

Chorley

Borough Council



Council Papers

for consideration on

24 January 2006



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Chief Executive's Office

Please ask for: Mr G K Bankes
Direct Dial: (01257) 515123
E-mail address: gordon.bankes@chorley.gov.uk
Date: 13 January 2006

Chief Executive:
Donna Hall

Dear Councillor

You are invited to attend a meeting of the Chorley Borough Council to be held in the Council Chamber, Town Hall, Chorley on Tuesday, 24th January, 2006 commencing at 6.30 pm for the following purposes.

AGENDA

1. **Apologies for absence**

2. **Declarations of Any Interests**

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

3. **Minutes (Pages 1 - 6)**

Minutes of the Council meeting held on 13 December 2005 for confirmation and signature by the Mayor

4. **Mayoral Announcements**

5. **Development Control Committee (Pages 7 - 8)**

General Report (enclosed)

6. **Licensing and Safety Committee (Pages 9 - 12)**

General Report (enclosed)

7. **Audit Committee (Pages 13 - 16)**

General Report (enclosed)

8. **Overview and Scrutiny Committee and Panels (Pages 17 - 20)**

General Report (enclosed)

Continued....

9. **Executive Cabinet**

- a) Capital Programme 2005/06 - Monitoring (Pages 21 - 86)

Report enclosed

- b) Area Forum Pilot Scheme (Pages 87 - 92)

Report enclosed

- c) Chorley Town Centre Action Area and Retail and Leisure Policies Preferred Options Development Plan Document (Pages 93 - 144)

Report enclosed

- d) General Report` (Pages 145 - 148)

Report enclosed

10. **Questions Asked under Council Procedure Rule 7 (if any)**

11. **To consider the Notices of Motion (if any) given in accordance with Council procedure Rule 8**

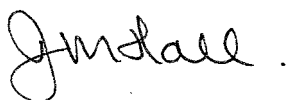
12. **Any other item(s) the Mayor decides is/are urgent**

- a) Food Hygiene Enforcement - Officer Authorisation (Pages 149 - 150)

Report enclosed

Since the publication of the agenda, the Mayor has agreed that the report be considered as an urgent item.

Yours sincerely



Chief Executive

Distribution

To all Members of the Council and Chief Officers

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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 515823

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COUNCIL**13 December 2005**

Present: Councillor Mrs M Gray (Mayor), Councillor M Wilson (Deputy Mayor), Councillors K Ball, T Bedford, E Bell, A Birchall, T Brown, Brownlee, P Buckley, Mrs P Case, H Caunce, F Culshaw, M Davies, D Dickinson, Mrs D Dickinson, D Edgerley, A Gee, D Gee, P Goldsworthy, T Gray, C Hoyle, Miss I Iddon, M Lees, R Lees, R Livesey, M Lowe, A Lowe, P Malpas, T McGowan, Miss J Molyneaux, G Morgan, R Parr, M Perks, G Russell, E Smith, Mrs I Smith, Mrs J Snape, R Snape, C Snow, J Walker, Mrs S Walsh, A Whittaker and J Wilson.

05.C.98 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Cullens, Heaton, Lennox and S Smith.

05.C.99 DECLARATIONS OF ANY INTERESTS

No Member disclosed an interest in relation to matters under consideration at the meeting.

05.C.100 MINUTES

RESOLVED – That the minutes of the Council meeting held on 1 November 2005 be confirmed as a correct record and signed by the Mayor.

05.C.101 MAYORAL ANNOUCEMENTS

The Mayor informed the Members of the following

- (a) Tickets are now available from the Mayor's Secretary for the Mayoral Christmas Raffle at a price of 50p. The draw will take place during the week commencing 19 December 2005.
- (b) A Mayoral Charity Meal will be held on the evening of Tuesday, 24 January 2006 after the Council meeting at Parmesan and Pepper. The tickets for the three course meal are available from the Mayor's Secretary, price £20.
- (c) A "Gradely Lancashire Neet" (songs, poetry and clog dancing) will be held on Friday, 27 January 2006 commencing at 7.30pm at Whittle-le-Woods Village Hall. Tickets are available from the Mayor's Secretary, price £5 which includes hot pot supper.
- (d) The Mayor's Charity Ball will be held on Friday 3 February 2006 at the Park Hall Hotel, Charnock Richard. Further details of the event and an application form for tickets will be circulated but in the mean time, it would be appreciated if any gifts for the tombola could be given to the Mayor's Secretary.
- (e) A Mayoral Quiz evening will be held at Chorley Cricket Club on 17 February 2006. Please contact the Mayor's Secretary if you wish to enter a team for the event.

- (f) The Mayor wished Members and Officers a Merry Christmas and invited them to a drink and mince pie at the conclusion of this meeting and the Informal meeting to follow.

The Mayor informed Members that this would be the last Council Meeting that the Chief Executive, Mr Jeffrey Davies will be attending before his retirement on 2 January 2006. She thanked him for his commitment and dedicated service to the Council during the last 18 years and wished him every success and happiness for the future.

The Executive Leader along with the Leaders of the Conservative and Liberal Democrat Groups and Councillor R Snape expressed their appreciation to Mr Davies for his service to the Council and extended best wishes to him for the future.

05.C.102 DEVELOPMENT CONTROL COMMITTEE

The Chair of the Development Control Committee presented a report summarising the more significant proposals considered at a meeting of the Committee held on 29 November 2005.

RESOLVED – That the report be noted.

05.C.103 LICENSING AND SAFETY COMMITTEE GENERAL REPORT

The Chair of the Licensing and Safety Committee presented a report summarising the principal matters considered at meetings of the Committee held on 2 November and 6 December 2005.

RESOLVED – That the report be noted.

05.C.104 LICENSING ACT 2003 - ADMINISTRATION COSTS

The Chair of the Statutory Licensing Committee presented a report, which gave details of the costs to the Council of administering the Licensing Act 2003 procedures and the number of licensing applications under the Act dealt with by the Licensing Section.

RESOLVED – That the report be noted.

05.C.105 TRANSFER OF GAMING AND GAMING MACHINES ON ALCOHOL LICENSED PREMISES

The Chair of the Statutory Licensing Committee presented a report recommending amendments to the Scheme of Delegation in the Council's Constitution to allow the Statutory Licensing Committee and the Director of Legal Services to deal with the various aspects of the licensing regime for gaming and gaming machines (also known as amusement with prizes machines) in alcohol licensed premises under the Licensing Act 2003.

RESOLVED – (1) That approval be given to the amendment of Appendix 2, Part B of the Councils Constitution to enable the Statutory Licensing Committee to deal with the following matters under the Licensing Act 2003:

- **Grant/renewal of Section 34 permits exceeding two machines in alcohol licensed premises**

- **Orders under Section 6 of the Gaming Act 1968**

(2) That approval be given to the amendment of Appendix 2, Part C of the Councils Constitution to enable the Director of Legal Services to deal with the following matters under the Licensing Act 2003:

- **Grant/renewal of Section 34 permits for up to two machines in alcohol licensed premises**
- **Grant/renewal of Section 16 permits in alcohol licensed premises**
- **Change of name as a result of conversion of Justices Licence/Premises Licence**

05.C.106 OVERVIEW AND SCRUTINY COMMITTEE AND PANELS

The Chair of the Overview and Scrutiny Committee presented a report summarising the principal matters considered at a meeting of the Committee held on 17 November 2005 and the ongoing work of its Panels.

RESOLVED – That the report be noted.

05.C.107 STANDARDS COMMITTEE

The Vice Chair of the Standards Committee presented a report summarising the principal matters considered at a meeting of the Committee held on 15 November 2005.

05.C.108 GENERAL PURPOSES COMMITTEE

The Chair of the General Purposes Committee presented a report summarising the principal matters considered at a meeting of the Committee held on 16 November 2005.

RESOLVED – That the report be noted.

05.C.109 DEVELOPING EFFECTIVE POLITICAL LEADERSHIP

The Executive Leader presented a report which incorporated a copy of the report produced by SOLACE Enterprises on the outcome of its review of the Council's political relationships.

The review was commissioned by the Council principally as a consequence of the Council's 2003 Comprehensive Performance Assessment report identifying as a weakness in capacity, the 'poor political relationship with the main opposition'. Taking this into account, the Council's Corporate Improvement Plan commits the Council to 'develop mechanisms to improve political relationships' in order to achieve 'good relationships between the main political groups, helping to maximise the collective value of all members towards the achievement of the Council's objectives'.

RESOLVED – That the recommendations in paragraph 4.10 of the report by SOLACE Enterprises be accepted and implemented.

05.C.110 CAPITAL BUDGET 2005/06 - MONITORING

The Executive Leader presented a report on proposals for the addition to the 2005/06 Capital Programme of expenditure totalling £65,080 and proposed revisions to the categorisation of schemes in the Programme.

The report incorporated a copy of the Director of Finance's report to the Executive Cabinet to enable Council Members to take account of all relevant factors before reaching a decision.

RESOLVED - (1) That approval be given to the addition to the 2005/06 Capital Programme of expenditure totalling £65,080, as shown in the appendix to the attached report, to be financed from savings and virements, if appropriate;

(2) That the changes made to the categories of the Capital Programme be noted.

05.C.111 AREA FORUM PILOT SCHEME

The Executive Member for Customers, Policy and Performance presented a report on the draft arrangements for the introduction of a Area Forum pilot scheme within the areas of Clayton-le-Woods North Ward, Coppull Parish and Lostock Ward. The report incorporated a copy of the Chief Executive's report to the Executive Cabinet and the draft terms of reference and procedure rules for the pilot scheme.

The report indicated that Paragraph 27.2 of Part A of Appendix 3 to the Council's Constitution requires that any motion to add to, vary or revoke any of the Council's Standing Orders (including the Council and Contracts Procedure Rules) shall, when proposed and seconded, stand adjourned without further discussion to the next Ordinary Meeting of the Council.

It was moved by Councillor Edgerley and seconded by Councillor J Wilson that the following members be appointed as the Chair and Vice Chair of the respective Pilot Area Forum, subject to the adoption of the draft Procedure Rules at the next ordinary Council meeting:

<u>Area Forum</u>	<u>Chair</u>	<u>Vice Chair</u>
Clayton-le-Woods North Ward	nominations to be submitted by the Conservative Group	
Coppull Parish	Cllr Birchall	Cllr Mrs Walsh
Lostock Ward	Cllr Iddon	Cllr D Dickinson

It was moved by Councillor Goldsworthy, seconded by Councillor Mrs Case and accepted that Councillor Cullens be appointed as the Chair of the Clayton-le-Woods North Ward Area Forum and Councillor Livesey be appointed as the Vice Chair of that Forum.

It was moved by Councillor Goldsworthy and seconded by Councillor Mrs Case that Councillor D Dickinson be appointed as the Chair of the Lostock Ward Area Forum and Councillor Iddon be appointed as the Vice Chair of that Forum.

The amendment was put to the vote and the Mayor declared it lost.

It was moved by Councillor Ball and seconded by Councillor Mrs Walsh that Councillor Mrs Walsh be appointed as the Chair of the Coppull Parish Area Forum and Councillor Heaton be appointed as the Vice Chair of that Forum.

The amendment was put to the vote and the Mayor declared it lost.

At this point, Councillor Ball indicated that Councillor Mrs Walsh did not wish to be appointed as the Vice Chair of the Coppull Parish Area Forum. No other nominations were submitted for the post of Vice Chair to that Forum and the Mayor indicated that it would be deferred for further consideration at the next Council meeting.

RESOLVED – (1) That approval be given to the terms of reference for the Area Forum Pilot Scheme, as set out in Appendix 1 to the report, and their inclusion as Article 16 in Part 2 of the Council’s Constitution;

(2) That the proposal to adopt the draft Procedure Rules for the Area Forum Pilot Scheme as set out in Appendix 2 to the report, for inclusion in the Council’s Constitution as Part D of Appendix 3, be noted and stand adjourned to the next ordinary meeting of the Council on 24 January 2006 in accordance with Paragraph 27.2 of Part A of Appendix 3 to the Council’s Constitution;

(3) That the following members be appointed as the Chair and Vice Chair of the respective Pilot Area Forum, subject to the adoption of the draft Procedure Rules at the next ordinary Council meeting:

<u>Area Forum</u>	<u>Chair</u>	<u>Vice Chair</u>
Clayton-le-Woods North Ward	Cllr Cullens	Cllr Livesey
Coppull Parish	Cllr Birchall	To be determined at the next Council meeting
Lostock Ward	Cllr Iddon	Cllr D Dickinson

05.C.112 SUSTAINABLE RESOURCES - PREFERRED OPTIONS DOCUMENT AND DRAFT SUPPLEMENTARY DOCUMENT

The Executive Member for Development and Planning presented a report seeking endorsement of the draft Preferred Options Document and the Supplementary Planning Document on Sustainable Resources that will form part of the Local Development Framework.

RESOLVED – (1) That approval be given to the contents of the Preferred Options Document and the Supplementary Planning Document, in the form as now presented, for consultation and community involvement purposes; and

(2) That the Head of Development and Regeneration be granted delegated authority to make any minor textural amendments to the documents.

05.C.113 NEW CONTRACT PROCEDURE RULES

The Executive Member for Service Delivery and Procurement presented a report which indicated, that the Council at its last meeting on 1 November 2005 had received a recommendation of the Executive Cabinet to approve and adopt a revised set of Contract Procedure Rules for inclusion in the

Council's Constitution. The report incorporated a copy of the Director of Legal Service's report to the Executive Cabinet and the revised Contract Procedure Rules

The Council had noted the request, which, in accordance with Paragraph 27.2 of Part A of Appendix 3 to the Council's Constitution, stood adjourned to this meeting of the Council.

RESOLVED – That approval be given to the new Contract Procedure Rules, in the form now presented, for inclusion in Part C of Appendix 3 to the Council's Constitution

05.C.114 EXECUTIVE CABINET GENERAL REPORT

The Executive Leader presented a report summarising the more significant items of business dealt with at meetings of the Executive Cabinet held on 3 November and 1 December 2005.

RESOLVED – That the report be noted.

Mayor

REPORT OF DEVELOPMENT CONTROL COMMITTEE**GENERAL REPORT**

1. Since the last Council meeting, the Development Control Committee has met twice on 20 December 2005 and 17 January 2006. This report refers briefly to the more significant planning proposals considered at the two meetings.

20 December 2005 meeting**Planning Application 05/00969/OUTMAJ**

2. We considered the above planning application for outline planning permission that involved the extension of time for reserved matters on Gillibrand Hall Grounds, Grosvener Road, Chorley.
3. An outline application was approved in July 2000 in respect of the development of this site; all matters were reserved for subsequent approval; duplicate reserved matters applications were approved last year but the applicants wished to extend the period to allow further reserved matters on the site.
4. After considering the information in the officer's report we decided to grant the outline planning permission subject to prior completion of a Section 106 Agreement.

Planning Application 05/01002/OUTMAJ

5. We considered the above outline planning application for development at Wyevale Garden Centre, 338, Southport Road, Ulnes Walton.
6. The application proposed the reorganisation of the existing Wyevale Garden Centre including the demolition of the existing dwelling and propagation house and the alteration and extension of the existing garden centre buildings.
7. After considering the information in the Officer's report we decided to grant the outline planning permission.

17 January 2006 meeting**Planning Application 05/00731/FULMAJ**

8. We considered the above planning application for the erection of a non-food retail warehouse development on the site of the former Bentwood Bros Ltd, Water Street, Chorley.

9. The site lay at the roundabout junction of Water Street, Preston Street and Harpers Lane, and is currently a vacant warehouse/industrial premises last occupied as Bentwood Brothers Ltd.
10. Two retail units would be established in one composite development. The access to the site albeit modified to provide internal circulation, would remain at the existing point shared with the All Seasons Leisure Centre.
11. We welcomed the development on this site and decided to grant planning permission.

Planning Application 05/01074/REMMAJ

12. We considered the Reserved Matters Application for the erection of 141 one and two bedroom extra care apartments and 60 studio and one bedroom dementia care apartments at Group 10, Central Avenue, Buckshaw Village, Euxton.
13. The proposal was to develop an area of the Royal Ordnance Factory not previously covered by the outline planning permissions and the Buckshaw Village Master Plan involving land sited to the west of Central Avenue and known as Group 10. The site contained a number of disused factory buildings and former fire station and medical centre surrounded by concrete hard standing with access from Central Avenue. The site has subsequently been remediated.
14. After considering the information in the officer's report we decided to approve the reserved matters application.

Recommendation

15. The Council is recommended to note this report.

COUNCILLOR A LOWE
Chairman of the Development Control Committee

DS

There are no background papers to this report.

REPORT OF LICENSING AND SAFETY COMMITTEE

GENERAL REPORT

1. This report sets out a brief summary of the main items considered at a meeting of Licensing and Safety Committee held on 11 January 2006.

Licence Conditions Relating to Insurance of Licensed Hackney Carriage/Private Hire Vehicles

2. We received a report of the Director of Legal Services informing us of a problem that has arisen regarding the insuring of licensed vehicles and seeking approval of a new licence condition to address the problem.
3. It is a requirement upon licensing that a hackney carriage or private hire vehicle must have a valid certificate of insurance and produced at the time of being licensed. Often this is a cover note for a period of one month and it is becoming increasingly difficult to identify the proprietors who do not subsequently produce a full certificate of insurance.
4. Currently there is no licence condition making a vehicle proprietor responsible for producing an up to date insurance for the licensed vehicle and often the only time this is checked is when the licence is due for renewal.
5. We agreed to an additional licence condition for both hackney carriage and private hire vehicle. This will ensure that when the insurance is produced with the application for or renewal of a licence is due to expire before the date of expiry of the licence, a current insurance document must be produced either on or before the date when the original insurance expires. It will be the responsibility of the licensee to ensure that a current insurance document is produced to the Licensing Section, failure to do so may result in the suspension of the licence.

Licence Conditions Relating to Colour of Licensed Vehicles

6. We received a report of the Director of Legal Services seeking approval to a change of licence conditions relating to the colour of licensed vehicles.
7. The Council currently has a 'mixed fleet' of hackney carriage (ie London style taxis and other vehicles) the colour difference between hackney carriages and private hire vehicles is of great significance to maintain a distinction between the two to enable members of the public to distinguish between those vehicles that are licensed as hackney carriage vehicles and can ply for hire and private hire vehicles that must be booked in advance.

8. These conditions are no longer effective, because of the various classes of vehicles that have been introduced in recent years making the use of the term 'saloon car' inappropriate as a means of maintaining the colour differential.
9. We agreed to an additional condition that the colour of a hackney carriage vehicle unless a purpose built hackney carriage should be white and the colour of a private hire should not be white.
10. The only exception related to a silver people carrier that is currently a Hackney Carriage but will continue to trade in that colour on the proviso that when the vehicle is replaced it must conform to the new conditions.

Amendments to Delegation Scheme - Spent Convictions

11. We received a report seeking approval to a policy and amendments to the delegation to the Director of Legal Services regarding applications for private hire and hackney carriage vehicle licences where spent convictions exist.
12. The changes would allow officers to have delegated power to issue private hire and hackney carriage drivers licence where convictions would ordinarily be 'spent' under the Rehabilitation of Offenders Act 1974 unless the offence is of a serious nature.
13. We agreed the policy on spent convictions and amendment to the delegated power of the Director of Legal Services and requested the Council to amend the Constitution.

Suspension of Private Hire Drivers Licence

14. We received a report of the Director of Legal Services bringing our attention to the suspension of a Private Hire Drivers licence under delegated powers.
15. We gave consideration to the circumstances leading to the suspension of the licence and in the light of the information available and explanations given by the licensed driver who attended the meeting.
16. The Committee agreed to revoke the private hire drivers licence as we considered him not a fit and proper person to hold a licence and gave our reasons for the decision.

Recommendations

17. The Council is requested to note this report.

18. That approval be given to the amendment of Appendix 2, Part C of the Council's Constitution to enable the Director of Legal Services to deal with the following matters.

5.17 To grant or renew private hire and hackney carriage drivers licence where the convictions would ordinarily be "spent" under the Rehabilitation of Offenders Act 1974 unless the offence is of a serious nature eg offences of a sexual nature, burglary, serious assaults or where the Director of Legal Services is of the view that the offences are relevant to the application eg a series of offences over a number of years.

COUNCILLOR R SNAPE
Chairman of the Licensing and Safety Committee

GKB

There are no background papers to this report.

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REPORT OF AUDIT COMMITTEE

GENERAL REPORT

1. This report gives a brief summary of the items discussed at the meeting of the Audit Committee held on 9 January 2006.

Interim Report on Internal Audit Activities as at 9 December 2005

2. We received an interim report from the Director of Finance on the work undertaken in respect of the Annual Audit Plan during the first, second and third quarters of 2005/06 and provided details on further review investigation and other Internal Audit activities during the period.
3. Attached to the report was an assessment and rating on the adequacy of the control for each of the systems examined by the Internal Audit Section during the period.
4. The report highlighted a number of items of work that were being look at by the Internal Audit Service in a wide range of areas across the Authority that fall under the following headings.
 - Main Financial and other Significant Systems
 - Reviews into Key Business Risk Areas.
 - Audit Specialisms.
 - Work in Progress.

Under Audit Specialisms we expressed concern over the accuracy of the Best Value Performance Indicators.

5. The Review of Best Value Performance Indicators (BVPI's) was given an assurance rating of Limited. The indicators to be reviewed were selected using a selection criteria agreed with the Audit Commission. This resulted in the relation of 15 separate BVPI's covering a range of Units scrutiny. In only four cases could the figure be verified as accurate and free from interpretation. In all remaining cases the figure required some kind of amendment or alteration.
6. A number of recommendations were submitted to address the control weaknesses identified and to ensure that improvements in procedures are implemented for the accurate capture of data and calculation of figures for the current financial year.
7. Committee Members expressed their concern about the cost of regulation and an assurance was sought that the Council uses its limited resources to its best effect in terms of gathering and validating the data. Assurances

were given that with respect to the audit input there is a risk-based approach that targets areas to be targeted.

8. We raised the issue regarding the Council's approach to partnership arrangements and whether any audit work would be undertaken in this area. We were informed that the initial audit planning work for 2006/07 had identified this area as requiring some audit input and would be dealt with as part of the 2006/07 plan.

Civil Contingencies

9. We received a report from the Audit Commission on the new requirements of the Civil Contingencies Act relating to the authority.

Local authorities have seven main duties.

- risk assessment;
 - business continuity management;
 - emergency planning;
 - maintaining public awareness and arrangements to warn, inform and advise the public;
 - promotion of business continuity management to the commercial sector and to voluntary organisations;
 - co-operation; and
 - information sharing.
10. A self-assessment checklist based on the self-assessment tool : local authority emergency planning and business continuity' was used to approach this audit.
 11. The Authority had responded to the Civil Contingencies Act and had updated the Emergency Plan and developed a Business Continuity Plan. The main elements to comply with the Act were in place or under development.
 12. Some areas of improvement were identified with recommendations given in the form of an Action Plan.

Other Work in Progress

13. The Committee received from the Audit Commission representative attending the meeting, a number of other activities that his organisation were working on within the Authority, these included
 - Performance Indicators Report.
 - Performance Management Update.
 - Early closedown of the 2005/06 Accounts.

14. Continuous work was being made on the Annual Audit Inspection on which the Audit Commission was hoping to report to the next meeting of the Committee on 6 March 2006.

Recommendation

15. The Council is recommended to note this report.

COUNCILLOR MCGOWAN
Vice Chair of Audit Committee

GKB

There are no background papers to this report.

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REPORT OF OVERVIEW AND SCRUTINY COMMITTEE AND PANELS

GENERAL REPORT

1. This report briefly summarises the business transacted at the Overview and Scrutiny Committee held on 15 December 2005, as well as a brief summary of the recent activities and matters discussed at meetings of the Community and Environment Overview and Scrutiny Panel. There has been no meeting of the Customer Overview and Scrutiny Panel since last Council.
2. The meeting of the Overview and Scrutiny Committee meeting held on 19 January 2006 will be reported to the next Council meeting on 7 March 2006.

Overview and Scrutiny Committee 15 December 2005

Sustainable Resources - Preferred Options Document and Draft Supplementary Planning Document

3. We received a report of the Head of Development and Regeneration on the draft Preferred Options Document and Supplementary Planning Document on Sustainable Resources that will form part of the Local Development Framework.
4. The Executive Cabinet at its meeting on 1 December 2005 had requested this Committee to ask the Environment Overview and Scrutiny Panel to examine how the Council could encourage the use of renewable energy within the Borough and how the Council would take a lead on this issue on a cost neutral basis.
5. The Committee expressed a view that this was a large topic for the Environment Overview and Scrutiny Panel to consider and that a specific area should be looked at.
6. The Committee agreed to invite the Executive Member for Customer, Policy and Performance to the next meeting to clarify the decision of the Executive Cabinet.

Revenue Budget Monitoring - 2005/06

7. We received from the Director of Finance a report setting out the Council's current financial position as compared against the budgets and efficiency savings targets it had set itself for 2005/06 for the General Fund and Housing Revenue Account.
8. We were informed that action had been taken to reduce an overspend with further savings being investigated. The position had been improved since

the last monitoring report as a result of the actions taken and would continue until such time as the budget position improved.

Contact Chorley - Achieving The Strategy

9. We received a report from the Head of Customer, Democratic and Office Support Services explaining the measures to be undertaken during the next twelve months to enable the implementation of the third phase of the 'Strategy for an Accessible Public Service One Stop Contact Centre' which was adopted in March 2002.

Forward Plan

10. We received the Council's Forward Plan which set out details of the key decisions which the Executive Cabinet, individual Executive Member or officers were expected to take during the four month period commencing from 1 December 2006.
11. We noted that some of the items on the previous Forward Plan had been dealt with and some items rolled forward to the January Plan.

Refuse and Recycling Collection Services

12. I accepted as urgent, consideration of this item, not included on the agenda in order to consider a request received from a Councillor for a scrutiny inquiry into a proposal to change collection points for waste and recycling, within the Withnell area of Chorley. The request raised a number of issues that required to be addressed.
13. The Committee accepted that there were problems in outlying areas of the Borough and that areas such as Withnell had only just been introduced to the new enhanced recycling contract. Answers and explanations to these difficulties would be best addressed by the Head of Environmental Services at the next meeting of the Environmental Overview and Scrutiny Panel.

Environment Overview and Scrutiny Panel - Meeting held on 5 January 2006

Refuse and Recycling Collection Services

14. Members were due to discuss with the Head of Environmental Services the Councils refuse and recycling collection service and the recent difficulties being experienced by some residents, but due to unforeseen circumstances he was unable to attend the meeting. The Overview and Scrutiny Committee had referred this matter to the Panel for consideration.

