The review will include the following:

- A survey of the conservation area including a full photographic survey to aid possible enforcement action;
- An assessment of whether the various recommendations detailed in this document have been acted upon and how successful this has been;
- The identification of any new issues which need to be addressed, requiring further actions or enhancements;
- The production of a short report detailing the findings of the survey and any necessary action;
- Publicity and advertising.

It is possible that this review could be carried out by the local community under the guidance of officers from the Council. This would enable the local community to become more involved with the process and would raise public awareness of the issues, including the problems associated with enforcement.

Appendices

Appendix 1

The Historical Development of Chorley

'Chorley' is derivation of the Medieval words ceor or carl, denoting the rank of freeman with leah, meaning meadow. It is not, as some thought as result of its location on the banks of the river Chor, as this watercourse was before the mid 17th Century known as the Main Brook.

There is no evidence for the existence of a settlement in the area prior to the middle of the Medieval period, although it is likely that a Roman road passed through the area between Wigan and Walton-le-Dale.

The Borough was established in 1253 around what was later to become Market Street, however due to the Manorial status and the dispersed, sparse population of the time, the borough failed.

The oldest extant building in Chorley is the Church of St Lawrence. The oldest part of the current building dates from the 14th Century, but it is likely that a church occupied the site in pre Norman times.

Throughout the Medieval period Chorley was largely an agricultural settlement, comprising many small farms (i.e. of less than 10 acres). Only four farms were larger than 50 acres. The resultant meagre incomes that these farmers received encouraged many to seek income from other sources, most notably from the textile industry.

During the 17th Century linen, woollen cloth and felt were all being produced in Chorley and the expansion of the industry encouraged the development of the town as a trading centre. The market cross was erected in 1653.

In the 18th Century the town was still no larger in area than it had been during the Medieval period, with most of the buildings focused on Market Street, St Lawrence's Church and the Town Green. There were a number of substantial three-storey town houses along Market Street, the largest being at the southern end where development pressure was at its lowest. To reaffirm the lack of pressure on

development, most of these were built parallel to the street, whereas conversely at the northern end the houses tended to be smaller and built at right angles to the street.

Textile manufacture began to gain importance from the mid 18th Century, particularly the use of handlooms for the weaving of cotton cloth. Former handloom workers can still be seen in Chorley today, with the loom shops in the basements typified by large horizontal profile windows designed to allow as much natural light in as possible. The first spinning mills tended to be on the fringes (at that time) of the town, in Tootell Street, Water Street and Hollinshead Street.

Handloom weaving was an important local industry in Chorley by the early 19th Century. In 1816 there were 720 handlooms in the town. As a result the middle-classes moved to the fringes of the town, into new streets such as Park Road and Halliwell Street. With the decline of handloom weaving and the growth of the population, many of these basements were converted into living accommodation and the expansion of the town became focused in the east, along Water Street and around Bolton Street, south of Standish Street.

Many of these houses were poorly built, having no provision for sanitation, with the result that in 1853 the Board of Health condemned the worst of them. Despite this and the degree of overcrowding it is surprising that large areas between Market Street and the railway line remained undeveloped and that many of the older large houses retained their extensive gardens. Distinct middle class areas had developed, for example, in Pall Mall and on Park Road overlooking Astley Park.

The town really began to expand from the middle to the end of the 19th Century with two surges in the building of textile mills, in the 1850s and 1890s. Such phases of building had with them developments of housing for the mill workers, built either by the mill owners or by speculative builders. Such developments sprang up in Lyon's Lane, Derby Street and Buchanan Street. The overall result was that the area between Market Street and the railway became almost completely infilled with development.

The pattern of development at this time was typified by mill buildings surrounded by terraced housing. The period up to the First World War witnessed the building of a number

of large weaving sheds such as Diamond Mills. By 1861 Chorley had twelve weaving sheds, a printworks and twelve other cotton factories.

The second phase of building took place from 1890 to 1914 with more mills being built close to transport links, such as the railway and to major road connections for the raw materials from Manchester and Liverpool.

Coal mining had been established in Chorley from at least the 16th Century. Although outside the principle urban area the impact of the industry on the wealth of the town was considerable until its demise in the early 1900s. Similarly stone extraction was an important industry for Chorley from the mid 18th Century, but which had waned by the late 19th Century.

Chorley market was held on Town Green and Market Street into the 19th Century. After that Chapel Street (named after the Baptist chapel, opened there in 1821) began to change from a residential into a commercial area and the number of shops in Market Street grew. In 1827 there were 53 shops and 10 public houses out of 133 properties in Market Street. By 1863 there were 95 shops and 13 inns. Chorley Co-operative society was established in 1887 and by 1914 had 12 shops.

Chorley's role as a market centre fuelled the demand for hotel accommodation in the town. By 1825 there were 25 hotels, inns and taverns. Most have subsequently been demolished.

St Lawrence's remained the principle church in Chorley until the 19th Century, although the considerable Roman Catholic population of the area had been accommodated by services in Burgh Hall in the 18th Century. The first Roman Catholic Church in the area, St Gregory's was built in 1770 at Hodson's Farm, Weld Bank. St Mary's was built in Market Street in 1854. The Baptist Chapel in Chapel Street was built in 1821, the Commissioner's church of St George following shortly afterwards in 1825.

The first grammar school in Chorley was originally held in the tithe barn until the grammar school building was built on the same site in 1825, being subsequently replaced by a new building in the 1860s on Queen's Road. This building was itself demolished a hundred years later.

The earliest public buildings in Chorley were Cooper's Almshouses, built in the late 17th Century. Elsewhere the Westhoughton workhouse provided accommodation for the poor of the borough until 1788 when the parish decided to build their own in Eaves Lane, which itself was replaced by a new building on the same site in 1869, becoming Eaves lane Hospital. The first town hall was built in Market Street in 1802, being replaced by the current building in 1879. A public library was opened in Avondale Road in 1899 before relocation to the former technical college building in Union Street.

Appendix 2

Listed buildings

Church Brow, Church of St Laurence, Grade II*

Church, substantially 1859-61 and 1913-14 in Perpendicular style, with late medieval tower. Stone with slate roofs. West tower, nave with north and south aisles under separate roofs of equal height, chancel and separately roofed chapel with a transept. Battlemented tower of 3 stages has diagonal west buttresses each with 3 carved boars heads at 1st stage and cusped niche at 2nd stage; between these buttresses on 1st floor dripmould with various figured bosses in the casement (3 faces, 2 animal heads, flowers), a west doorway (probably C20) and a C19 4-light west window with curvilinear tracery and a rose in the head; 3rd stage has an arched 2-light belfry louvre with hoodmould in each side, above which the north and south sides have prominent gargoyles; slightly-projecting stair turret on south side.

Old sanctus bellcote. North and south aisles are buttressed and battlemented with prominent gargoyles; north aisle has large arched west window with 5 trefoil-headed lights with intersecting and Perpendicular tracery in the head, a gabled north doorway with heavily moulded multifoil arch, and in the 4th bay a prominent canted bay, battlemented with buttresses terminating in tall crocketed pinnacles; south aisle has a 4-light west window, and in the 1st bay a gabled entrance porch with moulded arch, a gable parapet pierced by quatrefoils, and a foliated apex finial. On nave wall over porch is large round sundial with the upper half lettered parallel with the circumference:

JOHANNES POLLARD ET ROBERTUS TOPPING
CUSTOSIAS SACRORUM
ANNO DOMINI MDCCCXXXIII*

The chancel and the south chapel with its transept are in similar style, but lower. Interior: 4-bay nave arcade of octagonal columns with moulded caps and 2-centred arches linking 3 parallel vessels; nave has arch braced kingpost roof with cusped windbraces; south aisle contains relocated box pews of Standish family (c.1600, with elaborately carved twin thrones) and of Charnock family (C18, with deep canopy carried on twisted and barley-sugar posts); in chancel are various C18 and C19 wall tablets, principally of Standish family, and a glazed recess or reliquary containing old bones (reputedly relics of St. Laurence).

Church Brow, Railings extending circa 50 metres along west perimeter of St Laurences churchyard, Grade II

Iron railings c.50 metres long, on retaining wall of churchyard; probably early C19. Iron stick railings with fleur-de-lys heads above the rail, divided into groups of 10 by shaped columns with urn finials.

Corner of Church Brow and Hollinshead Street

Former Gateway to St Laurences churchyard, Grade II

Wall with doorway to churchyard, Gothick, late C18 or early C19. Brick and rubble with coursed sandstone facade. A three-bay composition, giving the appearance of 2 storeys separated by a band; the higher centre is battlemented, breaks forward slightly, has an arched doorway from the footpath and a blind quatrefoil above; slightly convex flanking walls have ogival-headed recesses below the band, and blind cruciform arrow slits above.

Park Road (east side)

Post and railings protecting raised section of Park Road on east side, extending circa 80 metres from junction with Church Brow, Grade II

Stone post and iron railings, early C19. At south end is cylindrical stone post c.2½ metres high with large stylised acorn finial; railings are composed of round sticks with knobbed heads above the rail, divided into groups of 17 by shaped posts which have acorn finials.

Park Road (west side)

War Memorial Gateway to Astley Park, Grade II

Gateway arch, probably mid C19, formerly at Gillibrand Hall (q.v.), removed to this position as war memorial c.1920. Sandstone. Semicircular arch with very large rusticated voussoirs and pendent keystone, entablature, moulded cornice, parapet, and piers with tapered pilasters which have 3 fancifully vermiculated bands. Frieze now lettered:

PRO PATRIA
1914-1918

Park Road (east side)

Nos. 12 and 14, Grade II

Attached pair of houses, 1824. Ashlar, brick and coursed rubble; slate roof hipped at right end with double chimney stacks in front and behind the ridge and one chimney on the ridge. Double-pile plan, each house double-fronted. Two storeys and basement, in classical style: ashlar facade with moulded cornice and plain parapet. Each house is symmetrical: recessed round-headed doorway with

voussoirs, engaged Tuscan columns flanking a panelled door which has fanlight with radiating glazing bars; 2 sashed windows at ground floor, 3 above (No.12 has modern replacements with glazing bars). Right return wall of No.12 is brick in Flemish bond, with ashlar basement level and diverging basement steps, and has to rear a matching single bay cottage which breaks forward. Interior: contemporary doorcases and stairs with stick balusters and curtail.

Park Road (east side)

No.16 (Park House and Wesley House), Grade II

House, early C19, formerly Methodist minister's house, now flats. Sandstone with ashlar facade, slate roof with various gable chimneys. Double-pile plan with later staircase wing set back at left end. Three storeys, basement and attic. Moulded cornice, plain parapet. Four bays; entrance in 3rd has porch with Doric columns carrying triglyphed entablature; windows sashed without glazing bars. Staircase extension to left is rock-faced. Rear has short gabled 2-storey extension with inter-alia, a round-headed window. Interior: 2 contemporary staircases with stick balusters.

Park Street (south side)

Unitarian Chapel, Grade II

Chapel, said to be early C18, extended and altered. Coursed stone blocks, stone slate roof. Rectangular single cell, with short C20 extension at south end. Front (east side) has chamfered plinth interrupted for 2 plain doorways which flank 2 tall cross windows; rear has 2 similar windows, and north gable has an arched cross window with Y-tracery in the head. Interior has been altered to provide longitudinal orientation.

Parker Street (east side)

Nos. 2, 4, 6 and 8, Grade II, Includes No.5 Park Street.

Row of 4 houses with basement loomshops, probably early C19. Coursed sandstone, slate roof with 3 chimney stacks on the ridge and one at left gable (all rendered). Two storeys and basement. Facades are uniform: to right hand side each house has a round-headed doorway with semicircular fanlight, plain stone doorcase with small impost and keystone; to left a 16-paned window on each floor, and a 12-paned window above the door, all with plain stone surrounds. Basement has 3 linked square windows with large rectangular lintels, and in front of the right of these windows a step well protected by plain iron railings tied to the front wall by a brace. Similar railings flank steps to door. Right return wall includes No.5 Park Street: brick in Flemish bond with stone quoins and basement; raised doorway with

rounded head of gauged brick and fanlight with radiating glazing bars, 2 windows each floor all with stone sills and splayed stone heads, replacement glazing with glazing bars.