Management of the Councils Cemeteries Service

15. As requested at the last meeting of the Panel the Head of Public Space Services attended the meeting to inform Members and provide them with a better understanding of the management of the Council's cemeteries service, prior to the submission to a future meeting of a Consultant's report.
16. He informed Members of the work currently nearing completion on the extension to the Chorley Cemetery to enable the provision for burials for the Muslim community. The project was delayed by new regulations on environmental protection, however the work had been completed under budget. Minor alterations to the Cemetery rules would be made to accommodate the cultural differences. The completion of the scheme will be a great success and a valuable addition to the environment of the cemetery.

Highways Partnership and Call-Out to Incidents of Flooding

17. As requested at the last meeting of the Panel, the Head of Public Space Services attended the meeting to inform Members of the contingency plans that would be in place for reported incidents of flooding after the termination of the Lancashire Highways Partnership on 30 June 2006.

Community Overview and Scrutiny Panel - Meeting held on 4 July 2006

18. The Panel has met once since the last Council meeting on 4 January 2006 primarily to consider progress on the scrutiny inquiry into public participation in the Council's decision making process.
19. The Panel received reports from the Panel members who had been able to attend the recent meetings of Pendle Borough Council's West Craven Area Committee and Colne Area Committee and South Ribble Borough Council's Western Parishes Area Committee. The Panel is also arranging to attend, as observers, West Lancashire District Council's Planning Committee meeting on 19 January and the meetings of two neighbouring Lancashire Borough Councils which allow the public to speak at their meetings. In addition, Members are also planning to attend the West Lancashire District Council meeting held as an Assembly on 25 January to observe this alternative concept of public engagement.

Recommendation

20. The Council is recommended to note this report.

COUNCILLOR J WALKER
Chair of Overview and Scrutiny Committee

GKB

There are no background papers to this report.

REPORT OF EXECUTIVE CABINET

CAPITAL PROGRAMME 2005/06 - PROGRESS REPORT

1. We were presented with a report from the Group Director (Service Group A) on the progress of the 2005/06 Capital Programme and seeking approval of a number of recommendations from the Capital Programme Board.
2. The Capital Programme Board was set up in May 2005 with the objective of putting into place firm foundations for the future performance management and control of the Capital Programme. The remit of the Board is to:
 - develop key performance indicators;
 - categorise the capital programme to distinguish between fully approved and financed schemes and those waiting in the pipeline for future consideration and approval;
 - develop and implement the Council's project management methodology.
3. In order to maintain the Council's financial position in 2005/06, the Capital Programme Board has made a number of recommendations affecting schemes or projects that are either overspending or require additional resources, in addition to a number of new Category C schemes recommended for approval. We endorsed the recommendations and commend them to the Council for approval.
4. A copy of the Director of Finance's report is attached to this report so that the Council Members are able to take account of all the relevant factors before taking decisions on the capital programme.

Recommendations

5. The Council is recommended:
 - (a) to approve the revised Capital Programme for 2005/06 in the sum of £15,749,770 as outlined in the attached report; and
 - (b) to approve the following recommendations of the Capital Programme Board:

Exception Reports

- i) that the Head of Housing Services reduce expenditure on other categories of the 2005/06 Housing Revenue Account to cover the reported overspending of £375,000 and to keep within current budget;
- ii) that Phase 3 of the Chapel Street Enhancement Scheme be placed on the pipeline reserve list (Category C) for future consideration when resources become available;
- iii) that the Head of Public Space Services be requested to complete the Friday Street Car Park Scheme in 2005/06 from the existing approved capital budget;
- iv) that the Head of Public Space Services be requested to bring forward an Outline Business Case for the proposals relating to the Fleet Street Car Park, for consideration at a future meeting of the Capital Programme Board;

New Capital Schemes and Projects

- v) that the following new schemes and projects be placed on the pipeline reserve list (Category C) for future consideration when resources become available:

1. Warden Patrol Vans and CCTV Digital Recorders
2. Enhanced Recycling - Phase 3
3. Kerbside Recycling - Service Capacity and Improvements
4. Recycling Bring Site expansion
5. Litter bin replacement programme and On street litter/dog waste/recycling bins
6. Legal Case Management ICT Systems

COUNCILLOR J WILSON
Executive Leader

AU

There are no background papers to this report.

Report of	Meeting	Date
Group Director A (Introduced by the Executive Leader, Councillor J Wilson)	Executive Cabinet	12/01/2006

CAPITAL PROGRAMME 2005/06 PROGRESS REPORT

PURPOSE OF REPORT

- To update members on the progress of the 2005/06 Capital Programme and to outline the achievements of the Capital Programme Board.
- To seek member approval and support for a number of recommendations from the Capital Programme Board.

CORPORATE PRIORITIES

- The schemes within the Capital Programme contribute to the achievement of all of the Council's corporate priorities.

RISK ISSUES

- The issues raised and recommendations made in this report involve risk considerations in the following categories:

Strategy	✓	Information	
Reputation	✓	Regulatory/Legal	
Financial	✓	Operational	
People		Other	

- The Capital Programme sets out the Council's strategic investment plans and if these are not delivered it will not fully achieve its strategic objectives and runs the risk of damaging the Council's reputation.
- In addition the Capital Programme carries a significant financial risk. This is in terms of ensuring value for money, maximising resources available and managing the programme to ensure impact on the revenue account.

BACKGROUND

- The Council has established a Capital Programme Board to maintain a strategic oversight of the Council's Capital Programme. The Board is chaired by the Group Director A and is supported by the Project Support Officer who was appointed towards the end of 2004.
- The Board's first meeting was on 3 May 2005 and since then it has met on 5 occasions. To date work has focused on a number of key areas aimed at putting into place firm foundations for the future performance management and control of the Capital Programme. These include:
 - The development of key performance indicators.

- (b) The categorisation of the programme to distinguish between fully approved and financed schemes and those waiting in the pipeline for future consideration and approval.
- (c) Continuing the roll out of the Council’s project management methodology.

9. Whilst significant progress is being made in each of the areas listed above, Members must recognise that there are only limited resources devoted to this and it will take time to fully implement the changes. This is especially true of the planned roll out of the project management methodology given that there are over 100 projects in the programme all at differing stages of delivery. All new schemes are now subject to full use of the methodology with existing schemes being brought into the framework in a planned way under the guidance of the Project Support Officer.

HOW ARE WE PERFORMING?

- 10. The Capital Programme Board is making good progress but as it does so a number of issues and problems are coming to light which need addressing. These are inherent in the way that the programme has been managed and operated in the past and it is the structured approach now being applied that has brought them to the fore giving the opportunity to correct them going into the future.
- 11. In considering the progress and issues to date I will discuss in turn each of the Programme Board’s key areas of work outlined at point 8 above.

(A) The development of Key Performance Indicators

12. High level monitoring of the Capital Programme is carried out through 4 Performance Indicators. A full description of each of these indicators was given to Executive Cabinet on 3 November 2005. Table 1 lists these and shows targets and current performance against that last reported to Executive Cabinet on 3 November.

Table 1 - Capital Programme 2005/06 - Key Performance Indicators

Performance Indicator	Target 2005/06	Performance	
		At 03/11/05	Current
1. The % of the Capital Programme budget actually spent	% 70	% 42	% 66
2. The % of capital schemes intended to be completed during the year actually completed	To be determined	22	36
3. The % of projects using the toolkit	50	15	22
4. The % of successful projects (from those measured)	80	No data available	100

13. Performance is improving against each of the indicators in Table 1. This is encouraging and shows that the work of the Board is beginning to make a difference. However, there is much to do and it is estimated that it will take a future 12 to 18 months to fully embed the project management methodology.

(B) Categorisation of the Programme

14. The Capital Programme has been broken into categories to improve monitoring and control procedures. Some confusion has arisen over the meaning and use of these and to clarify the situation the Board have approved the following definitions and guidance -

The Capital Programme:

This constitutes the schemes that are approved and fully funded. It incorporates both Category A and B schemes with the distinction being:

Category A - those schemes that are in the implementation phase. It is these schemes that are monitored using the 4 Performance Indicators shown in Table 1.

Category B - those schemes that are approved and fully funded but not yet in the implementation phase. Once commitments are made, or the work starts, these schemes transfer to Category A and are included for monitoring in the 4 Performance Indicators.

The Pipeline (Category C):

This constitutes a reserve list of schemes for which an outline business case has been approved but there is no funding allocated and no authority to progress. Schemes can only move from the pipeline into the Capital Programme upon formal approval by the Council.

15. At Executive Cabinet on 3 November 2005 expected capital spending in 2005/06 of £18,950,450 was reported. The Director of Finance reported at that meeting that to finance this level of expenditure may require increased borrowing of up to £2.5 million.
16. Since that meeting the Capital Programme Board have continued to carefully monitor the situation and can now report that expected capital spending in 2005/06 has reduced to £15,749,770. Table 2 summaries the position and full details are provided in Appendix 1.

Table 2 - Capital Programme 2005/06 - Total Capital Spending

Executive Cabinet Date	Details	£	Note
3 Nov 2005	Total Spending	18,950,450	A B
	<u>Less</u>		
	(1) Slippage to future years	(3,098,100)	
	(2) Other changes	(102,580)	
12 Jan 2006	Revised Total Spending	<u>15,749,770</u>	

Note A : A scheme by scheme analysis of the expenditure slipping into future years is given in column 3 of Appendix 1

Note B : A scheme by scheme analysis of the other changes is given in column 4 of Appendix 1 and further comments are provided in Appendix 2.

17. At this lower level of expected capital spending in 2005/06 it is anticipated that there will be no borrowing requirement to finance the programme. This does however depend upon the capital receipts forecast for the remainder of the year actually being received.

18. Whilst the position in 2005/06 is much improved from that previously reported, members need to understand that the slippage of £3,098,100 will impact directly on future years. The Director of Finance is currently compiling a report looking at the 3 year Capital Programme 2006 to 2009 which he will present to Executive Cabinet on 9 February 2006.

(C) Continuing to roll out the Council's Project Management Methodology

18. This is the most time consuming part of the work and yet the one that will deliver the biggest benefits. To date 22% of projects are using the methodology in some form and it is a requirement for any new schemes to be fully compliant.
19. A project management training programme is due to commence early in the new year which will include overview training of the toolkit, surgery sessions, one to ones and training for board members. This combined with comprehensive documentation, will help to increase the percentage of projects using the toolkit.

PROGRAMME BOARD RECOMMENDATIONS

20. As the project management methodology is rolled out there will increasingly be issues referred to the Board which have resource implications or require a decision for the inclusion of a project in the programme. The Board has no powers to take these decisions but will make appropriate recommendations to Executive Cabinet and Council for consideration.
21. Set out below is a summary of requests received at the last meeting of the Capital Programme Board on 14 December 2005 and in each case the Board's recommendation. These are listed under the two headings of Exception Reports and New Schemes and Projects -

Exception Reports

22. Using the project management methodology any bid for additional resources must be in the form of an 'Exception Report' which provides reasons for the proposed increase and requests such additional funds.

(A) Housing Revenue Account - Housing Investment Programme (HIP) 2005-06

An exception report was submitted by the Head of Housing Services showing significant overspending of £375,000 in this year's programme. Much of this has either been spent or committed without any prior approval and the Head of Service was requesting extra resources to cover this.

Board Recommendation - That the Head of Housing Services reduce expenditure on other categories of the Housing Revenue Account - HIP 2005/06 to keep within current budget.

(B) Chapel Street Scheme

An exception report was submitted by the Head of Public Space Services requesting an additional £95,000 to carry out Phase 3 of the scheme. Phases 1 and 2 together have a total cost of £385,000 against an approved budget of £400,000. This leaves only £15,000 available for Phase 3 which is expected to cost £110,000 (shortfall £95,000).

Board Recommendation - To categorise Phase 3 of the Chapel Street Enhancement Scheme as Category 'C' and as such on the pipeline reserve list for future consideration when resources become available.

(C) Car Park Improvements

An exception report was submitted by the Head of Public Space Services requesting an additional £20,000 to carry out works to two of the Council's car parks:

- Fleet Street Car Park : refurbishment and relocation of the staff parking area
- Friday Street Car Park : convert the lorry park into a Pay and Display car park from Monday to Saturday (8am to 6pm) and a lorry park outside these hours. Also incorporates new lighting for the whole car park.

Board Recommendations - (1) To complete the Friday Street Car Park scheme in 2005/06 from the existing approved capital budget. (2) To request that the Head of Public Space Services brings forward an Outline Business Case for the proposals relating to the Fleet Street Car Park for consideration at a future meeting of the Capital Programme Board.

New Schemes and Projects

23. As the Council strives to achieve its strategic objectives there will inevitably be requirements for capital investment in new projects and schemes. To facilitate this a clear process is required which is understood by all members and officers.
24. The process that we will use from now onwards is defined by the project management methodology. This uses as its starting point the submission of an outline business case to the Capital Programme Board. If, after considering this, the Board feel that the scheme or project has a good fit with the Council's strategic objectives it will recommend that it is approved as a Category C scheme. This means that it is placed on the reserve list awaiting the submission and approval of a full business case and, of particular importance, the formal approval by Council of resources to fund the scheme or project. At this stage it will move out of the pipeline and into the Capital Programme with a classification of either 'A' or 'B' depending on the implementation start date.
25. At the Capital Programme Board meeting on 14 December 2005 a number of outline business cases for new schemes or projects were submitted for consideration. These have been attached to this report in full as outlined in Table 3.

Table 3 - Outline Business Cases for proposed New Capital Schemes and Projects

Strategic Objective	Outcome	Outline Business Case	Appendix No.
Develop the character and feel of Chorley as a good place to live	More people will be satisfied with Chorley as a place to live	1. Warden Patrol Vans and CCTV Digital Recorders	3
		2. Enhanced Recycling - Phase 3	4
		3. Kerbside Recycling - Service and Capacity Improvements	5
		4. Recycling Bring site expansion	6
		5. Litter bin replacement programme and On Street litter/dog waste/Recycling bins	7

Table 3 (continued)

Strategic Objective	Outcome	Outline Business Case	Appendix No.
Ensure Chorley Borough Council is a performing organisation	Community aspirations are delivered through the efficient use of resources and effective performance management	Legal Case Management ICT System	8

Board Recommendation - That each of the new schemes and projects listed in Table 3 be included as Category 'C' schemes and as such on the pipeline reserve list for future consideration when resources become available.

SUMMARY

- 26. The work of the Capital Programme Board is now having an impact but it will take time for it to become fully effective. The key to this is for the project management methodology to be rolled out and embedded in the management of the programme.
- 27. In the current year (2005/06) savings have been made and slippage of expenditure identified which allow the programme to be financed without recourse to borrowing. This is encouraging but members need to note that slipped expenditure will have a direct impact on future years. The Director of Finance will report separately on this to Executive Cabinet on 9 February 2005.
- 28. To maintain the financing position in 2005/06 the Capital Programme Board have made a number of recommendations regarding schemes or projects that are either overspending or require extra resources.
- 29. In addition the Board have also recommended for approval a number of new pipeline schemes (Category C).

COMMENTS OF THE HEAD OF HUMAN RESOURCES

- 30. There are no direct capacity implications contained within this report. However, HR fully support the use of the project management material and the current training which is currently being provided.

COMMENTS OF THE DIRECTOR OF FINANCE

- 31. It is now estimated that the financing of the 2005/06 capital programme will not require the use of prudential borrowing. In brief, the reasons are as follows:

	£
Estimated borrowing as at 3 November 2005	2,500,000
Less slippage of expenditure to 2006/07	(2,034,070)
Less expenditure savings in 2005/06	(149,420)
Add expenditure increases in 2005/06	<u>29,540</u>
Sub total	346,050
Less increased use of capital receipts	(346,050)
Estimated borrowing as at 12 January 2006	<u>0</u>

32. In order to achieve the financing of the 2005/06 programme without resorting to borrowing, it is still necessary to achieve capital receipts from approved disposals at Crosse Hall Lane, King Street Depot and Harrison Road Adlington before the end of the year, and for Right To Buy sales of dwellings to reach the estimated level.
33. The Capital Programme Board is preparing recommendations in respect of the 2006/07 to 2009/10 Capital Programme, which will be presented to the next meeting of Executive Cabinet. This report will take account of the slippage to 2006/07 of expenditure in respect of committed schemes that otherwise would have been financed by borrowing in 2005/06.

RECOMMENDATION(S)

34. That the Revised Capital Programme for 2005/06 in the sum of £15,749,770 be approved.
35. That the following recommendations of the Capital Programme Board be approved -

Exception Reports

- (a) That the Head of Housing Services reduce expenditure on other categories of the Housing Revenue Account - HIP 2005/06 to cover the reported overspending of £375,000 and to keep within current budget.
- (b) That Phase 3 of the Chapel Street Enhancement Scheme be placed on the pipeline reserve list (Category C) for future consideration when resources become available.
- (c) That the Head of Public Space Services be requested to complete the Friday Street Car Park Scheme in 2005/06 from the existing approved capital budget.
- (d) That the Head of Public Space Services be requested to bring forward an Outline Business Case, for the proposals relating to the Fleet Street Car Park, for consideration at a future meeting of the Capital Programme Board.

New Capital Schemes and Projects

- (e) That the following new schemes and projects be placed on the pipeline reserve list (Category C) for future consideration when resources become available:
1. Warden Patrol Vans and CCTV Digital Recorders
 2. Enhanced Recycling - Phase 3
 3. Kerbside Recycling - Service Capacity and Improvements
 4. Recycling Bring Site expansion
 5. Litter bin replacement programme and On street litter/dog waste/recycling bins
 6. Legal Case Management ICT Systems

REASONS FOR RECOMMENDATION(S) (If the recommendations are accepted)

36. To revise the 2005/06 Capital Programme to bring spending into line with resources without the need for external borrowing.
37. To minimise the impact on the 2005/06 capital programme of schemes that are either overspending or require additional resources.
38. To bring forward new schemes which members may consider for inclusion in the future Capital Programme.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

39. None.
PAUL MORRIS
GROUP DIRECTOR

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Paul Morris	5101	3/1/2006	Capital Programme Progress Report January06

Capital Programme - 2005/06

Scheme	2005/06 Current Budget £	Change of Category £	Slippage to 2006/07 £	Other Changes £	2005/06 Revised Estimate £	External Funding £	CBC Funding £
<u>CATEGORY A SCHEMES</u>							
<u>Corporate Programmes - e-Government</u>							
Revenues & Benefits eGovernment	7,000	1,030			8,030	8,030	0
Financial systems upgrades (PARIS income system)	22,700				22,700	22,700	0
Replacement core financial systems	43,860			2,340	46,200	0	46,200
Digitisation of Records	85,330			2,000	87,330	79,310	8,020
Computer Network Improvements (Business Continuity)	62,670				62,670	0	62,670
e-Democracy Software	30,000			(4,000)	26,000	26,000	0
PSS Computer Aided Design Systems	14,180			(13,660)	520	0	520
PSS Computerised Cemetery records	13,670				13,670	0	13,670
PSS DIP/FLARE	0	24,000			24,000	0	24,000
PSS Fleet Management	0	7,000		1,500	8,500	0	8,500
Intranet Redesign and Update	33,790				33,790	0	33,790
Annual leave & flexitime system	15,000			(1,750)	13,250	0	13,250
IT Support (incl. salary capitalisation)	30,000			45,820	75,820	75,820	0
Records management	600				600	600	0
Pay Modeller System re Job Evaluation	17,500				17,500	0	17,500
National Land & Property Gazetteer	1,590				1,590	0	1,590
Corporate DIP implementation	0	8,000			8,000	0	8,000
Integration of CRM & Workflow with Back Office	0	50,000			50,000	50,000	0
Total - e-Government	377,890	90,030	0	32,250	500,170	262,460	237,710
<u>Corporate Programmes - Office Accommodation</u>							
Bengal Street Improvements, CCTV and New Building	138,110			12,120	150,230	0	150,230
Town Hall Disabled Access and Refurbishment	1,333,910	5,000		88,000	1,426,910	0	1,426,910
Gillibrand Street Annexe Refurbishment 2005/06	55,000			(25,370)	29,630	0	29,630
Union Street Offices - Refurbishment	17,580				17,580	0	17,580
Union Street Offices Heating and Ventilation	5,000			(3,500)	1,500	0	1,500
Total Office Accommodation	1,549,600	5,000	0	71,250	1,625,850	0	1,625,850

Scheme	2005/06	Change of Category	Slippage to 2006/07	Other Changes	2005/06	External Funding	CBC Funding
	Current Budget				Revised Estimate		
	£	£	£	£	£	£	£
<u>Corporate Programmes - Strategic Measures</u>							
Capitalised Restructuring Costs	116,460				116,460	0	116,460
Project Management Support Capitalisation	40,000				40,000	0	40,000
EGLR - contribution to Holy Cross AW Pitch	250,000				250,000	250,000	0
EGLR - environmental mitigation works	103,020				103,020	103,020	0
ODPM e-Voting 2004/05 - 2005/06	903,880				903,880	903,880	0
Total Strategic Measures	1,413,360	0	0	0	1,413,360	1,256,900	156,460
<u>Leisure and Cultural Services</u>							
Replace filter Brinscall swimming pool	20,000			(820)	19,180	0	19,180
All Seasons Leisure Centre Refurbishment	9,630				9,630	0	9,630
Astley Hall Refurbishment (Phase I slippage & II)	20,560			(2,840)	17,720	0	17,720
Astley Hall Gas Supply	0	12,000			12,000	0	12,000
YVP Replacement of Bridges	95,660				95,660	20,700	74,960
Leisure Centres Capital Grant for Investment	845,000		(802,750)		42,250	0	42,250
Leisure Centres Maintenance Liability	350,000		(332,500)		17,500	0	17,500
Leisure Centres DDA Works	147,000		(139,650)		7,350	0	7,350
Total Leisure and Cultural Services	1,487,850	12,000	(1,274,900)	(3,660)	221,290	20,700	200,590
<u>Public Space Services</u>							
Traffic Calming/Estate Improvements	185,230				185,230	0	185,230
Replacement Borough Boundary Signs	23,360			(17,470)	5,890	0	5,890
Extension to Chorley Cemetery (new burial area)	157,510		(10,000)	(68,970)	78,540	0	78,540
Cemetery memorial safety	0	1,130			1,130	0	1,130
Resurface Footpaths Chorley and Adlington Cemeteries	0	2,620			2,620	0	2,620
Car parking measures following new Chorley Interchange	16,700				16,700	0	16,700
Euxton Play Facilities (S106 funded)	1,100				1,100	1,100	0
Purchase and erection of bus shelters	0	8,130			8,130	0	8,130
Total Public Space Services	383,900	11,880	(10,000)	(86,440)	299,340	1,100	298,240

Scheme	2005/06	Change of Category	Slippage to 2006/07	Other Changes	2005/06	External Funding	CBC Funding
	Current Budget				Revised Estimate		
	£	£	£	£	£	£	£
<u>Environmental Services</u>							
New and Replacement Litter and Dog Waste bins	18,610				18,610	0	18,610
DEFRA 2004/05	116,420				116,420	110,710	5,710
Public Toilets Upgrade and Refurbishment Programme	129,690			(23,690)	106,000	0	106,000
Recycling bring sites/bins, boxes, lids and sacks 2005/06	122,000			31,330	153,330	18,250	135,080
Total Environmental Services	386,720	0	0	7,640	394,360	128,960	265,400
<u>Housing Services (General Fund)</u>							
Vacant Property Initiative	36,000				36,000	0	36,000
Gillibrand Disabled Adaptations (S106 funded)	10,000				10,000	10,000	0
Disabled Facilities Grants	399,130				399,130	206,480	192,650
Home Repair Assistance & Energy Grants	280,000				280,000	0	280,000
Handy Person Scheme	15,000				15,000	0	15,000
Group Repair Schemes	24,500				24,500	0	24,500
Slum Clearance	34,000				34,000	0	34,000
Total Housing Services (General Fund)	798,630	0	0	0	798,630	216,480	582,150
<u>Corporate & Policy Services</u>							
Adlington CCTV Cameras	40,000				40,000	40,000	0
Coppull Spendmore Lane CCTV Cameras	30,000			50	30,050	30,050	0
Total Corporate & Policy Services	70,000	0	0	50	70,050	70,050	0
<u>Property Services</u>							
Service Centre on Portland St Car Park	5,370				5,370	0	5,370
Ackhurst Lodge Refurbishment	84,970			920	85,890	0	85,890
Total Property Services	90,340	0	0	920	91,260	0	91,260

Scheme	2005/06				2005/06	External Funding £	CBC Funding £
	Current Budget £	Change of Category £	Slippage to 2006/07 £	Other Changes £	Revised Estimate £		
<u>Development & Regeneration</u>							
Chapel Street Environmental Enhancement (Phase II)	316,450				316,450	0	316,450
Strategic Regional Site	115,430	2,159,220		(1,000)	2,273,650	114,430	2,159,220
Design Fees	103,550				103,550	0	103,550
Astley Park Improvements - Construction	12,170	486,320			498,490	400,800	97,690
Groundwork Projects	0	30,000			30,000	0	30,000
Total Development & Regeneration	547,600	2,675,540	0	(1,000)	3,222,140	515,230	2,706,910
TOTAL GENERAL FUND PROGRAMME	7,105,890	2,794,450	(1,284,900)	21,010	8,636,450	2,471,880	6,164,570
<u>Housing Services (Housing Revenue Account)</u>							
Achieving Decent Homes Standard	232,000				232,000	82,000	150,000
Replacement Windows & Doors	886,000				886,000	886,000	0
Community Safety	91,000				91,000	91,000	0
Estate Improvements & Regeneration	119,000				119,000	79,000	40,000
Adaptations for Disabled	250,000				250,000	250,000	0
Major Void Works	250,000				250,000	250,000	0
External Site Works	100,000				100,000	100,000	0
Fascias and Soffitts	60,000				60,000	60,000	0
Capitalised Salaries	110,000				110,000	0	110,000
TOTAL HOUSING REVENUE ACCOUNT PROGRAMME	2,098,000	0	0	0	2,098,000	1,798,000	300,000
TOTAL CATEGORY A SCHEMES	9,203,890	2,794,450	(1,284,900)	21,010	10,734,450	4,269,880	6,464,570

Scheme	2005/06	Change of Category	Slippage to 2006/07	Other Changes	2005/06	External Funding	CBC Funding
	Current Budget				Revised Estimate		
	£	£	£	£	£	£	£
<u>CATEGORY B SCHEMES</u>							
<u>Corporate Programmes - e-Government</u>							
e-Claims travel and subsistence	6,000				6,000	0	6,000
Microsoft Upgrade	63,960		(42,640)		21,320	0	21,320
Corporate DIP implementation	30,000	(8,000)	(22,000)		0	0	0
Integration of CRM & Workflow with Back Office	50,000	(50,000)			0	0	0
PSS Planting Schemes	0	3,500			3,500	0	3,500
Integration to Land & Property Gazetteer	0	22,500			22,500	22,500	0
Building Control - applications on-line	0	50,000			50,000	50,000	0
Planning - applications on-line	0	78,000			78,000	78,000	0
Environmental Services Integration	0	30,000			30,000	30,000	0
Telephony	0	42,100			42,100	0	42,100
On-line event/form interface	0	10,000			10,000	10,000	0
Access to home/remote & mobile working facilities	0	20,000			20,000	20,000	0
Single business account	0	20,000			20,000	20,000	0
Revenues & Benefits eGovernment	0	99,940			99,940	99,940	0
Total - e-Government	149,960	318,040	(64,640)	0	403,360	330,440	72,920
<u>Corporate Programmes - Strategic Measures</u>							
Invest in Success - Gillibrand Scheme	757,300		(757,300)		0	0	0
Junction Improvements A49/Lancaster Lane (S106 funded)	175,530				175,530	175,530	0
External Funding Pot	20,000		(20,000)		0	0	0
Eaves Green Link Road	4,316,980				4,316,980	4,316,980	0
Total Strategic Measures	5,269,810	0	(777,300)	0	4,492,510	4,492,510	0
<u>Leisure and Cultural Services</u>							
YVP Extension Flood Alleviation	2,500		(2,500)		0	0	0
Astley Hall Gas Supply	12,000	(12,000)			0	0	0
Total Leisure and Cultural Services	14,500	(12,000)	(2,500)	0	0	0	0

Scheme	2005/06	Change of Category	Slippage to 2006/07	Other Changes	2005/06	External Funding	CBC Funding
	Current Budget				Revised Estimate		
	£	£	£	£	£	£	£
<u>Public Space Services</u>							
Cemetery memorial safety	1,130	(1,130)			0	0	0
Signage - Chorley and Adlington cemeteries	5,000			(5,000)	0	0	0
Resurface Footpaths Chorley and Adlington Cemeteries	6,890	(2,620)		(4,270)	0	0	0
Tesco superstore cycle path	63,000				63,000	63,000	0
Purchase and erection of bus shelters	8,130	(8,130)			0	0	0
Euxton Play Facilities (S106 funded)	50,780				50,780	50,780	0
Chorley Play Facilities (S106 funded)	30,000		(30,000)		0	0	0
Total Public Space Services	164,930	(11,880)	(30,000)	(9,270)	113,780	113,780	0
<u>Corporate & Policy Services</u>							
Town Centre CCTV/Control Room equipment	5,670				5,670	0	5,670
Total Corporate & Policy Services	5,670	0	0	0	5,670	0	5,670
<u>Development & Regeneration</u>							
Groundwork Projects	30,000	(30,000)			0	0	0
Astley Park Improvements - Construction	486,320	(486,320)			0	0	0
Total Development & Regeneration	516,320	(516,320)	0	0	0	0	0
TOTAL CATEGORY B SCHEMES	6,121,190	(222,160)	(874,440)	(9,270)	5,015,320	4,936,730	78,590
TOTAL CATEGORY A & B SCHEMES	15,325,080	2,572,290	(2,159,340)	11,740	15,749,770	9,206,610	6,543,160

Scheme	2005/06	Change of Category	Slippage to 2006/07	Other Changes	2005/06	External Funding	CBC Funding
	Current Budget				Revised Estimate		
	£	£	£	£	£	£	£
<u>Financing the Programme (Category A & B)</u>							
Prudential Borrowing	2,015,820	5,000	(1,666,860)	(353,960)	0	0	0
Unrestricted Capital Receipts	3,386,520	42,100	(420,480)	325,290	3,333,430	0	3,333,430
Capital receipt earmarked for Strategic Regional Site	0	2,159,220	0	0	2,159,220	0	2,159,220
Housing Investment Programme Restricted Capital Receipts	732,150	0	0	0	732,150	0	732,150
Ext. Contributions - Developers	5,000,410	0	(30,000)	0	4,970,410	4,970,410	0
Ext. Contributions - Lottery Bodies	400,800	0	0	0	400,800	400,800	0
Ext. Contributions - Other Local Authorities	20,700	0	0	0	20,700	20,700	0
Ext. Contributions - Regional Development Agency etc	115,430	0	0	(1,000)	114,430	114,430	0
Ext. Contributions - Other	100,000	0	0	50	100,050	100,050	0
Government Grants - Local Government On Line	215,610	203,470	0	45,820	464,900	464,900	0
Government Grants - e-Voting Schemes	903,880	0	0	0	903,880	903,880	0
Government Grants - DEFRA Recycling	110,710	0	0	18,250	128,960	128,960	0
Government Grants - Disabled Facilities Grants	206,480	0	0	0	206,480	206,480	0
Government Grants - Planning Delivery Grant	0	128,000	0	0	128,000	128,000	0
Revenue Budget - Specific Revenue Reserves or Budgets	198,570	34,500	(42,000)	(22,710)	168,360	0	168,360
Revenue Budget - Housing Revenue Account	150,000	0	0	0	150,000	0	150,000
Major Repairs Allowance	1,768,000	0	0	0	1,768,000	1,768,000	0
Total Financing (Category A & B)	15,325,080	2,572,290	(2,159,340)	11,740	15,749,770	9,206,610	6,543,160

Scheme	2005/06	Change of Category	Slippage to 2006/07	Other Changes	2005/06	External Funding	CBC Funding
	Current Budget				Revised Estimate		
	£	£	£	£	£	£	£
<u>Memorandum - Total Capital Programme 2005/06</u>							
Category A	9,203,890	2,794,450	(1,284,900)	21,010	10,734,450	4,269,880	6,464,570
Category B	6,121,190	(222,160)	(874,440)	(9,270)	5,015,320	4,936,730	78,590
Category C	3,625,370	(2,572,290)	(938,760)	(114,320)	0	0	0
TOTAL CAPITAL PROGRAMME 2005/06	18,950,450	0	(3,098,100)	(102,580)	15,749,770	9,206,610	6,543,160
<u>Financing the Programme (Categories A to C)</u>							
Prudential Borrowing	2,500,000	0	(2,034,070)	(465,930)	0	0	0
Unrestricted Capital Receipts	3,386,520	0	(421,850)	368,760	3,333,430	0	3,333,430
Capital receipt earmarked for Strategic Regional Site	2,159,220	0	0	0	2,159,220	0	2,159,220
Housing Investment Programme Restricted Capital Receipts	885,810	0	(153,660)	0	732,150	0	732,150
Ext. Contributions - Developers	5,007,910	0	(37,500)	0	4,970,410	4,970,410	0
Ext. Contributions - Lottery Bodies	400,800	0	0	0	400,800	400,800	0
Ext. Contributions - Other Local Authorities	20,700	0	0	0	20,700	20,700	0
Ext. Contributions - Regional Development Agency etc	483,890	0	(368,460)	(1,000)	114,430	114,430	0
Ext. Contributions - Other	100,000	0	0	50	100,050	100,050	0
Government Grants - Local Government On Line	464,900	0	0	0	464,900	464,900	0
Government Grants - e-Voting Schemes	903,880	0	0	0	903,880	903,880	0
Government Grants - DEFRA Recycling	110,710	0	0	18,250	128,960	128,960	0
Government Grants - Disabled Facilities Grants	206,480	0	0	0	206,480	206,480	0
Government Grants - Planning Delivery Grant	128,000	0	0	0	128,000	128,000	0
Revenue Budget - Specific Revenue Reserves or Budgets	273,630	0	(82,560)	(22,710)	168,360	0	168,360
Revenue Budget - Housing Revenue Account	150,000	0	0	0	150,000	0	150,000
Major Repairs Allowance	1,768,000	0	0	0	1,768,000	1,768,000	0
Total Financing (Categories A to C)	18,950,450	0	(3,098,100)	(102,580)	15,749,770	9,206,610	6,543,160

Capital Programme - 2005/06

Scheme	Other Changes £	Savings £	Virements £	Increases £	Total £	Comments
<u>CATEGORY A SCHEMES</u>						
<u>Corporate Programmes - e-Government</u>						
Replacement core financial systems	2,340			2,340	2,340	Exception report to Capital Programme Board required
Digitisation of Records	2,000			2,000	2,000	Increase within tolerance: exception report not required.
e-Democracy Software	(4,000)	(4,000)			(4,000)	Final expenditure less than estimated
PSS Computer Aided Design Systems	(13,660)	(12,160)	(1,500)		(13,660)	£1,500 virement to Fleet Management
PSS Fleet Management	1,500		1,500		1,500	£1,500 virement from CAD Systems
Annual leave & flexitime system	(1,750)	(1,750)			(1,750)	Final expenditure less than estimated
IT Support (incl. salary capitalisation)	45,820		45,820		45,820	Vired from Category C e-Government schemes
Total - e-Government	32,250	(17,910)	45,820	4,340	32,250	
<u>Corporate Programmes - Office Accommodation</u>						
Bengal Street Improvements, CCTV and New Building	12,120			12,120	12,120	Exception report to Capital Programme Board required
Town Hall Disabled Access and Refurbishment	88,000		88,000		88,000	Vired from other refurbishment schemes
Gillibrand Street Annexe Refurbishment 2005/06	(25,370)		(25,370)		(25,370)	Vired to Town Hall improvement scheme
Union Street Offices Heating and Ventilation	(3,500)	(3,500)			(3,500)	Final expenditure less than estimated
Total Office Accommodation	71,250	(3,500)	62,630	12,120	71,250	
<u>Leisure and Cultural Services</u>						
Replace filter Brinscall swimming pool	(820)	(820)			(820)	Final expenditure less than estimated
Astley Hall Refurbishment (Phase I slippage & II)	(2,840)	(1,920)	(920)		(2,840)	Vired to Ackhurst Lodge Refurbishment
Total Leisure and Cultural Services	(3,660)	(2,740)	(920)	0	(3,660)	
<u>Public Space Services</u>						
Replacement Borough Boundary Signs	(17,470)	(17,470)			(17,470)	Final expenditure less than estimated
Extension to Chorley Cemetery (new burial area)	(68,970)	(68,970)			(68,970)	Final expenditure less than estimated
Total Public Space Services	(86,440)	(86,440)	0	0	(86,440)	
<u>Environmental Services</u>						
Public Toilets Upgrade and Refurbishment Programme	(23,690)	(23,690)			(23,690)	Final expenditure less than estimated
Recycling bring sites/bins, boxes, lids and sacks 2005/06	31,330			31,330	31,330	Increase partly offset by £18,250 grant.
Total Environmental Services	7,640	(23,690)	0	31,330	7,640	

Scheme	Other Changes £	Savings £	Virements £	Increases £	Total £	Comments
<u>Corporate & Policy Services</u>						
Coppull Spendmore Lane CCTV Cameras	50			50	50	Matched by external contribution
Total Corporate & Policy Services	50	0	0	50	50	
<u>Property Services</u>						
Ackhurst Lodge Refurbishment	920		920		920	Vired from Astley Hall Refurbishment
Total Property Services	920	0	920	0	920	
<u>Development & Regeneration</u>						
Strategic Regional Site	(1,000)	(1,000)			(1,000)	Final expenditure less than estimated
Total Development & Regeneration	(1,000)	(1,000)	0	0	(1,000)	
TOTAL CATEGORY A	21,010	(135,280)	108,450	47,840	21,010	
<u>CATEGORY B SCHEMES</u>						
<u>Public Space Services</u>						
Signage - Chorley and Adlington cemeteries	(5,000)	(5,000)			(5,000)	Final expenditure less than estimated
Resurface Footpaths Chorley and Adlington Cemeteries	(4,270)	(4,270)			(4,270)	Final expenditure less than estimated
Total Public Space Services	(9,270)	(9,270)	0	0	(9,270)	
TOTAL CATEGORY B	(9,270)	(9,270)	0	0	(9,270)	
<u>CATEGORY C SCHEMES</u>						
<u>Corporate Programmes - e-Government</u>						
Online booking facilities	(15,000)		(15,000)		(15,000)	Vired to IT Support (Category A)
e-Billing	(35,000)		(35,000)		(35,000)	£30,820 vired to IT Support, £4,180 to R&B eGovt
One stop resolution	(50,000)		(50,000)		(50,000)	Vired to Revenues & Benefits eGovt
Revenues & Benefits eGovernment	54,180		54,180		54,180	From e-Billing and One stop resolution
Total - e-Government	(45,820)	0	(45,820)	0	(45,820)	
<u>Corporate Programmes - Office Accommodation</u>						
Upgrade Lancastrian Room Kitchen	(22,000)	(5,870)	(16,130)		(22,000)	Vired to Town Hall improvement scheme
Union Street Offices Heating and Ventilation	(46,500)		(46,500)		(46,500)	Vired to Town Hall improvement scheme

Scheme	Other Changes £	Savings £	Virements £	Increases £	Total £	Comments
Total Office Accommodation	(68,500)	(5,870)	(62,630)	0	(68,500)	
TOTAL CATEGORY C	(114,320)	(5,870)	(108,450)	0	(114,320)	
TOTAL 'OTHER CHANGES'	(102,580)	(150,420)	0	47,840	(102,580)	
<u>Effect on Financing</u>						
CBC Resources	(119,880)	(149,420)	0	29,540	(119,880)	
External resources	17,300	(1,000)	0	18,300	17,300	
TOTAL EFFECT ON FINANCING	(102,580)	(150,420)	0	47,840	(102,580)	

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PROJECT DOCUMENTATION

OUTLINE BUSINESS CASE

Warden Patrol Vans and CCTV Digital Recorders

Release: 1.1

Date: 07/11/05

This Project Utilises Chorley Borough Councils Project Management Methodology

Project Manager: Jim Wild

Programme Board: Capital Programme Board

Outline Business Case

Document Location

The source of the document will be found on the **loop** {insert link here}

Revision History

Date of this revision:

Revision Date	Summary of Changes	Version
07/11/05	First draft	1.0
16/11/05	Update /amendment	1.1

Approvals

This document requires the following approvals:

Name	Date Approved	Link to Approval Minutes	Version
Capital Programme Board			

Distribution

This document has been distributed to:

Name	Title
Rebecca Huddleston	Project Support Office

1 OUTLINE BUSINESS CASE

1.1 Project Background

At the present time the Neighbourhood Warden service operate three high profile vehicles which are used on patrol addressing the problems of anti-social behaviour and targeting areas know as 'Hot Spots'.

The main problem 'Hot Spot' areas are Chorley East, Chorley South West, Clayton Brook and Coppull. The Community Safety Strategy highlights these four areas as priority areas.

Three vehicles, including the CCTV vehicle are fitted with VHS recording CCTV equipment presently using obsolescent video technology. These are used in gathering evidence of anti-social behaviour and capturing corroborative evidence of interactions with Wardens and identifying offenders who may already have anti-social behaviour orders restricting their activities. Our intention is to up-grade both Neighbourhood vehicles and the large mobile CCTV van, replacing the video recording technology with digital recording equipment. All the cameras themselves will be retained to maximise this investment.

Our vehicles will be operational between 0900 - 2300hrs each day of the week. If staff witness anti-social behaviour or a crime whilst out on mobile patrol they can switch on the CCTV unit immediately to record evidence without it being a pre-planned operation. The digital up-grade will improve the picture quality, vital to produce evidence of identity and reduce the amount of storage required for video, up-date all the equipment to modern day standards making the systems compatible with the Borough Council CCTV Control Room. The video recording system is now obsolete the up-grade is evolving technology ready to accept future 'Bolt On's' as technology advances, such as GPS and GSM Connection to mobile phone.

1.2 Project Objectives

- To install digital CCTV up-grade in three Neighbourhood Wardens vehicles.
- To obtain evidence of anti-social behaviour and crime, which will be used to secure or enforce existing anti-social behaviour orders or conviction at court.
- To provide a visible deterrent and improve community safety.
- To capture and retain evidence of interactions with Wardens to promote their safety.
- To monitor problem areas and provide recorded evidence as and when necessary.

Outline Business Case

1.3 Scope

The scope of the project is simply the purchase and installation of a digital CCTV upgrade to 3 neighbourhood warden vehicles.

1.4 Assumptions

- That the Neighbourhood Warden Service will continue to be supported.
- That the service will continue to both operate in essentially present form and continue to develop its capability further.
- The continued delivery of joint Police/Warden operations as over recent years.
- Continuation of support from Housing Services and other enforcement functions.

1.5 Overview of the Business Case and Benefits

This project links to the community strategy in the following ways:

- To secure sustainable reductions in crime and the fear of crime in local communities, reducing crime on the streets.
- Crime reduction - to reduce the number of domestic burglaries, anti social behaviour, youth issues and racially motivated crime.
- To assist in obtaining evidence of environmental crime – flyposting, graffiti and dumping.
- To make Chorley the place of choice to live, work and invest in the North West.
- The Crime and Disorder strategy states that consideration will be given to CCTV and other integrated crime prevention measures in residential areas. These mobile systems reach residential areas not yet covered by static CCTV.

This project also aligns with our:

- continuous improvement obligations;
- crime and disorder partnership obligations;
- desire to offer an improved CCTV facility to outlying areas; and our
- obligation to maximise the utility of existing equipment.

1.5.1 Benefits Plan

Improved digital images are less likely to be challenged in court.

Improved feeling of community safety within the target areas measured by:

- Number of recorded incidents.
- Reduction of crime and anti-social behaviour.
- Improvement in the quantity and quality of the intelligence obtained regarding those responsible.

- Improvement in feelings of safety as recorded by the General Satisfaction surveys.

1.5.2 Gershon Efficiencies

	Efficiencies
Corporate Services	There are likely to be savings in maintenance for the digital recording equipment.
Procurement	The “future proof” nature of the equipment and its commonality with the technology used in other CCTV applications has the potential for effectiveness gains from links to mobile ‘phone networks for improved surveillance and response.
Productive Time	Capturing, sorting, reviewing and copying digitised recordings is much less labour intensive with resultant operational efficiencies.
Transactions	CCTV activities operate in a partnership environment within the enforcement/Police family. Extended recording times with digital equipment means that vehicles can be “on record” permanently whilst patrolling gathering evidence for many agencies.

1.5.3 The Do Nothing Scenario

The Neighbourhood Warden service will continue to be provided however restrictions would be placed on evidence gathering for anti-social behaviour orders and convictions for crime related incidents.

Video technology is rapidly becoming obsolete and there will be increasing problems of downtime and inoperability due to breakdowns.

The courts will always accept the 'Best Evidence' and digital is accepted as such.

2 ESTIMATED PROJECT COSTS

This is an ideal opportunity to provide partial funding to enhance an existing community funded initiative.

Chorley Borough Council will provide staff, vehicles and all running costs.

A DVD/CD reader/writer will be required in the Neighbourhood Warden Office – this will be funded through the existing revenue budget.

Description	Capital Cost Estimate	Revenue Cost Estimate
Purchase, fitting and up grade of equipment to digital in each of the three vehicles.	£13,100	
Running Costs		+ve revenue effect over existing equipment
Total	£13,100	£500 (existing)

3 RECOMMENDED HIGH LEVEL PROJECT MANAGEMENT ARRANGEMENTS

Position	Name	Title
Project Sponsor	John Lechmere	Head of Environmental Services
Senior User	Jim Wild/Audrey Harrison	Senior Neighbourhood Warden/Community Safety Co-ordinator
Senior Supplier	Potentially Quadrant Video Systems plc subject to the procurement process.	
Project Manager	Jim Wild	Senior Neighbourhood Warden

PROJECT DOCUMENTATION

OUTLINE BUSINESS CASE

Enhanced Recycling – Phase Three

Release: 1.1

Date: 16 November 2005

This Project Utilises Chorley Borough Councils Project Management Methodology

Author: Simon Clark

Project Manager: John Lechmere

Programme Board: Capital

Outline Business Case

Revision History

Date of this revision:

Revision Date	Summary of Changes	Version
16/11/05	First Draft	1.0
24/11/05	Minor changes following quality assurance.	1.1

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Capital Programme Board			

Distribution

This document has been distributed to:

Name	Title
John Lechmere	Head of Environmental Services
Rebecca Huddleston	Project Support Officer

1. OUTLINE BUSINESS CASE

1.1 Project Background.

Executive Cabinet have approved the Head of Environmental Services recommendation to extend the enhanced recycling service to the remaining 1500 households in the Borough that are currently classed as difficult access properties for the purposes of refuse and recycling collections. Council Minute 05/EC/146 refers.

1.2 Project Objectives

- To provide an enhanced recycling service to the remaining difficult access properties in the Borough and maximise our income stream through the Lancashire Waste Partnership (LWP) Cost Share Agreement.
- To deliver our service promise to extend the Enhanced Recycling Service to all eligible properties.

1.3 Scope

The scope is to procure a full suite of recycling containers for each of the remaining 1500 households not currently receiving an enhanced recycling scheme.

1.4 Assumptions

The assumptions made are that:

- The capital bid for 'Kerbside Recycling – Service and Capacity Improvements' is successful.
- Contractor resources can absorb the additional recycling collections.
- Containers are available at estimated costs.

1.5 Overview of the Business Case and Benefits

Chorley is a leading recycling authority, having moved our recycling rate from 4% in 2001/2 to 40% (April to September) this year. In April 2005 we introduced an Enhanced Recycling Service that provides 96% of households with an alternate weekly refuse collection service and kerbside recycling service in line with the LWP Cost Share Agreement requirements.

Outline Business Case

This has been achieved in large part through successful bids to the DEFRA Waste Challenge Fund for the capital procurement of recycling containers and specialist vehicles and by opting into the Lancashire Waste Partnership Cost Share Agreement which provides an income stream over and above the enhanced Recycling Credit Scheme.

A commitment was made to extend this enhanced service to all households in the Borough as part of phase 2, but due to participation rates exceeding expectations in the initial phase the current fleet profile is now fully utilised. As part of a separate bid we are procuring additional vehicle capacity to accommodate increased participation and there is sufficient capacity to accommodate the remaining 4% of households in the Borough. Cleanaway have agreed to crew the vehicles to provide the service within the current contract value. In order to provide this service we need to procure the full suite of recycling containers for each household yet to be brought onto the scheme.

This project meets our corporate priority to improve access to and take up of public services as well as developing the character of Chorley as a good place to live.

1.5.1 Benefits Plan

- The objective of extending the enhanced recycling service will mean a consistent collection service is provided to all households in the Borough.
- Providing the full suite of recycling containers to the remaining households still on weekly residual waste collections with no current recycling provision will mean extra recycling is brought in, driving our recycling rate upward to our 2015 target of 56%. It is anticipated that this can be implemented in one single phase during April 2006.
- Increased income in next financial year to value of £22,500

1.5.2 Gershon Efficiencies

	Efficiencies
Corporate Services	None anticipated.
Procurement	If tied in with 'Kerbside Recycling – Service and Capacity Improvements' project we will be able to obtain more competitive rates for containers. Leverage of additional revenue expenditure from the contractor as detailed in the Executive Cabinet report. Savings from the introduction of Alternate Weekly Collections (AWC) for refuse being reinvested in recycling effort.
Productive Time	Full utilisation of contractor resources to maximise recycling collections.
Transactions	None anticipated.

1.5.3 The Do Nothing Scenario

The result of doing nothing can be summarised as follows:

- Difficult access properties will remain on a weekly residual waste collection and will not have the opportunity to participate in kerbside recycling services resulting in a two - tier service provision across parts of the Borough.
- Income through the Lancashire Waste Partnership Cost Share Agreement will be lost to the value of about £22,500 in 2006/7 rising in line with an RPI index in subsequent years.
- Savings from AWC of refuse will not be realised.

2. ESTIMATED PROJECT COSTS

Description	Capital Cost Estimate	Revenue Cost Estimate
Procure suite of recycling containers for each household	£33,000	£3,000
Total	£33,000	£3,000

3. RECOMMENDED HIGH LEVEL PROJECT MANAGEMENT ARRANGEMENTS

Position	Name	Title
Project Sponsor	Executive Cabinet	
Senior User	John Lechmere	Head of Environmental Services
Senior Suppliers	Cleanaway MGB Systems Straights Plc Dicksons Sacks	
Project Manager	Simon Clark	Commercial Manager

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PROJECT DOCUMENTATION

OUTLINE BUSINESS CASE

Kerbside Recycling – Service and Capacity Improvements

Release: 1.1

Date: 16 November 2005

This Project Utilises Chorley Borough Councils Project Management Methodology

Author: Simon Clark

Project Manager: John Lechmere

Programme Board: Capital

Outline Business Case

Document Location

The source of the document will be found on the **loop** {insert link here}

Revision History

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16/11/05	First Draft	1.0
30/11/05	Minor changes made during quality assurance	1.1

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Capital Programme Board			

Distribution

This document has been distributed to:

Name	Title
John Lechmere	Head of Environmental Services
Rebecca Huddleston	Project Support Officer

1. OUTLINE BUSINESS CASE

1.1 Project Background.

Executive Cabinet have approved the Head of Environmental Services recommendation to procure additional recycling containers for householders as well as an additional specialist vehicle to increase collection capacity. Further approval has been given to introduce a household kerbside textile collection in line with our obligations to the Lancashire Waste Partnership Cost Sharing Agreement. Minute 05/EC/146 refers.

1.2 Project Objectives

- To procure a stock of kerbside recycling containers to meet anticipated householder requirements in 2006/7
- To replace the lightweight woven sack with a weighted sack for households where the attrition rate for the lightweight sack is high.
- To introduce alternate weekly collection of recyclable textiles to all households in the Borough currently on kerbside recycling collections.
- To procure an additional twin compartment recycling collection vehicle in order to increase our current recycling collection capacity.

1.3 Assumptions

The assumptions made are:

- Replacement weighted containers are available at estimated cost
- A twin compartment vehicle is available at budgeted cost through our contractor for purchase by the Council and hand back for use, service and maintenance to the contractor.
- A partner/contractor can be engaged to undertake kerbside textile collections.
- Estimated container numbers are sufficient to meet service user demand.

1.4 Overview of the Business Case and Benefits

Chorley is a leading recycling authority, having moved our recycling rate from 4% in 2001/2 to 40% (April to September) this year.

This has been achieved in large part through successful bids to the DEFRA Waste Challenge Fund for the capital procurement of recycling containers and specialist vehicles and by opting into the Lancashire Waste Partnership Cost Share Agreement which provides an income stream over and above the enhanced Recycling Credit Scheme.

Outline Business Case

Service user feedback has identified a need to provide a more robust container for some households for the presentation of plastics and cans to replace the current lightweight woven sack. In addition the general popularity of the recycling collections has resulted in an increase demand for additional recycling containers for glass and garden waste collections. Such container replacement has previously been funded through grant aid via independent and partnership bids to the Governments Waste Challenge Fund.