Hollinshead Street (north side)

Nos. 1 and 3 (The Swan with Two Knecks), Grade II

House, probably early C19, now public house and restaurant. Brick with stone dressings, slate roof with gable chimneys. Double pile 3 bay plan with additional bay at left end and lean-to extension at right end. Three storeys. Moulded stone gutter cornice. Entrance, offset left of centre, has modern applied doorcase with unorthodox pediment; 3 windows each floor, those at ground and 1st floors have 12-paned replacement sashes with glazing bars, stone sills and splayed stone heads; those at 2nd floor are lower, with 6 panes. Addition to left has one similar sashed window on each floor (that at ground floor narrow) and lean-to at right has one 9-paned sashed window. Interior altered.

Hollinshead Street (south side)

No.2 (Chorcliffe House), Grade II

Large town house, early C19, now flats. Red brick in Flemish bond, stone dressings, two-span slate roof with one chimney at left gable, 2 at right gable, 2 on the front ridge and one on the rear ridge. Deep double-pile plan of 6 bays. Three storeys with stone plinth and coping; 3rd bay, breaking forwards slightly, has a wide elliptical-headed doorway with margin lights, Doric demi-columns, double doors, triglyph-fluted frieze and a fanlight with radiating glazing bars and 2 pierced bands, 2nd bay has a service door, with a round-headed and a square window on one sill to the right of it; otherwise, all openings have sashed windows with glazing bars, stone sills and heads (splayed at ground and 1st floors). Right return wall has 3 windows on each upper floor (mostly sashed with glazing bars). Rear has a canted bay to full height of 3rd bay (large sashed tripartite windows with glazing bars on first 2 floors, sashed windows on 3 sides of 2nd floor); doorway with rectangular stone case in 4th bay, 2 stairlight windows above (the 1st Venetian, the 2nd round-headed, and both with Gothick glazing bars in the heads); other windows in this wall sashed with glazing bars. Interior: original staircase, and some original fireplaces, but not fully inspected.

Appendix 3

Bibliography

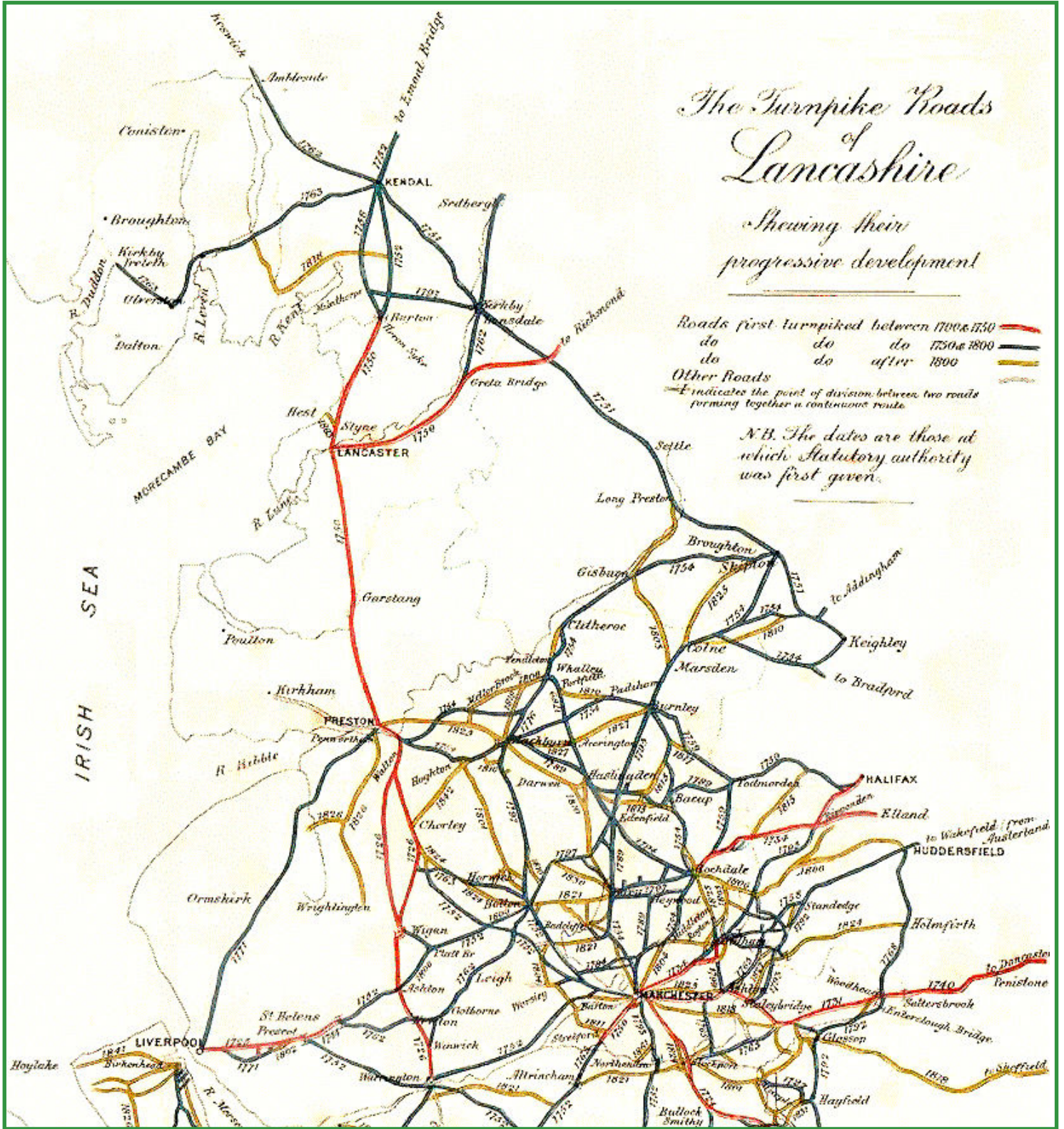
- Farrer W and Brownbill J, The Victoria County History of the County of Lancaster, Vol. 6, London, 1911.
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- Hodgkinson, K, Old Chorley "In the Footsteps of Wilson", CKD Publications, Chorley, 1988.
- Lancashire County Council and Egerton Lea Consultancy, Lancashire Historic Town Survey Programme, Chorley, Lancashire County Council, Preston, February 2006. (Note: This work contains an extensive bibliography that provides many additional sources of information).
- Smith, J, Chorley & District in Old Photographs, Worcester, 1994

Appendix 4

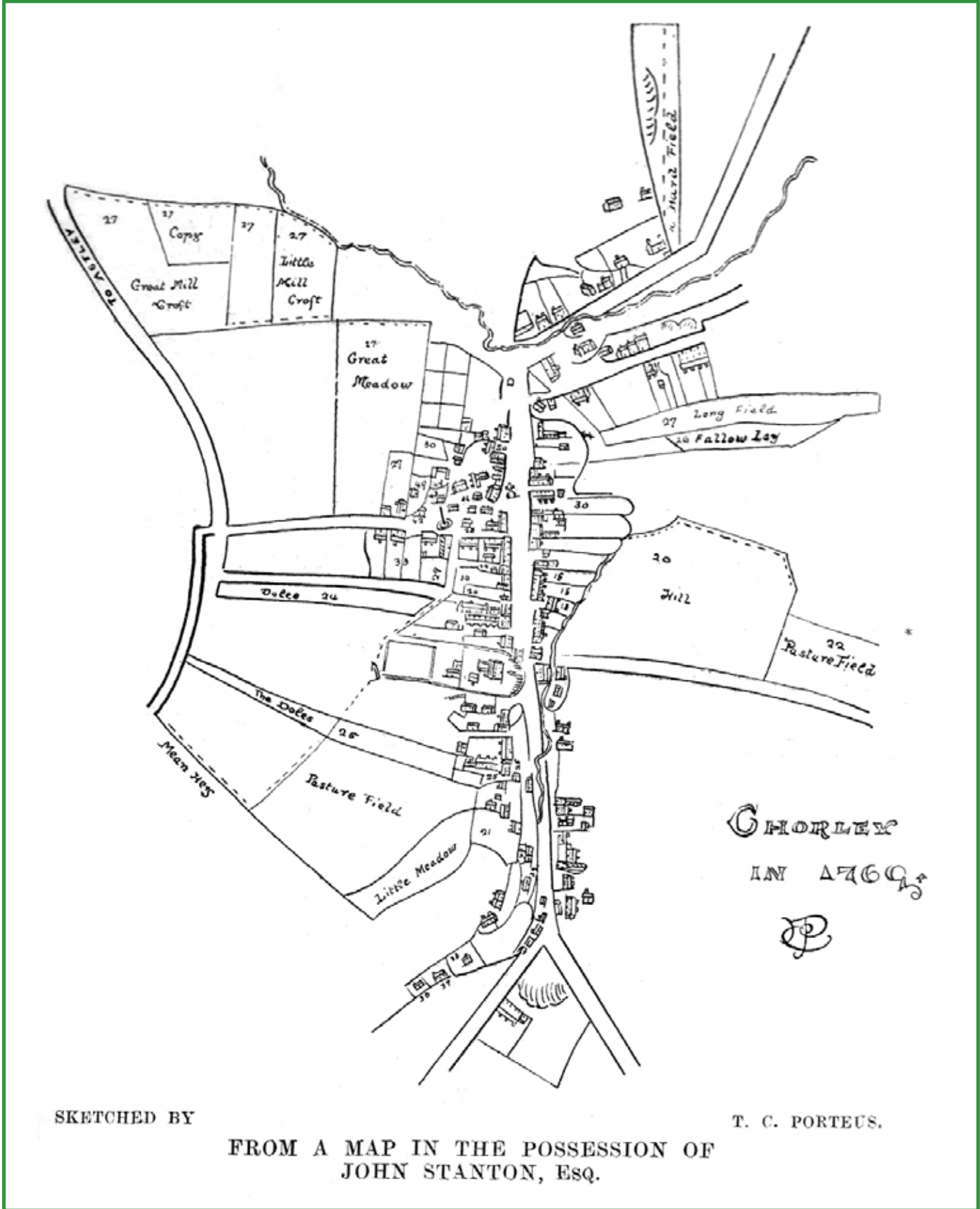
Historic Maps



Speed's Map



Turnpike Roads





c.1900's (pre 1922)

Appendix 5

Public consultation response report

Following the completion of the public consultation exercise on the draft Conservation Area Appraisal and Management Proposals document it was clear, albeit from the limited number of respondents, that extending the conservation area boundary to a greater or lesser extent was an ambition for the area.

In response to these and other queries raised by the exercise a limited re-survey of the areas in question was undertaken in June 2009. This re-survey examined the following areas:

- Hollinshead Street
- Water Street
- Parker Street
- Park Road
- Commercial Road
- Astley Street
- Vine Street
- Garden Terrace
- Hope Street
- Areas adjoining the Swan with Two Necks and Park Road

In each case the area was examined to determine whether it was of conservation area quality, in the professional opinion of the Council’s Conservation Officer. In every case after careful consideration it was decided that none of the areas suggested for extension were of suitable quality in terms of historic buildings, landscapes, views or trees.

There were no buildings of historic, aesthetic or architectural quality in any of these areas. No outstanding views or open spaces and no unprotected trees that would warrant the additional protection that conservation area designation would bring.

In designating new or extending existing conservation areas one must always be mindful not to devalue the currency by including areas that are not worthy of inclusion. Conservation areas must have special qualities that make them stand out from their surroundings. The combination of buildings, open spaces, trees and views must be such that they have a special architectural, aesthetic and historic value.

Consequently it is not proposed to extend the St Laurence’s conservation area boundary beyond that already suggested in the Appraisal and Management Proposals report.