The existing scheme implementation was based on a householder participation rate of 60%. Recent participation studies indicate that the rate is currently over 70%. This has resulted in the current collection fleet profile operating at near capacity on most collection days. We need to increase participation further to meet our ultimate recycling target of 56% by 2015 and therefore extra capacity is required now to keep our current recycling rate on an upward trend.

Fortnightly kerbside textile collections must be introduced by March 2006 to meet the requirements for payment from the County Council under the Lancashire Waste Partnership Cost Share Agreement. This involves the procurement and distribution of 'sacrificial sacks' for householders for presentation of textiles at kerbside for collection.

The implementation of these service improvements will enable us to deliver our existing priority of a cleaner, greener Chorley and fits our new priorities to improve access to public services and developing the character and feel of Chorley as a better place to live.

1.5.1 Benefits Plan

- Container Stock Provision – as take up and participation in the kerbside recycling scheme increases, the provision of replacement and additional containers will ensure that service user demand is met and in turn leads to improved satisfaction and participation rates leading to achieving recycling targets. Estimates from the first 6 months of the implementation programme indicate the need to replace or provide an additional 7000 no. 55 litre boxes with lids; 1,000 no. 240 litre brown wheeled bins for garden waste and 15,000 weighted sacks for cans and plastic to address the current high attrition rate and low customer satisfaction with the lightweight sacks. The Environmental Services Unit currently records all requests for additional and replacement containers through its Flare database system and can closely monitor stocks to ensure even distribution to householders across the Borough and identify replacement hotspots.
- Vehicle Provision – the last six months has seen collected glass and paper from kerbside rise by 200% and 70% respectively. An additional vehicle will provide the capacity to collect a further 6 tonnes per collection day which is sufficient to accommodate a participation increase in line with the growth in recycling rates required. Current recycling performance is projected to achieve an annual recycling target of 36% in 2005/6 and during 2006/7 we need to increase this rate to over 40% through increased participation and the introduction of collections to the last remaining 1500 households in the Borough (subject to a separate Capital Bid)
- Kerbside Textile Collection Service – the Council needs to meet its obligations under the LWP Cost Share Agreement and the introduction of this service will ensure the income stream from Lancashire County is in line with that agreement. The Unit has a GIS base system that identifies the properties in receipt of recycling collections and by the end of March 2006 we need to demonstrate that 42,500 properties are in receipt of a kerbside textile collection service. Tenders are currently being received or the provision of this service, which could be self

Outline Business Case

financing once the initial capital set up costs have been met to provide households with ‘sacrificial’ sacks for the presentation of their textiles. Introduction of textile collections will secure the anticipated income from County of £650,000.

1.5.2 Gershon Efficiencies

	Efficiencies
Corporate Services	None anticipated.
Procurement	Procurement of containers through the capital bid process will save in the region of £25,000 over the procurement through current non exclusive arrangements in the Cleanaway contract. Savings from the introduction of Alternate Weekly Collections (AWC) will be reinvested in recycling effort.
Productive Time	The replacement of lightweight sacks with more durable weighted sacks is anticipated to promote collection efficiencies.
Transactions	Leverage of contractor investment as described in Cabinet report

1.5.3 The Do Nothing Scenario

The result of doing nothing can be summarised as follows:

- **Failing to introduce kerbside textile recycling will mean we default on the LWP Cost Share Agreement which in turn would result in a loss of income to the Council of about £200,000 per annum in property based payments and processing costs up to the end of the existing Collection contract (March 2009).**
- Failure to address service user demands for a more robust collection sack would mean additional cost in provision of replacement lightweight sacks and increase resource allocation to deal with wind blown materials during periods of inclement weather.
- Failure to address the collection capacity issue would result in the Authority standing still in its effort to reach a recycling rate of 56% by 2015 as well as providing immediate operational problems when fleet service and maintenance is undertaken.
- Failure to provide replacement containers through a capital procurement route would mean reverting to procurement through our existing contract provisions at increased revenue cost.

2. ESTIMATED PROJECT COSTS

Description	Capital Cost Estimate	Revenue Cost Estimate
Procure Twin Compartment Collection Vehicle	£70,000	Nil
Procure 'Sacrificial' Textile Recycling Sacks -	£44,000	£10,000
Procure Containers for 2006/7 – 'No Blow Sacks'	£30,000	Nil
Procure Containers for 2006/7 – Boxes/Lids	£21,000	Nil
Procure Containers for 2006/7 – Brown Bins	£17,000	Nil
Procure Containers for Multi Occupied Properties	£45,000	Nil
Total	£227,000	£10,000

3. RECOMMENDED HIGH LEVEL PROJECT MANAGEMENT ARRANGEMENTS

Position	Name	Title
Project Sponsor	Executive Cabinet	
Senior User	John Lechmere	Head of Environmental Services
Senior Supplier(s)	Cleanaway MGB Systems Straights Plc Dicksons Sacks	
Project Manager	Simon Clark	Commercial Manager

PROJECT DOCUMENTATION

OUTLINE BUSINESS CASE

Recycling Bring Site expansion.

Release: Draft

Date: 22th November 2005

This Project Utilises Chorley Borough Councils Project Management Methodology

Author: Duncan Nicholson

Project Manager: John Lechmere

Programme Board: Capital

Outline Business Case History

Document Location – project filing structure as managed by Duncan Nicholson

Revision History

Revision date	Previous revision date	Summary of Changes	Changes marked
22/11/05	None	None – original document	None

Approvals - This document requires the following approvals:

Name	Signature	Title	Date of Issue	Version
Capital Programme Board				

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
John Lechmere	Head of Environmental Services		
Simon Clarke	Commercial Manager		
Rebecca Huddleston	Project Support Office		

1 OUTLINE BUSINESS CASE

1.1 Project Background

Despite kerbside recycling bring site recycling remains a key element of CBC recycling initiatives contributing circa 1500 tonnes of recycleate towards annual targets. Bring site recycling complements rather than competes with kerbside collection schemes.

Recycling best practice recommends a density of recycling bring sites of 1 site per 800 properties in order to maximise high recycling rates as demanded by government targets. The current site density is approximately 1 site per 3000 dwellings.

There is a complete lack of bring sites in some existing settlements /areas in the Borough, and No land use provision made for bring sites in new developments such as Gillibrand and Buckshaw village, furthermore land use provision for this use is not mandatory, nor has been required as a planning condition (although this will change in the future with the adoption of new development standards).

A number of attempts have been made to establish sites on both publicly owned and private land in the areas with known shortfall, however the lack of suitable ready made sites with landowner agreement or hardstanding, fencing and convenient vehicle access has prevented sites being established.

This project seeks funding to secure land, and undertake groundworks to establish bring sites in a number of key areas in the Borough not currently provided with any bring site facilities. The project also seeks funding to purchase specialist banks with a small footprint to be more easily incorporated into the existing townscape.

1.2 Project Objectives

To establish new recycling bring sites as follows:

- Coppull centre.
- Mawdesley.
- Buckshaw Village - 2 Sites
- Gillibrand.

By a variety of strategies including use of alternative designed banks, and/or by acquisition of land, or modification of existing sites. This project therefore is effectively an infrastructure development project. Major investment into new sites will be made by the third party recycling companies who service our current sites.

By doing so achieve the goals of:

- 1) Increasing recycling rates towards the targets of the Lancashire Waste Management Strategy
- 2) In line with Chorley Borough's Community Strategy (Priority 4): Improve access to and take up of public services, and by doing so "To deliver more efficient, high quality services.

1.3 SCOPE

The scope of this project is for:

Provision for Establishment of up to 5 new sites, which may include some/all of the following:

- Land Purchase.
- Ground Works: Excavation Ground preparation & Hardstanding.
- Footpath, Kerb and Highway modifications.
- Shielding, Screening, Support Barriers & Signage.
- Purchase of specialist bank(s) with smaller footprint.

1.4 Assumptions

- That Bring sites will not be provided on new developments by the developers themselves.
- Detailed site surveys + consultation with landowners, local residents and other local authority regulatory bodies to be undertaken within existing staffing resources.
- That any statutory planning control +permission costs will be undertaken within existing budgets
- That servicing of banks on the new sites will be undertaken in the same manner as used for the existing sites.
- Any additional servicing costs if any will be borne within existing budgets.

1.5 Overview of the Business Case and Benefits

In order to maintain our position as a lead authority we need to achieve the same recycling rate for newly built estates as we have for existing property. Bring site tonnages have been maintained despite the introduction of kerbside recycling.

The bring sites provide an alternative destination for "unwilling" kerbside recyclers , and by doing so minimise the leakage of recyclate into the waste- for-disposal stream.

The recycling rates are achieved with a *combination* of both kerbside recycling and bring site recycling. Though there has been considerable focus on kerbside recycling of late, the role of bring site recycling should not be overlooked.

In absolute terms we need to increase participation in order to meet our recycling target of 56% by 2015.

The Council's refuse & recycling collection services are one of the first services encountered by new residents of the Borough, and the Buckshaw village development proclaimed as a sustainable community. For these reasons it is important that recycling services is a high priority in these developments.

In order to provide equality of service provision throughout the borough bring sites need to be established in areas not currently served.

Some suitable locations have been identified within existing settlements however due to factors such as inappropriate surfacing, access; screening or unsuitability of banks have been dismissed. The investment in some / all of the above may be possible to establish sites, without the need for land purchase.

1.5.1 Benefits Plan

There are 2 specific benefits of the project:

- 1) The establishment of each site itself bringing access to recycling bring sites to an area or settlement.
- 2) The tonnage of material recycled as a result of the establishment of the site.

The 1st benefit can be measured in terms of % of residents within a 1km radius of a site. This measure is a recognised indicator of recycling service and until this year has been a recycling BVPI .

The measurable benefit of the new recycling sites can be simply seen by the totals of materials recycled at each site, and the subsequent % increase in Borough wide recycling rate.

The Aim of the project would be to establish 2 sites each year for the first 2 years of the project with the final site in the third (last year).

The establishment is expected to take 6 months, from project approval is the first step following project approval. In parallel with this process site planning, work specification can be undertaken, a task expecting to take 2 months. Choice of banks is a relatively simple task, and with estimated lead times for procurement of 2 months only.

Tendering/and/or appointment of contractors for Groundworks etc is expected to take 2 months, with a build time for each site taking 1 to 4 weeks.

Measurement of Benefit 1 would be possible at the end each year, and measurement of benefit 2 from year 2 onwards.

1.5.2 Gershon Efficiencies

Following establishment of the site, bring sites represent the most cost effective recycling system with income exceeding the marginal revenue cost.

The diversion of some recycleables from kerbside collections to bring sites will help ease the collection effort from kerbside collection work, freeing vehicle and manpower resources to provide better quality of service.

The gershon efficiency in providing a solution to an existing problem (no bring site complaints) resulting in less officer time of administration of service requests.

1.5.3 The Do Nothing Scenario

Disparity in service provision across the borough.

Areas of the Borough will be left without recycling bring site provision, Increasingly so as new developments are completed.

Loss of a complementary element of the recycling service.

Missed opportunities with regard to recycleate not collected.

Increased street cleaning costs.

2 ESTIMATED PROJECT COSTS

Indicative costs of various elements are as follows:

Cost Item	Estimated Cost (Per site)
Land Purchase	£3000
Groundworks	£2500
Footpath & Highway Modifications	£1000
Shielding & Screening	£1500
Signage	£250
Barriers	£750
New Banks	£1000
Total estimated cost per site:	£10000

Assuming 5 sites are established, where

3 RECOMMENDED HIGH LEVEL PROJECT MANAGEMENT ARRANGEMENTS

Position	Name	Title
Project Sponsor	John Lechmere	Head of Environmental Services
Senior User	Simon Clark	Commercial Manager
Senior Supplier	(TBA)	
Project Manager	Duncan Nicholson	Senior Waste Management Officer

That subject to approval a more detailed investigation of costs and site analysis, land procurement exercise is undertaken by project manager.

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PROJECT DOCUMENTATION

OUTLINE BUSINESS CASE

Litter Bin replacement programme & On street Litter / Dog Waste / Recycling bins.

Release: Draft

Date: 22th November 2005

This Project Utilises Chorley Borough Councils Project Management Methodology

Author: Duncan Nicholson

Project Manager: John Lechmere

Programme Board: Capital

Outline Business Case History

Document Location – project filing structure as managed by Duncan Nicholson

Revision History

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Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
John Lechmere	Head of Environmental Services		
Simon Clark	Commercial Manager		
Rebecca Huddleston	Project Support Office		

1 OUTLINE BUSINESS CASE

1.1 Project Background

The provision of Litter and Dog Waste bins plays a key role in reducing littering in the Borough, furthermore the provision of Litter bins is a very effective tool to demonstrate tangible member and officer response to littering and street cleaning issues and complaints.

Until this year a revenue budget has been available to partially provide for replacement bins, however in the FY2005/6 budget round, this budget is not available.

We currently have a Litter & Dog Waste bin stock of 800 bins + . Each Year through normal wear and tear, damage and vandalism 30 to 40 bins need to be replaced. Additionally each year in excess of 50 requests for new bins are logged. This project aims to seek funding to meet these needs.

The Council is committed to a Waste Management Strategy aimed at increasing the % of household waste recycled. Household waste comprises 1)Waste collected from houses 2)Street cleaning waste and litter.

We have made great advances in the % waste from houses collected, and need , by a variety of means to make similar improvements in the quality of the environment of which litter is an important part.

The project further seeks to provide funding for a pilot project to provide a number of combined litter and on-street recycling bins to facilitate the recycling of street litter.

1.2 Project Objectives

To secure sufficient funding to ensure Litter & Dog Waste Bin provision is maintained at current levels, and by doing so reduce littering, towards the corporate aim of a Cleaner, Greener, Safer Chorley.

To obtain funding to establish up to 10 pilot combined Litter bins/recycling bins, and by doing so achieve:

- 1) A higher some recycling of street litter towards the targets of the Lancashire Waste Management Strategy
- 2) In line with Chorley Borough's Community Strategy (Priority 4): Improve access to and take up of public services, and by doing so "To deliver more efficient, high quality services.

1.3 Scope

The scope of this project is to include:

Provide funds for the purchase and installation of Bins, comprising: 10 Town Centre style bins, 50 x LBV6 Litter bins, 20 Dog Waste bins & Earth Anchors plus 10 x Combined Litter/Recycling bins.

It will not include:

Revenue & Servicing costs of the litter bins, Dog Waste and combined Litter/Recycling bins.

1.4 Assumptions

That CBC approved designs of bins are used I.E.:

Wybone LBV6 Black/Gold design with CBC & Litter moulded motifs, Slam locks with Galvanised steel liners, sequentially numbered.

Wybone Town Centre Style LBV17 Black/Gold design with CBC & Litter moulded motifs, Slam locks with Galvanised steel liners, sequentially numbered.

That the cost of the Wybone bins is as per 2005 rates, plus 5% inflationary increase.

That the combined Litter/ Recycling bins cost in the region of £550 each.

That the Dog Waste bins are Earth Anchor post mounted bins with galvanised steel liners.

That the litter bins will be installed at current costs, plus 5% inflationary increase.

Summarised as below:

Litter Bins	Number Required	2005 prices	Plus 5% Inflation	Total
LBV6	50	£335.40	£352.17	£17608
LBV 17 Town Centre	10	£432.8	£454.44	£4544
Combined Litter / Recycling Bins	10		£550	£5500
Dog Waste Bins	20	£125	£130	£2600
Litter Bin installation/refix/repair cost	70	£105.89	£111.18	£7782.6
				£38034.6

That the Litter bins will be emptied within existing resources.

That the combined Litter / Recycling Bins will be serviced by Public space services, and that the separated recycleate will be taken back to the Bengal St depot for recycling.

1.5 Overview of the Business Case and Benefits

There is a high public interest in Littering.&Recycling It is anticipated that this project will provide benefits in the following areas:

- Reduction in Littering in the Borough.
- Higher public satisfaction with regard to Street Cleaning.
- Greater public accessibility to recycling facilities.
- Statutory/legislative requirements-delivery of BVPI 199 improvement targets
- Additional services in Town Centre with a public demonstration of the Boroughs commitment to recycling..
- Financial savings/productivity improvements by reducing the need for litter picking + sweeping.

1.5.1 Benefits Plan

The specific measurable benefits of the project are:

- 1) Increase in the number of Litter Bin in use.
- 2) Increase in the number of Dog Waste Bins in use.
- 3) Increase in the number of recycling "sites"

All the above can be measured in absolute terms, furthermore the success can be measured in terms of the customer satisfaction level in terms of customer service requests satisfactorily resolved.

Following a successful award of the project, Bins for Litter and Dog Waste may be purchased. For installation in 2 phases during the course of the financial year, as currently.

With regard to the proposals for combined Litter and Recycling bins following a successful award, a bin evaluation period of 2 months will be undertaken after which an order for a number of bins can be placed.

In parallel with the bin evaluation a search for new sites for the bins can be undertaken.

It is anticipated that the project will be fully complete within 10 months of a successful project award.

1.5.2 Gershon Efficiencies

After the initial installation and purchase cost it is far more efficient to collect Litter if contained in a bin as opposed to collecting scattered litter on the ground.

The provision of litter & Dog Waste bins can be used at relatively low cost to demonstrate Council action and response to complaints to members and officers alike with regard to street cleaning and littering complaints.

The gershon efficiency in providing a solution to a problem, resulting in less administration, investigatory time and reduce the need for alternative remedial action of littering complaints i.e. manual litter collection.

Provision of highly visible recycling facilities in the Town Centre will not only contribute to recycling targets, but serve as a continual visual reminder of the Councils commitment to recycling, this will encourage recycling by Borough residents with resultant efficiencies in waste disposal to landfill.

1.5.3 The Do Nothing Scenario

Reduction in Litter Bin provision resulting in:

- Increased street cleaning costs.
- Less efficient collection of litter.
- Deterioration of visual streetscene.

Lower public satisfaction with street cleaning service and lower public satisfaction with Officer and Member response to Littering complaints.

Non-recycling of Street Litter will result in:

- A missed opportunity to recycle street litter.
- A missed opportunity to promote a highly visible recycling initiative.

Subsequent limited recycling % of street litter assuming that all litter is consigned to landfill.

2 ESTIMATED PROJECT COSTS

Description	Capital Cost Estimate	Revenue Cost Estimate
Wybone Street Litter Bins	£20,000	Borne within existing budgets.
Combined Recycling/St Litter Bins	£6000	Borne within existing budgets.
Installation Cost	£7000	Nil
Dog Waste Bins, supply&Installation	£3000	
Total	£36,000	

3 RECOMMENDED HIGH LEVEL PROJECT MANAGEMENT ARRANGEMENTS

Position	Name	Title
Project Sponsor	John Lechmere Denis Roby	Head of Environmental Services Depot Manager
Senior User	Simon Clark Shelly Mee	Commercial Manager Senior Environmental Warden
Senior Supplier	Wybone Limited Public Space Services Another Bin supplier (TBA)	
Project Manager	Duncan Nicholson	Senior Waste Management Officer

That subject to approval suitable Combined Litter Recycling bins are chosen and agreed by project sponsors and senior users.

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PROJECT DOCUMENTATION

OUTLINE BUSINESS CASE

Specification, Procurement and Implementation of a Legal Case Management ICT System

Release: Draft

Date: 10th November 2005

This Project Utilises Chorley Borough Councils Project Management Methodology

Author: Bob Stradling

Owner: Rosemary Lyon

Client: Capital Programme Board

Outline Business Case

Outline Business Case History

Document Location

The source of the document will be found on the **loop** {insert link here}

Revision History

Date of this revision: 12/10/05

Revision Date	Summary of Changes	Version
12/10/05	First Draft	1
09/11/05	Various changes resulting from review of OBC with Rosemary Lyon	1.1

Approvals

This document requires the following approvals:

Name	Date Approved	Link to Approval Minutes	Version
Rosemary Lyon			
Capital Programme Board			

Distribution

This document has been distributed to:

Name	Title
Claire Hallwood	Assistant Director - Legal Services
Rebecca Huddleston	Project Support Officer

1 OUTLINE BUSINESS CASE

1.1 Project Background

- Chorley BC Legal Services unit provides legal services to all internal service units covering a wide variety of legal matters over hundreds of case files per year. The quality of this service is crucial to the Council's operations and reputation. The legal service is monitored by the Law Society through the Lexcel practice accreditation scheme. (See <http://www.lawsociety.org.uk/professional/practicesupport/lexcel.law>). The scheme operates a three-year cycle (One full inspection followed by two maintenance visits). The next full inspection is due in September 2006. The 2005 maintenance inspection recognised many areas of good practice. However, the absence of a legal case management ICT system (LCMS) was found to be a serious matter of risk to the Council requiring urgent attention and may result in the Lexcel accreditation not being renewed.
- The Council's Legal Services unit has as a stated aim (Legal Services Unit – Business Plan 2005/6) to provide “*an excellent and high quality legal service on a Best value basis to a high professional standard fully in accordance with the LEXCEL practice management standards and which helps ensure strategic direction and high standards for the Council*”. The Legal Services Unit business plan - risk assessment section – has identified this issue as scoring 9/9 as an operational risk to the service.

The full comment from the assessment report: *The assessor has some concerns regarding "Leftman" (the Authority's software system) in so far as that it gives no clear-cut computerised control over the whole of the work being done. With this and parallel hard copy systems the Authority is at **risk** from the lack of transparent clear control over all of its files. This was discussed at last years feedback meeting but not noted due to the spread of files and the departments return to the Town Hall in December 2005. You may wish to give urgent attention to the provision to enhancing your control systems. The assessor is aware of the demands made on a small Authority but mentions this as an area where the Authority could expose itself to risk.*

- **Corporate Priorities for Improvement**
 - **Serving our Customers Better** – improved case management will contribute to improved internal and external customer service.
 - **Investing in our Capacity to Deliver** – modern legal practice management systems contribute to efficiency and effectiveness. It will also improve the quality of evidence submitted to local courts.
- **Draft Chorley Corporate Strategy and Action Plan for 2006/7 to 2008/9:**
 - **Section 3.2 – Strategic Focus** – This project will assist the Council's ambitions to “become highly responsive, able to work effectively with other organisations whilst being focussed and effective in the delivery of its own services” by releasing legal expertise from administration to focus on provision of quality advice.

- **Section 3.2 – Operational efficiency** - This project can make a significant contribution to the efficient use of scarce and expensive legal staff resources by bringing about operational efficiencies. An efficiency of at least 5% (20 minutes per day) is anticipated.
- **Section 3.3 – Decision Making** – improved case management will improve the quality of legal advice provided to client officers.
- **Section 3.4 – Performing and improving organisation** – this project will contribute towards improved unit performance.
- **Section 3.4 – High Quality Priority Services** – effective and efficient legal services underpin many of the Council's efforts in economic regeneration (land and property dealing, s106 agreements etc) and other community ambitions.

1.2 Project Objectives

- To procure and implement an LCMS to a level to ensure retention of the Lexcel accreditation;
- To deliver the benefits and efficiencies set out below;

1.3 Scope

Included:

- Either
 - Hardware, software and services to deliver an LCMS for Chorley BC Legal Services Unit or
 - A managed ICT service to provide same.

Excluded:

- Any legal practice ICT service provision beyond Chorley BC Legal Services unit;
- Interfaces with other Council ICT systems.

1.4 Assumptions

- That either a packaged solution or a managed service can be procured at an economic price
- That resources (financial and human) can be made available to ensure that the benefits of this project are delivered.
- That Legal Services staff can be convinced of the merits of the new service (to be addressed by full consultation and participation);
- That Legal Services unit staff can be made available for training and other project activities;
- That any external suppliers and Chorley BC ICT Services are able to support the project with suitable and timely skills.
- That the following outline timetable is feasible:
 - Procurement process – January 06 to March 06
 - Ordering of hardware, software and services – early April 06
 - Project implementation – April 06 to Sept 06
 - System live to a point to satisfy Lexcel requirements – Sept 06 (One supplier has indicated this is feasible)

1.5 Overview of the Business Case and Benefits

- The project is key to the retention of the Lexcel accreditation.
- The project expects to deliver efficiencies (at least 5% more output for same input based on anticipated savings of 20mins per day on reduced case administration – file opening, production and replication of papers, conflict of interest management.
- Risk reduction – the Council's legal documents, undertakings, deeds etc will be brought under closer levels of control.

1.5.1 Benefits Plan

Objective	Measures	Achievable?	Realistic?	Timescales
Retain Lexcel accreditation	Successful implementation of LCMS and other Lexcel recommendations.	Yes – a draft project timescale plan indicates that a live date of Sept 06 is achievable. Assumes funding available from April 06	Yes – a draft project timescale plan indicates that a live date of Sept 06 is achievable. Assumes funding available from April 06	Sept 06 for live date for LCMS – file opening and time recording – main LEXCEL requirements.
Improve legal services unit risk management	Fewer incidents of missed dates, lost files etc. More incidents of conflicts of interest uncovered.	Yes	Yes	Sept 06
Improve customer service	Pre and post implementation customer survey	Yes	Yes	Pre and post stages to be included in project plan. Depends on implementation of work type – conveyancing, litigation etc
Improve external cost recovery	A significant rise in court cost recovery.	Yes	Depends on the view the court might take of increased claims from the Council.	Pre and post stages to be included in project plan.
Improve efficiency of legal services unit	Pre and post implementation case handling benchmark exercise.	Yes	Yes – based on estimates from legal staff.	Pre and post stages to be included in project plan.

1.5.2 Gershon Efficiencies

	Efficiencies
Corporate Services	
Procurement	No procurement efficiencies anticipated.
Productive Time	More effective case management processes should allow scarce and expensive legal staff to focus on their cases. Efficiencies of at least 20 minutes per day are estimated to yield £17,250 pa derived from improvements in case file creation and management. Other currently labour intensive activities such as conflict of interest checking, register of undertakings management, merging of case data (e.g. name address etc) into templates and court papers replication will also be improved. All these activities are currently undertaken manually. This is exclusive of any information handling time savings that have been included in the EDRMS pilot OBC.
Transactions	

1.5.3 The Do Nothing Scenario

This will result in:

- High likelihood of loss of Lexcel accreditation.
- A Legal Services unit that will be not operating as efficiently as it could;
- Levels of risk in case management being higher than necessary;
- Continued use of an unsupported ICT system.

2 ESTIMATED PROJECT COSTS

The costs below are based on a budgetary quote from Civica who appear to be a leading supplier in this market. This is traditional in-house supplied and supported server approach.

Description	Capital Cost Estimate	Revenue Cost Estimate
Inhouse ICT Costs	£5,910	£1,001
Supplier Software Costs	£14,286	£2,651
Supplier Services Costs	£11,550	NIL
Total	£31,746	£3,651

Civica also offers a managed service option wherein the supplier runs the service offsite and supplies the application (usually across a secure Internet connection) to client users. This option is less well understood than the in-house option. Therefore costs should be treated with caution at this stage. A comparison of costs is shown below.

In-house Service	Capital	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	31,746	3,651	3,651	3,651	3,651	3,651	3,651	3,651	3,651	3,651	3,651
Total						50,001	Total				68,256

Managed Service	Capital	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	17000	10500	10500	10500	10500	10500	10500	10500	10500	10500	10500
Total						69500	Total				122000

Note: The managed service option seems to provide the more expensive option over the long term as well as putting increased pressure on revenue resources. However, no account has been made of staff costs in this comparison as internal ICT staff costs.

3 RECOMMENDED HIGH LEVEL PROJECT MANAGEMENT ARRANGEMENTS

Position	Name	Title
Project Sponsor	Rosemary Lyon	Director of Legal Services
Senior User	Claire Hall	Asst Director Legal Services
Senior Supplier (<i>may not be known at this stage</i>)	Not Known – subject to procurement exercise	
Project Manager	TBA	

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REPORT OF EXECUTIVE CABINET

AREA FORUM PILOT SCHEMES - PROCEDURE RULES

1. At its last meeting on 13 December 2005, the Council considered a recommendation from the Executive Cabinet for approval to the draft terms of reference and procedure rules to be applied to the three Area Forum pilot schemes to be introduced in the areas of Clayton-le-Woods North Ward, Coppull Parish and Lostock Ward.
2. The Council approved the Terms of Reference for inclusion as Article 16 in Part 2 of the Council's Constitution and noted the proposal for endorsement of the Procedure Rules, which stood adjourned to the next ordinary meeting of the Council in accordance with Paragraph 27.2 of Part A of Appendix 3 to the Council's Constitution.
3. The Council is now accordingly requested to approve the Procedure Rules for the three Area Forum pilot schemes as set out in the attached appendix.
4. The Council, at its last meeting, also appointed the Chairs and Vice-Chairs of the Clayton-le-Woods North and Lostock Ward Area Forum pilots, together with the Chair of the Coppull Parish Area Forum. The appointment of a Vice-Chair for the Coppull Area Forum was deferred and the Council will now need to make the appointment.

Recommendations

5. The Council is now recommended:
 - (a) to approve and adopt the Procedure Rules for the three pilot Area Forums for Clayton-le-Woods North, Coppull Parish and Lostock Wards, in the form now presented, for inclusion in the Council's Constitution as Part D of Appendix 3;
 - (b) to agree the appointment of the Vice-Chair for the Coppull Parish Area Forum pilot from the Borough Councillors for the Coppull and Chisnall electoral wards within the geographical area of the Forum.

COUNCILLOR D EDGERLEY
Executive Member for Customers, Policy and Performance

AU

There are no background papers to this report.

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DRAFT AREA FORUM PROCEDURE RULES

C O N T E N T S

1. Secretary to the Area Forum
2. Start and Finish Times of Meetings
3. Quorum
4. Voting Powers and Time Limits on Speeches
5. Membership
6. Appointment of Chair and Vice Chair
7. Power to Co-opt
8. Attendance at Meetings
9. Representatives of Local Organisations
10. General Power to Adjourn
11. Order of Business
12. Questions from Members of the Public
13. Questions on Agenda Items from Members of the Public

AREA FORUM PILOT SCHEME PROCEDURE RULES

1. Secretary to the Area Forum

- 1.1 The Chief Executive shall act as Secretary to the Area Forum and shall be responsible for preparing and circulating agendas and reports for meetings, and preparing the minutes.
- 1.2 The agenda for each Area Forum meeting will be published on the Council's web site and circulated to all persons and organisations on the circulation list by ten working days prior to the meeting.

2. Start and Finish Times of Meetings

- 2.1 Meetings will be held at a suitable local venue which may rotate as appropriate and will commence at 7.00pm, in the spirit of encouraging as many local people as possible to attend.
- 2.2 No business shall be transacted later than 9.00pm, at which time any business, which remains to be transacted, shall be deferred to a future meeting.

3. Quorum

- 3.1 Business shall not be transacted at a meeting of a Area Forum unless there are present at least two Members of the Forum who are Borough Councillors and who represent a ward within the area. If the Chair declares that there is not a quorum, the meeting shall stand adjourned until a date and time to be fixed by the Chair or to the next ordinary meeting of the Forum.

4. Voting Powers and Time Limits on Speeches

- 4.1 During the Area Forum Pilot Scheme, it is not envisaged that any formal vote would need to be taken on any mater relating to the operation of the Borough Council's functions.
- 4.2 The Chair may at any point in the meeting ask for a show of hands by the public present to indicate support or otherwise for a particular issue.
- 4.3 No member of the Forum may speak for more than five minutes on any one agenda item, unless the Chair expressively agrees otherwise for the purpose of enabling the meeting to be better informed and the adequate dispatch of business on the agenda.

5. Membership

- 5.1 The core membership of each Area Forum shall be the Borough Councillors for the electoral wards within the geographical area of each Forum

6. Appointment of Chair and Vice-Chair

- 6.1 The Council will determine the appointment of the Chair and Vice-Chair of each Area Forum at the Council meeting to be held on 13 December 2005 and thereafter at the Annual Council meeting from amongst those persons sitting on their membership.

6.2 In the absence of the Chair and Vice-Chair, the Borough Councillors present at the meeting will appoint another Borough Councillor to preside as Chair for that meeting.

7. **Power to Co-opt**

Area Forums may co-opt any persons who are either:

- (a) Members of the Lancashire County Council who represent all or part of the area of the Forum;
- (b) Members of a Parish Council within the area of the Forum; or
- (c) Representatives of Lancashire Constabulary, Chorley and South Ribble NHS Primary Care Trust or any other partner organisation recognised by the Council for this purpose.

The members of the Area Forums may at any time revoke a co-option.

8. **Attendance at Meetings**

8.1 Attendance at the Area Forum meetings is open to all persons who reside in or have a business interest in the geographical area of the Forum. Such persons can request that they be included on the circulation list for agenda papers.

9. **Representatives of Local Organisations**

9.1 Each Area Forum may invite organisations operating within the area of the Forum to send representatives to meetings of the Forum. Organisations may also request representation. Names will be included in the circulation list for agenda papers and these will be sent to the named individuals who will represent their organisation at the meetings.

9.2 The representatives referred to in 9.1 will not be members of the Area Forum but their attendance and contribution will be recognised by them being circulated with details of the dates and agendas for meetings.

10. **General Power to Adjourn**

10.1 The Chair may adjourn a meeting of the Forum for such a period as he or she shall consider expedient.

11. **Order of Business**

The order of business at every meeting of the Forum (subject to the Chair's discretion to re-prioritise any issues) shall be:

- (a) To choose a person to preside if the Chair or Vice-Chair is absent.
- (b) To announce any apologies for absence.
- (c) To approve as a correct record and sign the minutes of the last meeting of the Forum.
- (d) Any matters arising from the previous minutes (if any) not elsewhere on the agenda.
- (e) To dispose of business (if any) remaining from the last meeting.

- (f) Public consultation issues, e.g. Community Plan, Local Policing Plan, Primary Care reforms, budget proposals.
- (g) Local issues – e.g. as identified at the inaugural and subsequent meetings
- (h) Any other business specified in the summons.
- (i) Questions from members of the public (30 minutes maximum).
- (j) To confirm the date of the next meeting.
- (k) Items for future meetings. At the discretion of the Chair, any person present at the meeting shall be entitled to suggest any such items.
- (l) Any other urgent matters at the Chair's discretion.

12. **Questions from Members of the Public**

- 12.1 At each meeting a period of up to 30 minutes (the "Open Forum") shall be set aside for questions to be put in person to the Forum by members of the public who reside, work or have an interest in the area covered by the Forum on any matter within the powers and duties of the Borough Council or any Partner Organisation.
- 12.2 The purpose of the "Open Forum" is to discuss local concerns and issues. It will provide an opportunity to consult and receive feedback, not only on the Council's policies and services, but also on wider issues of local concern including crime and disorder, community safety and environmental issues, which in turn will facilitate the Council's partnership working with other agencies and organisations.
- 12.3 It is not a substitute for Members' own surgeries and will not therefore be able to deal with individual cases or concerns, although members of the public will be welcome to attend and make contact with their local Ward Councillor.
- 12.4 The Chair will ask each person who addresses the Forum to give their name and the area where they live or the organisation they represent.
- 12.5 A question may not be asked related to:
 - (a) a matter which is the subject of legal proceedings or an appeal to a tribunal or to a Government Minister or to an investigation by the Local Government Ombudsman; or
 - (b) the appointment, promotion, dismissal, salary, superannuation or conditions of service, or the conduct or ability of any individual employed by the local authorities or the conduct of any member of the local authorities.
- 12.6 The Chair shall be entitled to rule that a question shall not be answered because:
 - (a) it requires investigation so that a full reply can be given in writing to the next meeting;
 - (b) the preparation of the answer would require the expenditure of a disproportionate amount of time, money or effort; or
 - (c) in his or her opinion it is improper, irrelevant or otherwise objectionable, or defamatory, or is in the same or similar terms to a question asked at the previous meeting.

REPORT OF EXECUTIVE CABINET

CHORLEY TOWN CENTRE ACTION AREA AND RETAIL AND LEISURE POLICIES PREFERRED OPTIONS DEVELOPMENT PLAN DOCUMENT

1. The Head of Development and Regeneration presented a report seeking endorsement of the draft Chorley Town Centre Action Area and Retail and Leisure Policies Preferred Options Development Plan Document for consultation purposes.
2. The document is required to be finalised for public consultation by March 2006, in order to meet the milestones identified for the production of the various documents that will make up the Local Development Framework for the Borough.
3. The document sets out the preferred policy options to enable the Council to undertake its responsibility to promote retail, leisure and other development requirements in relation to the following four identified priorities for the Town Centre:
 - Town Centre Environment;
 - Town Centre Diversification;
 - Business Promotion and Support;
 - Accessibility and Movement.
4. The document comprises development proposals and suggestions for planning polices and requires to be subject to rigorous procedures of community involvement and consultation. Following a further draft stage, the document will need to be subjected to an independent examination.
5. The Executive Cabinet endorsed the document, subject to the amendment of Policies R.10 and R.13, but, as it will form part of the Local Development Framework, the document requires formal ratification by the Council.
6. A copy of the Head of Development and Regeneration's report, which encloses the revised Preferred Options Document, is attached to this report.

Recommendation

7. The Council is recommended to approve, for consultation and community involvement purposes, the Chorley Town Centre Action Area and Retail and Leisure Policies Preferred Options Development Plan Document, subject to the Head of Development and Regeneration being granted delegated authority to make any necessary minor textural amendments to the document.

COUNCILLOR A LOWE
Executive Member for Development and Planning

COUNCILLOR A GEE
Executive Member for Chorley Town
Centre and Risk Management

AU

There are no background papers to this report.

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Report of	Meeting	Date
Head of Development and Regeneration (Introduced by the Executive Member for Development and Regeneration, Councillor A Lowe and the Executive Member for Chorley Town Centre and Risk Management, Councillor A Gee)	Executive Cabinet	12 January 2006

CHORLEY TOWN CENTRE ACTION AREA AND RETAIL AND LEISURE POLICIES PREFERRED OPTIONS DEVELOPMENT PLAN DOCUMENT

PURPOSE OF REPORT

- 1 To seek Members endorsement for the attached draft of the Preferred Options Document on the town centre, retail and leisure proposals, which will form part of the Local Development Framework.

CORPORATE PRIORITIES

- 2 The production and implementation of the policies to be contained within the Development Plan Document is relevant to the Council’s Corporate Priorities by improving the quality of the town centre environment, encouraging sustainable development and tackling social exclusion

RISK ISSUES

3. The issues raised and recommendations made in this report involve risk considerations in the following categories:

Strategy	3	Information	3
Reputation	3	Regulatory/Legal	3
Financial	3	Operational	3
People		Other	

- 4 Local authorities must become more pro-active and strategic in planning and managing town centres and this will have resource, reputation, information and regulatory implications for the Council.
- 5 Members will be aware that the Council has committed itself to the production of a number of Local Development Framework Planning Documents at specific times within its Local Development Scheme published last March.



- 6 Document production “Milestones” have been set out which are required to be met otherwise there is a risk that the Council would be penalised in its Planning Delivery Grant settlement. Its reputation would also be damaged if the Council were unable to conform to a publicly set out timetable. Therefore, given the other work commitments on the Local Development Framework it is important that this document is finalised ready for public consultation in March of 2006.

7

BACKGROUND

- 8 Members will be aware, following the 2004 Planning and Compulsory Purchase Act, that the former Development Plan system has been replaced. No longer are drafts of all the policies published in one Local Plan and consulted upon at Consultation and Deposit Draft stages with subsequent changes to wording made in response to representations. The preparation stages for documents under the new planning system are:

- a. Issues and Options
- b. Preferred Options
- c. Submission

- 9 The new Planning system is intended to be “front loaded”. In September 2004 the Council was one of the first planning authorities to publish its Local Development Framework Issues and Options Report, which drew on the work on the Community Strategy. These issues informed the production of the Local Development Scheme in March 2005 which sets out a timetable for a number of Development Plans. The Preferred Options stage is intended to give local people and organisations the opportunity to comment on how the local planning authority is approaching the preparation of the particular Document, including a broad outline of proposed policies. This stage also aims to ensure that the local planning authority is aware of all possible other options as suggested by respondents before the Submission stage document is prepared. (This is the stage at which representations are laid before an Inspector who then produces a binding report into the soundness of the plan.)
- 10 A Sustainability Appraisal Report must accompany the publication of Documents and this work is in hand.

CONTENT OF THE DOCUMENT

- 11 The Document sets out the preferred policy options to enable the Council to undertake its responsibility to promote retail, leisure and other development requirements in relation to four priorities for Chorley Town Centre:

Town Centre Environment - The physical fabric of the town maximises its contribution to future competitiveness of the centre through significant enhancement and general maintenance;

Town Centre Diversification - Broaden Chorley Town Centre’s economic base particularly in relation to stimulating the expansion of the evening economy, increasing the clothing and footwear offer and encouraging new small independent specialist retailers;

Business Promotion and Support - Strengthen the town centre’s role through stronger links with the business community and a greater level of support;

Accessibility and Movement - Build upon the current high levels of accessibility and address specific deficiencies such as the current car parking system and pedestrian linkages within the town centre.

- 12 It comprises development proposals and suggestions for planning policies and must be subject to rigorous procedures of community involvement, consultation and, following a further Submission stage draft, be subject to independent examination.

COMMENTS OF THE HEAD OF HUMAN RESOURCES

13 There are no apparent HR implications to this report

COMMENTS OF THE DIRECTOR OF FINANCE

14 There are no apparent financial implications to this report

RECOMMENDATION

15 That the Executive Cabinet endorse the draft document and approves it for consultation and community involvement purposes subject to ratification by Full Council with any necessary minor textural amendments delegated to the Head of Development and Regeneration.

REASONS FOR DECISION

15. Planning Policy Statement 6 (PPS6): Planning for Town Centres states that Council’s should be pro-active in their approach to town centres, produce Town Centre Strategies and plan for future development in the town. The Planning and Compulsory Purchase Act 2004 has replaced the existing system of local, structure and unitary development plans with Local Development Frameworks which is the non statutory term for the portfolio of local development documents which will comprise the spatial planning strategy for a local planning authority’s area. The Act requires that the local planning authority produce Development Plan Documents, as part of the Local Development Framework and the Council has already agreed following earlier consultation on planning issues for the Borough, that one of these documents will be on Chorley Town Centre, Retail and Leisure matters.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

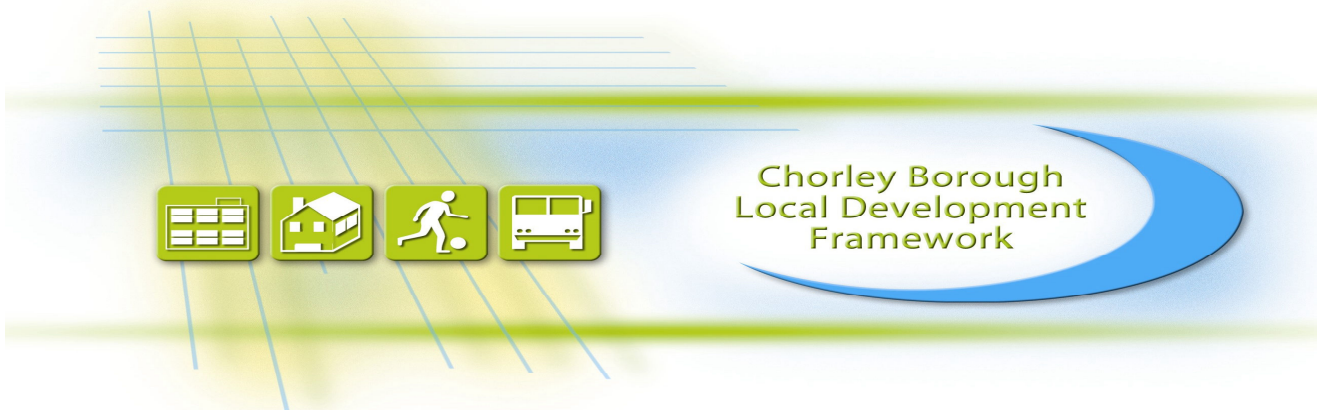
16. None as the need for a planned strategic approach for Chorley town centre and retail and leisure issues has been established.

JANE E MEEK
HEAD OF DEVELOPMENT AND REGENERATION

Background Papers			
Document	Date	File	Place of Inspection
Chorley Town Centre Retail and Leisure Study Draft Final Report	October 2005	***	Members Room
Chorley Town Centre Retail and Leisure Report	3 November 2005		

Report Author	Ext	Date	Doc ID
Alison Marland	5281	21 December 2005	

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Chorley into 2016: Chorley Town Centre Action Area and Retail and Leisure Policies Preferred Options Development Plan Document

March 2006

This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515281 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 کیجئے: 01257 515823

How to Make Representations

This draft document has been prepared for consultation and community involvement.

Representations can be made in any of the following ways:

By post Planning Policy Section
 Chorley Borough Council
 Council Offices
 Gillibrand Street
 Chorley
 Lancashire
 PR7 2EL

By fax 01257 515211

By e-mail planning.policy@chorley.gov.uk

For representations to be considered they must be received by the Planning Policy Team no later than 5pm, 25 April 2006.

**Chorley Town Centre Action Area and Retail and Leisure Policies
Preferred Options Development Plan Document
March 2006**

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ABOUT THIS DOCUMENT

1. This document is the Preferred Options edition of the Chorley Town Centre Action Area and Retail and Leisure Policies Development Plan Document, which is being published for consultation and community involvement.
2. It is a policy document within Chorley's new Local Development Framework the new style local development plan. It relates to two specific topics and will, as other Development Plan Documents are produced, result in a folder of planning policies relating to spatial development in the Borough. The other Local Development Framework Documents being produced at this time are
 - Sustainable Resources - Development Plan Document
 - Sustainable Resources - Supplementary Plan Document
3. This Document sets out what is considered to be the Preferred policy options to enable the Council to undertake its responsibility to promote retail and leisure requirements in relation to four priorities for Chorley Town Centre:

Town Centre Environment - The physical fabric of the town maximises its contribution to future competitiveness of the centre through significant enhancement and general maintenance;

Town Centre Diversification - Broaden Chorley Town Centre's economic base particularly in relation to stimulating the expansion of the evening economy, increasing the clothing and footwear offer and encouraging new small independent specialist retailers;

Business Promotion and Support - Strengthen the town centre's role through stronger links with the business community and a greater level of support.

Accessibility and Movement - Build upon the current high levels of accessibility and address specific deficiencies such as the current car parking system and pedestrian linkages within the town centre.

4. These priorities arise from a town centre, retail and leisure study carried out by consultants White Young Green. The Council has broadly accepted the findings of the study and see it as a good basis for future planning, although not all the consultants' suggestions will be taken forward at this time.
5. A number of the study's findings are not appropriate for inclusion in this Development Plan Document because they do not specifically relate to the use of land in a development sense. The findings are more to do with the maintenance and management of the town centre, and particularly the Business Promotion and Support priority. These issues are considered in more detail in a companion document, **Chorley Town Centre Strategy**, which is published for consultation and community involvement at the same time.
6. It is envisaged, in line with national and regional planning guidance, that most of the Borough's retail and leisure development needs will be met in the Primary Shopping Area of Chorley Town Centre. However, it is recognised that some proposals may be

acceptable elsewhere and in particular it will be appropriate to safeguard, and enhance where possible, the local provision of shopping and other services. This document deals with these too.

7. The Sustainability Appraisal Report accompanying this document tests a variety of options that were considered before arriving at this Preferred approach.
8. These documents were approved at the Council meeting on 25 January 2006 for consultation for six weeks from the 15 March 2006.
9. Following the six-week period of consultation and community involvement on the content of the Preferred Options, the Council will consider all the comments received in the context of national and strategic planning policy and produce a further version of this document for submission to Government. This document will then be the subject of further consultation and may result in an Examination in Public with a Planning Inspector setting out his or her views on the soundness of the Development Plan Document. The Council would have no choice but to accept the recommendations made by the Inspector.
10. The time table for the whole preparation process set out in the March 2005 edition of Chorley Borough's Local Development Scheme is as follows:
 - Public participation on preferred options March/April 2006
 - Submission to Secretary of State- September 2006
 - Pre- examination meeting – January 2007
 - Examination in Public- March 2007
 - Adoption – October 2007.

BACKGROUND

11. This is the second stage in the production of Town Centre, Retail and Leisure policies. The completed policies are to be submitted to the Secretary of State in September 2006.
12. In September 2004 wide ranging public consultation took place on the Issues and Options of the Local Development Framework under Regulation 25 of the Town and Country Planning (Local Development) (England) Regulations 2004.

Chorley Town Centre, Retail and Leisure Needs

13. The town centre, retail and leisure were amongst the wide-ranging issues and options considered during this public consultation. Relevant results are set out in Appendix 1.
14. The Council appointed consultants White Young Green in May 2005 to undertake a study of Chorley Town Centre and the wider retail and leisure needs of the Borough.
15. **The Key Objectives** of the study were to:
 - Provide a detailed quantitative and qualitative assessment and analysis of future trends in retailing and leisure in the sub region and Chorley Borough;
 - Assess the amount of additional comparison (non-food) and convenience (food grocery) floorspace required in the town centre over the next 10 years;
 - Assess the role of Chorley Town Centre in the sub region, against competing centres such as Preston, Bolton, Blackburn and Middlebrook;
 - Identify opportunities and threats that will influence the future of Chorley Town Centre; and
 - Provide advice on a future action plan for the town centre, setting out key initiatives and an implementation timetable to help improve Chorley Town Centre performance
16. The consultants undertook market research and consultation using surveys of households, shoppers and traders. They also hosted a workshop and feedback events where town centre businesses were invited to discuss the future of the town and associated issues that need to be addressed. The Council also held two Town Centre Exhibitions on the 21 and 25 June 2005 where the general public were asked about how they would like the town centre to evolve over the next few years. The findings of all this work were reflected in the consultants' report.

Report Findings

17. The Report provides a detailed evaluation on how the town centre can evolve through to 2015 and meet retail and leisure requirements of the Borough. **Key Messages are:**
 - Chorley is a vibrant and vital town centre, however it cannot afford to stay still;
 - There is a strong loyal catchment;
 - There is a need for an identity and Unique Selling Point such as specialist shops and markets;

- Chorley is in transition and in need of positive and consistent promotion and town centre management;
- There is surplus convenience expenditure available within the Borough totalling £39.2m and although the new Booths store will absorb a significant proportion of the projected capacity the residual is sufficient to support additional convenience floorspace (food grocery) in Chorley of approximately 5,000 sq m gross;
- There is a requirement for approximately 9,400 sq m gross of additional non-food floorspace within Chorley Town Centre;
- There is a need to broaden the range and choice of retailing;
- There are areas of poor quality of public realm and need for environmental improvements;
- There is a need for new leisure /evening facilities. Growth in the evening economy would be stimulated by improvements to the cultural facilities, quality restaurants, cafes, pubs and the attraction of more tourists;
- There is a quantitative need for a 6 screen cinema;
- There is scope to improve the operation of car parking;

NATIONAL AND STRATEGIC CONTEXT

National Context

18. Planning Policy Statement 6 (PPS6): Planning for Town Centres (March 2004) encourages local authorities to be pro-active in their approach to town centres, produce a Town Centre Strategy, master plan for future development in town centres and prepare guidance notes on design matters.
19. The guidance confirms that the sequential test applies to office and leisure developments as well as retail proposals. Despite an overall resistance to development outside town centres PPS6 maintains support for an efficient, competitive and innovative retail sector. It states “it is not the role of the planning system to restrict competition, preserve existing commercial interests or innovation”

Strategic Context

20. At the time of writing there are two strategic planning documents that are relevant to Chorley in both the Borough Council and the wider community undertaking its responsibilities to help achieve the above objectives through appropriate implementation of retail and leisure development along with other enhancements.

21. The Regional Planning Guidance for the North West was adopted in March 2003. This will be replaced by a new Regional Spatial Strategy that is due to go to formal Public Consultation in March 2006. The Joint Lancashire Structure Plan was adopted in March 2005. Together these contain the relevant strategic context for the preparation of policy. (Once the draft RSS has been adopted the Joint Lancashire Structure Plan will no longer be part of the development plan). In the interests of brevity Appendix 2 refers to the relevant policies.
22. These strategic policies and the Planning Policy Statement provide pointers to the detailed policy considerations that should be contained within the Local Development Framework, under the umbrella term of Town Centre, Retail and Leisure, and fully support the spatial objectives.

Relationship with the Community Strategy

23. The Council has aimed to ensure that there is considerable mutual support between the Community Strategy and the Local Development Framework. The public participation that took place on the Community Strategy in 2004 prepared the ground for the involvement in work that took place in the autumn of 2004 on the Issues and Options Paper of the Local Development Framework.
24. The Community Strategy 2005-2025 was published in October 2005. The related actions arising from Chorley Borough's Community Strategy Action Plan 2005-2008 set out in Appendix 3 are relevant when considering the preferred options in the Development Plan Document, and illustrate the wide range of stakeholders and partners that are required in the implementation of the spatial planning of the Borough.

Relationship with Town Centre Strategy

25. The Council have prepared a Strategy for the Town Centre as part of the Borough's Regeneration Strategy. The Strategy comprises objectives and actions for town centre management, environmental improvements, promotion and marketing.