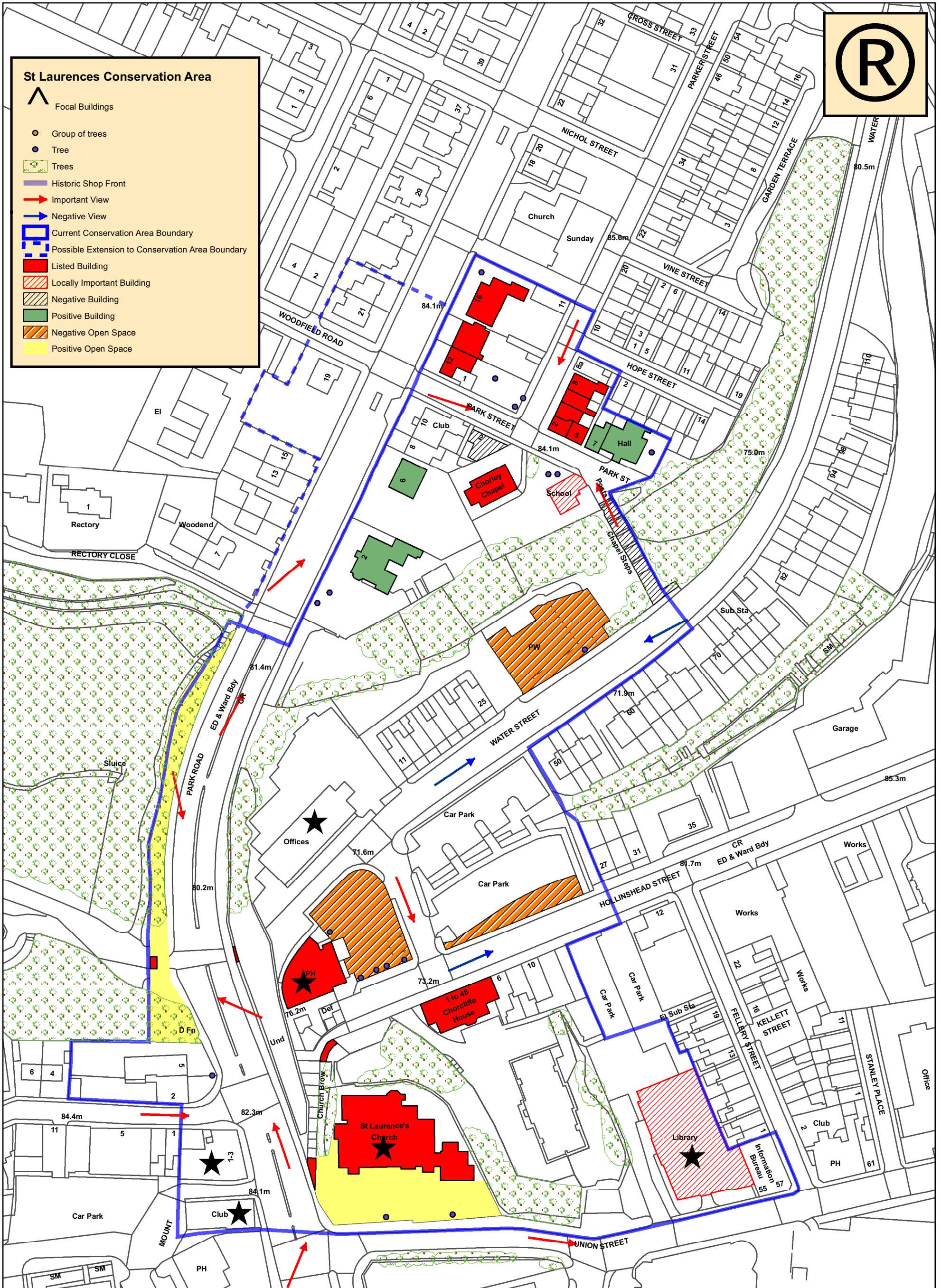
Reference No.	Respondent’s Details	Comment	Response/Action
StL/09/0001	Alistair Cain	<ul style="list-style-type: none"> • Extend the boundary to include the whole of Parker Street and the surrounding streets – Park Road including Commercial Road up to Water Street then include the whole of Water Street and everything between Water Street and Park Road. • Road surfacing should be returned to cobbles/setts. • Park Road should be remodelled as the premier gateway into Chorley, but must include traffic calming measures – narrow the roadway and introduce traffic lights. • Introduce/reintroduce trees along Park Road. • Revise the road layout in front of the Town Hall. • Introduce residents parking zone in Park Street and Parker Street. 	<ul style="list-style-type: none"> • Options for the extension of the conservation area boundary are being considered for this and other respondents. • LCC Highways will, unfortunately only consider standard materials, i.e. tarmac/bitmac unless additional funding for installation and maintenance is available from the local authority or elsewhere. • Discussions with LCC Highways engineers will be entered into with a range of proposals being discussed, including proposals for traffic calming and tree planting and street lighting enhancements for Park Road. These options will be included in the Management Proposals. • The layout in front of the Town Hall has now been amended. • Options for a residents parking scheme are being considered and will be added to the Management Proposals.

Reference No.	Respondent's Details	Comment	Response/Action
StL/09/0002	Not given	Current boundary is correct, buildings labelled correctly, no other issues.	No comment required.
StL/09/0003	Mr & Mrs M Gibbs	<ul style="list-style-type: none"> • Introduce parking restrictions in Park Street. • Clean up 'The Steps' as they are a "real eyesore". 	<ul style="list-style-type: none"> • The possibility of a residents parking scheme is being considered. This option will be included in the Management Proposals. • The options for enhancement works to the steps will be included within the Management Proposals.
StL/09/0004	Jane & Alistair	<ul style="list-style-type: none"> • Extend the conservation area north to include the planted river escarpment, open spaces abutting Parker Street, Old Sunday School on Parker Street and stone cottages fronting Water Street at its junction with Commercial Road. • Extend the conservation area boundary north to include properties between 16 Park Road and Commercial Road to Astley Road. • Parking is a problem. • Remove daytime parking charges in Chorley town centre to boost trade and discourage parking in residential areas. • Status of 1 Park Street. Is it appropriate to list replacement railings to the frontage of 12 Park Road? • Park Street was formerly known as Chapel Street. • Applejax and Astley Fitness Centre are both important buildings. • Problems with Japanese Knotweed on land opposite the Swan with Two Necks and on the planted escarpment on water Street opposite Garden Terrace. 	<ul style="list-style-type: none"> • A number of options for the extension of the conservation area have been suggested and will be considered. Where appropriate these will be included within the Management Proposals. • Parking issues have been already highlighted in the appraisal and the option of a resident parking scheme will be added to the Management Proposals. • Amendments to listing descriptions are a matter for English Heritage at the National Monuments Record Office, who can be approached directly by owners or any interested party where corrections are warranted. Contact them directly via e-mail on NMRInfo@english-heritage.org.uk or phone 01793 414600 or write to NMRC, Kemble Drive, Swindon, SN2 2GZ. • Amendments to the Townscape Character Map will be considered in terms of Applejax and Astley Fitness Centre. • Landowners will be contacted with a view to clearance of Japanese Knotweed/ Himalayan Balsam and other invasive species.

Reference No.	Respondent's Details	Comment	Response/Action
StL/09/0005	Jack Smith - -	<ul style="list-style-type: none"> • Some trees are in need of specialist maintenance. Particular areas of concern are the area adjacent to Chapel Steps – a semi wild area. • Additional planting of trees and flowering shrubs would enhance the area – West side of Water Street, the west side of Church Steps, adjacent to the (soon to be empty) Tax Office building. • St Laurence's Lodge. • Use of appropriate street furniture, paving materials etc could greatly improve the appearance of the area. • Problems of parked cars obliterating views of buildings. • Endorse the proposal to extend the boundary, but extend still further – Water Street as far as Commercial Road, then to Park Road, the are to the north of Chapel Steps, into Astley Park to include the Cenotaph and the west end of Queens Road. • Drinking Fountain on Park Road – is the structure worthy of listing, could it be removed to a more obvious location (it has already been removed from its original location anyway), perhaps within St Laurence's churchyard? • Extend the conservation area southwards from St Laurence's Lodge to include the two blocks adjacent to the Town Hall. • Add enhanced planting of flowering shrubs such as Buddleia to the embankment to the west side of Church Brow. • Create a seating area from the top of the steps on Church Brow near to the churchyard gates with planting extended past The Swan with Two Necks up to the Tax Office building. • Remove the brick planter adjacent to the old gateway to St Laurence's Church adjacent to the Swan with Two Necks. • Restoration of the old wall adjacent to Chorcliffe House previously removed when the seating area for the Swan with Two Necks was extended, or create a low wall topped with railings from the old stone gateway adjacent to the footpath in Hollinshead Street to create a walkway to the new flats behind Chorcliffe House. • Restore the old steps behind the stone gateway to St Laurence's Church to create an interesting historical feature with suitable planting. • Extend the conservation area along Hollinshead Street to include Hollinshead Street Chapel. • Negative building (garage) adjacent to The Swan's car park. 	<ul style="list-style-type: none"> • Landowners will be approached with a view to maintenance of neglected areas, including pruning of trees, clearance of weeds etc and planting of additional, more appropriate shrubs. The Grounds Maintenance teams within Chorley Council will address publicly owned areas. • Issues of street furniture and paving materials are discussed in the appraisal document and possibilities for enhancement/replacement with more suitable items will be included in the Management Proposals. • Problems of parked cars will be addressed within the management proposals, including the option of a residents parking scheme. This will be included within the Management Proposals. • Options for further extension of the Conservation Area boundary will be considered and where appropriate included within the proposals. • Discussions with St Laurence's PCC about possible relocation of the drinking fountain will be examined and included within the Management Proposals. Also to be discussed is the option for creating a seating area and enhancing the planting schemes around the church and the possible restoration of the old steps on the north side of the church. • Options for the enhancement of other areas, including examination of planters and possible reinstatement of historic walls will need to be discussed with respective landowners. These suggestions can all be added to the options within the Management Proposals document. • The Townscape Analysis map will be amended to show the garage at the rear of the Swan with Two Necks as a negative building. • Extension of the Conservation Area along Hollinshead Street to the Chapel will not be considered as this would encompass areas which are clearly not worthy of designation. The Chapel is already designated as a Locally Important Building.



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Report of	Meeting	Date
Corporate Director Business (Introduced by the Executive Member for Business)	Executive Cabinet	1 October 2009

RIVINGTON CONSERVATION AREA APPRAISAL AND MANAGEMENT PROPOSALS

PURPOSE OF REPORT

1. To present the main findings of the Rivington Conservation Area Appraisal Management Proposals Document.

RECOMMENDATION(S)

2. To endorse the Rivington Conservation Area Appraisal.
3. To adopt the Management Proposals as the basis for future improvement and control of development, subject to the availability of funding.
4. To support the introduction of a Direction under Article 4(2) of the Town and Country Planning (General Permitted Development) Order 1995 to increase control over additions and alterations in the Conservation Area.

EXECUTIVE SUMMARY OF REPORT

5. The Rivington Conservation Area Appraisal identifies firstly the key characteristics that make the area special and secondly the key issues that give cause for concern. The Appraisal and associated Management Plan highlight the opportunities and challenges for the Rivington Conservation Area and recommend a number of objectives and associated projects/actions as a means to enhancing the appearance of the area.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

6. Section 71 of the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990 requires the Council to formulate and publish proposals for the preservation and enhancement of their Conservation Areas.
7. Members will recall that a Heritage and Conservation Strategy was endorsed at the 8th January 2009 executive Committee. It promotes a structured and coordinated approach to conserving and enhancing Chorley's historic environment. In accordance with this, Rivington Conservation Area review is the third of a programme of reviews of all nine conservation areas within Chorley.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 8. Do nothing – this would be contrary to statutory guidance and result in the continued decline of the quality of the conservation area. It would undermine two Corporate Strategy objectives; to develop the character and feel of Chorley as a good place to live, and to strengthen Chorley’s economic position within the Central Lancashire sub-region.
- 9. Article 4 Direction not approved – this would undermine the conservation area, as its character would continue to be eroded by inappropriate developments currently permitted under permitted development rights.

CORPORATE PRIORITIES

- 10. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the Central Lancashire sub-region	✓	Develop local solutions to climate change.	
Improving equality of opportunity and life chances	✓	Develop the Character and feel of Chorley as a good place to live	✓
Involving people in their communities	✓	Ensure Chorley Borough Council is a performing organization	✓

BACKGROUND

- 11. A detailed analysis of Rivington conservation area and the development of management proposals, including public consultation, were undertaken earlier this year. A full copy of the Rivington Conservation Area Appraisal and Management Proposals is attached to this report.
- 12. From this evolved a number of ‘Management Proposals’ recommending further actions including:
 - a. Working with the Highways Authority to explore options for enhanced traffic calming;
 - b. Examine the opportunities for the introduction of an Article 4(2) Direction for the control of permitted development rights to further protect the buildings in the conservation area from harmful alterations;
 - c. Exploring the potential for grant aid to assist with repairs and appropriate improvements, including the reinstatement of original features for buildings within the Conservation Area;
 - d. Explore with the relevant agencies and landowners the options for the provision of alternative parking areas.
- 13. **Working with the Highways Authority to explore options for enhanced traffic calming.** A major concern for residents and visitors alike is the issue of excessive vehicle speed. Options for the creation of a 20m.p.h. zone within the village and the extension of the 30m.p.h. zone along Rivington Lane, Horrobin Lane and Sheep House Lane will be investigated.