SPATIAL VISION for Chorley for its town centre, retail and leisure needs.

“The overall vision is to assist in improving the vitality and viability of Chorley Town Centre so that by 2016 it provides a place to successfully do business and visit through a unique offer of attractions; and that elsewhere in the Borough, local retail and other service needs of residents are conveniently met”.

- 26 The following objectives are derived from this vision:
- improve the vitality and viability of the town centre by increasing its retail and leisure attractions to customers, businesses and investors;
 - continue to improve and promote the safety, security and accessibility of the town centre to all its users;
 - encourage and facilitate improvements to the physical environment of the town centre and ensure high standards of maintenance
 - raise the profile of the town centre and promote it as an attractive, lively place that people will want to visit, shop and return;
 - further encourage all businesses and agencies involved in the town centre to work closely together to achieve improvements;
 - improve and protect local shopping and service provision in the Borough outside of the town centre

Sustainability Appraisal

27. From 27 June to 29 July 2005 a Scoping Report for the Town Centre and Retail and Leisure Policies was sent out for consultation to the four statutory bodies nominated for this purpose (English Nature, English Heritage, Environment Agency and Countryside Agency), and other bodies considered appropriate. The Scoping Report sets out the objectives of the Town Centre and Retail and Leisure policies, possible options to achieve each objective and a framework to test each option including sustainability objectives.
28. Testing of the options was carried out in September 2005 to identify how each performed against social, economic and environmental objectives in the Sustainability Appraisal Framework. The Preferred Options for this document were then selected based on the testing and recommendations made in the Sustainability Appraisal.
29. The Preferred Options were then tested further in the Sustainability Appraisal in order to predict and assess their effects both individually and cumulatively.
- 30 The original options for each objective are set out in Appendix 4.

Preferred Options – Development Plan Document Broad Outline of Policies for Town Centre Action Area, Retail and Leisure Policies.

31. The following policies set out an outline of the preferred policy approach for town centre, retail and leisure developments. Following the extensive consultation that will take place on this document, in addition to the considerable publicity and work with stakeholders, business and the public that has already taken place, each policy will have clear objectives and indicators in order to monitor the effectiveness of the policies. The performance of the policies will be assessed through the Local Development Framework Annual Monitoring Report.

- 32 Chorley Town Centre heads the hierarchy of shopping centres in the Borough. Clayton Green Centre functions as a District Centre and all the other concentrations of retail uses in the Borough are classified as Local Centres.
- 33 Within Chorley Town Centre as defined there are sub-areas where specific policies apply:
- **Primary Shopping Area** where retail development is concentrated and which comprises the Primary and Secondary Frontage Areas;
 - **Primary Frontage Area** which includes a high proportion of retail uses;
 - **Secondary Frontage Area** which provides greater opportunities for a diversity of town centre uses;
 - **Office Zones** which include a high proportion of office uses;
 - **Leisure and Cultural Quarter**, which coincides with the St George's Conservation Area and overlaps with an Office Zone. It is an area where leisure and cultural uses will be encouraged;
 - **Established Housing Areas** which predominantly in residential use.
- 34 Within Chorley Town Centre main town centre uses will be encouraged through the following policies:
- Retail as subject to Policies R1, R2, R4, R5 and R6;
 - Leisure and entertainment facilities as subject to Policies R1, R2; and R4
 - Offices as subject to Policies R4, R5, R6, R8 R9 and R10;
 - Arts, culture and tourism as subject to Policy R3 and
 - Housing subject to Policies R11 and R12.
35. Supporting text will be produced following representations made to the broad outline and principles set out below.

Primary Shopping Area

R1 Major retail and leisure development should be located in the Primary Shopping Area. Key areas of opportunity exist and specific locations where such development will be permitted are shown on the Proposals Map:

- 1. Off Gillibrand Street and 98-102 Market Street**
- 2. Fleet Street North Car Park**
- 3. Corner of Pall Mall/Bolton Street**
- 4. Part of Union Street Car Park**

All development within the Primary Shopping Area should:

- a) Enhance and maintain the vitality and viability of Chorley Town Centre;**
- b) Broaden the range and choice of retailing and leisure in Chorley Town Centre;**
- c) Make efficient use of land;**

- d) Promote diversification of uses such as mixed use development including residential and/or office use on upper floors with the provision of separate means of access;
- e) Facilitate improvements to the public realm and physical environment of the town centre including gateways, paving, signage and street furniture;
- f) Ensure a high quality of design and future maintenance;
- g) Improve, where appropriate, on-site public car parking; and
- h) Integrate pedestrian, cyclist and public transport improvements

Targets to provide in Chorley Town Centre:

- i) Additional non-food retail floorspace of approximately 9,400 sq m (gross) within Chorley Town Centre by 2016.
- ii) A large supermarket or an equivalent extension of between 2,000 and 5,000 sq m gross in Chorley Town Centre by 2016.
- iii) A 6 screen cinema by 2016.

R2 Where alternative sites to those specified in Policy R1 are proposed for retail and leisure development the Council will require the applicant to demonstrate the sequential approach to site selection:

- First, locations in the Primary Shopping Area where suitable sites or buildings for conversion are, or are likely to become, available by 2016, taking account of an appropriate scale of development in relation to the role and function of the centre; but if no such sites are available then,
- Edge-of-centre locations within 300 metres of the boundary of the Primary Shopping Area with preference given to sites that are or will be well-connected to the Primary Shopping Area; but if no such sites are available then,
- Out-of-centre sites, with preference given to sites which are or will be well served by a choice of means of transport and which are close to and have a high likelihood of forming links with the Primary Shopping Area

An applicant must demonstrate:

- a) The need for that development;
- b) That the development is of an appropriate scale;
- c) That there are no unacceptable impacts on a nearby Town, District or Local Centre; and
- c) That the location is accessible by foot, and cycle and is well served by public transport.

R3 Hotel, arts, cultural and other tourism facilities will be permitted in the Primary Shopping Area provided any proposal does not have a detrimental effect either individually or cumulatively on the shopping

character of the Primary Frontage Area and must contribute to its vitality and viability.

Any proposal should:

- a) Make efficient use of land;
- b) Be of appropriate scale;
- c) Facilitate improvements to the public realm and physical environment of the town centre including gateways, paving, signage and street furniture;
- d) Ensure a high quality design and future maintenance;
- e) Protect the amenity of neighbouring properties through noise transmission, overlooking or other disturbance.

Where alternative sites for hotel, arts, cultural and other tourism facilities are proposed the Council will require the applicant to demonstrate the sequential approach to site selection:

- First, locations in the Primary Shopping Area where suitable sites or buildings for conversion are, or are likely to become, available by 2016, taking account of an appropriate scale of development in relation to the role and function of the centre; but if no such sites are available then,
- Edge-of-centre locations within 300 metres of the boundary of the Primary Shopping Area with preference given to sites that are or will be well-connected to the centre; but if no such sites are available then,
- Out-of-centre sites, with preference given to sites which are or will be well served by a choice of means of transport and which are close to and have a high likelihood of forming links with the centre.

An applicant must demonstrate:

- a) The need for that development;
- b) That the development is of an appropriate scale; and
- c) That the location is accessible by foot, cycle and is well served by public transport.

Primary Frontage Area

R4 Within the Primary Frontage Area in Chorley Town Centre as shown on the Proposals Map, the Council will permit the following uses at ground floor level:

- **A1 (Shops)**
- **A2 (Financial and Professional Services)**
- **A3 (Restaurants and Cafes)**

Any proposal must not have a detrimental effect either individually or cumulatively on the shopping character of that street or of the Primary Frontage Area as a whole and must contribute to its vitality and viability.

The following restrictions will apply in the Primary Frontage Area:

- A2 use will not be permitted in the Market Walk Shopping Centre;
- A2 and A3 uses will be restricted to a maximum of 30% of the Primary Frontage Area.
- A4 and A5 uses will not be permitted.

Target

To maintain 70% of the Primary Frontage Area as A1 use.

Secondary Frontage Area

R5 Within the Secondary Frontage Area in Chorley Town Centre, as shown on the Proposals Map, a combination of uses A1 (Shops), A2 (Financial and Professional Services), A3 (Restaurants and Cafes), A4 (Drinking Establishments) and A5 (Hot Food Take-Aways) appropriate to a shopping area will be permitted providing the proposal would not undermine the character of that street or the Secondary Frontage Area. Proposals for residential use at ground floor level will not be permitted.

Leisure and Cultural Quarter

R6 St George's Street, Church Street and the eastern end of Chapel Street in Chorley Town Centre, as shown on the Proposals Map will be promoted as a Leisure and Cultural quarter to encourage restaurants, bars, cafes and evening entertainment as well as offices.

The proportion of A3 uses (Restaurants and Cafes) will be limited to 20% of the total number of outlets in this area. A5 uses (Hot food takeaways) will not be permitted in this area.

Development which conflicts with the object of preserving or enhancing the special character or appearance of the Conservation Area will not be permitted. Development which would detract from the setting of a Listed Building will not be allowed. Proposals which would involve internal or external alterations, extensions to, or the change of use of a Listed Building will not be permitted where they would have an adverse effect on the special architectural or historic character.

District and Local Shopping Centres

- R7** Within District, and Local Shopping Centres, proposals other than for A1 (Shops), A2 (Financial and Professional Services), A3 (Restaurants and Cafes), A4 (Drinking Establishments) and A5 (Hot Food Take-Aways) on the ground floor will be refused unless it can be demonstrated:
- a) There is no demand for these uses for the property
 - or
 - b) The property was last occupied by a non-retail/non commercial use.

Small scale local needs A1, A2, A3, A4 and A5 uses proposed outside these Centres will be permitted unless they:

- i) would impact on the vitality and viability of a nearby centre; or
- ii) harm the amenity of an adjacent residential area; or
- iii) are not accessible by a choice of means of transport other than the private car.

Chorley Town Centre Office Zones

- R8** Changes of use/redevelopment or the construction of new buildings for A2 (Financial and Professional Services) and B1a (other Offices not within A2) will be permitted in the areas within Office Zones as shown on the Proposals Map.

Where alternative sites for A2 and B1a uses are proposed the Council will require the applicant to demonstrate a sequential approach to site selection:

- Why no other suitable sites or buildings for conversion/redevelopment exist within the Office Zones identified; and then
- If appropriate, why consideration should be given to an edge-of-centre location within 300 metres of an Office Zone and then if no such sites are available,
- Why consideration should be given to an out-of-centre location.

An applicant must demonstrate:

- a) The need for that development;
- b) That the development is of an appropriate scale; and
- c) That the location is accessible by foot, and cycle and is well served by public transport.

Offices in the Primary Shopping Area

- R9** A2 (Financial and Professional Services) and B1a uses (other Offices not within A2) will be permitted on the first and any subsequent floors in the Primary Shopping Area provided the proposals would not:

- a) **Result in the loss of accommodation more suitable for residential use or,**
- b) **Prevent any higher floor being used as residential accommodation.**

Town Hall Extension

R10 A site adjacent to the Town Hall is allocated for office use as shown on the Proposals Map

Opportunities for Residential Development

- R11 The conversion of vacant or under used floorspace to residential use above ground floor premises will be permitted in the Primary Shopping Area, District, and Local Shopping Centres provided the conversion will:**
- a) **Provide acceptable standards of accommodation;**
 - b) **Have pedestrian access which can be used independently of the ground floor use;**
 - c) **Protect the amenity of future residents from the use of neighbouring properties and the ground floor use of the property; and**
 - d) **Protect the amenity of the residents of neighbouring properties through avoiding overlooking, noise transmission, or other disturbance.**

Protection of Existing Residential Areas

R12 New development or changes of use from housing to non-residential use will not be permitted in Established Housing Areas of Chorley Town Centre as shown on the Proposals Map.

The Protection of Community Facilities in Rural Areas

- R13 Development which involves the loss of a rural community, retail or leisure facility will not be permitted unless the applicant can demonstrate that:**
- a) **the facility is no longer needed by the community it serves or that alternative facilities exist locally or will be provided; and**
 - b) **the facility is no longer economically viable, and all reasonable efforts have been made to sell or let the property as a community facility at a realistic price; or**
 - c) **the property is in an isolated location remote from public transport routes.**

Extent of the Policies

- 36 **Map Extracts where relevant show the boundary as adopted in the Chorley Borough Local Plan Review and the changes proposed:**
- 37 The Shopping Centre is renamed the Primary Shopping Area, which remains the same except with the addition of land at the northern end of the Pall Mall – See Map 1
- 38 The Primary Shopping Area is renamed the Primary Frontage Area, which remains the same except with the addition of the area developed as a Booths supermarket and adjoining accommodation. This area, presently in the Local Plan as part of a Major Retail Area is deleted as the site has been developed. See Map 2
- 39 Location Plan for Areas of Major Retail and Leisure Development. All other retail and leisure designations in the Local Plan are deleted. See Map 3
- 40 Location Plan of Leisure and Cultural Quarter. See Map 4
- 41 The boundaries of all the District and Local Shopping Centres remain unchanged from the Local Plan, and the Neighbourhood Centres at Pall Mall and Bolton Road are called Local Shopping Centres. See Map 5.
- 42 The Central Shopping Core designation is deleted. See Map 6

Consultation

- 43 Consultation will take place in line with the procedures set out in Chorley Borough's Statement of Community Involvement, Submission to the Secretary of State edition September 2005.

Existing Policies within the Adopted Chorley Borough Local Plan Review 2003.

44. The Proposed Policies would replace the following Local Plan policies:

EM6 Financial and Professional Services;
 SP1 Locations for Major Retail Development;
 SP2 Retail Allocations;
 SP3 Pedestrianised Developments;
 SP4 Primary Shopping Area;
 SP5 Secondary Shopping Area;
 SP6 District, Neighbourhood and Local Shopping Centres
 SP7 Shopping Improvement Area;
 SP8 Small Scale Retail Developments;
 SP9 Local Shops on Housing Development Areas;
 LT1 Major Tourism and Leisure Development;
 LT2 Leisure Allocations;

HS11 Flats Above Retail and Commercial Premises;
HS12 The Inclusion of Flats in Retail and Commercial Schemes
HS22 Established Residential Area in Chorley Town Centre;
DC10 The Protection of Community Facilities in Rural Areas;

APPENDIX 1

Chorley into 2016: Issues and Options was published in September 2004.

The Report was publicly exhibited at 22 locations across the Borough over a six-week period between 27 September and 4 November 2004. The Report was made readily available at the Council Offices and upon the Council’s web page. Copies were also sent to a large number of relevant groups and organisations. Three forum meetings took place involving local businesses, the Housing Development Forum and the Chorley Civic Society.

The results were as follows:

How can Chorley Town Centre improve as a shopping and service centre?

Option A1 – Do a retail survey to assess the need for further shopping facilities in the town centre.

strongly support	support	neither	oppose	strongly oppose
13%	51%	22%	9%	2%

Option A2 – Allow only retail uses in the heart of the town centre. However, this could lead to more units staying empty for longer.

strongly support	support	neither	oppose	strongly oppose
2%	20%	34%	22%	22%

Option A3 – Support a wider range of commercial uses across most of the town centre, but this may bring in businesses that have few attractions for shoppers.

strongly support	support	neither	oppose	strongly oppose
7%	20%	46%	22%	5%

Option A4 – Encourage Market Walk to expand to try and attract more big retail names. However, Chorley is likely to be too small to appeal to top department stores.

strongly support	support	neither	oppose	strongly oppose
5%	30%	26%	23%	0%

Option A5 – Plan for a town centre with its own individual character and specialities.

strongly support	support	neither	oppose	strongly oppose
56%	31%	11%	2%	0%

Option A6 – Make more of Chorley’s tradition as a market town.

strongly support	support	neither	oppose	strongly oppose
43%	40%	14%	2%	0%

Option A7 – Take co-ordinated action across the whole town centre.

strongly support	support	neither	oppose	strongly oppose
28%	40%	18%	13%	3%

Option A8 – Target vacant buildings and empty sites to attract new investment.

strongly support	support	neither	oppose	strongly oppose
44%	51%	4%	0%	0%

Option A9 – Plan for a smaller town centre by allowing non-commercial uses, such as housing, in fringe locations like southern Market Street.

strongly support	support	neither	oppose	strongly oppose
7%	24%	40%	20%	9%

Option A10 – Improve parking for shoppers rather than workers, but this could lead to more all-day parking in nearby residential areas instead of encouraging commuters to use public transport.

strongly support	support	neither	oppose	strongly oppose
13%	28%	33%	18%	10%

How can the evening economy of Chorley Town Centre become more varied?

Option B1 – Try to restrict further development of pubs and clubs in the town centre to discourage more alcohol related town centre uses.

strongly support	support	neither	oppose	strongly oppose
35%	17%	29%	12%	7%

Option B2 – Work in conjunction with operators of cinemas, bowling alleys and other entertainment facilities to assess their requirements for these facilities in the Borough and the potential for them to be located in the town centre. Identify potential town centre sites for such leisure uses.

strongly support	support	neither	oppose	strongly oppose
43%	40%	11%	2%	4%

How can village and neighbourhood shopping and service centres be improved?

Option C1 – Only allow commercial users to occupy premises that become vacant in local shopping and service centres, however this may mean more premises remaining empty for longer periods, because in some locations various retail and service uses may not be economically viable.

strongly support	support	neither	oppose	strongly oppose
3%	10%	45%	29%	14%

Option C2 – Retain policies similar to the current ones which provide protection for retail and commercial premises, but allow for changes of use if facilities are no longer economically viable.

strongly support	support	neither	oppose	Strongly oppose
17%	52%	17%	7%	7%

Option C3 – Allow a greater range of uses in local shopping areas to try to avoid leaving premises empty.

strongly support	support	neither	oppose	strongly oppose
20%	48%	24%	7%	2%

Option C4 – Refuse applications for small-scale shops and services outside of designated areas to encourage these uses to set up in local shopping and service centres.

strongly support	support	neither	oppose	strongly oppose
11%	18%	23%	39%	9%

Option C5 – Support proposals that arise for new small scale shops and services outside of designated centres to try to increase overall local shopping and service provision.

strongly support	support	neither	oppose	Strongly oppose
30%	23%	25%	18%	5%

APPENDIX 2**Relevant Strategic Policies.**

The Regional Planning Guidance adopted March 2003.

Relevant policies: DP1- Economy in the use of Land and Buildings, DP2- enhancing the Quality of Life, DP3- Quality in New Development, DP4 Promoting Sustainable Economic Growth and Competitiveness and Social Exclusion, EC8 Town Centres –Retail, Leisure and Office Development, UR10 Greenery, Urban Greenspace and the Public Realm, ER1- Management of the North West's Natural and Built and Historic Environment; ER3 Built Environment.

Emerging policies in the emerging interim draft Regional Spatial Strategy.

Policies that are relevant: CS1 Overall Spatial Development Framework; CS2- Core Development Principles; SDF10 Central Lancashire City Region Priorities; W4 Retail Development.

Policies in the Joint Lancashire Structure Plan adopted March 2005. Policy 1- General Policy, Policy 2- Main Development Locations, Policy 7- Accessibility and Transport, Policy 16- Retail, Entertainment and Leisure Development; Policy 17- Office Development, Policy 18- Major Hotel Development.

APPENDIX 3

Chorley Borough's Community Strategy 2005-2025 and Action Plan 2005-2008**Priority 5- To Develop the Character and Feel of Chorley as a Good Place to Live and Visit.**

Goals

- Improve our urban and rural surroundings and enhance the wildlife of the borough to provide an attractive environment for residents, visitors and investors.
- More leisure and entertainment opportunities and encourage participation in leisure activities

APPENDIX 4**Chorley Town Centre Action Area, Retail and Leisure Policies DPD: Objectives and Options**

Objective A: Improve the Vitality and Viability of the Town Centre by Increasing its Retail and Leisure Attraction to Customers, Businesses and Investors

Option 1: Do nothing (retain current policies)

Option 2: Restrict non-retail (A2, A3/A5) uses in the Primary Shopping Area.

Option 3: Retain and enhance existing markets.

Option 4: Provide for more prime floorspace suitable for national multiple retailers.

Option 5: Plan for a Town Centre with its own individual character and specialities, encouraging independent retailers.

Objective B: Continue to Improve and Promote the Safety, Security and Accessibility of the Town Centre to all its Users

Option 1: Do nothing (retain current policies)

Option 2: Improve parking for shoppers.

Option 3: Give priority to walking, cycling and public transport in the Town Centre.

Option 4: Restrict further developments of pubs and clubs in the Town Centre to try to control alcohol related activity.

Option 5: Encourage residential development in upper floors in the Town Centre.

Objective C: Encourage and Facilitate Improvements to the Physical Environment of the Town Centre and Ensure High Standards of Maintenance

Option 1: Do nothing (retain current policies)

Option 2: Encourage better shop front design.

Option 3: Target vacant buildings and empty sites to attract new investment.

Option 4: Improve the public realm of the Town Centre including paving, signage and street furniture.

Option 5: Plan for a smaller Town Centre by allowing non-commercial uses such as housing in fringe locations such as Southern Market Street.

Objective D: Raise the Profile of the town Centre and Promote it as an Attractive, Lively Place that People will Want to Visit, Shop and Return

Option 1: Do nothing (retain current policies)

Option 2: Encourage events and activities.

Option 3: Encourage travelling markets.

Option 4: Encourage and identify potential sites for new leisure developments in the Town Centre and work in conjunction with operators.

Objective E: Further Encourage All Businesses and Agencies Involved in the Town Centre to Work Closely Together to Achieve Improvements

Option 1: Do nothing (retain current policies)

Option 2: Develop new ways of working together

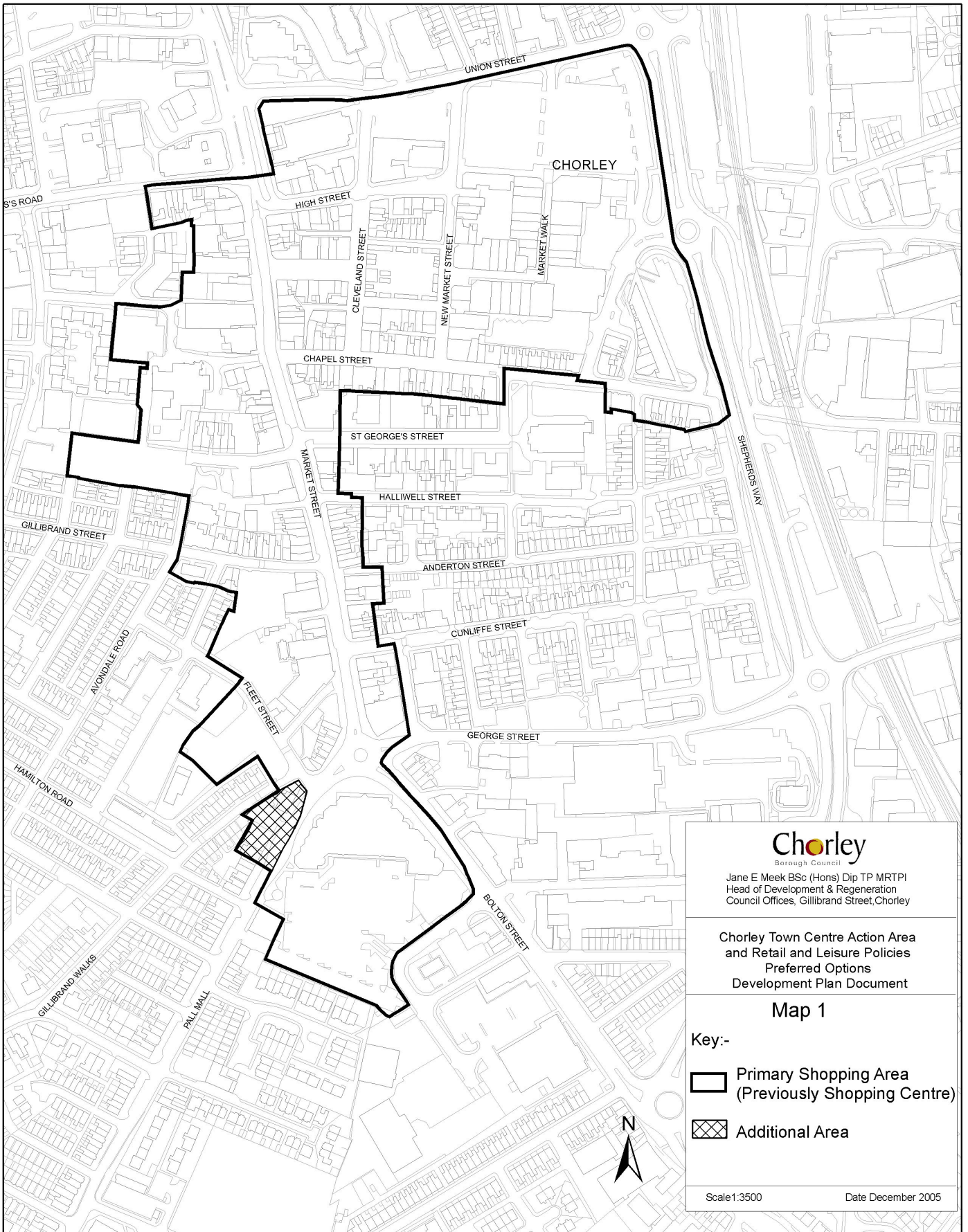
Objective F: Improve and Protect Local Shopping and Service Provision in the Borough Outside of the Town Centre

Option 1: Do nothing (retain current policies)

Option 2: Allow a greater range of uses in local shopping centres.

Option 3: Refuse planning applications for new small-scale shops and services outside of designated areas to encourage these uses to set up in local shopping and service centres.

- Option 4: Support proposals that arise for new small-scale shops and services outside of designated centres to increase overall local shopping and service provision.