14. **Examine the opportunities for the introduction of an Article 4(2) Direction for the control of permitted development rights to further protect the buildings in the conservation area from harmful alterations.** There is ample evidence within the conservation area and on the fringes of it where inappropriate alterations using unsympathetic materials have been undertaken. The most notable example is the replacement of timber window frames and doors with uPVC or aluminium. The introduction of an Article 4(2) Direction will give greater control of extensions and alterations to all unlisted dwellinghouses within the designated area (Listed buildings already enjoy added protection). Offering grant assistance as outlined in section 16 can also help to fund the additional costs associated with an Article 4 Direction.
15. **Exploring the potential for grant aid to assist with repairs and appropriate improvements, including the reinstatement of original features for buildings within the Conservation Area.** Programmes of regular, maintenance for buildings are the most cost-effective way of maintaining them in good order. Further advice is available for property owners in joint a publication produced by English Heritage, the Institute of Historic Building and Conservation and the Society for the Protection of Ancient Buildings entitled 'A Stitch In Time'. Offering grant assistance can help owners to maintain their property to the enhanced standard that conservation area designation warrants. This not only enhances the appearance of the area, but also enhances property values. The potential for grant aid will be the subject of a separate report to the Executive Cabinet.
16. **Explore with the relevant agencies and landowners the options for the provision of alternative parking areas.** Concurrent with and equal to the concerns of residents and visitors for safety evident from the appraisal and public consultation is that for uncontrolled on-street parking, particularly at weekends and at holiday periods. At such times congestion and the ensuing traffic hazards are unacceptable. Alternative areas for parking provision will be discussed with the appropriate agencies and landowners, and will involve further public consultation.

CONSULTATION

17. The preparation of the Conservation Area Appraisal and Management Proposals has been the subject of comprehensive consultations.
18. A copy of the consultation response report is included in the Appraisal and Management Proposals document.
19. All residents within the conservation area boundary, and those just outside it, were invited by letter to a public exhibition held in April 2009. This was followed by a period of six weeks consultation, including further exhibition displays in the Chorley Council offices. The consultation documents and response questionnaires were available at these exhibitions and also via the Council Website.
20. Most comments received were either in favour of the report, or where suggestions were made have been considered and wherever possible incorporated into the final version. Comments regarding other agencies or other departments within Chorley Council or Lancashire County Council have been directed to the appropriate individual or department.

IMPLICATIONS OF REPORT

21. This report has implications in the following areas and the relevant Corporate Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal	✓	No significant implications in this area	

COMMENTS OF THE CORPORATE DIRECTOR OF GOVERNANCE

22. The proposal would satisfy our legal requirements.

JANE MEEK
CORPORATE DIRECTOR (BUSINESS)

Background Papers			
Document	Date	File	Place of Inspection
Rivington Conservation Area Appraisal and Management Proposals	July 2009	***	Copy attached, Council Website

Report Author	Ext	Date	Doc ID
Ian Heywood	5533	20 August 2009	***

Rivington

Conservation Area Appraisal and Management Proposals



Conservation Area Appraisals and Management Proposals

Preface

Readers of are advised that this publication is a supporting document in the Chorley Council Local Development Framework (LDF) and therefore forms part of the evidence base. It is NOT a Supplementary Planning Document (SPD).

This document seeks to define the special interest of Rivington Conservation Area and identify the issues that threaten the special qualities of the conservation area. It then provides guidelines to prevent harm and achieve environmental improvements within the area. It will be used to guide future developments to ensure that all alterations respect its character.

Introduction

Conservation Areas are areas that are considered to have a special architectural or historic interest. It is important to preserve the special character of these areas for the future by imposing building restrictions to protect the appearance of these areas. Historical road layouts, grouping of buildings, street furniture and surfaces all add to the appearance and character of an area. Under section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 the Council is required to review areas of special character that it thinks are worthy of preservation and designate them as conservation areas.

Within conservation areas the Council has powers to control demolition, extensions and other alterations. In some areas Article 4 Directions are used to control minor alterations that affect the appearance of buildings within the conservation area, such as installation of plastic framed windows and doors, installation of porches, creating hardstandings for cars in front gardens or any other alterations to the external appearance of the building.

Planning Permission or Conservation Area Consent is required for work to be carried out in the conservation area. This includes:

- Demolition of buildings
- Alterations or additions to the roof
- Extensions to the side or rear
- Cladding of any part of the building
- Erection of sheds, summer houses and other external buildings etc.
- Installing satellite antennae facing the street.

The Council also has powers to protect trees in conservation areas. Anyone wishing to undertake any work to a tree in a conservation would need to notify the Council and give at least six weeks' notice before starting any work. This is to ensure that the Trees and Woodlands Officer can decide whether the work is necessary and, whether a tree Preservation Order should protect the tree further.

Any enquiries concerning this document should be addressed to:

The Conservation Officer
Chorley Council
Civic Offices
Union Street
Chorley
PR7 1AL

Or visit our web site at www.chorley.gov.uk

Foreword

Conservation area designations are an invaluable way of protecting and enhancing our historic environment. Research evidence has shown that people value their historic environment and that its enhancement greatly contributes to their quality of life and economic prosperity. In this document Chorley Council in consultation with other stakeholders and, most importantly, the local community sets out its vision for the conservation area for the next five years. It is aimed at residents, businesses, agents and planners with the intention being to identify what is good and which areas need attention, and to help everyone to work together to enhance our valuable historic environment. I hope you find the contents both informative and stimulating.



Councillor Peter Malpas
Executive Member for Business

Part 1 Character Appraisal

1 Summary

- 1.1 Key characteristics
- 1.2 Key issues

2 Introduction

- 2.1 Rivington conservation area
- 2.2 The purpose of a conservation area character appraisal
- 2.3 The planning policy context
- 2.4 Other initiatives
- 2.5 The effects of designation

3 Location and landscape setting

- 3.1 Location and activities
- 3.2 Topography and geology
- 3.3 Relationship of the conservation area to its surroundings

4 Historic development and archaeology

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Part 1

Character Appraisal

1 Summary

1.1 Key characteristics

The appraisal of Rivington Conservation Area concludes that the special interest of the area derives from the following key characteristics:

- The village green at the centre is a focal point
- Dense, mature woodland
- Local sandstone is the predominant building material
- Most properties are elevated from the roadside
- Mixture of building styles – no single style dominates
- Narrow lanes
- Views, which are limited by the trees are to open countryside or across the reservoirs
- Upland, Pennine foothill landscape.

1.2 Key issues

The survey highlighted the following issues:

- Inappropriate building alterations using unsympathetic materials
- Unsympathetic highways interventions
- Dominance of parked vehicles.

2 Introduction

2.1 Rivington Conservation Area

Chorley Borough Council originally designated Rivington Conservation Area on 1 February 1990.



The Rivington Conservation Area is centred on the village of Rivington, and in particular the village green. The village itself is quite small with only a handful of buildings of varying ages and styles clustered around the green and the lanes that radiate from it to the east, west and south. Immediately to the west the conservation area abuts the Rivington reservoirs, whilst to the south can be found the lush green area that is Lever Park. To the east the land rises sharply to Rivington and Anglezarke moors, Winter Hill and Rivington Pike. The conservation area has a very rural feel to it as it is completely dominated by trees and verdant shrubs, particularly so during the summer months.

2.2 The purpose of a conservation area character appraisal

A conservation area is defined as ‘an area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance’. National Policy Guidance.

Conservation areas are designated under the provisions of Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of these conservation areas. Section 72 also specifies that, in making a decision on an application for development within a conservation area, special attention must be paid to the desirability of preserving or enhancing the character or appearance of that area.

In response to these statutory requirements, this Appraisal document defines and records the special architectural and historic interest of the conservation area and identifies opportunities for enhancement. The appraisal conforms to English Heritage advice as set out in Guidance on Conservation Area Appraisals (August 2005) and Guidance on the Management of Conservation Areas (August 2005). Additional government guidance regarding the management of historic buildings and conservation areas is set out within Planning Policy Guidance Note 15: Planning and the Historic Environment (PPG15). Government advice on archaeology, which is relevant to the St George’s Conservation Area, is set out in Planning Policy Guidance Note 16: Archaeology (PPG16).

This document therefore seeks to:

- Define the special interest of the conservation area and identify the issues which threaten the special qualities of the conservation area (in the form of Part 1: Character Appraisal)
- Provide guidelines to prevent harm and achieve enhancement (in the form of the Part 2: Management Proposals). These have an important role to play in guiding the form of developments, not just within the conservation area, but also conspicuous from it.

2.3 The local and regional planning policy context

This appraisal provides a firm basis on which applications for development within Chorley can be assessed. It should be read in conjunction with the wider development plan policy framework produced by Chorley Council. That framework is set out in a number of documents, including:

- Chorley Local Plan Review 2003:
 - Policy DC1 (Green Belt)
 - Policy EP2 (Local Nature Reserves)
 - Policy HT7 (Conservation Areas)
 - Policy HT10 (Locally Important Buildings)
 - Policy HT13 (Historic Parks & Gardens)
- Chorley's emerging Local Development Framework Development Plan Documents:
 - Core Strategy
 - Development Control Policies
 - Central Action Area Plan
 - Allocations and Designations
- Householder design Guidance (Supplementary Planning Document)
- Sustainable development (Supplementary Planning Document)

Additionally at a regional level are a number of other documents that make reference to the importance of protecting conservation areas:

- Regional Planning Guidance Note 13
- Regional Spatial Strategy 2008

2.4 Other initiatives

The Village Green is a registered green, number 66, registered in 1970 and is owned by Rivington Parish Council.

The Rivington Reservoirs are owned and managed by United Utilities and are a designated Local Nature Reserve.

Lever Park, also owned and managed by United Utilities, is a Grade II Registered Park and Garden. Rivington is part of the larger expanse of moorland known as the West Pennine Moors, which cover an area of 230 square kilometres.

2.5 The effects of designation

The designation of conservation areas brings, contrary to popular belief, with it a limited number of additional planning controls over and above those that are found elsewhere. These cover:

- Total or substantial DEMOLITION
- Work to TREES (providing trunk diameter is greater than 7.5cm at 1.5m from the ground)
- Extensions to dwellinghouses where they extend the side elevation wall of the dwellinghouse.

- Extensions that are more than one storey in height and that extend beyond the rear wall of the original dwellinghouse
- Cladding the exterior of a dwellinghouse with stone, artificial stone, timber, plastic or tiles.
- Any alterations to the roof of a dwellinghouse resulting in a material alteration to the slope, notably dormer windows.
- Erection of a structure where any part of that structure would be between a wall forming a side elevation of the dwellinghouse and the boundary of the curtilage of the dwellinghouse.
- Installation, alteration or replacement of a chimney or flue or soil and vent pipe on a dwellinghouse where the chimney, flue, soil and bent pipe faces a highway or is on the principal or side elevation of the dwellinghouse.
- Installation of satellite antennae on a wall, roof or chimney that faces onto or is visible from a highway or where the building to which it is to be attached is more than 15 metres in height.
- PLANNING APPLICATIONS should demonstrate that the proposals preserve or enhance the special interest of the area.

PLANNING APPLICATIONS should demonstrate that the proposals preserve or enhance the special interest of the area.

3 Location and Landscape Setting

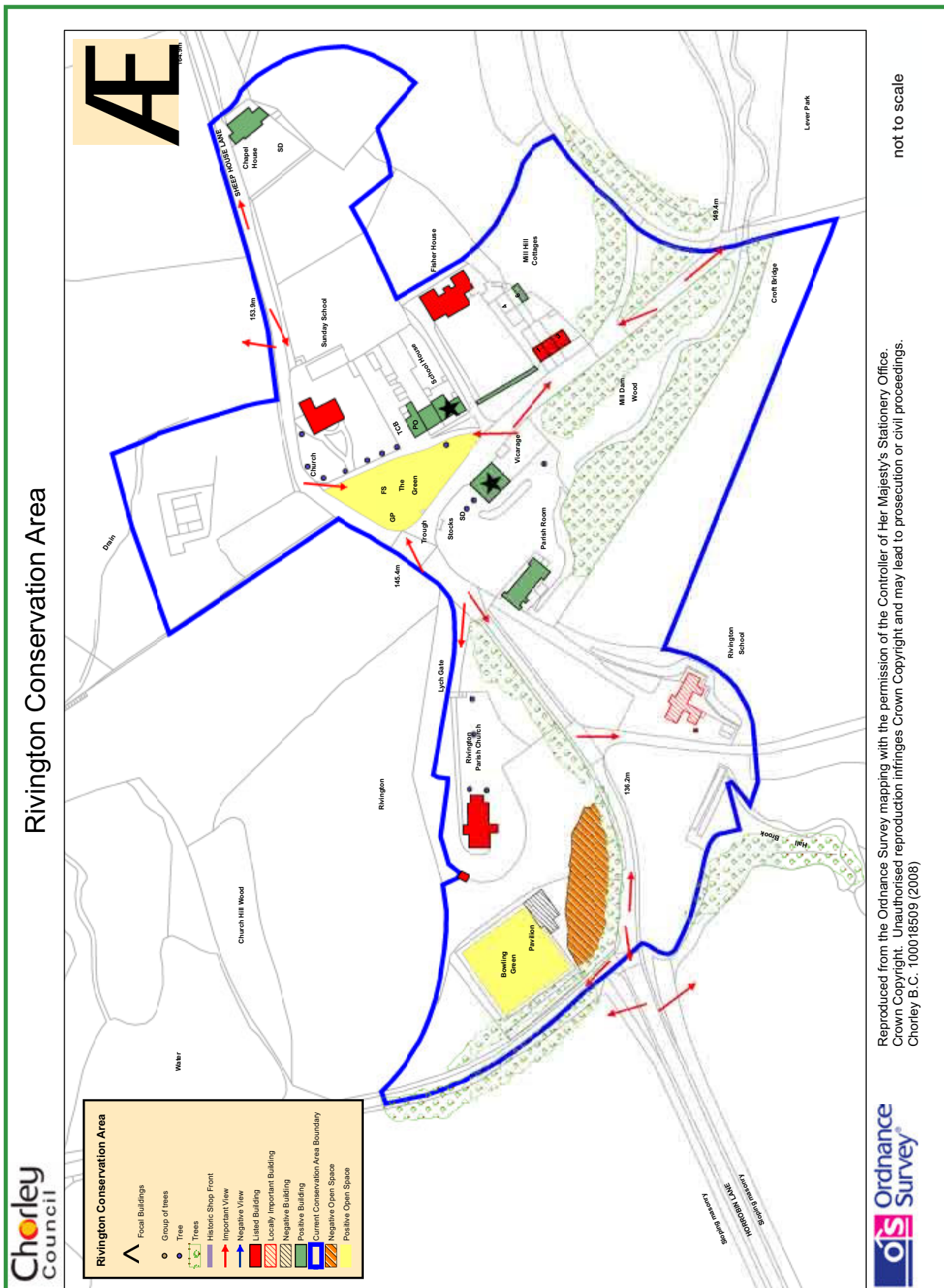
3.1 Location and activities

Rivington is located within the West Pennine Moors to the south and east of Chorley and consists of a small village to the east of the Rivington Reservoirs and to the north of Lever Park. This is a residential and recreational area, the small number of local inhabitants being greatly swelled by day-trip visitors, especially during the summer months, at weekends and holiday times.

3.2 Topography and geology

The surrounding landscape is varied with the rise to the Pennine Moors to the east and the Lancashire Plain to the west. The underlying geology is Triassic Bunter Sandstone, overlaid with Westphalian coal measures. Soils are a mixture of fine textured calcareous with poor drainage qualities, millstone grit, carboniferous sandstones and shales, which without the addition of lime quickly become infertile.

Townscape Appraisal





3.3 Relationship of the conservation area to its surroundings

Rivington is situated on the lower slopes of the Pennine foothills on the south eastern fringe of Chorley Council's administrative area. It lies to the east of Rivington Reservoirs, north of Lever Park, Horwich and Bolton and west of the summit of Winter Hill. It is to the east edge of Rivington Moor and south of Anglezarke Moor. The roads and lanes running through the area cross the Rivington Reservoirs in an east-west alignment before meeting at the Village Green than heading off to the summit of Rivington Moor to the east and to Lever Park, Horwich and Bolton to the south.

4 Historic Development and Archaeology

4.1 Historic development

Settlements have existed in the Rivington area since the Bronze Age, as evidenced by archaeological excavations of burial sites in the area.

Rivington was, and still is, a dispersed rural settlement with farms located along the valley on the lower slopes of the West Pennine Moors that was later to be formed into the reservoirs we see today. The only appreciable concentration of buildings was at the meeting of lanes at a 'T' junction, where today Horrobin Lane, Sheep House Lane and Rivington Lane meet.

An area of common land existed at this junction that was later to become the Village Green of the present day. In the period from the beginning of the 18th Century small mines and quarries were located east of the settlement and provided a modest level of employment, however the area was never particularly prosperous.

Handloom weaving occupied a small number of inhabitants during the 18th Century, until overtaken by the introduction of power looms in the 19th Century.

The biggest single event that changed the form of development in Rivington was the construction by Liverpool Corporation of the reservoirs at upper and lower Rivington to provide the citizens of that city with a safe, clean water supply. During the process of construction between 1852 and 1857, nine premises were demolished with several more suffering the same fate after construction was completed.

This resulted in the still smaller settlement that has remained largely unchanged to this day.

No description of Rivington and the surrounding area would be complete without mention of William Hesketh Lever, first Viscount Leverhulme more usually referred to as Lord Lever. In the early part of the 20th Century the building of his private residence, the gifting of a substantial part of his estate and the creation of Lever Park meant that Lord Lever would forever be synonymous with the Rivington area.

Further information on the history of Rivington and the influence of Lord Lever is provided in the appendix.

4.2 Archaeology

Planning Policy Guidance Note 16 (PPG16) emphasises the importance of archaeology when considering development proposals. In many instances this translates into a requirement for an archaeological watching brief to be undertaken to document any 'finds' during the development process. Scheduled Monuments are the archaeological equivalent of listed buildings in that they are protected by legislation.

There are no Scheduled Monuments within the Rivington conservation area.

5 Spatial analysis

5.1 Plan form and layout

The conservation area follows the form of the roads that lead into and out of the area and follow an east-west axis along Horrobin Lane and Sheep House Lane and in a south-easterly direction following Rivington Lane. All the buildings are situated along these arterial routes, the majority being centred on the Village Green that is situated at a 'T' junction where the east-west routes meet that to the south east.

5.2 Landmarks, focal points and views

The Appraisal map identifies a number of 'focal buildings' and 'important views' both within and from just outside the conservation area boundary. Whilst the Parish Church is an important building it is largely screened from view by the considerable number of trees, shrubs and bushes that form an essential part of the character of Rivington.

The principal focal points are to be found situated around the Village Green, in particular School House and The Vicarage.



Important views are principally along the routes into and out of the village and across the Village Green. In all areas the dense vegetation, particularly during summer months, restricts longer distance views. That said, there are longer distance views from Sheep House Lane across open fields to the north. Views into Lever Park are entirely restricted by dense vegetation.



5.3 Open spaces, trees and landscape

The only real open space within the conservation area is the Village Green, although a limited amount of space is found at the Bowling Green, but again this is screened from view by trees and the pavilion building.

The dominance of trees and vegetation cannot be overstated. They are the most abundant feature of the conservation area.



5.4 Public realm

The Village Green is the principal public space and is lovingly maintained by the Parish Council. This contrasts with the highways and footpaths, which are showing signs of needing attention. What maintenance has been undertaken has not been entirely sympathetic nor appropriate. For example one feature of the roads in the area is the granite setts laid at the edge of the highway next to the pavement. However in many areas these have now been covered by tarmac.



Highways signage is an area for concern. Where replacement signs have been erected, on Sheep House Lane for example, the previous signs have been left in situ causing unnecessary highways clutter.



6 The Buildings of the Conservation Area

6.1 Building types

There is no one dominant type of building in the Rivington Conservation Area. What can be said is that the vast majority, including the many boundary walls, are constructed from locally sourced sandstone. There are residential buildings that include three groups of terraced houses and detached houses, namely Fisher House, The Vicarage and Chapel House. Then there are the institutional and religious buildings, again being built of the local sandstone, such as the two churches, the school and the Parish Room. To the north of the area is the only farm building, New Hall Farm, which is now ruinous and also constructed of local sandstone.





Typical features of the buildings within the conservation area are:

- Local sandstone masonry, laid in courses and bedded in lime mortar, sometimes with larger stone quoins but not ubiquitous
- Pitched natural grey (probably Welsh) slate roofs
- Chimneystacks often with quite elaborate chimneypots
- Timber framed windows, mostly double-hung sashes
- Stone voussoirs (heads/lintels) and sills to window openings
- Panelled or planked (depending on the status of the building) timber entrance doors
- Cast iron gutters, hoppers, downspouts, and soil pipes
- Stone boundary walls.

6.2 Listed buildings

There are eight listed buildings within the Rivington Conservation Area, which represents nearly 50% of all the buildings. A copy of the listing descriptions is included in appendix 2. These vary widely in size and style from simple former hand-loom weavers terraced cottages to the quite substantial and grand Fisher House to the simplicity of the Unitarian Chapel and finally the magnificence of the Parish Church and its associated Bell House.



Such is the variety of these buildings, apart perhaps from the building material, that it is impossible to classify them into any form of homogenous group. It is indeed this variety that creates part of the essential character of the conservation area. Of these Fisher House stands out as it

has rendered rather than stone elevations. It is nonetheless a fine building.

6.3 Key unlisted buildings

In addition to the listed buildings there are unlisted buildings that make a positive contribution to the character of the conservation area. These are identified on the Townscape Appraisal Map as ‘positive buildings’. This follows advice provided in English Heritage guidance on conservation area character appraisals, and within Planning Policy Guidance Note 15 (PPG15), both of which stress the importance of identifying and protecting such buildings. The criteria used for selection of positive buildings are those set out in Appendix 2 of English Heritage’s Guidance on Conservation Area Appraisals (2005).

Further analysis and consultation will determine whether or not these buildings are added to the ‘List of Locally Important Buildings’ published by Chorley Council.

Where a building has been adversely affected by modern changes and restoration is either impractical or not possible, it is excluded.

The following buildings in the conservation area are judged to make a positive contribution (*means the building is a landmark building occupying a prominent site). Rivington School is currently the only building within the conservation area currently on the Council’s list of ‘Locally Important Buildings’. This is a quite substantial building whose prominence is perhaps diminished slightly because of its slightly hidden location and the density of surrounding vegetation. It can be all too easy to miss this hidden gem.



One of the principal unlisted buildings is The Vicarage, which also forms one of the focal points within the area such is its size and prominence. This late Victorian/Edwardian villa with its half hipped gable roof of grey welsh slate together with coursed sandstone masonry including quoins is quite magnificent. It displays more than a passing nod towards the

Arts and Crafts style with the neat hipped-gable dormer to the side and the similarly styled gabled outrigger at the back, fine stained glass windows and towering chimneystacks. The equally substantial coach house completes this impressive ensemble. Its boundary is formed by an equally impressive stone wall with substantial gate piers that encloses a garden area full of mature trees and shrubs.



A further example is School House and the adjoining terraced houses. These Victorian houses are substantially built, having a character of strength and permanence, and in the former case happily retain most of its original exterior features, including the timber sash windows. Sadly the same cannot be said for the remainder of the terrace, which have had uPVC windows recently installed.



The Parish Room is another notable building, albeit mostly hidden from view by vegetation, which is again constructed of stone and completed in 1886.



Finally Chapel House at the eastern side of the conservation area is a key, positive buildings, again constructed of stone.

6.4 Building materials and local details

Apart from Fisher House, which has rendered walls, all the buildings in the conservation area are constructed with local sandstone walls and welsh grey slate roofs. Whilst short rows of terraced houses, typically of three, are to be seen, so are detached houses. No single style dominates and consequently there is no local detail in evidence. The only example that may be quoted are the loom room windows in the earliest, listed, terraced cottages designed to allow as much natural light into the work room as possible.

All the boundaries are also constructed of locally sourced sandstone and in some cases are quite substantial constructions in their own right.



7 The Character of the Conservation Area

7.1 The conservation area is so small as to be unnecessary inadvisable to subdivide into smaller character areas. It has a rural, sylvan character filled with trees, bushes and shrubs and the small number of buildings are in the majority of cases constructed from local sandstone. The building styles can best be described as eclectic.

7.2 Key Characteristics:

Key characteristics:

- The village green at the centre is a focal point;
- Dense, mature woodland;
- Local sandstone is the predominant building material;
- Most properties are elevated from the roadside;
- Mixture of building styles – no single style dominates;
- Narrow lanes;
- Views, which are limited by the trees are to open countryside or across the reservoirs;
- Upland, Pennine foothill landscape.

Negatives:

- Unsympathetic highways interventions;
- Inappropriate alterations using unsympathetic materials;
- Dominance of parked vehicles.