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Chorley Town Centre Action Area
and Retail and Leisure Policies
Preferred Options
Development Plan Document

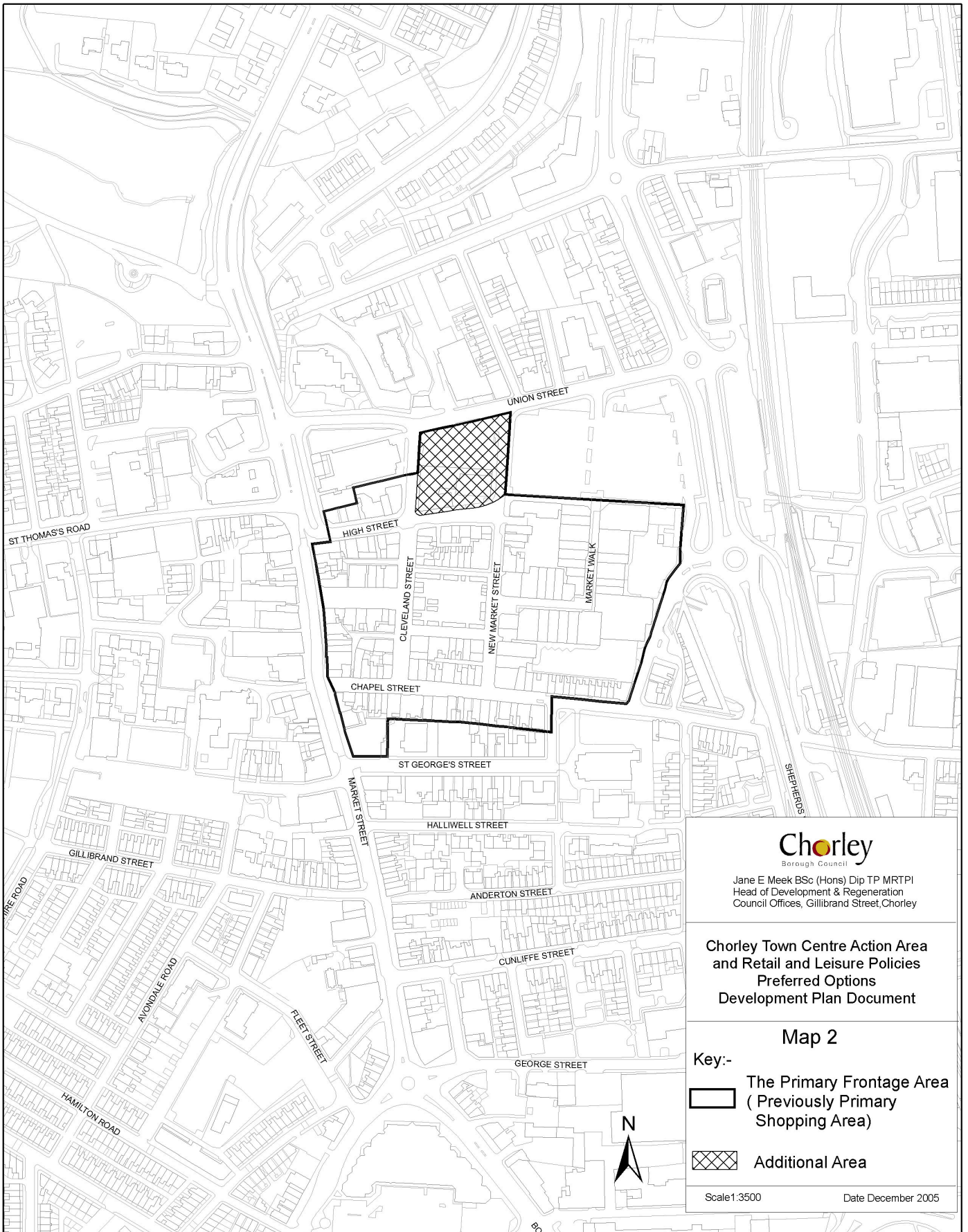
Map 1

Key:-

- Primary Shopping Area (Previously Shopping Centre)
- Additional Area

Scale 1:3500 Date December 2005

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**Chorley Town Centre Action Area
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Preferred Options
Development Plan Document**

Map 2

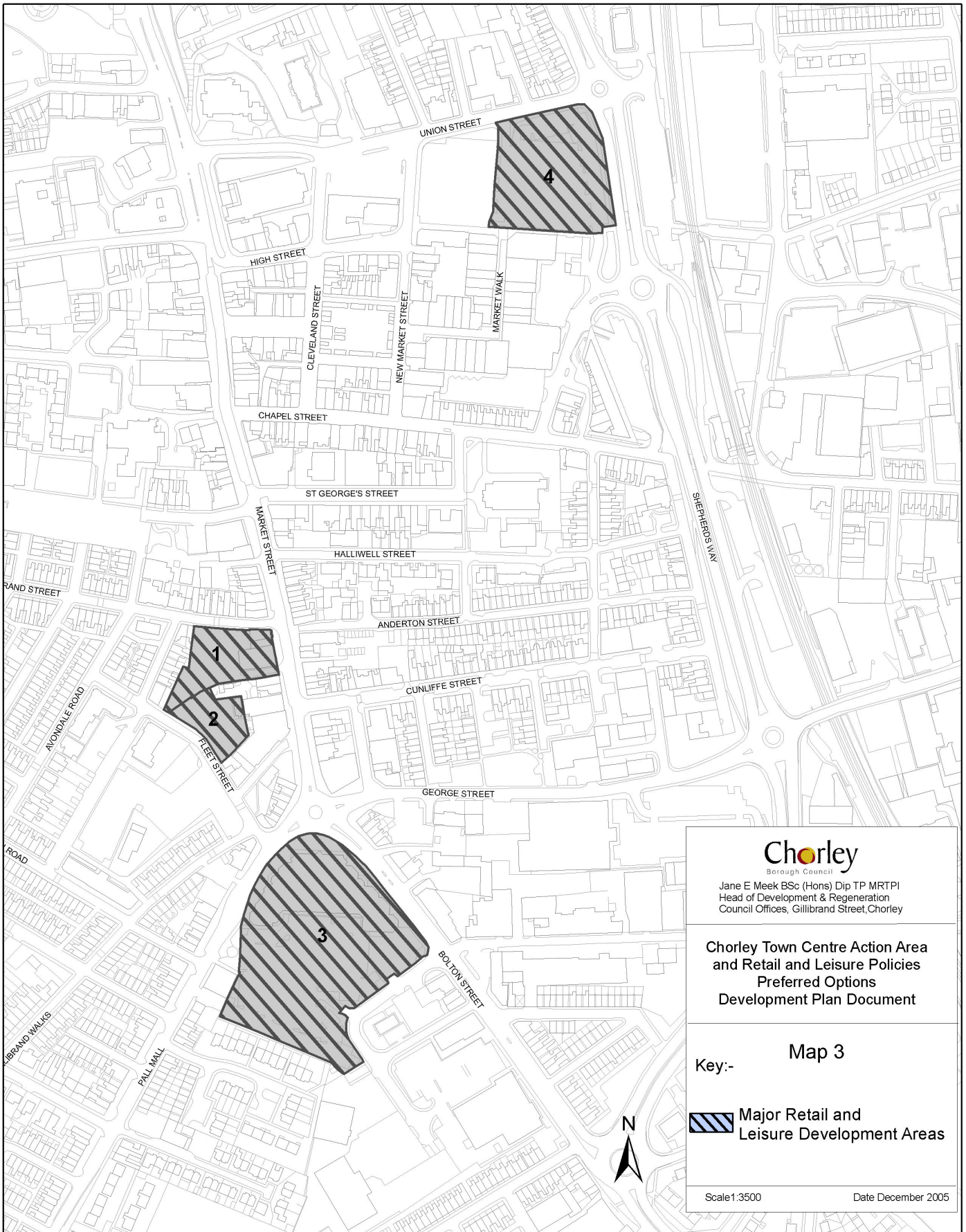
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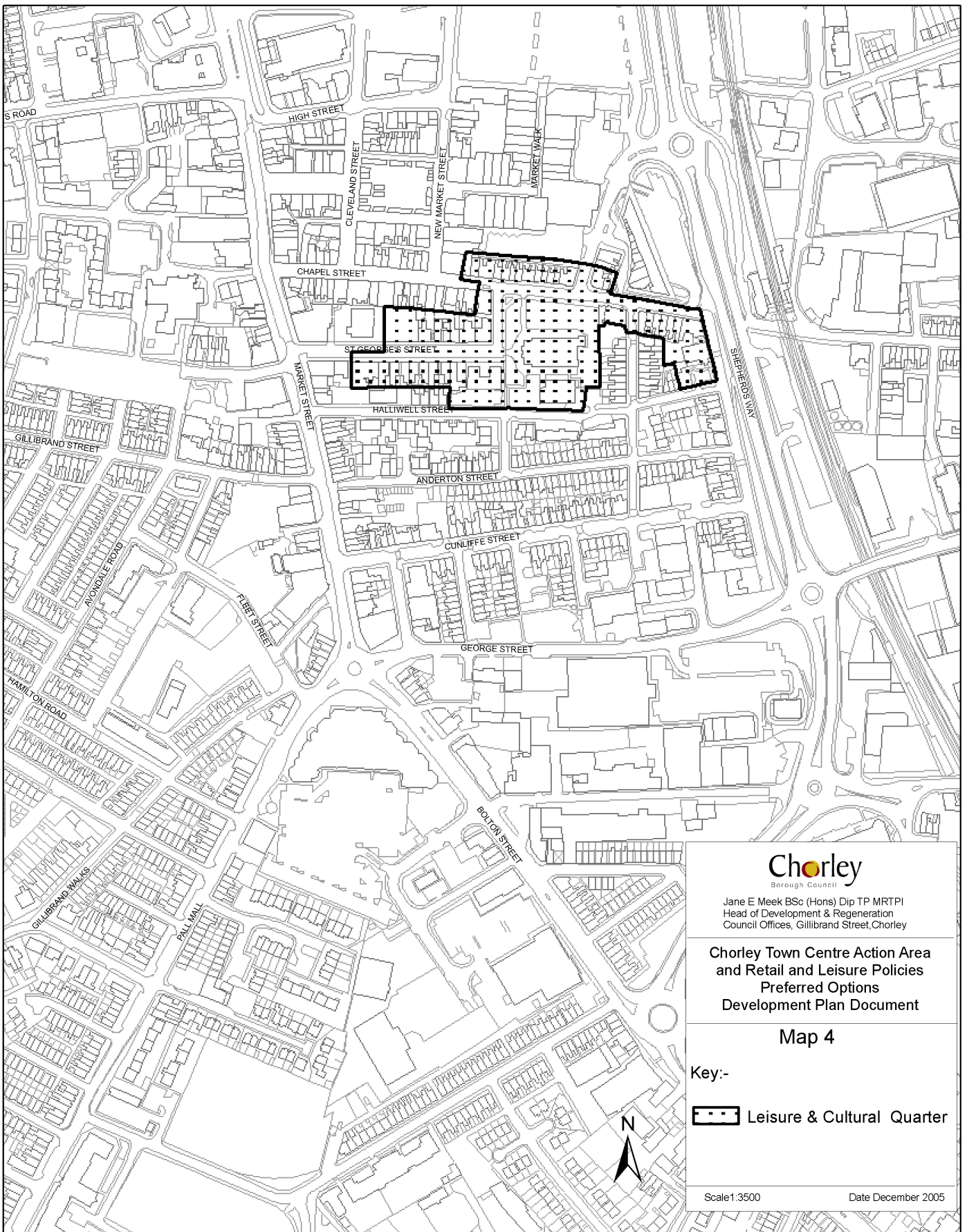
 The Primary Frontage Area
(Previously Primary
Shopping Area)

 Additional Area

Scale 1:3500

Date December 2005






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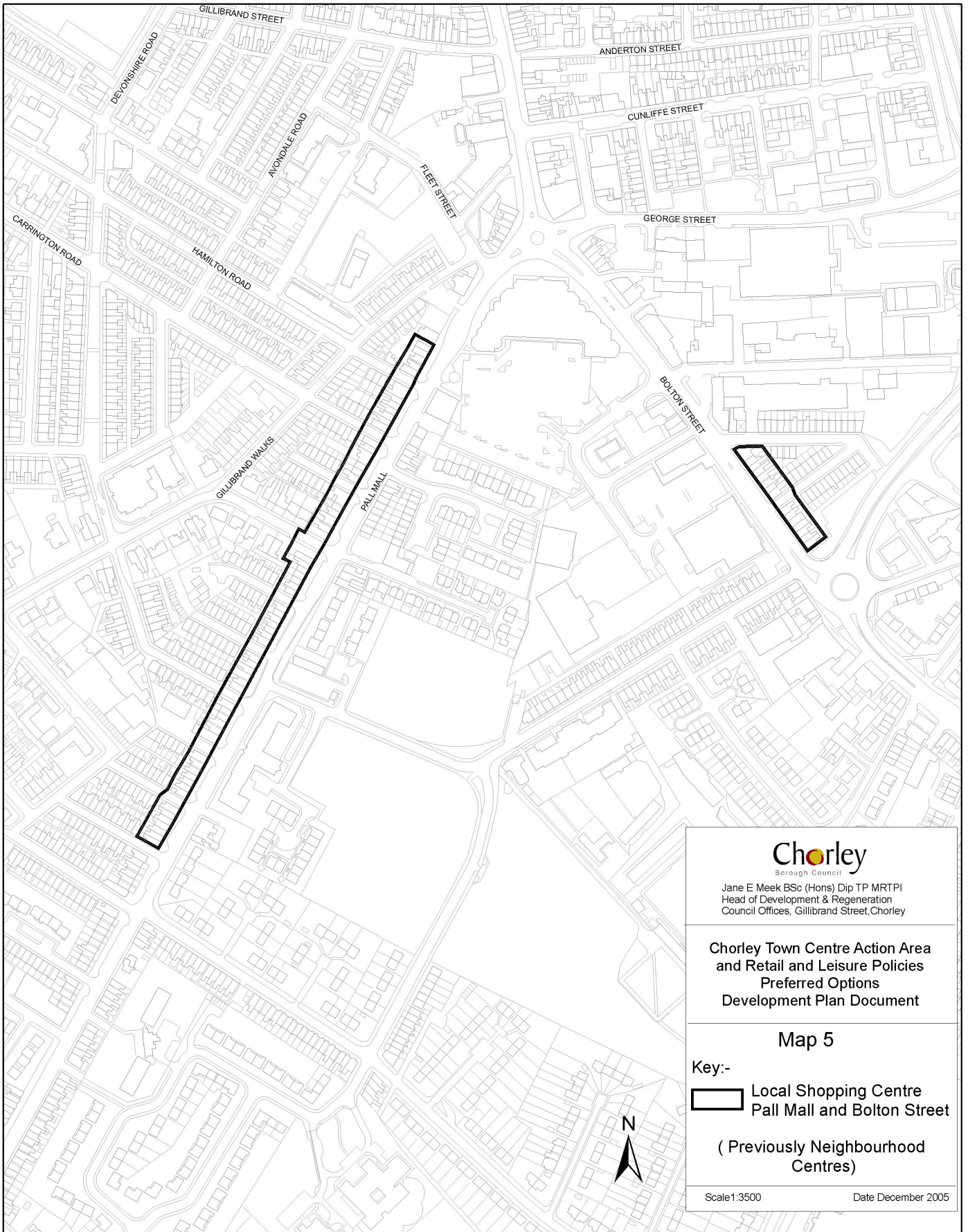
Map 4

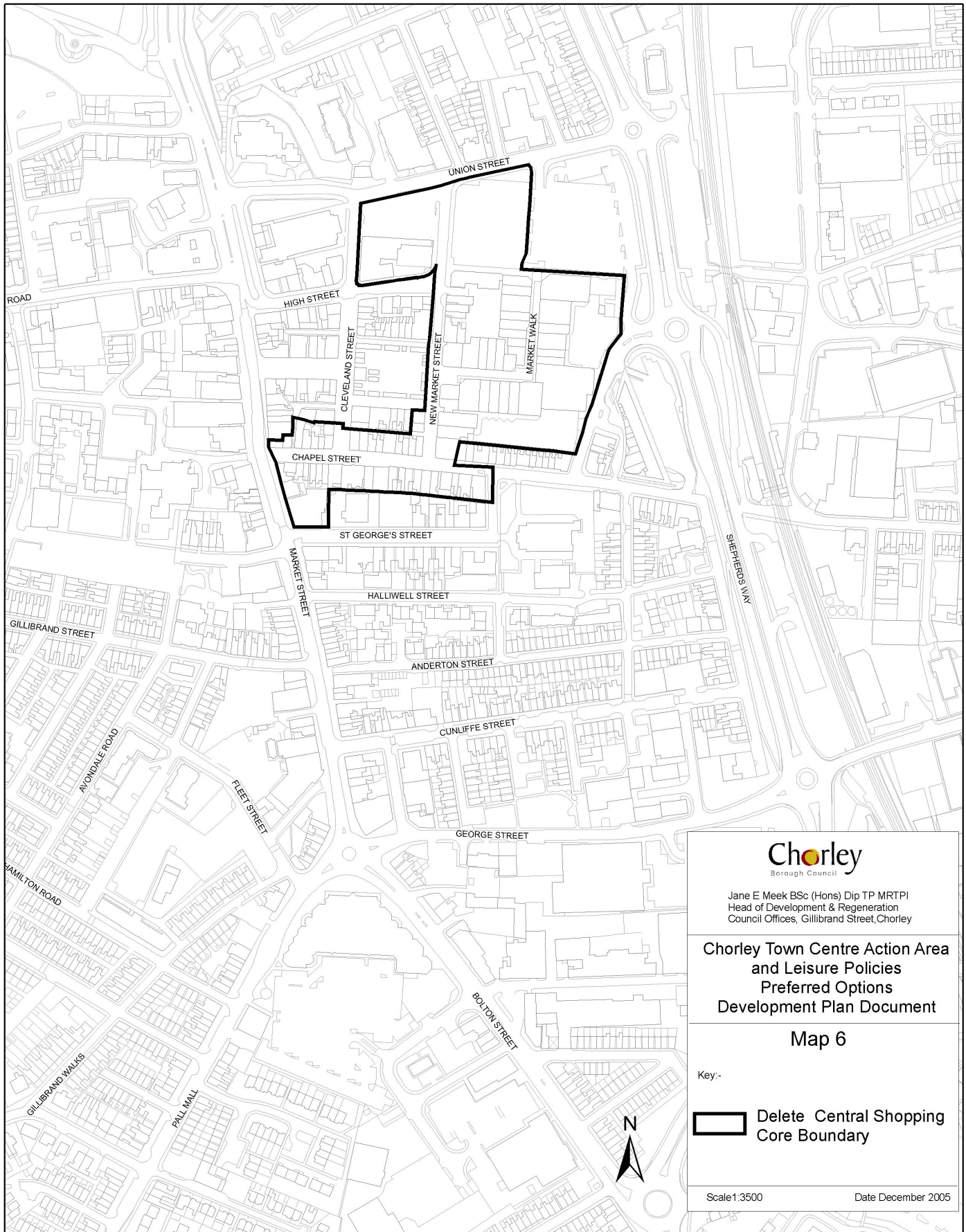
Key:-

 **Leisure & Cultural Quarter**

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Date December 2005






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**Chorley Town Centre Action Area
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Map 6

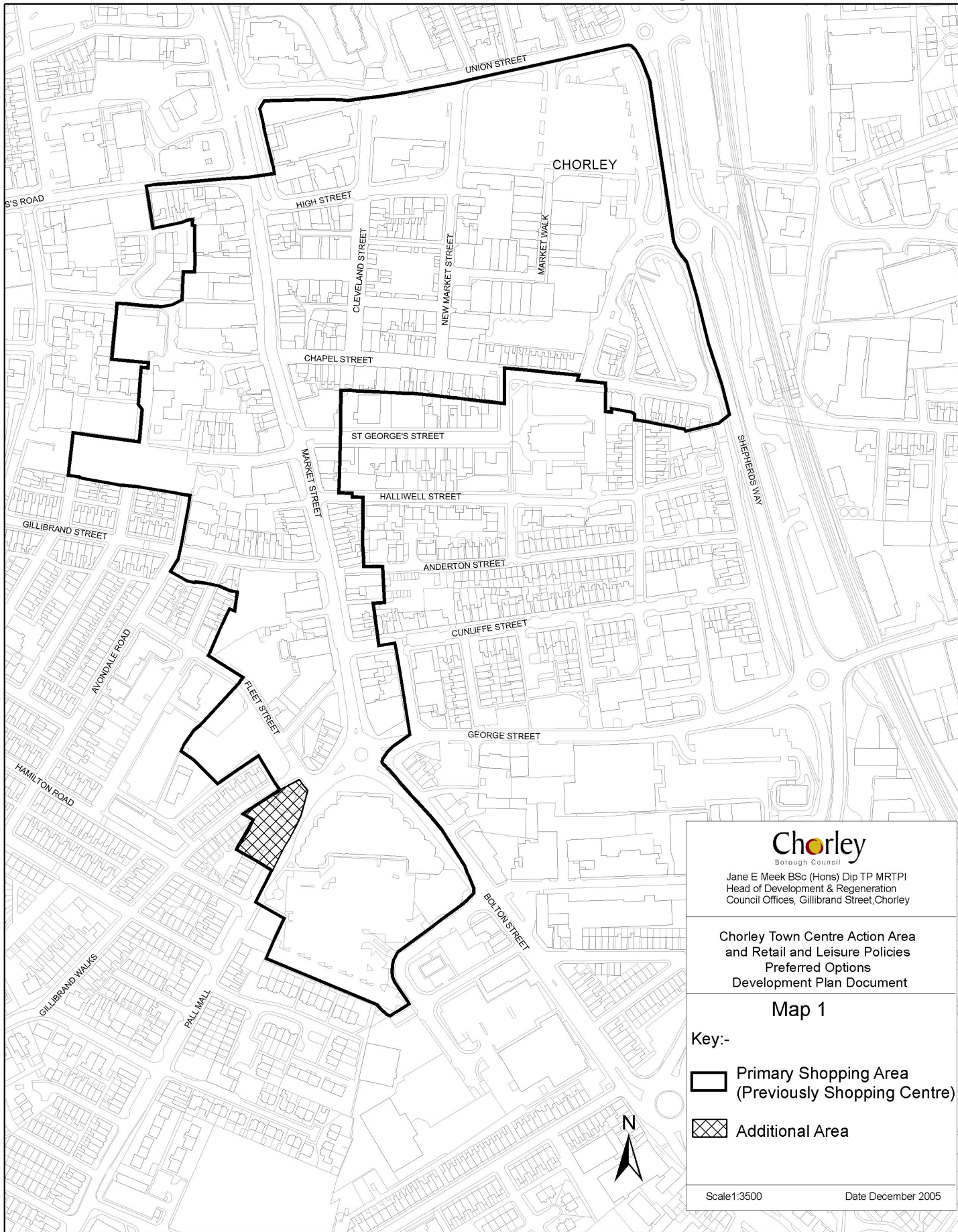
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 Delete Central Shopping
Core Boundary

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Map 1

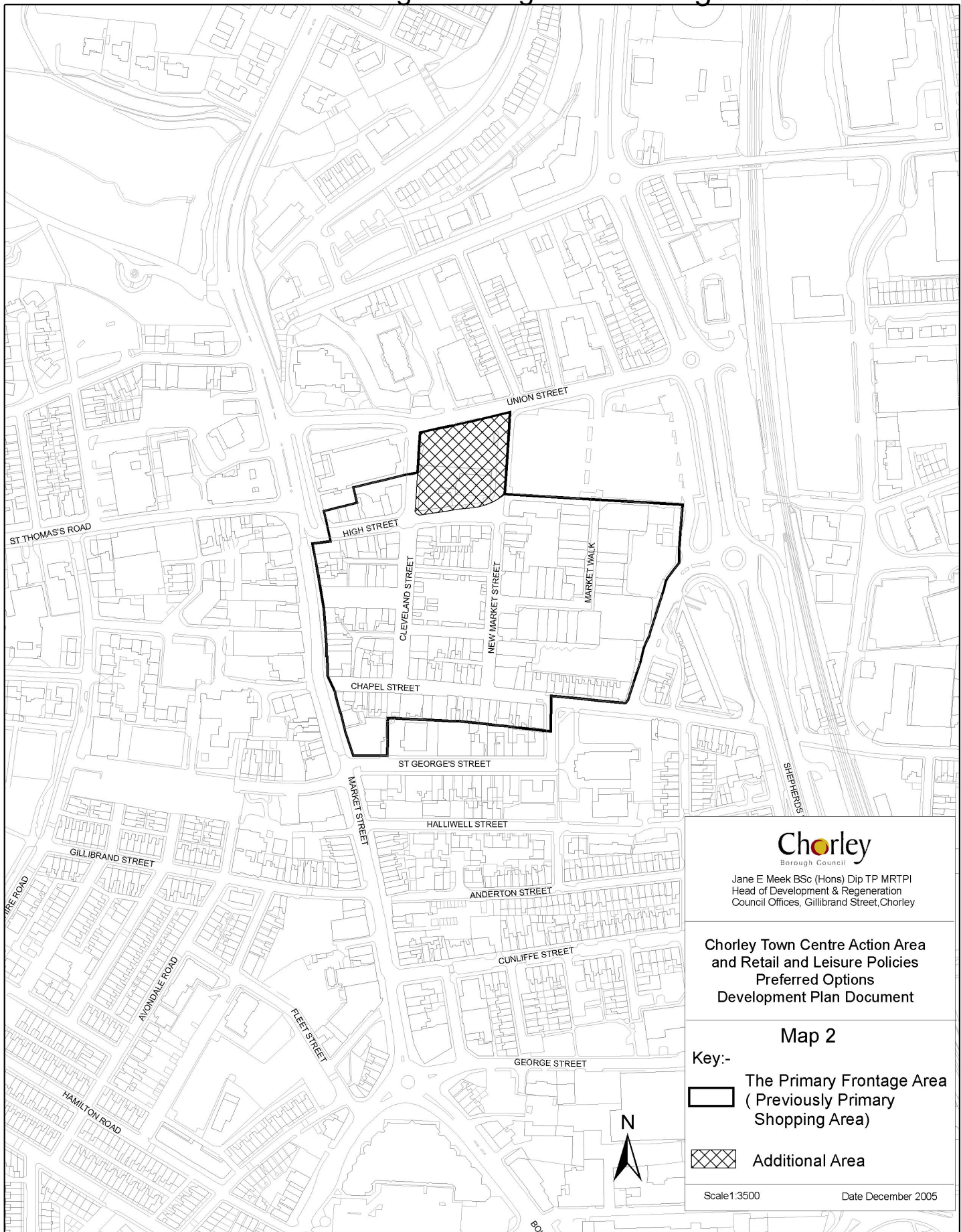
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-  Primary Shopping Area
(Previously Shopping Centre)
-  Additional Area