Part 2

Management Proposals

8 Introduction

8.1 Format of the management proposals

Part 1 of this document, the Character Appraisal, has identified the features of the Rivington Conservation Area that contribute to the conservation area's special character and distinctiveness, and that should be conserved and enhanced.

Part 2 of this document, the Management Proposals tackles the negative features and builds upon the positive features identified, to provide a series of Issues and Recommendations for improvement and change.

The structure and scope of this document is based upon the suggested framework published by English Heritage in Guidance on the Management of Conservation Areas (2005). Both the Conservation Area Character Appraisal and the Management Proposals will be subject to monitoring and reviews on a regular basis, as set out in section 10.

9 Issues and Recommendations

9.1 Unsympathetic highways interventions

Throughout the conservation area there are a number of instances where highway works are either unsympathetic, such as the covering of traditional stone setts at the fringe of the road surface with tarmac, or where new signs have been erected and the old ones left in situ causing unnecessary clutter.

Recommendations:

- CA2/1: The Council will seek to work with the highways department to undertake a highways audit with a view to removing any redundant signage and poles and improving the appearance of that to be retained where appropriate. The Council will seek to introduce a Streetscape Manual in conjunction with the highways department setting out their design principles, adhering to the English Heritage publication Streets for All. The Council will also work with the highways department to introduce a 20mph zone within Rivington village and to extend the current 30mph zone further along Sheep House Lane and Rivington Lane.

9.2 Inappropriate alterations using unsympathetic materials

There is ample evidence within the conservation area where inappropriate alterations using unsympathetic materials have been undertaken. The most notable example is the replacement of timber window frames with uPVC. In many cases these changes constitute a 'material change' in planning terms, and may therefore require Planning Permission.

Recommendations:

- CA2/2: The Council will consider the possibility of increasing its' planning powers with the introduction of an Article 4(2) Direction Notice to protect buildings that are not otherwise protected from inappropriate alteration.
- CA2/3: The Council will seek, subject to budgetary provision, to offer grant aid assistance to property owners to help with the reversal of inappropriate alterations to buildings within the Conservation Area.
- CA2/4: The Council will undertake an audit of the buildings with a view to securing the retention of traditional features and taking enforcement action against any unauthorised alterations.

9.3 Dominance of parked vehicles

Parked vehicles, particularly at weekends and during holiday periods, are not only unsightly but also create a hazard to motorists, cyclists and pedestrians. Occurrences of this are very common and the trend is worsening with an increasing number of vehicles parked on the road.



Recommendations:

- CA2/5: The Council will work with stakeholders to attempt to provide alternative parking solutions.

9.4 Negative Buildings or Sites

This issue only appears in this section as it is a very minor problem that only concerns one building/site. The area in question is that occupied by the Rivington Bowling Club, including the clubhouse and car park. The latter is the site of the former public house in Rivington, the Black-a-Moors Head, known locally as ‘The Black Lad’.

Recommendations:

- CA2/6: The Council will facilitate the redevelopment



10 Monitoring review

As recommended by English Heritage this document will be reviewed every five years from the date of its formal adoption. It will be assessed in terms of the emerging Local Development Framework and government policy generally. The review will include the following:

- A survey of the conservation area including a full photographic survey to aid possible enforcement action
- An assessment of whether the various recommendations detailed in this document have been acted upon and how successful this has been
- The identification of any new issues which need to be addressed, requiring further actions or enhancements
- The production of a short report detailing the findings of the survey and any necessary action
- Publicity and advertising.

It is possible that this review could be carried out by the local community under the guidance of officers from the Council. This would enable the local community to become more involved with the process and would raise public awareness of the issues, including the problems associated with enforcement.

Appendices

Appendix 1

The Historical Development of Rivington

Although settlements existed in the area around Rivington from the Bronze Age, documented history dates back to the 13th Century at which time the Pilkington family were the owners of the manor. During the 15th Century Robert Pilkington built the original Rivington Hall. His son Richard rebuilt the Chapel and Richard's son James Pilkington, who was Bishop of Durham from 1560 – 1575 founded the Grammar School in Rivington.

Until the 19th Century Rivington was a rural village, whose inhabitants were employed on local farms, mines or quarries or otherwise were engaged in hand loom weaving. In the 1850s all this changed when the Liverpool Corporation seeking a source of clean drinking water for their inhabitants decided upon Rivington as their location for the construction of a series of reservoirs. The reservoirs were constructed between 1852 and 1857. During the process of construction several farms were cleared from the valley including a total of 9 properties. Rivington reservoir, at 275 acres being the largest reservoir, was cut in half by the building of an embankment and access road, Horrobin Lane, to allow entry to the centre of the village. In an attempt to eradicate contamination of the water by both surface run off and sewerage seepage further properties were removed, in the main, from areas that would now be outside the conservation area. One substantial building that was removed in 1903 that would today be inside today's conservation area was the public house, the Black-a-Moors Head, known locally as 'The Black Lad'.

There is evidence that a mill may have existed in the village on a site opposite Mill Hill Cottages, on Rivington Lane. The foundations of what could have been the mill are still extant and a possible mill pond is clearly visible adjacent to this building on the 1848 first edition Ordnance Survey map. Both Mill Hill Cottages and the adjacent Pall Mall Cottages were the homes of hand loom weavers.

The Rivington of today has changed little from that of the early twentieth century. The Post Office, situated overlooking the Village green is now a dwelling although the building is still known by its former function. The Vicarage, rebuilt in the 1890s is now a private house. A combination of a lack of employment opportunity and the relatively remote location has meant that Rivington remained largely unaltered from the early twentieth century until the present day. The local mines and quarries declined, handloom weaving died out with the invention of power looms and the industrialisation of the weaving industry. Farming became less and less economic and the reduction in size of the village with the construction of the reservoirs all meant that an already small population diminished still further.

Tourism is the greatest source of income in the area with many thousands of people visiting the area including Lever Park and Rivington Terraced Gardens every year.

Rivington Pike is located 2km to the south east of the conservation area. This was originally a hilltop beacon used as a system of early warning signals to announce invasions to the surrounding population and is thought to have been used for this purpose for many centuries. Records exist that show the neighbouring beacons at Winter Hill and Billinge Hill were used on 19th July 1588 to signal the movement of the Spanish Armada into the English Channel. Similarly the beacon was used during the Napoleonic wars at the beginning of the 19th Century. Conversely the beacon was also used at times of national celebration such as the end of The Great War on November 11th 1918 and for the coronation of King George V on 22 June 1911.

Lord Lever and Rivington

A brief history of the Rivington area would not be complete without mention of William Hesketh Lever, Lord Lever, Viscount Leverhulme who was ultimately knighted for his services to industry. His company, Lever Brothers, known today as UniLever, became famous for 'Sunlight Soap' in the 19th Century and is still best known for the manufacture of detergents.



Lord Lever purchased the Rivington manor in 1900 for the sum of £60,000 with the express intention of creating a country retreat upon the wilds of Rivington Moor. The Crompton family occupied Rivington Hall and under the terms of the sale were to remain tenants of Lord Lever for the annual rental of £100. Thus having no residence of his own on the newly acquired estate, Lord lever, who had a keen interest in architecture, decided to have a new house built. 'Roynton Cottage' was the result, but at least initially was intended only as a temporary measure until a more substantial house could be built. This first building was constructed from a kit of parts supplied by the Portable Building Company of Market Street, Manchester.



Shortly after completion Lord Lever began a series of remodelling and enlarging exercises which allowed him to indulge his passion for architecture. The house included extensive grounds, observation points and the four gabled pigeon tower.

In 1901 Lord lever gifted 400 acres out of the 2100 acre Rivington Hall estate to the people of Bolton as a public park – Lever Park, a legacy which remains to this day. In the spring of 1902 Liverpool Corporation, concerned at the prospects of the water supply from the Rivington Reservoirs being further contaminated sought an act to purchase a substantial part of the catchment area, leaving 45 acres for lord Lever to retain as the curtilage to his domestic dwelling. After some legal wrangling the level of compensation to Lord lever was agreed at his original purchase price for the entire estate, £60,000.

Lord Lever, as mentioned previously, gifted 400 acres of his estate as a public park to the people of Bolton. After the compulsory purchase of the majority of the estate by Liverpool Corporation, Lord Lever was allowed to continue with his plans for the park, which he did at his own expense. These plans included the refurbishment of the two barns – Great House and Rivington Hall, again for the enjoyment of the local people. Included with the park was a recreation of Liverpool Castle, which sadly was never completed. The park, which ultimately included a small zoo, opened on 10th October, 1911.

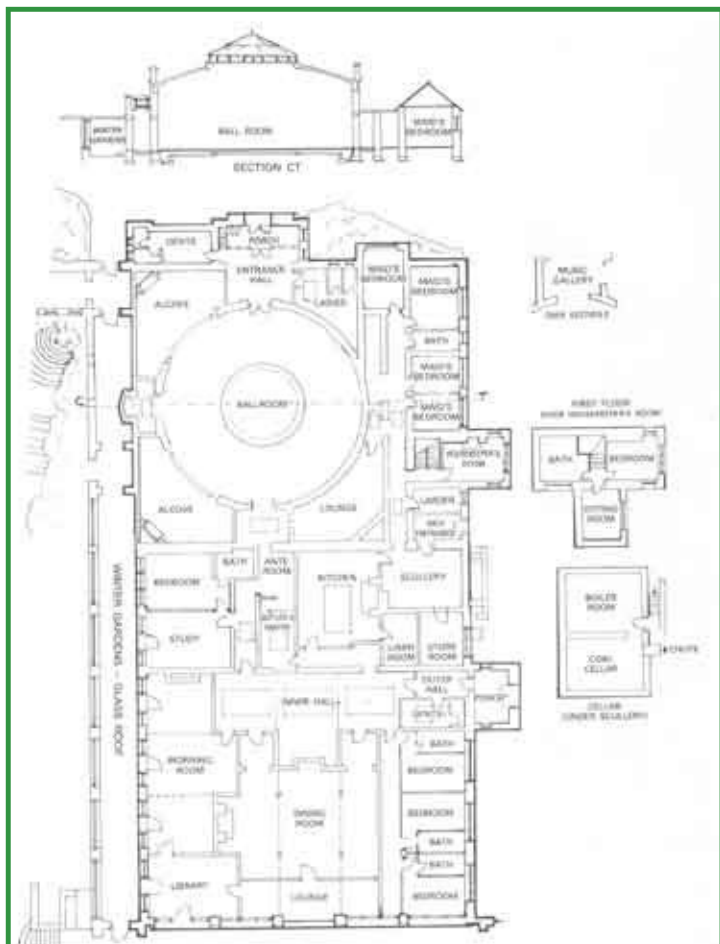


In 1912 the bungalow, which had become a permanent building, was enlarged further with the addition of a full second storey whereupon the familiar outline of two gables facing west became three. Insert image of Roynton Cottage 1912.



On Monday 7th July 1913 Roynton Cottage was razed to the ground by fire, the result of an arson attack by the Suffragette, Edith Rigby of Preston. Lord Lever determined to build a new and more substantial residence to replace Roynton Cottage and 'The Bungalow' was the result. This grand residence was also planned at the same time that works to the grounds were in progress.

Thomas Mawson designed the gardens but these incorporated many ideas from Lord Lever himself. These included the Japanese lake including pagoda, waterfalls, boating lake and large lawns. Also included were a number of interesting structures including several loggia, summerhouses, the Romanesque Lord Lever Bridge and a larger Pigeon Tower set at the top of the terraced gardens. A series of lodges were built at the entrances to the estate, the most interesting being Stone House Lodge that straddled the main driveway.



On Thursday 7 May 1925 lord Lever died following an attack of Bronchitis. After his death the Bungalow was sold at auction for £15,000 to John Magee of Magee, Marshall and Co., Brewers of Bolton. He remained the owner until his death shortly before the outbreak of World War II. Before the outbreak of war no suitable purchaser could be found, even with the price dropped to a mere £7,000. Liverpool Corporation eventually secured the building and grounds for £3,000. With the outbreak of war the Bungalow was requisitioned as a billet for troops and nissen huts were erected in the grounds. With the cessation of hostilities Liverpool Corporation decided to demolish the building. The war years had seen a lot of damage incurred by unappreciative military residents and the cost of restoration would have been phenomenal. Demolition commenced in 1948.

Today remnants of the buildings and gardens can still be seen, particularly since the recent removal of the highly invasive rhododendrons. Sadly virtually nothing remains of the Bungalow itself except for a few floor tiles from the entrance hall. Source: Smith, MD, Leverhulme's Rivington, Nelson Brothers Ltd, Chorley, 1984.

Historic photos and drawing - Smith, MD. Leverhulme's Rivington, Nelson Brothers, Chorley 1984.



The Bungalow as it was

(Picture Right) The only remains of the bungalow today are a few tiles remain from the entrance hall.



The Summer House as it was



The Summer House as it is now



Stone Lodge as it was



Stone Lodge as it is today



Romanesque Bridge as it was



The remains of the Romanesque Bridge today



The Orchestra Lawn as it was



The Orchestra Lawn as it is today

Appendix 2

Listed buildings

Church of the Holy Trinity, Horrobin Lane, Grade II

EH Ref. 184431 - SD 61 SW

Parish church. Probably 1666 rebuild of early C16 chapel, altered and restored in late C19. Irregularly coursed sandstone with large quoins, slate roof. Nave with south porch and north vestry, chancel. Small plain building with 3 square-headed 3-light windows on each side, the lights on the south side round-headed and those on the north side square-headed, C19 gabled porch between the centre and western windows on the south side, modern vestry in equivalent position on north side. West gable wall has a wide elliptical-headed doorway, and an octagonal bellturret with square base partly corbelled out and a conical roof with tall weathervane. Chancel has a window of 3 round-headed lights in each side and a segmental-headed east window of 5 lights with a transom. Interior: roof of 4 collar trusses with bracing to tie-beams and collars; oak screen with some parts late medieval; late C16 oak octagonal pulpit on a stem, with 2 linen-fold panels in each side; on north wall a genealogical painting copied in 1835 from a copy of 1821 of a C16 original relating to the Pilkington family (which was damaged by fire in 1834); C18 brass chandelier with fluted body and 2 tiers of arms. History: chapel of ease built in late C15 rebuilt or restored by Richard Pilkington c. 1540 (Pilkington family held Rivington as tenants-in-chief of Duchy of Lancaster, built Rivington Hall, q.v.) Reference VCH Lancs V, pp. 286-293.

Mounting block in school yard c.15metres west of Rivington School, Horrobin Lane, Grade II

EH Ref. 184432 - SD 61 SW

Mounting block. Date unknown, but perhaps C18: restored. Sandstone. Circular platform, with stone post mounted in centre, and approached by 2 steps on north side.

Fisher House, Rivington Lane, Grade II

EH Ref. 184434 - SD 61 SW

House. Late C18, altered. Scored stucco on brick, with stone plinth and dressings, roof of stone slate (front) and slate (rear). Double depth plan of 3 bays and 3 storeys, symmetrical, with gable chimneys and flanking 2 storey service wings (that on right mostly demolished); central round-headed doorway in moulded surround with impost, door of 6 hexagonal panels, fanlight with radiating glazing bars; two 12-pane sashes at ground floor (that on the left larger in both dimensions and breaking the plinth) and 3 at first floor level all with splayed stone heads, three 6-pane sashes at 2nd floor; wooden eaves gutter supported on brackets and lined with lead. Set back at each end a brick service wing, that on the left with one 12-pane sash window (altered as garage), that on the right reduced to a screen wall with blocked window. Interior: kitchen has back door of double layered horizontal and vertical planks; staircase: doglegged, with open-string, stick balusters, ramped handrail. History: said to have been built by Rev John Fisher, incumbent of the Church of the Holy Trinity 1763 – 1813.

Wilkinson's and cottage attached to the right, Rivington Lane, Grade II

EH Ref. 184435 - SD 61 SW

Pair of cottages, dated 1788 at 1st floor, altered. Coursed squared sandstone with quoins, slate roof with ridge chimney. Double depth, each single-fronted. Two storeys, built as reflected pair, with doorway at outer end, straight lintel run out over a horizontal 3-light window above (the latter sliding sashes); in centre of 1st floor a shouldered date stone inscribed J H 1788. Attached at right hand end is a single-bay C19 cottage, of similar materials, 2 higher storeys, with doorway in plain surround at right hand side and one 4-pane sash on each floor, chimney at the junction gable (and below this the outline of a formerly more steeply pitched roof of Wilkinson's).

Unitarian Chapel, Sheep House Lane, Grade II***EH Ref. 184441**

Unitarian chapel. Dated 1703. Squared sandstone with quoins, chamfered plinth, stone slate roof with gable bellcote. Both sides and both gables have 2 large cross windows with small panes, the panes diamond-latticed in the gable walls and rectangular in the side walls; flanking the windows on the south side are 2 doorways with chamfered surrounds, that on the right with a pointed head and lintel inscribed '1703'. On the west gable is a small hexagonal bellcote with a swept roof. Attached at the north west corner is a single bay 2-storey wing with roof hipped down to the junction but gabled at the other end, with a tall chimney stack; this part has a door and one window on each floor of the west side and two 2-light square mullioned windows on the west side, mostly with diamond lattice glazing. Interior: original box pews including choir stall at east end; between windows on north wall a raised 5-sided panelled pulpit with carved frieze and moulded cornice, and further east on the same wall a very large C18 wall monument to the Willoughby family of Parham, very fully lettered and with coats of arms and shields on the panel above the lettering; between windows on the south side, Willoughby family pew with panelled reredos and very prominent moulded and carved cornice in classical style. NB: in graveyard at east end of chapel is a gravestone of Samuel Oldknow 'of Nottingham, late of Anderton' of 1759, one of the earliest textile factory builders. (See also Roscoe Lowe Farmhouse, Anderton CP).

Bell House c.10 metres west of the Church of the Holy Trinity, Sheep House Lane, Grade II**EH Ref. 184442**

Bell house now store. Probably C16. Coursed squared sandstone with quoins, stone slate roof. Small square building of one storey raised on a basement, with a plain basement door on the south side, a raised door on the north side approached by steps, a louvered 2-light window with chamfered mullion on each side except north (mullion missing from south side), and a round-headed louvered window on the north side. Said to have been built to receive a large bell purchased from the church at Wigan in 1542. reference VCH Lancs V, p.293.

Appendix 3

Bibliography

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Rawlinson, J, About Rivington, Nelson Brothers, Chorley, 1969.

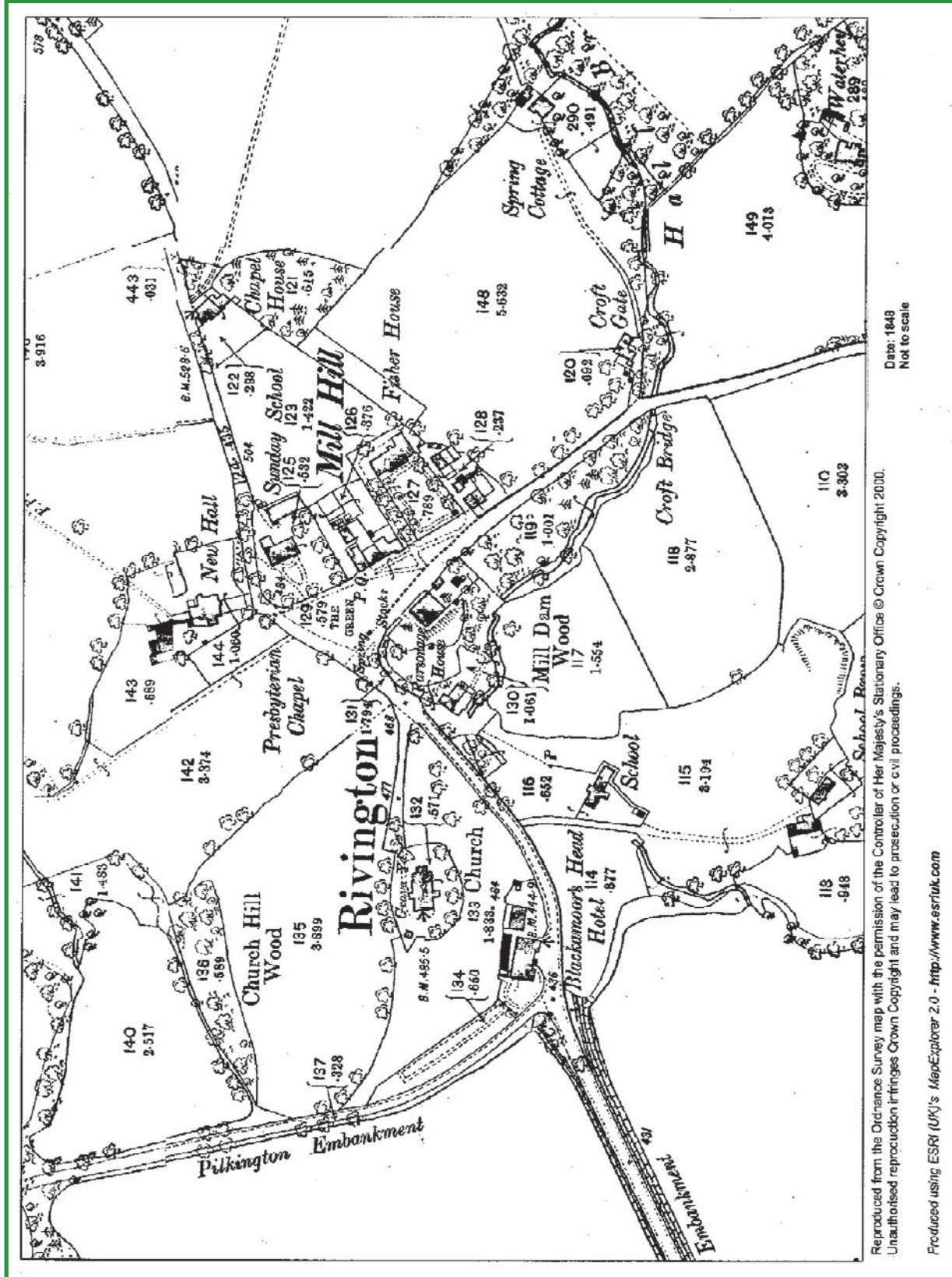
Farrer W and Brownbill J, The Victoria County History of the County of Lancaster, Vol. 6, London, 1911.

Heyes, J, A History of Chorley, Lancashire County Books, Preston, 1994.

Lancashire County Council and Egerton Lea Consultancy, Lancashire Historic Town Survey Programme, Chorley, Lancashire County Council, Preston, February 2006. (Note: This work contains an extensive bibliography that provides many additional sources of information).