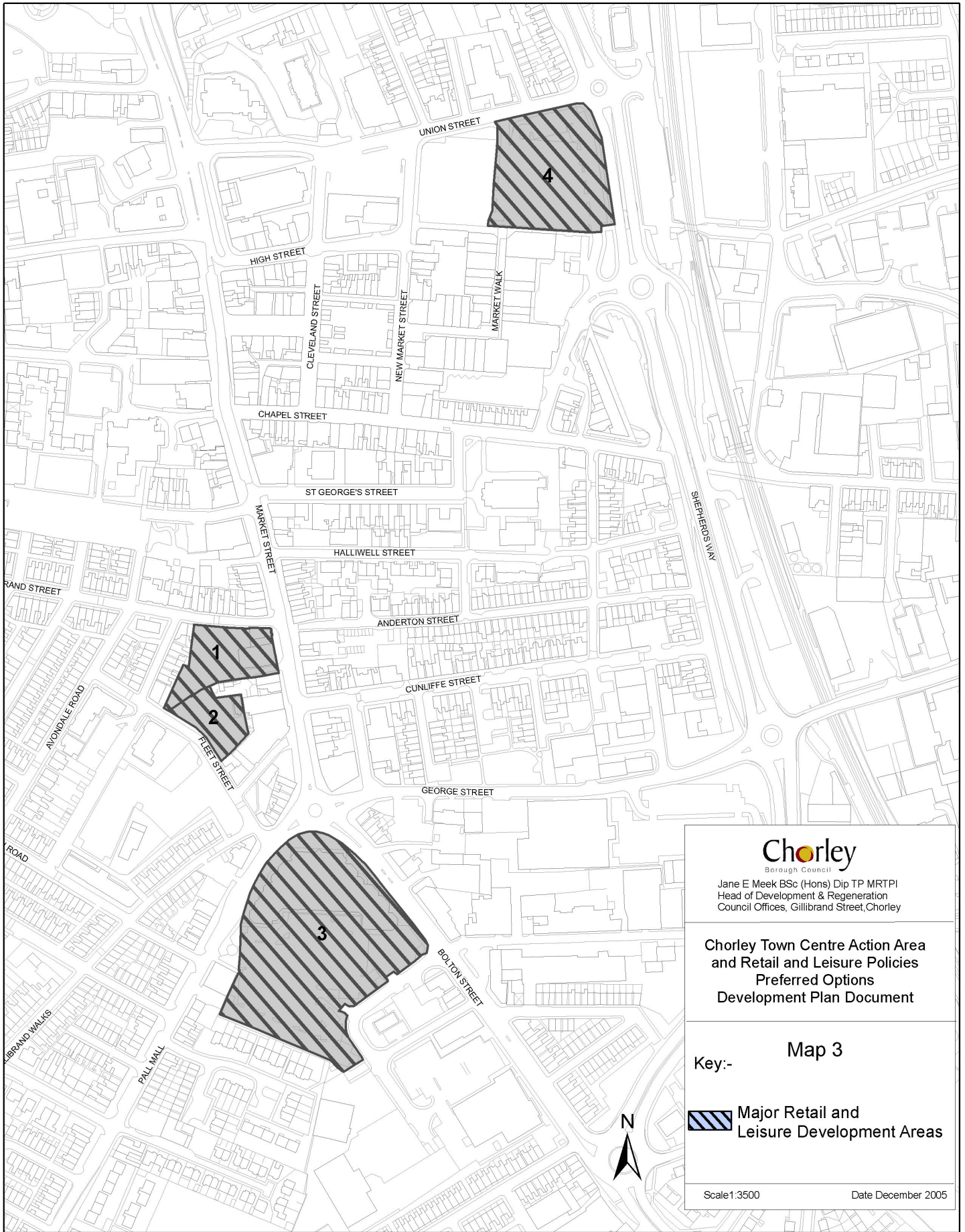
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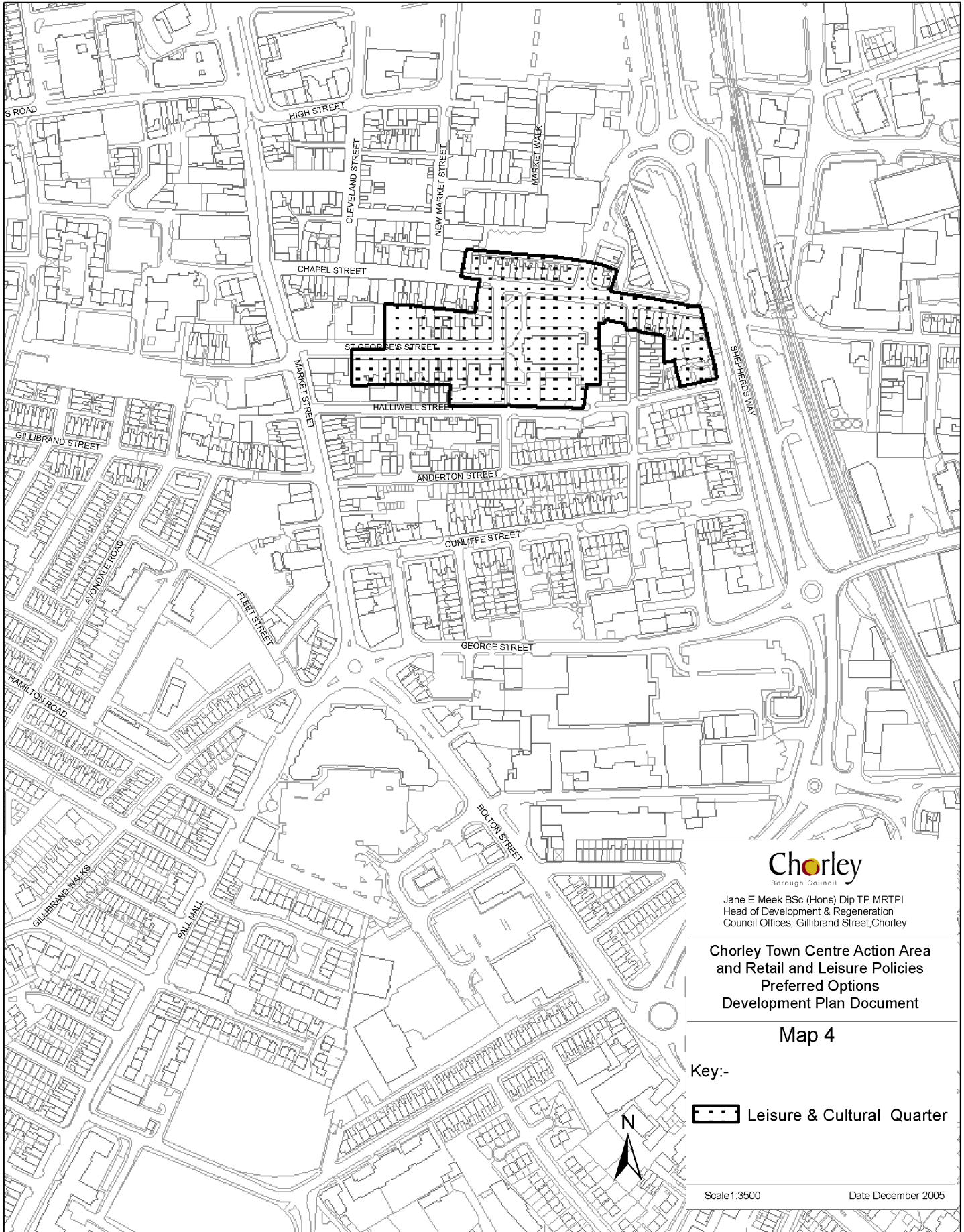
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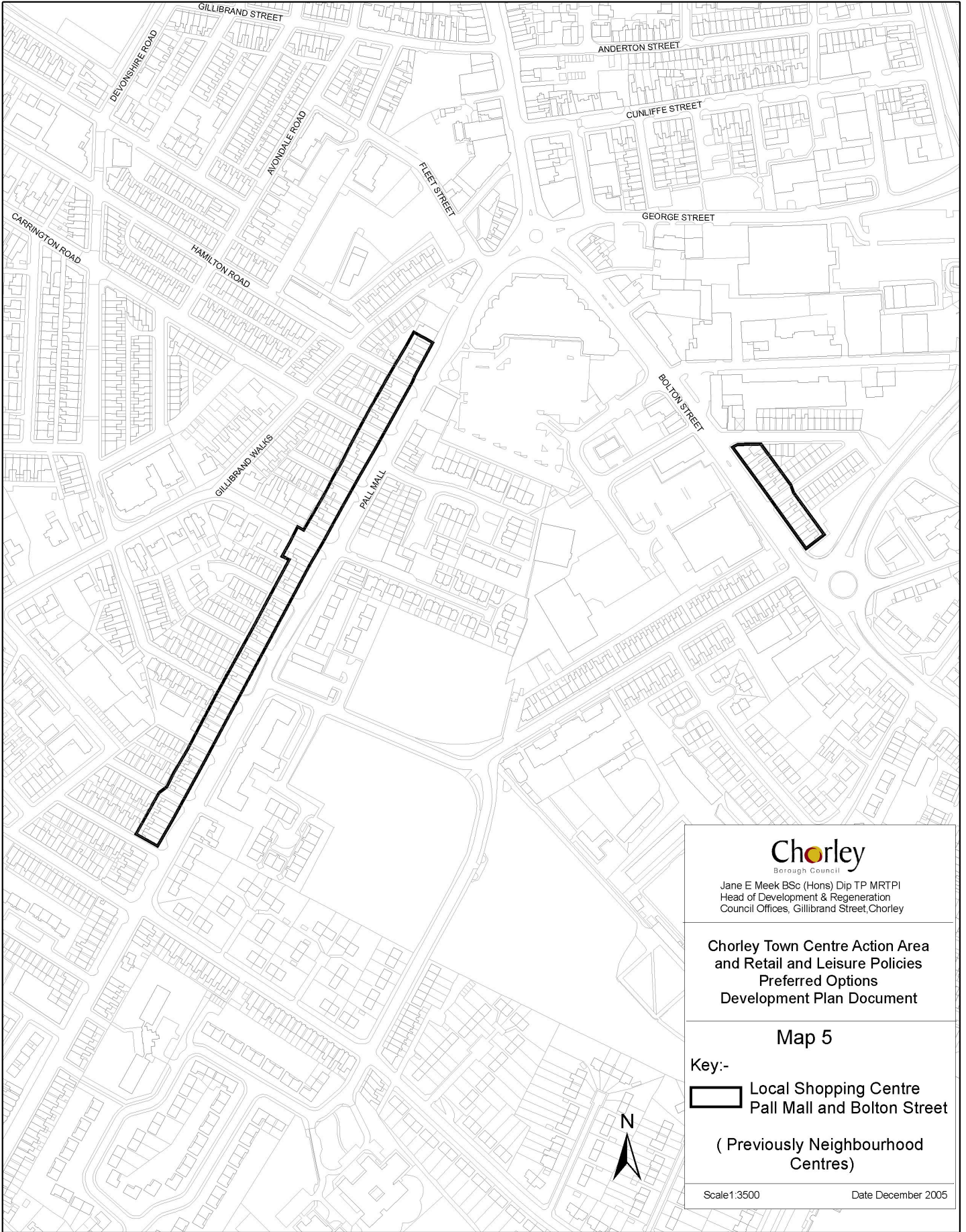
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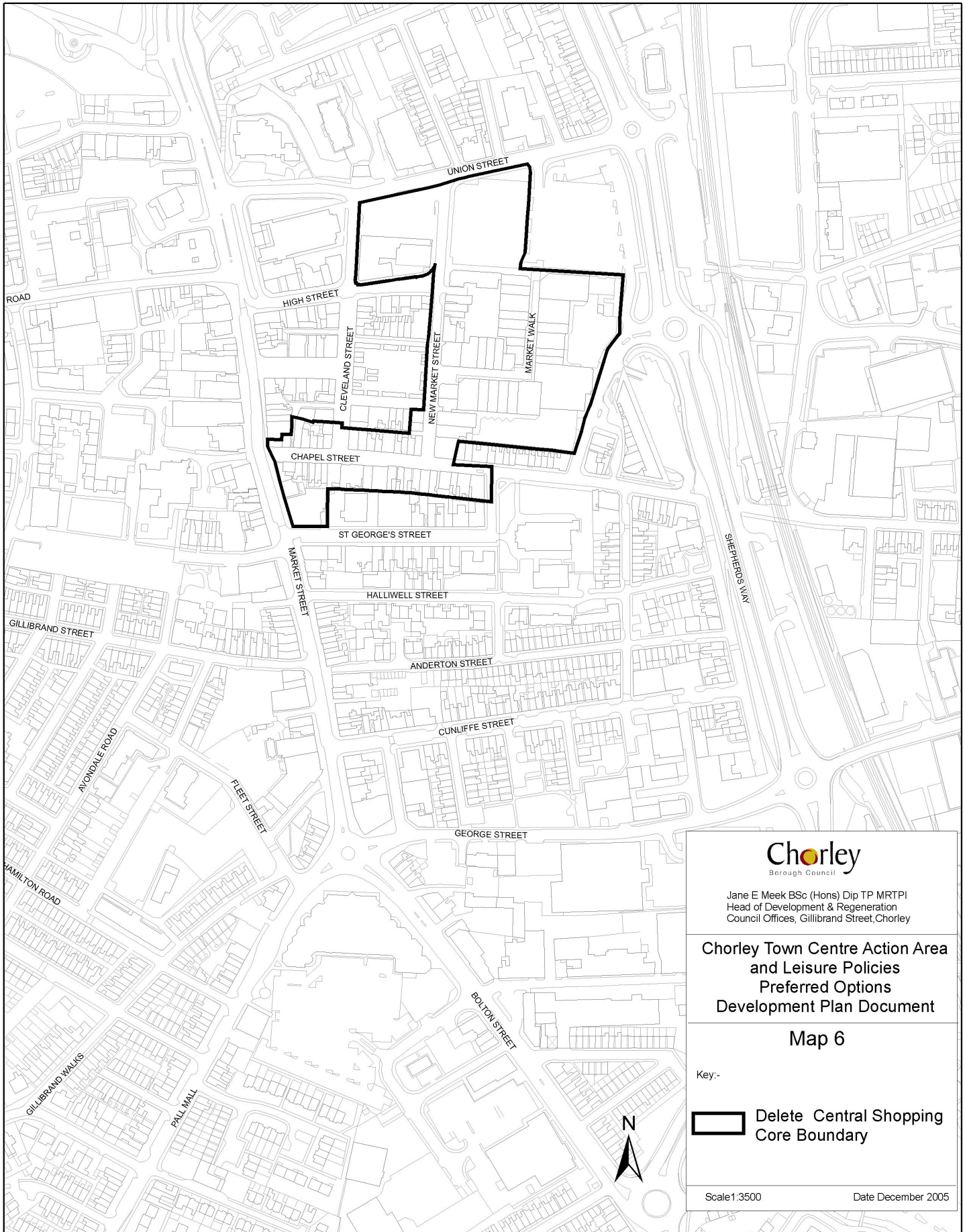
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Map 6

Key:-

 **Delete Central Shopping
Core Boundary**

Scale 1:3500

Date December 2005

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REPORT OF EXECUTIVE CABINET

GENERAL REPORT

1. The Executive Cabinet has met once on 12 January 2006 since the last ordinary Council meeting and this report summarises briefly the principal matters considered at the meeting. Separate reports have been prepared in respect of those items which require Council decisions.

Revenue Budget, 2005/06 - Monitoring

2. The Executive Cabinet considered a further monitoring report of the Director of Finance on the present position in respect of the current year's General Fund and Housing Revenue Account budgets.
3. The report revealed that the situation with regard to the General Fund continues to improve, with the forecast overspend having been reduced to £125,000 from £164,000 since the previous monitoring report. The budget will remain to be closely scrutinised and all areas where further potential savings can be achieved will be pursued. We accepted the report and agreed a virement of £21,000 from the savings on the staffing budget to cover the cost of the engagement of Consultants to guide the development of the Home Improvement Agency. This new body represents a key element of the Council's approach to service delivery and partnership working. The appointment of Consultants is necessary as there is currently insufficient capacity within the Housing Services Unit to develop initiatives.
4. Whilst some cost pressures are continuing to cause an increase in Housing Revenue Account expenditure, the reduction in the right to buy sales is generating additional rental income for the Account, which is resulting in the overall budget remaining close to target.

Draft General Fund Revenue Budget, 2006/07

5. We received from the Director of Finance a report on the draft General Fund budget proposals for 2006/07 which was accompanied by several appendices outlining the many factors and risk issues which will need to be assessed and considered before the final budget is determined.
6. We approved the documentation for public consultation purposes. Responses to the consultation will be reported to a special meeting of the Executive Cabinet on 23 February 2006 when the recommendations on the 2006/07 budget proposals will be determined for presentation to the full Council meeting on 7 March 2006.

Housing Transfer - Partner Selection

7. The Executive Cabinet considered a report of the Chief Executive seeking our endorsement of the selection of Adactus Housing Group as the preferred partner Social Registered Landlord (RSL) for Chorley Community Housing (CCH) in the eventuality of the realisation of the proposed transfer of the housing stock.
8. We were pleased to support this recommendation from the Joint Selection Panel, following its vigorous assessment of six shortlisted RSLs. The recommendation has also been ratified by the Chorley Community Housing Shadow Board.
9. Adactus meets all the essential agreed criteria and offers the best opportunity for the future sustainability and growth of Chorley Community Housing. The Group has wide experience

on regeneration and neighbourhood management, is prepared to transfer to CCH the ownership of 600 houses currently owned by Adactus in Lancashire and able to offer additional affordable housing, in addition to a commitment to incur the Council's pre-ballot costs.

10. The report also summarised the planned promotional activities to be focused around Chorley Community Housing during 2006 in the lead up to the postal ballot of all the Council's secure and introductory tenants.
11. We expressed our appreciation of the work and commitment of the Joint Selection Panel during the lengthy selection process over the past months.

Implementing E-Government Statement, 2005

12. We received a report of the Head of Information and Communication Technology and approved the content of the Council's E-Government Statement, 2005 for submission to the Government. The statutory return details the Council's progress in terms of the Government's defined Priority Outcome programme, Best Value Performance Indicator 157 for corporate electronic service delivery and efficiency targets. The IEG statement is an essential part of the Government's national monitoring process for assessing the capability of electronic service delivery against the 2005 targets and supports the delivery of priority outcomes for local e-government.
13. The statement confirms that the Council has made significant progress in achieving the identified targets, with 97.95% of services being currently e-enabled and an expectation that the 100% level would be achieved by 31 December 2005. In terms of the priority outcomes, the Council has achieved 27 of the 29 'required' outcomes with a target date of 31 December 2005, with one being the responsibility of the County Council.
14. While work to improve the Authority's technologies and systems continues, the statement shows the Council to be in a strong position, having achieved the vast majority of achievable outcomes and expectant of meeting the 100% 2005 BVPIs target.

Lancashire Locals

15. We received a report of the Deputy Chief Executive on a consultation document from the Lancashire County Council setting out their proposals to strengthen local democratic decision making in the County by establishing 12 new local Committees to be known as 'Lancashire Locals'.
16. The Committees will have a broad general remit as well as responsibility for a wider range of services and functions over which local County Council Members can take decisions, exercise influence or monitor delivery of services and performance. Within approved policies and budgets, the Lancashire Locals will be able to respond to local circumstances without the need for frequent referrals back for constitutional changes.
17. The Lancashire Locals will comprise all local County Councillors representing the appropriate District Area. The District Councils have been invited to become members of the Lancashire Locals by nominating an equal number of District Councillors (one of which must be an Executive Member) to sit on the Lancashire Local for their respective district. Both the County and District Councillors will have equal voting rights.
18. The Executive Cabinet agreed to support in principle the Lancashire Locals proposal as a means of improving the effectiveness of joint working between the County Council and District Councils for the benefit of local services, subject to the County Council giving further consideration to a number of issues raised at a recent meeting of the District Leaders' Forum. Provided a satisfactory response is given by the County Council to these issues, the

Council will be recommended at its Annual Meeting on 16 May 2006 to appoint seven Members (including at least one Executive Member) to serve on the Chorley Lancashire Local.

Chorley Strategic Regional Site - Update

19. The Deputy Chief Executive confirmed that, following extensive negotiations, part of the strategic regional site at Euxton Lane, Euxton has been remediated and transferred to Lex Automotives to facilitate their relocation to the site from Pilling Lane. The Lex development is expected to trigger the opening up of the remainder of the adjoining areas for development and the completion of the new link road to Central Avenue and Buckshaw Village. It is envisaged that the transaction has the potential to result ultimately in development investments yielding up to 2,000 new jobs.
20. The successful completion of this transaction has entailed complex and protracted negotiations over the past three years and we commended the efforts of the Deputy Chief Executive, the Head of Development and Regeneration and the Head of Property Services and their staff during the lengthy process.

Fair Trade Towns Initiative

21. The Executive Cabinet, at its meeting on 3 November 2005, confirmed its support of the Fair Trade Towns Initiative and to the provision of Fair Trade products at Council meetings.
22. We have since been requested to nominate a Council representative to serve on the Chorley Fair Trade Steering Group and we suggest that the Council appoints a non-Executive Member to represent the Authority on the Steering Group.

Delivery of Corporate Procurement Strategy

23. We received and considered a joint report from the Director of Legal Services and the Head of Customer, Democratic and Office Support Services advising us of the progress to date in respect of the measures taken to meet the appropriate milestones identified in the National Local Government Procurement Strategy and the targets set out in the Corporate Procurement Strategy approved in May, 2004. We noted that, as at November 2005, only two of the 24 national milestones had not yet been achieved.
24. We agreed to update the Council's Corporate Procurement Strategy by:
 - incorporating within the Strategy the Options Appraisal Results Indicator as a scoring template for the evaluation of all future options for the commissioning of services;
 - including the recommended approach to partnership and collaboration;
 - incorporating a more detailed e-procurement strategy.
25. One of the appendices to the report indicated that the total savings over the five year life of the Strategy are currently estimated at £1,078,044, which is far in excess of the target savings of £500,000. In addition, a number of additional areas where there is potential opportunity to achieve other savings as a result of the procurement exercise have also been identified.

Revision of Race Equality Scheme

26. The Executive Cabinet received a report of the Head of Corporate and Policy Services and approved for publication the revised and updated Race Equality Scheme, produced as a requirement of the Race Relations (Amendment) Act, 2000.

27. The amendments to the scheme have taken on board the responses to the review consultation with Service Heads, the Corporate Diversity Group, the Chorley Partnership, the Disability Forum, the Asian Women's Forum, the Muslim Welfare Society and the Ethnic Minorities Consultative Committee.

Human Resources Policies and Procedures

28. We received a report of the Head of Human Resources seeking our endorsement of three policy and procedure documents which had been discussed at the last meeting of the Staff Local Joint Consultative Committee.
29. The Executive Cabinet approved for immediate implementation both the Disciplinary and Sickness Absence policies and procedures and approved the implementation of the Redundancy policy, subject to 15 working days consultation with UNISON in an endeavour to resolve issues raised in respect of the amount of pay protection for staff.

Duxbury Park Golf Course - Heads of Terms

30. At its last meeting on 1 December 2005, the Executive Cabinet approved the selection of Glendale Golf as the Council's preferred bidder for the management and operation of Duxbury Park Golf Course and asked our Consultants to draw up draft Heads of Terms.
31. The draft Heads of Terms were presented to the Executive Cabinet meeting on 12 January 2006 and were considered an acceptable basis for the completion of negotiations with Glendale Golf. We have, therefore, instructed the officers to translate the Heads of Terms into a legally binding 25 year contract with Glendale Golf and have granted delegated authority to the Director of Legal Services, following consultation with the Executive Leader and the Indoor Leisure Committee, to deal with any necessary variations from the draft Heads of Terms.

Recommendations

32. The Council is recommended:
 - (a) to note this report; and
 - (b) to approve the appointment of a non-Executive Member to serve as the Council's representative on the Local Fair Trade Steering Group.

COUNCILLOR J WILSON
Executive Leader

AU

There are no background papers to this report.

Report of	Meeting	Date
Head of Environmental Services (Introduced by the Executive Member for Community Services)	Council	24 January 2006

FOOD HYGIENE ENFORCEMENT – OFFICER AUTHORISATION

PURPOSE OF REPORT

- To amend the delegations and authorisations to the Head of Environmental Services necessary for the enforcement of food hygiene legislation now made under the European Communities Act 1972

CORPORATE PRIORITIES

- This report is relevant to the “safer” corporate priority of the Council.

RISK ISSUES

- The issue raised and recommendations made in this report involve risk considerations in the following categories:

Strategy		Information	
Reputation		Regulatory/Legal	✓
Financial		Operational	✓
People		Other	

- The risk / consequences of not having appropriately authorised officers to undertake food hygiene work means that any enforcement action required could be successfully challenged and thereby rendered ineffective.

BACKGROUND

- The Food Safety Act 1990 made provision under various regulation and order to enforce food safety requirements on food businesses. Whilst these provisions remain for food standards work and hence some enforcement activity undertaken by the Unit, there has been a fundamental change to the source of food hygiene legislation.
- The new Food Hygiene (England) Regulations 2006 have been enacted under European Directive and hence under the European Communities Act 1972. These regulations revoke all previous food hygiene related legislation made under the Food Safety Act 1990.
- The Councils constitution and the delegations available to the Head of Environmental Services need to be amended to reflect these changes in food hygiene legislation.

8. COMMENTS OF THE DIRECTOR OF LEGAL SERVICES

These new delegations under the Food Hygiene (England) Regulations 2006 need to be formally approved by Council, as they constitute an amendment to the Constitution.

9. COMMENTS OF THE HEAD OF HUMAN RESOURCES

There are no HR implications of this report, which is purely an administrative change.

10. COMMENTS OF THE DIRECTOR OF FINANCE

There are no Finance implications of this report, which is purely an administrative change.

RECOMMENDATION(S)**11. It is recommended that:**

whereas the exercise of those functions of the Council under the European Communities Act 1972 here specified are an Executive function by virtue of Part A of Appendix 2 of the Councils Constitution and to enable the Head of Environmental Services to appoint and authorise the necessary staff to undertake these functions:-

The following Executive Functions be allocated to the Head of Environmental Services under Executive Arrangements made pursuant to Section 15 of the Local Government Act 2000 and be discharged by them under that Section:

The functions of:

- i. deciding applications for authorisations, registration, consent, licences or certificates of approval;
- ii. authorising the service of notices and the taking of consequential action, including carrying out work in default and the recovery of costs;
- iii. issuing formal cautions;
- iv. recommending to the Director of Legal Services the institution of legal proceedings; and
- v. authorising officers to exercise statutory powers of entry (including obtaining warrants),

Pursuant to the Food Safety Act 1990 (as amended) and;

- a) any Orders or Regulations made thereunder or relating to the foregoing or by virtue of the European Communities Act 1972; and
- b) any modification or re enactment to the foregoing.

REASONS FOR RECOMMENDATION(S)

13. To permit the Head of Environmental Services to authorise food officers

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

14. No alternatives were considered since these would not meet the Councils corporate priorities.

JOHN LECHMERE
HEAD OF ENVIRONMENTAL SERVICES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Simon Clark	5732	19 January 2006	ADMINREP/REPORT