Appendix 4

Historic Maps



Appendix 5

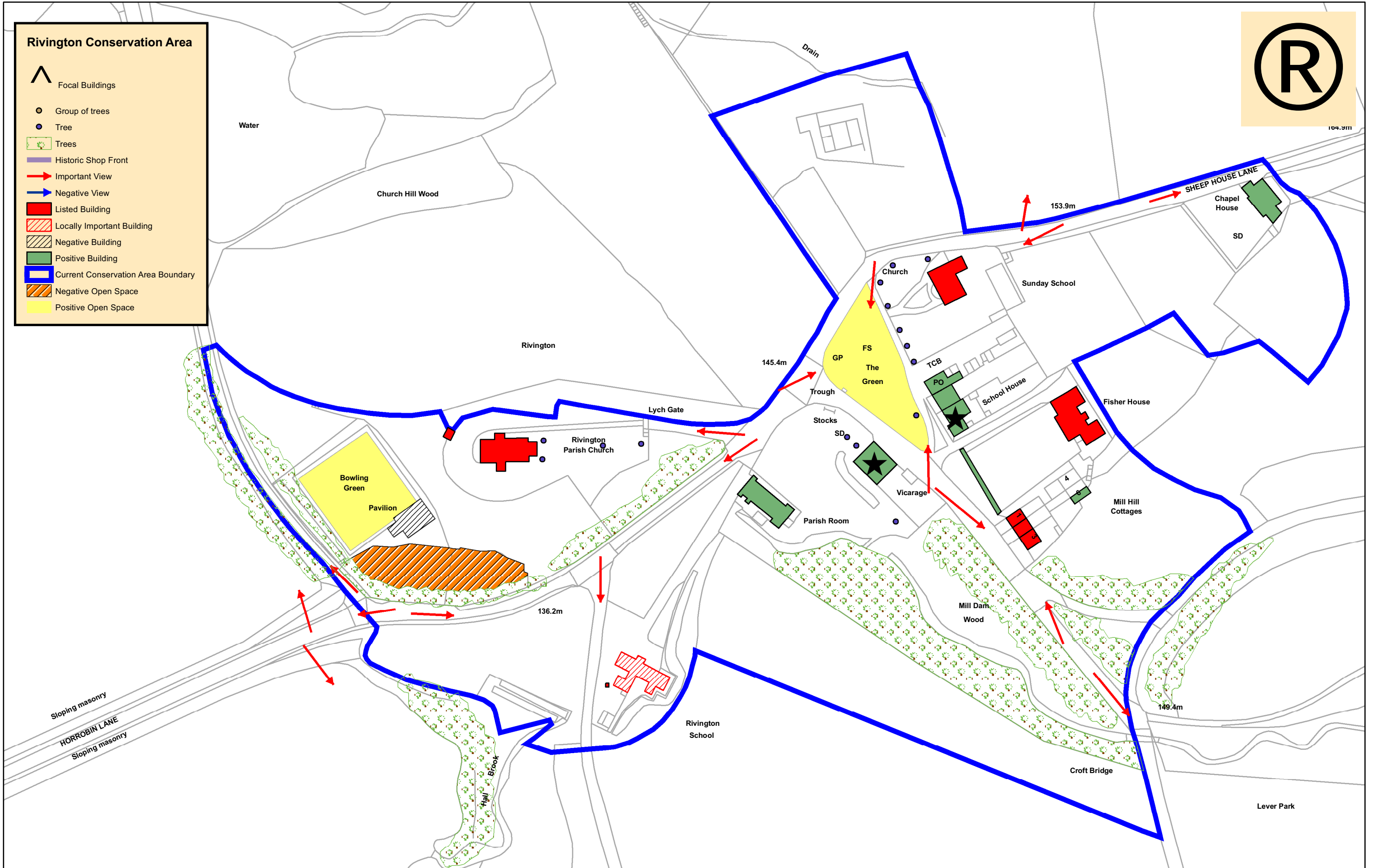
Public consultation response report

Reference No.	Respondent's Details	Comment	Response/Action
RIV/09/0001	Local Parish Councillor	Is 'The Street' in Anglezarke worthy of listing? A locally significant building surely worthy of protection.	Whilst this is outside the conservation area it will be investigated in due course to see if the building is worthy for listing or adding to the list of 'Locally important Buildings'.
RIV/09/0002	Local residents	There is a general problem with parking in the village, particularly at weekends and holiday periods.	The issue of parking is included in the Conservation Area Appraisal and Management Proposals document. The plan is to attempt to work with key stakeholders – Lancashire County Council highways officers and United Utilities and the local community to achieve a mutually acceptable solution.
RIV/09/0003	Local residents	Concerns for the redevelopment of the Bowling Club site, whilst accepted that the site needs improvement the problem could be with increased traffic and yet more congestion.	Recent planning application for this site has been refused. Any proposals for the site will be carefully considered and the potential for increased traffic generation included. So far (June 2009) no further application has been made.
RIV/09/0004	Local residents	Concerns with proposals from United Utilities for a revised traffic flow system for the access to the 'top barn', Rivington Hall Barn.	No firm proposals have been made as yet, but these are likely to be informed by input from traffic consultants and Lancashire County Council Highways Authority.
RIV/09/0005	Mrs L Harris - - - - -	Grave concerns about speeding motorists throughout the village. Consider extending the 30mph area along Sheep House Lane and Rivington Lane, or even creating a 20mph zone. If the proposed parking schemes go ahead will the village be filled with double yellow lines? Can the redundant speed limit signs on Sheep House Lane be removed?	Proposals for a number of highway issues, including signage, will be discussed directly with the Highway Authority, Lancashire County Council. Yellow line within conservation areas can be of a reduced size as befits the historic location.

Reference No.	Respondent's Details	Comment	Response/Action
RIV/09/0006	A & C Johnson - - - -	Suggestions: <ul style="list-style-type: none"> • Extend the conservation area to include the whole of Lever Park, the Terraced Gardens and possibly the Pike. • New Hall Barn is not shown as having any historical status. • There is a proliferation of signage for both businesses and highways – needs reviewing and streamlining. • Speed limit should be reduced to 20mph from the reservoir embankment to Croft Bridge and possibly up to Chapel House. Other roads should be changed from de-restricted to 50mph or less. • Better lighting would be preferable. 	<ul style="list-style-type: none"> • Lever Park is already protected as a Registered Park and Garden. Most of the structures within the Terraced Gardens are listed buildings. It is intended that all the remaining Lord Lever structures be recommended for listing as all are of equal status. Extension of the conservation area boundary would not offer any additional protection for these areas over and above the current level of protection that these designations afford. It is also proposed to develop a Conservation Management Plan for the whole of Lever Park. • New Hall Barn carries no historical status – it is not listed, nor is it a Locally Important Building. Any proposals for works to this building that fall within the scope of planning legislation will, however, be judged with the necessary care that the building demands. • Business signs have already been investigated for any breaches and necessary enforcement action has been taken. Highway signs are covered in the Conservation Area Appraisal and Management Proposals and will be discussed with Highways Engineers from Lancashire County Council in due course. • Speed limit reductions and extension of the reduced speed area are discussed above under reference RIV/09/0005. • Lighting issues will also be discussed with highway engineers. • Text corrections will be incorporated into the revised document.



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Report of	Meeting	Date
Corporate Director (Business) (Introduced by the Executive Member for Business)	Executive Cabinet	1 October 2009

RURAL ECONOMIC SUPPORT AND DIVERSIFICATION – LANCASHIRE WEST LOCAL DEVELOPMENT STRATEGY (LDS)

PURPOSE OF REPORT

1. To update Members on the opportunities, provided by the Rural Development Programme for England (RDPE) 2007-2013, for further activity to support and diversify rural economies in Chorley Borough.

RECOMMENDATION(S)

2. That the Council supports the Lancashire West Local Action Group (LAG) in the implementation of the Local Development Strategy (LDS) by the nomination of representation of the Corporate Director (Business), or her representative, to serve on the officer based LAG Executive providing regular feedback to the Executive Member for Business.
3. That the funding opportunities to support rural development are maximised for Chorley and that any future bids direct to this programme will be reported to Executive Cabinet.

EXECUTIVE SUMMARY OF REPORT

4. Following the successful delivery of the pilot Rural Economic Diversification Project, financial resources from the Rural Development Programme for England (RDPE) are now being channelled through an approved Development Strategy for Lancashire West. This covers the Boroughs of Chorley, West Lancashire, South Ribble and Preston. The total funds available for the programme is £2,391,636.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

5. 75% of Chorley Borough is rural, the need to support and diversify rural economies and the inclusion of rural communities is crucial to creating a vibrant economy for the whole of Chorley. These recommendations will ensure that Chorley Council and partners are best placed to maximise opportunities provided by the Lancashire West LDS for sustainable economic diversification in rural areas.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

6. None

CORPORATE PRIORITIES

7. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the Central Lancashire sub-region	✓	Develop local solutions to climate change.	
Improving equality of opportunity and life chances	✓	Develop the Character and feel of Chorley as a good place to live	
Involving people in their communities		Ensure Chorley Borough Council is a performing organization	

BACKGROUND

8. The successful “Supporting Rural Economic Diversification” project was a response to a gap identified by our equality and diversity audit to pilot targeted outreach support to clients in rural areas. The project received an award of £10,000 from the Local Strategic Partnership and achieved:

- 5 new rural business start ups
- 5 rural businesses supported with grant assistance
- 3 2yr+ rural businesses supported

Activity supported the diversification of the rural economy, increased the contribution from rural areas to the local economy and improved the Chorley offer particularly around the tourism and leisure based industry.

9. Three Local Action Groups have been established in Lancashire within which the RDPE will be channelled. The Lancashire West LAG Forum comprises partners from public, private, community and voluntary sector, and includes the Boroughs of West Lancashire, Chorley, South Ribble and Preston. West Lancashire, in consultation with the LAG Forum, has been the lead authority for the preparation of the Local Development Strategy (LDS). The LDS was approved by the North West Development Agency’s Rural Board in December 2008.

RURAL ECONOMIC DIVERSIFICATION – LANCASHIRE WEST LOCAL DEVELOPMENT SCHEME (LDS)

10. The programme will run from the beginning of April 2009 to the end of March 2014, a total of 5 years. The total funds available for programme in Lancashire West is £2,391,636. The borough of Chorley has the second largest eligible population. Chorley’s eligible wards are contained in Appendix 1 for information. There are 7 areas of activity:

- supporting targeted vocational training and information actions within the agricultural and forestry sectors of Lancashire West;
- supporting innovative and effective projects that add value to agricultural and forestry products throughout the LAG area;
- supporting the co-operation and collaboration between primary producers and partners for the development of new products;
- supporting projects that assist the farming sector of the LAG area to diversify into non-agricultural activities;
- supporting the creation and expansion of micro enterprises throughout the rural areas of Lancashire West;
- the development and marketing of tourism services related to rural tourism, and
- the development and provision of basic services.

11. Members of the LAG Forum have been asked to appoint an officer to the Executive Group which will make decisions on funding applications etc. The LAG Executive Board will make decisions on whether grant applications are approved or rejected. A knowledge of funding processes, appraisal processes and an understanding of programme outcomes and outputs is necessary to ensure sound decisions are made. A proposed list of member organisations is attached at Appendix 2 for information. It is anticipated that the LAG Executive will meet on a monthly basis for the first three or four months to develop and agree systems and processes. This commitment will then possibly reduce to six-weekly.
12. It is recommended that the Corporate Director (Business) or her representative sits on the LAG Executive, providing regular feedback to the Executive Member for Business.
13. Chorley Council and partners will now be able to develop projects or support other organisations that wish to apply for funding. It is also likely that there will be some sub-regional projects that go over district boundaries. In most cases it will be necessary to identify match funding. However, community projects should be eligible for funding from the programme up to 100%.

CONCLUSION

14. This programme provides a significant opportunity for Chorley and its Business Community to drive forward key rural economic projects.

IMPLICATIONS OF REPORT

15. This report has implications in the following areas and the relevant Corporate Directors' comments are included:

Finance	x	Customer Services	
Human Resources		Equality and Diversity	
Legal		No significant implications in this area	

COMMENTS OF THE ASSISTANT CHIEF EXECUTIVE (BUSINESS TRANSFORMATION)

16. There are no identifiable financial implications associated with this report. However, there will be a significant amount of officer time to support the LAG Executive and the development and delivery of projects.

JANE MEEK
CORPORATE DIRECTOR (BUSINESS)

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Cath Burns	5305	14.07.2009	***

APPENDIX 1

Chorley's Eligible Wards

Chorley – Fully Eligible	Parish	Eligible Population
Adlington and Anderton	Adlington Anderton	6,476
Brindle and Hoghton	Brindle Hoghton	2,218
Chisnall	N/A	3,946
Coppull	Coppull	6,459
Eccleston and Mawdesley	Eccleston Mawdesley	6,140
Heath Charnock and Rivington	Heath Charnock Rivington	2,209
Wheelton and Withnell	Wheelton Withnell	4,253
Chorley – Partially Eligible		
Astley Village and Buckshaw	Astley Village Buckshaw	254
Chorley North East	N/A	1,092
Chorley South East	N/A	369
Clayton-le-Woods and Whittle-le-Woods	Clayton-le-Woods Whittle-le-Woods	605
Clayton-le-Woods West and Cuerden	Clayton-le-Woods Cuerden	389
Euxton North	Euxton	163
Euxton South	Euxton	209
Lostock	Bretherton Ulnes Walton	3,836
Pennine	Heapey Anglezarke	1,533
Total		40,151

APPENDIX 2

Lancashire West Local Action Group (LAG) Executive Membership

Membership of the Executive Group was agreed on the 11th June 2009 at a LAG event. These are:

Public Sector:

- Chorley Borough Council
- South Ribble Borough Council
- Preston City Council
- West Lancashire Borough Council
- Lancashire County Council/Lancashire County Dev. Ltd
- Lancashire & Blackpool Tourist Board

Community/Voluntary Sector:

- Chorley Local Strategic Partnership
- South Ribble Local Strategic Partnership
- Preston Local Strategic Partnership
- West Lancashire Local Strategic Partnership
- Groundwork

Private Sector:

- National Farmers Union
- The Stanley Estate & Stud Company
- Millhouse Training – training consultants
- Goose Meadow Farming Company
- J Jackson Farm owner
- G Morgan – agricultural training provider

LAG Executive Group therefore represents:-

Private & Community/Voluntary Sectors = 65%

Public Sector = 35%

Observers

To be clarified, but likely to be:

Business Link

Lancashire Economic Partnership

North West Regional Development Agency

Natural England

Forestry Commission

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